Viewing an Academic Evaluation (CAPP)

CAPP (Curriculum Advisement & Program Planning) is your tool for keeping track of your progress through the master’s program in the Robinson College of Business. It will tell you what courses have been waived or satisfied either as transfer credit or at GSU, what courses you are registered for, and what courses you still need to take in the future to complete your degree requirements. It will also tell you about any ‘non-course’ requirements you must satisfy in order to graduate. Follow these simple steps to view your CAPP in PAWS:

1. Go to paws.gsu.edu.

2. Login using your regular Campus ID and password, the same login and password you use for your official Georgia State e-mail account. Go to https://campusid.gsu.edu/ to activate your Campus ID and password. Once you are logged in, you will see this landing page:
3. On the **One Stop Shop** tab, in the GoSOLAR section, choose **Student Records Menu**.

4. Choose **View Academic Evaluation**.
5. From this point on the process is self-explanatory. Just follow the on-screen directions:

- Select Term - The current term should default in the box, and select Submit.

- Your most current program information will appear, and if you have graduate and undergrad records, both will appear. Select the button next to the program you want to view, and click the Generate Request button.

- When your CAPP is returned, you have two parts to view:
  - Select Academic Evaluation and Submit if you wish to view a summary of your record (program information, GPA, hours, etc.) as well as all course requirements.
  - Select Program Non-Course Requirements and Submit if you wish to view all non-course requirements (Program of Study, Communication Skills Workshops, Exit Surveys, etc) and courses not being used in the program.
  - If you need to go back to the previous page, scroll down to the bottom and select ‘BACK TO DISPLAY OPTIONS’.

- You can print your CAPP through your browser as usual.

- If you have any questions about your CAPP, please contact your academic advisor in Graduation Student Services: 404-413-7167.