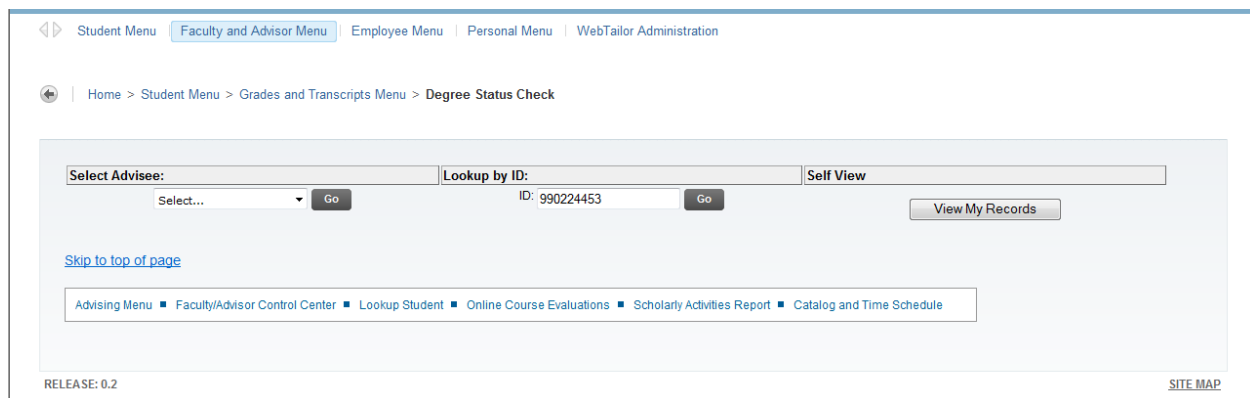


Finding CAPP: Graduate and Doctoral Students

Welcome To CAPP! This tutorial is meant to orient you to a new functionality in banner designed to track program requirements. This functionality may be referred to as either: Program CAPP (which stands for Curriculum, Advising and Program Planning), or Program Check. For the purposes of this tutorial, we will refer to it simply as “CAPP”. CAPP uses catalog data to pull degree requirements for all majors, minors, and graduate programs that SPU offers.

CAPP is easily located in the Banner Information System, which we access through the SPU homepage. Students will find the information in the “student menu” and then the “grades and transcripts menu”. Faculty and Advisors will be able to locate it by clicking on the “faculty and advisor menu”, then “advising menu”, then “degree status check”. Banner will ask for the student ID, which can be entered into the “Lookup by ID” block. Do not include dashes or spaces.



The screenshot shows the Banner Information System interface for the Degree Status Check page. At the top, there is a navigation menu with options: Student Menu, Faculty and Advisor Menu (selected), Employee Menu, Personal Menu, and WebTailor Administration. Below this is a breadcrumb trail: Home > Student Menu > Grades and Transcripts Menu > Degree Status Check. The main content area contains three input fields: 'Select Advisee:' with a dropdown menu showing 'Select...', 'Lookup by ID:' with the value '990224453', and 'Self View'. Each input field has a 'Go' button. To the right of the 'Self View' field is a 'View My Records' button. Below the input fields is a link 'Skip to top of page'. At the bottom of the page, there is a footer with the text 'RELEASE: 0.2' on the left and 'SITE MAP' on the right. A horizontal menu bar is also visible, containing links: Advising Menu, Faculty/Advisor Control Center, Lookup Student, Online Course Evaluations, Scholarly Activities Report, and Catalog and Time Schedule.

The components of CAPP are built into the “degree status check”. The degree status check has two parts: Program Requirements, and Course Summary.

The Degree Check takes you directly to the Program Requirements Audit for Graduate Students. Let’s look at how this process looks to look up a graduate student’s record.

Click on the “program requirements” radio button. It will take you to a page requesting information. First, you must select the program admit term. This is easily found in the parenthesis next to the Program. In this case, Summer 2007. Choosing the correct term is critically important, since requirements can change from catalog to catalog. Also, any substitutions and advisor comments for a major are linked to the term. For example, if I enter a substitution for this student in Summer 2007, and later go in and look up her record in Summer 2008 instead, I will not see my substitution. Always select the correct term for the program.

Admit Type: Graduate (GR)
Admit Term: Summer 2007
Degree: Master of Education
Program(s): Curriculum & Instruction (Admitted Summer 2007) **Graduation:** You have Applied to Graduate in Spring 2008
Concentration(s): Teaching & Learning
This report reflects coursework (plus in progress) through: Autumn 2010

Program Selection:

First, select either the term you were admitted to your Program or the term you anticipate you will be admitted.
 Note: Program requirements are based on the Catalog associated with the term you select and notes/course substitutions only appear for that specific term.

Second, select the Department the Program is in.

Third, select the Program you want.

Next, it will ask you to select the department. This should be straight forward. In this example, we would choose “Education”.

Admit Type: Graduate (GR)
Admit Term: Summer 2007
Degree: Master of Education
Program(s): Curriculum & Instruction (Admitted Summer 2007) **Graduation:** You have Applied to Graduate in Spring 2008
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Finally, it will ask us to select the program. Again, the specific program (including the correct concentration) is very important as the substitutions and comments are linked to one term, and one program. In this case, we’d select M.Ed. Curriculum and Instruction (Teaching & Learning Spec.)

Admit Type: Graduate (GR)
Admit Term: Summer 2007
Degree: Master of Education
Program(s): Curriculum & Instruction (Admitted Summer 2007) **Graduation:** You have Applied to Graduate in Spring 2008
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Program Selection:

First, select either the term you were admitted to your Program or the term you anticipate you will be admitted.
 Note: Program requirements are based on the Catalog associated with the term you select and notes/course substitutions only appear for that specific term.

Second, select the Department the Program is in.

Third, select the Program you want.

From there, CAPP will load the program requirements based on the selected criteria. As you can see from this portion of CAPP, the student’s information will automatically populate.

Program Requirements:				
M.Ed. Curriculum and Instruction (Teaching & Learning Spec.) (51 Credits)				
Foundations and Research Core				
Course		Grade	Credits Required	credits remaining
✓	EDU 6085 Moral Issues in Education - Credits: 3 - (DONE)	A	3	0
✓	EDU 6120 American Educn: Past & Present - Credits: 3 - (DONE)	A-	3	0
⊗	EDU 6655 Human Devlpmt&Prinopl of Lrng		3	3
✓	EDU 6975 Interprtq&Apply Ed Research I - Credits: 3 - (DONE)	A	3	0
✓	EDU 6976 Interprtq&Apply Ed Research II - Credits: 3 - (DONE)	C+	3	0
SECTION CREDITS REQUIRED			15	3
Teaching and Learning				
Course		Grade	Credits Required	credits remaining
✓	EDU 6524 Curriculum Design - Credits: 3 - (DONE)	A	3	0
✶	EDU 6525 Culturally Responsive Teaching - Credits: 3 - Substitution - (DONE)	A-	3	0
✓	EDU 6526 Survey Instrudnal Strategies - Credits: 3 - (DONE)	A	3	0
✓	EDU 6613 Standards-Based Assessment - Credits: 3 - (DONE)	A	3	0
✓	EDSP 6644 Educating Exceptional Students - Credits: 3 - (DONE)	A	3	0
✓	EDU 6600 Communication&Collaboration - Credits: 3 - (DONE)	A	3	0

As you can see, CAPP clearly lists which program requirements are complete, and which are incomplete. Color coding helps identify problem areas. For example, we see that this student has not met the EDU 6655: Human Development and Principles of Learning requirement. Also note that CAPP also includes credit totals, as well as a section for comments and substitutions. This student has eight of their nine elective credits accounted for, as well as a course substitution, and a note from their advisor.

CAPP does require that the faculty advisor play an active role in maintaining program requirements. For additional information on how to use CAPP, please utilize the following tutorials: “Approving Substitutions to Meet A Requirement”, “Entering Advising Notes”, “Entering Transfer Work” and “Approving Electives”.