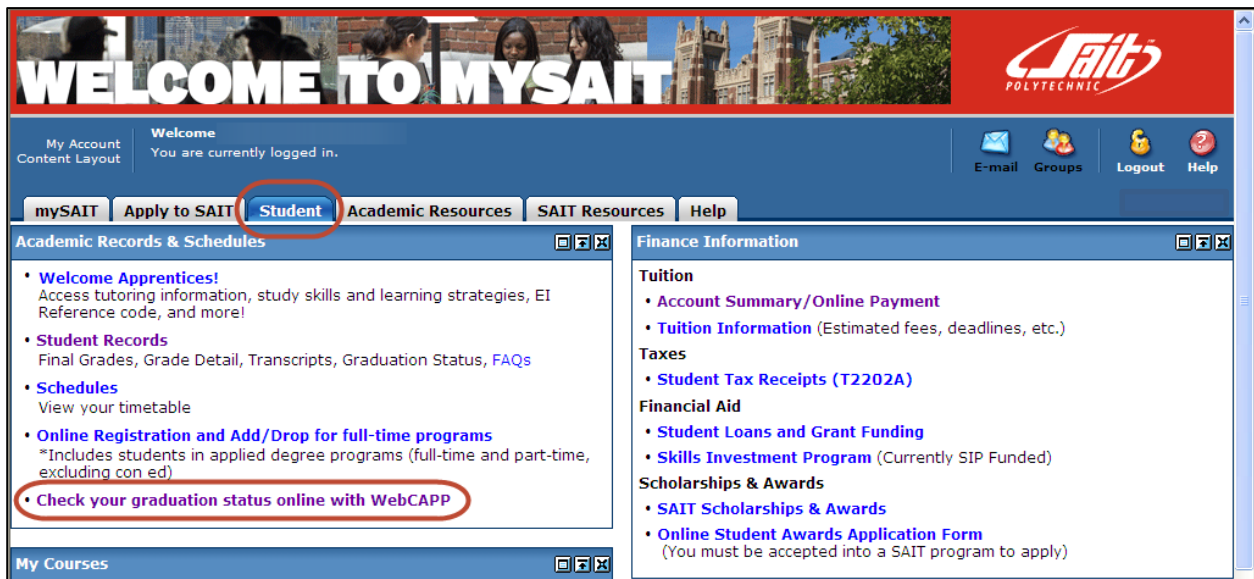


WebCAPP

Running a Graduation Compliance Audit Through mySAIT.ca

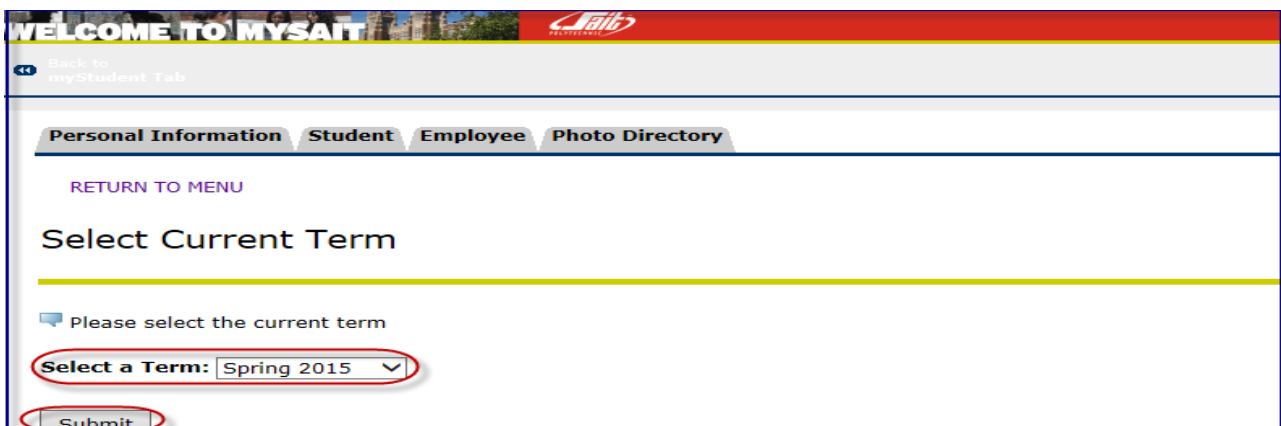
Check your graduation status on mySAIT with WebCAPP, a tool that allows students to check their graduation status by running an online compliance. The results will identify the courses that have been used and/or not used and the courses that are missing for graduation purposes. You can also do a "What-if Analysis" to determine if changing a program or major may be possible.

1. Log in to mySAIT.ca and click on the **Student** tab.
2. Select **Check your graduation status online with WebCAPP**.



The screenshot shows the mySAIT.ca website interface. At the top, there is a banner with the text "WELCOME TO MYSAIT" and the Sait Polytechnic logo. Below the banner, there is a navigation bar with tabs for "mySAIT", "Apply to SAIT", "Student", "Academic Resources", "SAIT Resources", and "Help". The "Student" tab is highlighted. Below the navigation bar, there are two main sections: "Academic Records & Schedules" and "Finance Information". In the "Academic Records & Schedules" section, there is a list of links, including "Check your graduation status online with WebCAPP", which is circled in red. The "Finance Information" section contains links for "Tuition", "Taxes", "Financial Aid", and "Scholarships & Awards".

3. Select the current term from the drop-down menu.
 - a. Spring Term: May to June
 - b. Summer Term: July to August
 - c. Fall Term: September to December
 - d. Winter Term: January to April
4. Click the **Submit** button.



The screenshot shows the "Select Current Term" form in the mySAIT.ca Student tab. The form has a navigation bar with "Personal Information", "Student", "Employee", and "Photo Directory". Below the navigation bar, there is a "RETURN TO MENU" link. The main heading is "Select Current Term". Below the heading, there is a text prompt "Please select the current term" and a drop-down menu labeled "Select a Term:" with "Spring 2015" selected. A "Submit" button is at the bottom, circled in red.

5. Your current program should be displayed in the **Program** field.

If your current program is not displayed, contact Student Services by email at credentials.transcripts@sait.ca or by telephone at 403.284.7248 or toll-free at 1.877.824.7248.

The screenshot displays the 'Degree Evaluation Record' page. At the top, there is a red header with 'WELCOME TO MYSAIT' and the Sait logo. Below the header, there is a navigation bar with 'back to Student Tab' and icons for 'E-mail', 'Groups', and a help icon. The main content area is titled 'Degree Evaluation Record' and contains an information icon with the text: 'You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, select a program.' Below this, there is a link for 'Need help? Check out the instructions on navigating WebCAPP.' The 'Curriculum Information' section lists the following details: Curriculum (Journalism), Program (Journalism), Catalog Term, Level: Credit Education, Campus: Base Grant Funded, College: SAIT Polytechnic test, Degree: Diploma, First Major: Journalism, Department: School of Info & Comm Tech, and Concentrations: Print and Online. At the bottom of the page, there are three navigation links: 'View Previous Evaluations', 'Generate New Evaluation', and 'What-if Analysis | View Holds'. The 'View Previous Evaluations' and 'Generate New Evaluation' links are circled in red.

6. View your Degree Evaluation Record

- a. If an evaluation has already been run for the program, the program name will be a hyperlink. Click on the link or select **View Previous Evaluations**.
- b. If an evaluation hasn't been run yet, click the **Generate New Evaluation** link.

Generating a New Evaluation

1. Click **Generate New Evaluation**.

Entry Term:	Spring 2015
Program:	Journalism
Level:	Credit Education
Degree:	Diploma
College:	SAIT Polytechnic
Campus:	Base Grant Funded
First Major:	Journalism
First Department:	School of Info & Comm Tech
Evaluation Term:	Spring 2015
Generate Request	

[[Current Enrollment](#) | [View Previous Evaluations](#) | [Generate New Evaluation](#)]

2. Click on the circle next to the program.
3. Select the term you expect to graduate from your program.
4. Click **Generate Request**.

Unofficial Degree Evaluation Report

Program Evaluation

This section will show you how many credits and courses are required to complete your program.

Detail Requirements

Find out which courses are required to graduate and whether or not the course(s) has been completed.

In Progress Courses

The courses you are currently registered in will appear here.

Courses Not Used

This section shows any courses you have taken that are not being used in the evaluation. If all courses are being used, there will be no courses displayed here.

Rejected Courses

These courses will not be used in the evaluation for one of the following reasons:

1. The minimum grade has not been met.
2. The course was not part of the program when you were first admitted.
3. The course was further back than the time limit to complete your program.