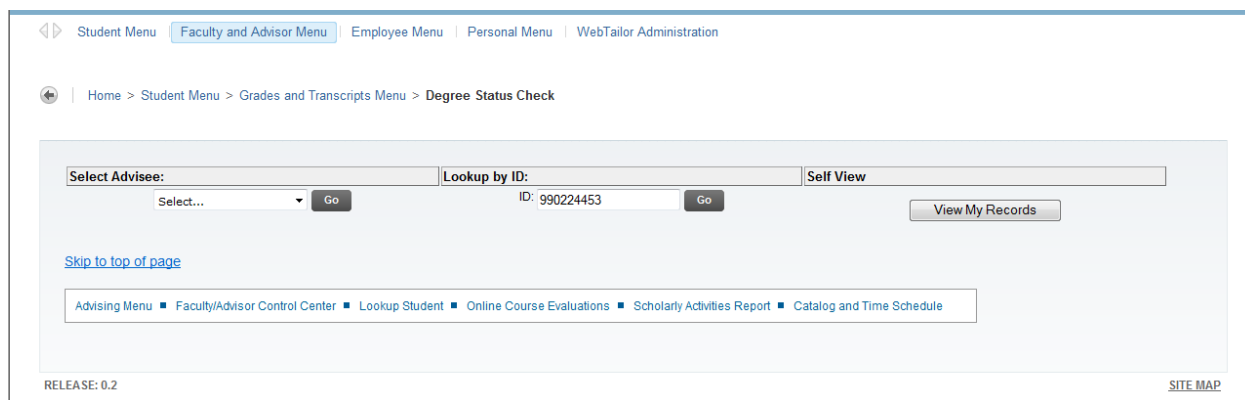


## Finding CAPP: Undergraduates

Welcome To CAPP! This tutorial is meant to orient you to a new functionality in banner designed to track major and program requirements. This functionality may be referred to as either: Major CAPP (which stands for Curriculum, Advising and Program Planning), or Major 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 features three input fields: 'Select Advisee:' with a dropdown menu and a 'Go' button; 'Lookup by ID:' with the ID '990224453' entered and a 'Go' button; and 'Self View' with a 'View My Records' button. A 'Skip to top of page' link is located below the input fields. At the bottom, there is a horizontal menu with links: Advising Menu, Faculty/Advisor Control Center, Lookup Student, Online Course Evaluations, Scholarly Activities Report, and Catalog and Time Schedule. The footer contains 'RELEASE: 0.2' on the left and 'SITE MAP' on the right.

The components of CAPP are built into the “degree status check”. The degree status check has four parts for undergraduate students: Degree Requirements Audit (which covers the Baccalaureate Degree Requirements), Transfer Summary (listing transfer courses and their equivalents), Course Summary (listing all courses, SPU and transfer), and Major Requirements (CAPP). For graduate students, there are just two parts: Program Requirements, and Course Summary.

The Degree Check takes you directly to the Degree Requirements Audit for Undergraduate Students. Click on the “major requirements” button. It will take you to a page requesting information. First, you must select the major admit term. This is easily found in the parenthesis next to the Major. In this case, Winter 2008. 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 Winter 2008, and later go in and look up his record in Winter 2009 instead, I will not see my substitution. Always select the correct term for the major.

**Admit Type:** Transfer Traditional (TT)  
**Admit Status:** Freshman  
**Admit Term:** Autumn 2007  
**Degree:** Bachelor of Arts  
**Major(s):** Business Administration ( Admitted Winter 2008)      **Graduation:** You have Applied to Graduate in Spring 2010  
**Minor(s):**  
**Concentration(s):** Marketing  
*This report reflects coursework (plus in progress) through: Autumn 2010*

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**Major Selection:**

First, select either the term you were admitted to your Major or the term you anticipate you will be admitted.  
 Note: Major 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 Major is in.

Third, select the Major you want.

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

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**Admit Term:** Autumn 2007  
**Degree:** Bachelor of Arts  
**Major(s):** Business Administration ( Admitted Winter 2008)      **Graduation:** You have Applied to Graduate in Spring 2010  
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Finally, it will ask us to select the major. Again, the specific major (BA vs BS, or choosing the correct concentration) is very important as the substitutions and comments are linked to one term, and one major. In this case, we’d select Business Administration Major: Marketing Concentration.

**Admit Type:** Transfer Traditional (TT)  
**Admit Status:** Freshman  
**Admit Term:** Autumn 2007  
**Degree:** Bachelor of Arts  
**Major(s):** Business Administration ( Admitted Winter 2008)      **Graduation:** You have Applied to Graduate in Spring 2010  
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 Note: Major 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 Major is in.

Third, select the Major you want.

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

<b>Major Requirements:</b>			
Business Administration Major: Marketing Concentration (95 Credits , including 60 Upper Division (UD) )			
<b>General Core</b>			
Course	Grade	Credits Required	credits remaining
✓ ECN 2101 Principles of Microeconomics - Credits: 5 - (DONE) (5)	B-	10	0
✓ ECN 2102 Principles of Macroeconomics - Credits: 5 - (DONE) (5)	B+		
✓ BUS 2414 Legal Environment of Business - Credits: 5 - (DONE)	B	5	0
✓ ACCT 2361 Financial Accounting - Credits: 5 - (DONE) (5)	B+	10	0
✓ ACCT 2362 Managerial Accounting - Credits: 5 - (DONE) (5)	B		
✓ BUS 3250 Business Finance - Credits: 5 - (DONE)	B+	5	0
✓ BUS 3910 Internship&Career Strategies - Credits: 1 - (DONE)	A	1	0
✓ BUS 2600 Managerial Communication - Credits: 2 - (DONE)	B+	2	0
⊕ BUS 2700 Statistics for Business & Econ (5)		5	0
✓ MAT 2700 Statistics for Business & Econ - Credits: 5 - (DONE) (5)	C+		
✓ BUS 3614 Organizational Behav for Managrs - Credits: 5 - (DONE)	A	5	0
✓ BUS 3541 Marketing & Society - Credits: 5 - (DONE)	A-	5	0
✓ BUS 3700 Quant Meth for Decision Making - Credits: 3 - (DONE)	B	3	0
✓ BUS 4644 Operations Management - Credits: 5 - (DONE)	A-	5	0
✓ BUS 4690 Strategic Management - Credits: 5 - (DONE)	B+	5	0
✓ BUS 4899 Business Ethics - Credits: 5 - (DONE)	B	5	0
✓ BUS 3620 Management Information Systems - Credits: 5 - (DONE)	A	5	0
✓ BUS 3828 International Business - Credits: 5 - (DONE)	A-	5	0
⊕ BUS 4940 Internship		1	1
<b>SECTION CREDITS REQUIRED</b>		<b>77</b>	<b>1</b>

As you can see, CAPP clearly lists which major requirements are complete, and which are incomplete. Color coding helps identify problem areas. For example, we see that this student has not met the Business Ethics requirement. Also note that CAPP also includes credit totals, as well as a section for comments and substitutions. This student has one of their three elective credits accounted for, as well as a note from their advisor.

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