

# Introduction to Curriculum, Advising, and Program Planning (CAPP)

featuring

***Christopher Pignetti***  
***Coordinator of CAPP***



# Topics

- What is CAPP?
- Benefits of CAPP
- CAPP Programming
- Accessing CAPP
- Sample CAPP Report
- “What-if” Analysis
- Forms
- Online Resources



# What is CAPP?

- Curriculum, Advising, and Program Planning
- Module in Webstar
  - Stores program and course requirements
- Degree Evaluation (Compliance)
  - A comparison of specific program requirements against a student's coursework, which may include:
    - institutional credits
    - transfer credits
    - test scores
    - in-progress coursework
    - individual student adjustments (substitutions or waivers)



# What is CAPP?

CAPP answers the following:

- What are the requirements for the given program?
- What courses has the student completed or has in-progress?
- Which requirements have or have not been met?



# What is CAPP?

Tool for advising students:

- In their current program of study
- Who are contemplating changing their major, adding a minor, etc. (“what if” scenarios); and
- Efficient verification of graduation requirements.

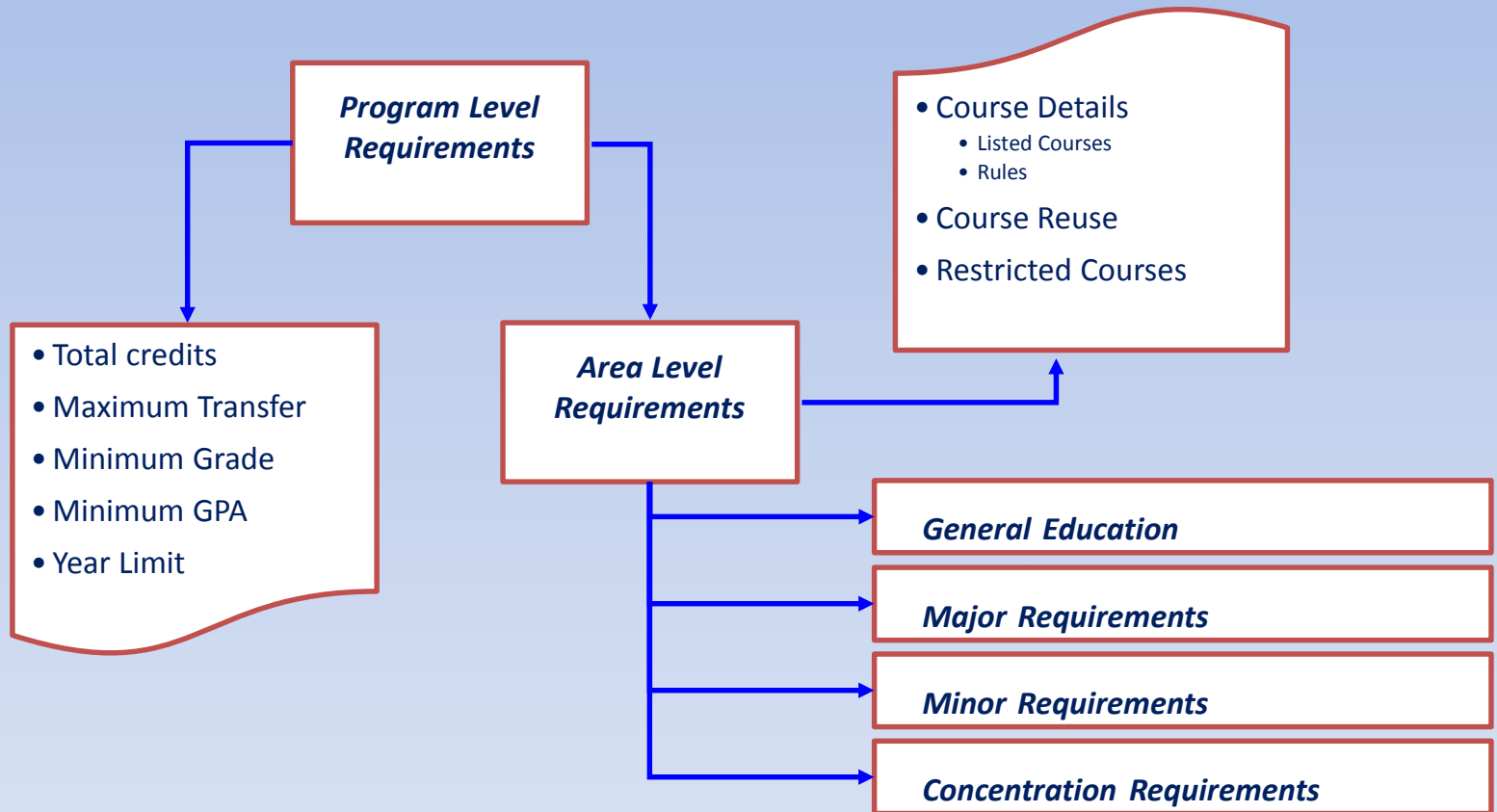


# Benefits of CAPP

- Adherence to NSU's academic policies;
- Greater accuracy for degree evaluation;
- Eliminate need for curriculum sheets;
- Efficient evaluation of a student's progress at any time; and
- “What-if” Analysis.




# CAPP Programming



# Accessing CAPP

Browse

 Find a page...

## Welcome, Christopher J. Pignetti, to the WebSTAR Information System!

### Personal Information

View or update your address(es), phone number(s), e-mail address(es), & emergency contact information; View name change & social security number change information; Change your PIN; Change your Security Question and Answer.

### Alumni Services

### Student

Register for classes; Display your class schedule; View your holds; Display your grades and academic record; Request a Printed Transcript; View your CAPP Degree Evaluation; Loan Deferments and Enrollment Verification; Make credit card or e-check payments i.e. tuition & fees; Retrieve tax information (1098-T); Graduation Application payment.

### Financial Aid

View your overall status; view awards; accept, reduce, or decline award offers; view award payment schedule; view loan application history; view financial aid holds; view standards of academic progress status; view outstanding requirements.

### Faculty Services

Enter Grades and Registration Overrides, View Class Lists and Student Information.

### Employee

View your benefits information; Enroll in Benefits; View your leave history or balances, pay stubs, or W-2 forms; View your W-4 information.  
*Note: This information is available back to January 1, 1999, the date the Banner Human Resources module was implemented. In some cases, you may see start/effective dates prior to January 1, 1999; however, these dates were used for conversion purposes only and do not necessarily reflect when a particular benefit was available to you.*





# Accessing CAPP

Home > Faculty & Advisors

Personal Information Alumni Services Student Financial Aid Faculty Services Employee

Web for Faculty & Advisors Overview and FAQ	Term Selection	CRN Selection	Faculty Detail Schedule
Faculty Schedule by Day and Time	Detail Class List	Summary Class List	Final Grades
Final Grades (LAW)	Student Menu Display student information; View a student's schedule.	Advisor Menu Generate CAPP Degree Evaluation View a student's academic transcript.	Class Schedule
Course Catalog			



# Accessing CAPP

Home > Faculty & Advisors > Advisor Menu

Personal Information Alumni Services Student Financial Aid Faculty Services Employee

Prior to selecting Student Academic Transcript or Degree Evaluation, you must click ID Selection and enter the students NSU ID on the next page. After you Submit the request, you will be brought back to this page and then you can make your selection for a transcript or evaluation.

Web for Faculty & Advisors Overview and FAQ	Term Selection	CRN Selection	Faculty Detail Schedule
Faculty Schedule by Day and Time	Detail Class List	Summary Class List	Final Grades
Final Grades (LAW)	Student Menu Display student information; View a student's schedule.	Advisor Menu Generate CAPP Degree Evaluation View a student's academic transcript.	Class Schedule

- Term Selection
- ID Selection
- Student Academic Transcript
- CAPP Degree Evaluation
- Advisee Listing

Course Catalog



# Generating CAPP

[Browse](#)


Find a page...

[Personal Information](#) | [Alumni Services](#) | [Student](#) | [Financial Aid](#) | [Faculty Services](#) | [Employee](#)

## Select Term

[Home](#) > [Faculty & Advisors](#) > [Advisor Menu](#) > [Term Selection](#)

12/12/2014 02:14 pm

 Select the Term for processing then press the Submit Term button.

Select a Term:

[Submit](#)


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RELEASE: 8.4

[SITE MAP](#)



# Generating CAPP



NOVA SOUTHEASTERN  
UNIVERSITY

Sign Out | Help

Browse


Find a page...

Personal Information | Alumni Services | Student | Financial Aid | Faculty Services | Employee

## Student/Advisee ID Selection

Home > Faculty & Advisors > Advisor Menu > ID Selection

Winter 2015  
12/12/2014 02:16 pm

 Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID:

OR

Student and Advisee Query


Last Name:

First Name:

Search Type: ☐ Students  
☐ Advisees  
☐ Both  
☒ All



# Generating CAPP

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Browse

Find a page...

Personal Information | Alumni Services | Student | Financial Aid | Faculty Services | Employee

## Student Verification

Home > Student Verification12/12/2014 02:17 pm

Please verify that the person you have selected is correct by pressing the OK button.

is the name of the student or advisee that you selected.

Submit

ID Selection

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SITE MAP



# Generating CAPP

**Curriculum Information**

**Primary Curriculum**

<b>Program:</b>	MBA Weekend/Online
<b>Catalog Term:</b>	Winter 2015
<b>Level:</b>	Masters - SBE
<b>Campus:</b>	Main Campus
<b>College:</b>	Huizenga Sch of Bus/Entrepre
<b>Degree:</b>	Master of Business Admin.

<b>First Major:</b>	Business Administration
<b>Department:</b>	Huizenga School - Masters
<b>Concentrations:</b>	Management

Email

[View Previous Evaluations](#) ■ [Generate New Evaluation](#) ■ [What-if Analysis](#) ■ [ID Selection](#)



# Generating CAPP



To generate a new evaluation, select a Program and the Current Term from the drop-down menu and click Generate Request. For further information about this page and the links below, please [click here](#).

NOTE: If you have more than a primary and secondary curriculum or more than two minors, it will not be displayed. However, you may generate a What-if Analysis to view that information.

☒ **Program:** MBA Weekend/Online  
**Degree:** Master of Business Admin.  
**Major:** Business Administration

**Term:** Summer I 2015 ☐ **Use In-Progress Courses**

**Generate Request**

[Current Enrollment](#) ■ [Current Enrollment](#) ■ [View Previous Evaluations](#) ■ [What-If Analysis](#) ■ [ID Selection](#)



# Viewing CAPP

## Degree Evaluation Display Options



Home > Degree Evaluation Display Options

05/14/2015 12:58 pm

Information for [REDACTED]



Please select the Detail Requirements display. For further information about the Display Options, please [click here](#).

- ☐ General Requirements
- ☒ Detail Requirements
- ☐ Additional Information


Submit

[Current Enrollment](#) ■ [Current Enrollment](#) ■ [View Previous Evaluations](#) ■ [Generate New Evaluation](#) ■ [What-If Analysis](#) ■ [ID Selection](#)





# Sample CAPP Report

NOVA SOUTHEASTERN  
UNIVERSITY

Sign Out

Browse

Find a page...


Personal Information | Alumni Services | Student | Financial Aid | Faculty Services | Employee

Detail Requirements

Home > Detail Requirements

05/14/2015 01:03 pm

Information for [REDACTED]

Below is your CAPP Degree Evaluation. If there are any errors, please contact your [academic advisor/program office](#). For further information about understanding your evaluation, please [click here](#).

Program Evaluation

**\*\*\*Students can have no more than two grades less than a C during their course of study.\*\*\***

Program :	MBA Weekend/Online	Catalog Term :	Winter 2015
Campus :	Programs On-line	Evaluation Term :	Summer I 2015
College :	Huizenga Sch of Bus/Entrepre	Expected Graduation Date :	04/30/2016
Degree :	Master of Business Admin.	Request Number :	20
Level :	Masters - SBE	Results as of :	05/14/2015
Majors :	Business Administration	Minors :	
Departments :	Huizenga School - Masters	Concentrations :	Management



# Sample CAPP Report

## Student Progress

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	Yes		18.000		6
Maximum Transfer :		6.000	0.000		0
Program GPA :	No	3.00	2.78		
Overall GPA :	No	3.00	2.84		
Other Course Information					
Transfer :		6.000	0.000		0
Unused :			7.000		7



# Sample CAPP Report

Area : MBA Core Requirements ( 27.000 credits ) - Not Met

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
No			ACT		5060											
No	AND		ECN		5050											
No	AND		FIN		5080											
No	AND		ISM		5085											
Yes	AND		MGT		5015				201410	MGT	5015	Legal, Ethical & Soc Val Bus		3.000	B	H
No	AND		MGT		5020											
No	AND		MKT		5070											
No	AND		OPS		5095											
No	AND		QNT		5040											
Total Credits and GPA														3.000	3.00	

## Specific Course Requirements

201410	MGT	5015	Legal, Ethical & Soc Val Bus		3.000	B	H
					3.000	3.00	

Area : Management ( 15.000 credits ) - Not Met

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes	(		MGT		5012				201330	MGT	5012	21st Century Mgt Practices		3.000	A-	H
No	)AND(		MGT		5090											
No	)AND(	SEL	Select 3						201420	HRM	5030	Managing Human Resources		3.000	C	H
Students choose 3 of the following 5 courses:																
HRM 5030 - Managing Human Resources INB 5807 - Foundations of Global Business LED 5630 - Leadership Theory and Practice MGT 5380 - Building and Leading Teams MKT 5017 - Delivering Superior Customer Value																
	)								201340	MKT	5017	Deliv Sup Customer Value		3.000	C+	H
Total Credits and GPA														9.000	2.66	

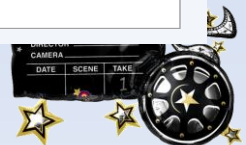
\*\*\* unofficial evaluation \*\*\*

Email [Nerline N. Morrison](#)

[Back to Display Options](#)

[Skip to top of page](#)

[Current Enrollment](#) ■ 
 [Current Enrollment](#) ■ 
 [View Previous Evaluations](#) ■ 
 [Generate New Evaluation](#) ■ 
 [What-If Analysis](#)



# “What-if” Analysis

- Use “What-if” Analysis to:
  - Evaluate different programs, majors, or minors
  - If the student has more than two minors
- Should not be used for the final approval for degree conferral
- Must be used to display curricula beyond primary and secondary, and three or more minors



# Individual Student Curriculum Adjustment Form (CAF)

- Types of individual adjustments
  - Substitutions (allow an alternate course to replace a required course)
  - Waivers (waive course requirement)
  - Other Exceptions (program and area adjustments such as year limit extension, increase transfer course maximum, change course requirements)
- Must be signed by the appropriate individual in the college or department (i.e.: program director, chair, dean)
- Submit to *capp@nova.edu*



# NOVA Transfer Course Correction Form

- [www.nova.edu/cwis/registrar/forms/tcf.html](http://www.nova.edu/cwis/registrar/forms/tcf.html)
- Used for undergraduate students only
- Applying “NOVA” transfer courses to a specific General Education requirement (i.e.: Composition, Humanities, Math, Science, Social/Behavioral Science)
- Courses that were transferred in on the student’s record with a “NOVA” prefix (i.e.: NOVA 9999)
  - If a transfer course has any other prefix, (i.e.: MATH, BIOL, CORE, etc.), you should use the Curriculum Adjustment Form.
- Submitted online



# Resources

CAPP Webpage: [www.nova.edu/capp](http://www.nova.edu/capp)

- How to Access CAPP through WebSTAR or SharkLink
- Listing of academic advising/program office contact numbers for all colleges
- CAPP Guide for Students



# THE END





# Thank You!



# Additional Questions?

Please email any questions not answered today to [capp@nova.edu](mailto:capp@nova.edu)

Thank you for attending!

