How to Perform Degree Evaluations using Curriculum Advising and Program Planning

Before you begin, it is important to remember that CAPP Degree Evaluation is NOT an official evaluation. Final approval for graduation is required by the student’s department and the Office of Graduation. Furthermore, CAPP Degree Evaluation does NOT replace regular academic advising.

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Questions? Visit the CAPP help page, or contact our CAPP Specialist.
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Questions? Visit the CAPP help page, or contact our [CAPP Specialist](#).
I. Getting Started in CAPP

A. Logging into GoldLink

1. Enter Secure Area for Services
   a) The first step in completing a degree evaluation in CAPP is to login to your GoldLink account. Click ‘Enter Secure Area for Services’. (See Figure 1.1 below)

Figure 1.1. GoldLink Homepage
Welcome to Goldlink! Whether you're a current or prospective student, an employee or alum, Goldlink is your entryway to ETSU's online services.

Enter Secure Area for Services
This area requires E-Number and PIN. Services in this area include:
- Check Admissions Status
- Register for Courses
- View Grades
- Request Transcripts and/or Enrollment Certifications
- Accept and Manage Financial Aid
- View Account and Pay Fees
- View and Manage Employee Information
- View and Manage Department Accounts
- Access Faculty and Advisor Services

Look up E-Number
Retrieve your E-Number, which is used to log into the secure area.
Prospective Students
Tell us about yourself and request information about our institution.
Apply for Admission
Enter a new application, return to complete an application, or check admissions status.
Look Up Classes
View the current schedule of classes.
Transfer Course Equivalencies
See how courses you've taken at selected other schools will transfer to ETSU.
ETSU Alert
The system will be unavailable every Sunday morning from midnight until 2:00 am for system maintenance. Additionally, the system may be unavailable for extended maintenance on Sundays. Click ETSU Alert for additional information.

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2. Enter User ID and PIN
   a) On the following screen, you will be prompted to enter your unique E-Number and PIN. Once you have entered your information correctly, click ‘Login’ to go to the GoldLink Main Menu page. (See Figure 1.2 below)

Questions? Visit the CAPP help page, or contact our CAPP Specialist.
B. Locating the Degree Evaluation Page

1. Main Menu
   a) After logging into GoldLink, you will be taken to the 'Main Menu'. Continue to the 'Faculty and Advisors' main menu page by selecting the 'Faculty Services' tab, or clicking 'Faculty and Advisors' under 'Main Menu'. (See Figure 1.3 below)

   ![Figure 1.3. Main Menu](image)

   Figure 1.3. Main Menu

   ![Main Menu](image)

   Welcome, LaDonna A. Hutchins, to Banner Self-Service! Last web access on Jul 31, 2009 at 01:01 pm

   - [Personal Information]: View addresses and phones; update mailing and contact addresses and phones; review name and social security number change information; change your PIN; set security question.
   - [Student]: Apply for Admission, Register, View your academic records.
   - [Financial Aid]: Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
   - [Faculty and Advisors]: View course and registration overrides, View class lists and student information.
   - [Employee]: Time off, benefits, leave or job data, paystubs, W2 forms, W4 data.
   - [Academic Calendar for Students]: Important dates and deadlines.

   RELEASE: 7.4

   ![Footer](image)

2. Faculty and Advisors Main Menu
   a) Notice that the 'Faculty Services' tab is now selected. To continue, click 'Student Information Menu' at the top of the list. (See Figure 1.4 below)

   ![Figure 1.4. Faculty and Advisors Main Menu](image)
3. **Student Information Menu**  
   a) Selecting a Student to Evaluate.  
      (1) Click 'ID Selection' from the menu options under 'Student Information'. (See Figure 1.5 below)
Term Selection

(a) Upon clicking ‘ID Selection’, you will be directed to the ‘Select Term’ page. Select the appropriate term from the drop down menu, and click ‘Submit’ to continue to the ‘ID Selection’ page. (See Figure 1.6 below)

Student Selection

(a) Enter Student ID
   i) If you know the student ID number of whom you wish to evaluate, enter it here. Then click ‘Submit’. (See Figure 1.7 below)

Questions? Visit the CAPP help page, or contact our CAPP Specialist.
Verify that the student you have chosen is correct, and click ‘Submit’. (See Figure 1.8 below)

(c) Search by Name
   i) If you do not know the student ID number of whom you wish to evaluate, you may search for students by name. (See Figure 1.9 below)
ii) Select a student from the list of names, and then click ‘Submit’ to return to the ‘Student Information Menu’. (See Figure 1.10 below)

**Figure 1.10. Student Search Results**

4. **Degree Evaluation Page**  
   a) Click ‘Degree Evaluation’ from the list of menu options under ‘Student Information’. (See Figure 1.11 below)
II. Types of Degree Evaluations  

A. Generate New Evaluation  
1. To perform a new evaluation for the declared program of study, click ‘Generate New Evaluation’ located at the bottom of the ‘Degree Evaluation’ page. (See Figure 2.1 below)

B. What-if Analysis  
1. Click ‘What-if Analysis’, also located at the bottom of the ‘Degree Evaluation’ page, if you wish to perform an evaluation for an alternative program of study. (See Figure 2.1 below)

C. Previous Evaluations  
1. If you wish to view previously completed evaluations for the selected student, click ‘Previous Evaluations’. (See Figure 2.1 below)

Questions? Visit the CAPP help page, or contact our CAPP Specialist.
III. Generating a New Evaluation

A. Select Program
   1. Click the radio button to the left of ‘Program’. (See Figure 3.1 below)
      a) NOTE: If there is no radio button visible, you must perform a ‘What-if Analysis’.

B. Generate Request
   1. Once you have chosen the program for which you wish to perform the evaluation, click ‘Generate Request’. (See Figure 3.1 below)
C. Degree Evaluation Options

1. Click the radio button to the left of ‘Detail Requirements’, and then ‘Submit’ the evaluation. (See Figure 3.2 below)
D. Viewing the Report
1. Now that you have submitted all the required information, you may view the unofficial program evaluation. From there you may view all the requirements of the chosen program of study, along with the student’s progress toward satisfying those requirements.
   a) (Example: Smith)

IV. What-if Analysis

A. Beginning the Analysis
1. Following the steps explained in Section I, locate the ‘Degree Evaluation’ page.
   a) Refer to Figure 2.1 if necessary, and click ‘What-if Analysis’ located at the bottom of the page.

B. Select Term
1. Select the appropriate term from the drop down menu. Then click ‘Continue’. (See Figure 4.1 below)

Figure 4.1. What-if Analysis - Select Term

C. Select Program of Study
1. Once you have chosen the appropriate term, select the potential degree program, for which you wish to evaluate, from the drop down menu. Then click ‘Continue’. (See Figure 4.2 below)

Questions? Visit the CAPP help page, or contact our CAPP Specialist.
D. Selecting a Major

1. Choose from one of the many majors offered at ETSU from the drop down menu next to ‘First Major’. Once you have chosen a major, click ‘Add More’ to display a drop down menu containing a list of the available concentrations within that major. (See Figure 4.3 below)

E. Concentrations

1. Select a concentration from the drop down menu next to ‘Concentration 1’. If you would like to add a minor, continue with the following step. Otherwise, click ‘Submit’. (See Figure 4.4 below)
F. Minors  

1. Evaluating for Minors  
   a) If you would like to add a minor, click the ‘Add More’ button again to display a drop down menu containing a list of available minors offered at ETSU.

2. Selecting a Minor  
   a) Select a minor from the drop down menu. When you are finished, click ‘Submit’. (See Figure 4.5 below)
G. Review

1. Once you have submitted the appropriate information, you will be directed to a review page where you can review the information you have entered. If you are satisfied with the information, click 'Generate Request'. (See Figure 4.6 below)
H. Degree Evaluation Options
   1. Once you have generated your request, you will be directed to the final page before you can view the report.
   2. Click the radio button to the left of ‘Detail Requirements’, and then ‘Submit’ the evaluation. (Refer to Figure 3.2 above)

I. Viewing the Report  Return to Table of Contents
   1. Now that you have submitted all the required information, you may view the unofficial program evaluation. From there you may view all the requirements of the chosen program of study, along with the student’s progress toward satisfying those requirements.
      a) (Example: Smith)