

# How to Run a Degree Evaluation in CAPP

Visit [www.academics.utep.edu/CAPP](http://www.academics.utep.edu/CAPP) for more information

1. Log in to Goldmine: [www.goldmine.utep.edu](http://www.goldmine.utep.edu)
2. On Main Menu, click on **Student Records**

Personal Information Faculty Services

Search  Go

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Welcome

**Financial Aid**  
Apply for financial aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

**Faculty Services**  
Enter grades and registration overrides; View class lists and student information

**Registration**  
Check your registration status; Add or drop classes; Display your class schedule.

**Student Invoice**  
View registered courses, current or anticipated credits, and current charges.

**Student Records**

**Tax Information**  
View your 1098-T Tax Notification

**Payment Options**  
Make a payment with a Credit Card or Web Check

3. In Student Records, click on **Degree Evaluation**

Personal Information Faculty Services

Search  Go

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**Student Records**

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[View Holds](#)

[Midterm Grades](#)

[Final Grades](#)

[Academic Transcript](#)

[Account Summary by Term](#)

[Account Summary](#)

**Degree Evaluation**

[Enrollment Verification and Transcript Ordering](#)

[Six Drop Count](#)

[Transfer Credit Articulation](#)

[Three-Peat Courses](#)

4. Select a term and click on the submit button

Personal Information

Search  Go

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Select Current Term

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Please select the current term

Select a Term:

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RELEASE: 8.3.0.1

5. At the bottom of Degree Evaluation Record page, select **Generate New Evaluation**

Personal Information

Search  Go

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Degree Evaluation Record

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You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, select a program.

**Curriculum Information**

**Primary Curriculum**

Program:

Catalog Term:

Level:

Campus:

College:

Degree:

First Major:

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RELEASE: 8.3.0.1

[ [What-if Analysis](#) | [View Holds](#) | **Generate New Evaluation** ]

6. Click button for Program, select Term, and click **Generate Request**

Personal Information

Search  Go

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Generate New Evaluation

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To generate a new evaluation, select a program, degree, major and term and select generate request.

Program: BA in Criminal Justice

Degree: Bachelor of Arts

Major: Criminal Justice

Term:

## CAPP (Curriculum, Advising and Program Planning)

CAPP Degree Evaluation is an advising tool used by both students and advisors to evaluate course work against degree requirements. CAPP produces a report reflecting academic progress toward completion of an undergraduate degree in a student's declared or proposed major.

