

**Western Washington University
Department of History**

Instructions for Generating a CAPP Evaluation - For Students

1. Go to Western's homepage at: <http://www.wwu.edu/>
2. Login to Web4U with your W# and pin.
3. Select Student Services and Financial Aid.
4. Select Student Records.
5. Select Degree Evaluation.
6. Select a Term (Select current term, Submit)
7. Select the *Generate New Evaluation* link at the bottom of the page to produce a degree evaluation for the curriculum(s) listed below.

-OR-

Select the *What-If Analysis* link at the bottom of the page to produce an evaluation for any available program and major.

For Generating New Evaluation

8. After selecting the *Generate New Evaluation* link, click button next to Program, select your anticipated graduation term, and click Generate Request.
9. Click Submit in the new screen titled *Degree Evaluation Display Options* to view your evaluation.

For What-if Analysis

10. After selecting the *What-If Analysis* link, select the fall term of the academic year the major was declared (i.e. Fall 2006 Entry Term = 2006-2007 catalog) and click continue.
11. Highlight your desired program in the pull-down menu and click continue again.
12. Select your major from the First Major pull-down menu and click submit.
13. Now select an Evaluation Term. Evaluation Term = Anticipated Term of Graduation and click Generate Request.
14. Click Submit in the new screen titled *Degree Evaluation Display Options* to view your CAPP What-If Analysis Evaluation.

Printing CAPP Evaluation

15. In order to print your evaluation, go to File and select Print in pull-down menu.

You have now successfully generated a CAPP evaluation.