

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

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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, **A**dvising, and **P**rogram **P**lanning
- 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 have in-progress?
- Which requirements have or have not been met?

What is CAPP?

Degree audit tool for advising students:

- in their current program of study
- who are contemplating changing their major, adding a minor, etc. (“what if” scenarios)
- efficient verification of graduation requirements

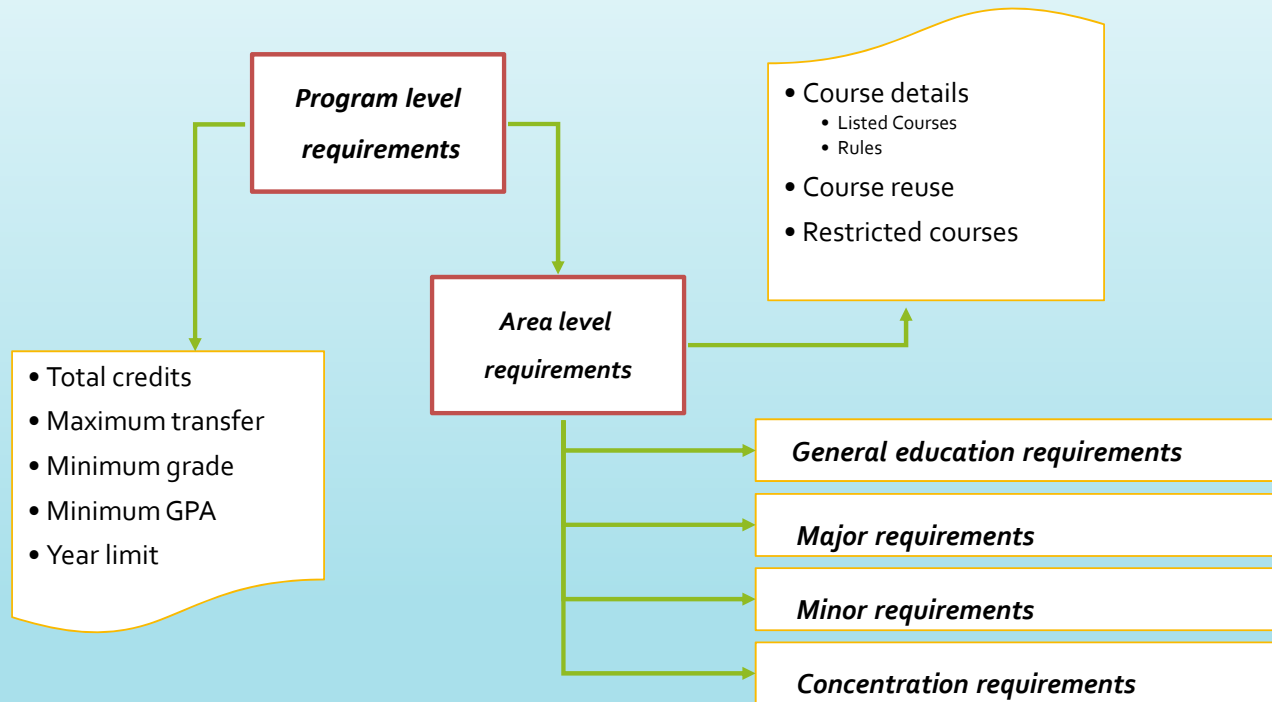
Benefits of CAPP

- Adherence to NSU's academic policies
- Greater accuracy for degree evaluation
- Eliminates need for curriculum sheets
- Efficient evaluation of a student's progress at any time
- "What-if" Analysis

CAPP Setup

- Curriculum used for CAPP is based on the student's catalog year in Banner (SGASTDN).
- CAPP is coded to the student catalog corresponding to the catalog year in SGASTDN.
- Deviations from the catalog are generally not allowed in the programming of CAPP.
- Curriculum sheets (finalized) for Fall term/semester are requested in February and programming begins as early as March in advance of catalog distribution.
- Coordination is needed with colleges/programs for accuracy of CAPP.
- Less coordination usually equates to less accuracy in CAPP.

CAPP Setup – Programming



Accessing CAPP

The screenshot displays the NSU WebSTAR Information System interface. At the top left is the NSU logo and the text "NOVA SOUTHEASTERN UNIVERSITY". At the top right are links for "Sign Out" and "Help". Below the logo is a "Browse" button. A search bar on the right contains the text "Find a page...". A large welcome message reads "Welcome, Christopher J. Pignetti, to the WebSTAR Information System!". Below this is a horizontal menu with six categories: "Personal Information", "Alumni Services", "Student", "Financial Aid", "Faculty Services" (highlighted with a red border), and "Employee". Each category has a list of available services below it.

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

The screenshot shows a web application interface for 'Faculty & Advisors'. At the top, there is a breadcrumb trail: 'Home > Faculty & Advisors'. Below this is a horizontal navigation bar with six tabs: 'Personal Information', 'Alumni Services', 'Student', 'Financial Aid', 'Faculty Services' (which is highlighted in blue), and 'Employee'. The main content area is a grid of links. The 'Advisor Menu' link is highlighted with a red box and expanded to show its sub-options.

| 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](#)

[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.

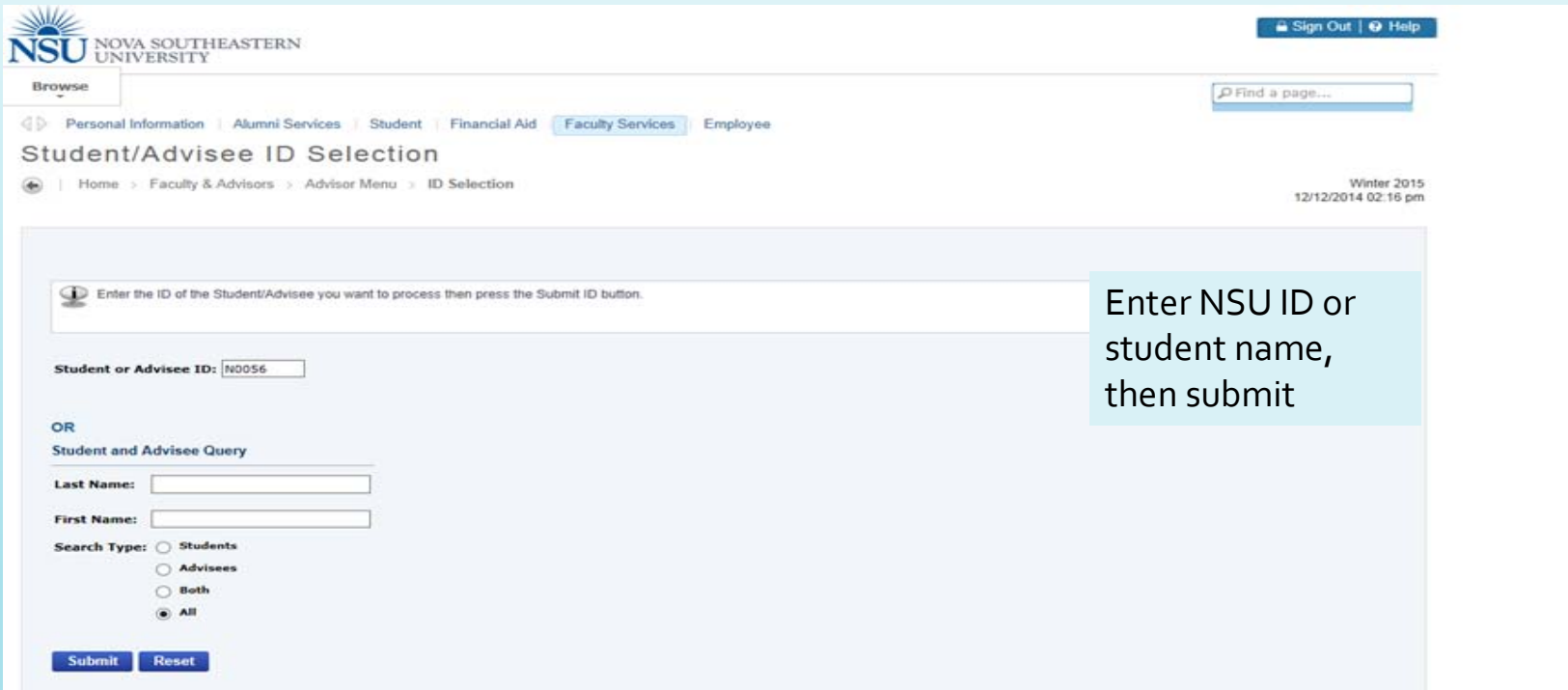
Select a Term:

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RELEASE: 8.4

[SITE MAP](#)

Generating CAPP



The screenshot shows the NSU (Nova Southeastern University) website interface for the 'Student/Advisee ID Selection' page. The header includes the NSU logo and navigation links like 'Sign Out' and 'Help'. A breadcrumb trail shows the path: Home > Faculty & Advisors > Advisor Menu > ID Selection. The main content area has a text input field for the ID, with a placeholder text: 'Enter the ID of the Student/Advisee you want to process then press the Submit ID button.' Below this, there's a section for 'Student and Advisee Query' with fields for 'Last Name' and 'First Name', and a 'Search Type' section with radio buttons for 'Students', 'Advisees', 'Both', and 'All'. At the bottom, there are 'Submit' and 'Reset' buttons. A light blue callout box on the right side of the form contains the text: 'Enter NSU ID or student name, then submit'.

NSU 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: N0056

OR

Student and Advisee Query

Last Name:

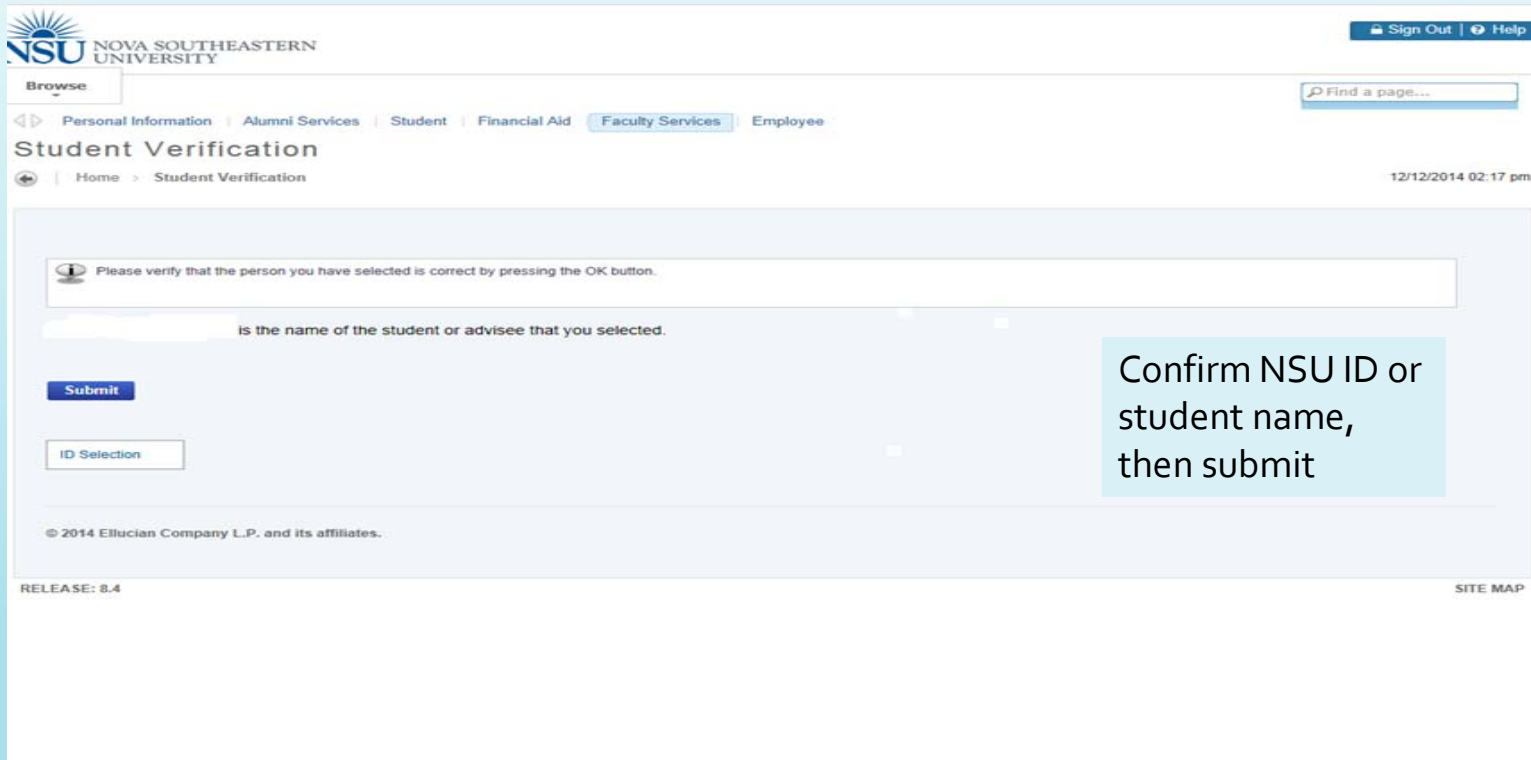
First Name:

Search Type: ☐ Students ☐ Advisees ☐ Both ☒ All

Submit Reset

Enter NSU ID or student name, then submit

Generating CAPP



The screenshot shows the NSU (Nova Southeastern University) website's "Student Verification" page. The page has a header with the NSU logo and navigation links. The main content area contains a form for verifying a student's identity. A text box is labeled "Please verify that the person you have selected is correct by pressing the OK button." Below this, there is a field for the student's name, followed by a "Submit" button. A "ID Selection" button is also visible. A light blue callout box on the right side of the form contains the text: "Confirm NSU ID or student name, then submit". The footer includes the copyright notice "© 2014 Ellucian Company L.P. and its affiliates." and the version number "RELEASE: 8.4".

NSU NOVA SOUTHEASTERN UNIVERSITY

Sign Out | Help

Browse

Find a page...

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

Student Verification

Home > Student Verification

12/12/2014 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

Confirm NSU ID or student name, then submit

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SITE MAP

Generating CAPP

Curriculum Information

Primary Curriculum

Program: MBA Weekend/Online

Catalog Term: Winter 2015

Level: Masters - SBE

Campus: Main Campus

College: Huizenga Sch of Bus/Entrepre

Degree: Master of Business Admin.

First Major: Business Administration

Department: Huizenga School - Masters

Concentrations: 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

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

Student Record Information


Find a page...

Detail Requirements

Home > Detail Requirements

05/14/2015 01:03 pm

Information for

 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 | |

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 | | | | | | | | | | | | | | | | |
|) | | | | | | | | | | | | | | 9.000 | 2.66 | |
| 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 a different program, major, or minor
 - 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*

Individual Student Curriculum Adjustment Form (CAF)

CAF




NOVA
SOUTHEASTERN
UNIVERSITY

**INDIVIDUAL STUDENT
CURRICULUM ADJUSTMENT FORM (CAF)**
ENROLLMENT AND STUDENT SERVICES

| | |
|---|--|
| Student Name: <input style="width: 90%;" type="text"/> | Student NSU ID: <input style="width: 10%;" type="text" value="N"/> |
| Program Code: <input style="width: 90%;" type="text"/> | Catalog Term: <input style="width: 10%;" type="text" value="20"/> |
| Advisor Name: <input style="width: 90%;" type="text"/> | College: <input style="width: 10%;" type="text"/> |
| Advisor Email: <input style="width: 90%;" type="text"/> | Advisor Phone: <input style="width: 10%;" type="text"/> |

SUBSTITUTION *(Allow an alternate course to take the place of a required course)*

| | | |
|--|---|--|
| Required Course: <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> | Alternate Course: <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> | Apply to Area: <input style="width: 100%;" type="text"/> |
| Required Course: <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> | Alternate Course: <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> | Apply to Area: <input style="width: 100%;" type="text"/> |

WAIVER *(Remove course requirement for a student that is exempt from fulfilling the specific requirement)*

| | |
|---|--|
| Waived Course: <input style="width: 90%;" type="text"/> | Apply to Area: <input style="width: 100%;" type="text"/> |
|---|--|

OTHER EXCEPTION *(Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)*

| | |
|---|--|
| Requirement: <input style="width: 90%;" type="text"/> | |
| Exception: <input style="width: 90%;" type="text"/> | Apply to Area: <input style="width: 100%;" type="text"/> |

RATIONALE *(Briefly explain the basis for the substitution, exemption, or other exception)*

CENTER APPROVAL *(Required signatures vary by program office. Please print and sign form before submitting.)*

| | |
|---|---|
| Student: <input style="width: 90%;" type="text"/> | Date: <input style="width: 100%;" type="text"/> |
| Academic Advisor: <input style="width: 90%;" type="text"/> | Date: <input style="width: 100%;" type="text"/> |
| Sr. Academic Advisor: <input style="width: 90%;" type="text"/> | Date: <input style="width: 100%;" type="text"/> |
| Chair/Program Director: <input style="width: 90%;" type="text"/> | Date: <input style="width: 100%;" type="text"/> |
| Other Authorized Official: <input style="width: 90%;" type="text"/> | Date: <input style="width: 100%;" type="text"/> |
| Dean: <input style="width: 90%;" type="text"/> | Date: <input style="width: 100%;" type="text"/> |

For ESS Staff Use Only

| | |
|--|---|
| CAPP Adjusted By: <input style="width: 90%;" type="text"/> | Date: <input style="width: 100%;" type="text"/> |
|--|---|

Rev 02/2010

Substitutions

Replacing one course for another course

SUBSTITUTION *(Allow an alternate course to take the place of a required course)*

| | | | | | | | |
|------------------|------|------|-------------------|------|------|----------------|------------------|
| Required Course: | PSYC | 1020 | Alternate Course: | PSCY | 2350 | Apply to Area: | Psychology Major |
| Required Course: | | | Alternate Course: | | | Apply to Area: | |

- If the student needs more than two substitutions, complete additional forms.
- If the same substitution applies to more than one area (i.e.: Major and Minor), list both areas in the “Apply to Area” field.

OTHER EXCEPTION *(Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)*

| | | |
|--------------|--------------------------------|----------------|
| Requirement: | PSYC 2350 (3cr) and 2360 (3cr) | |
| Exception: | PSYC 3670 (6cr) | Apply to Area: |

Waivers

To waive a course requirement means the student is exempt from completing that course for degree completion.

WAIVER *(Remove course requirement for a student that is exempt from fulfilling the specific requirement)*

Waived Course: EDU 5000 (0cr) Apply to Area: Teaching & Learning

If waiving a course means the student will be short the credits needed to complete the degree:

- consider if the waiver really should be a substitution, or
- adjust the total credits required as needed to support the waiver.

WAIVER *(Remove course requirement for a student that is exempt from fulfilling the specific requirement)*

Waived Course: EDU 0602 Apply to Area: Teaching & Learning

OTHER EXCEPTION *(Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)*

Requirement: 36 credits total credits required for program

Exception: Reduce total credits to 33 credits Apply to Area: N/A

Other Exceptions

Any adjustment request that is not a one-for-one course substitution or waiver is considered “other exception.”

- Changes to program requirements:

- Total credits required
- Maximum transfer
- Year limit (graduate programs only)

- Changes to a specific area:

- Total credits required
- Maximum transfer

Other Exceptions: Program

Change program maximum transfer credits

OTHER EXCEPTION *(Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)*

Requirement: 72 maximum transfer credits for program

Exception: Increase maximum transfer credits to 79 Apply to Area: N/A

- Change program year limit

OTHER EXCEPTION *(Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)*

Requirement: 5 year limit to complete courses

Exception: Extend year limit to 8 years Apply to Area: N/A

- Courses that exceed the year limit are listed on the **Additional Information Display** in the **Rejected Courses** section.

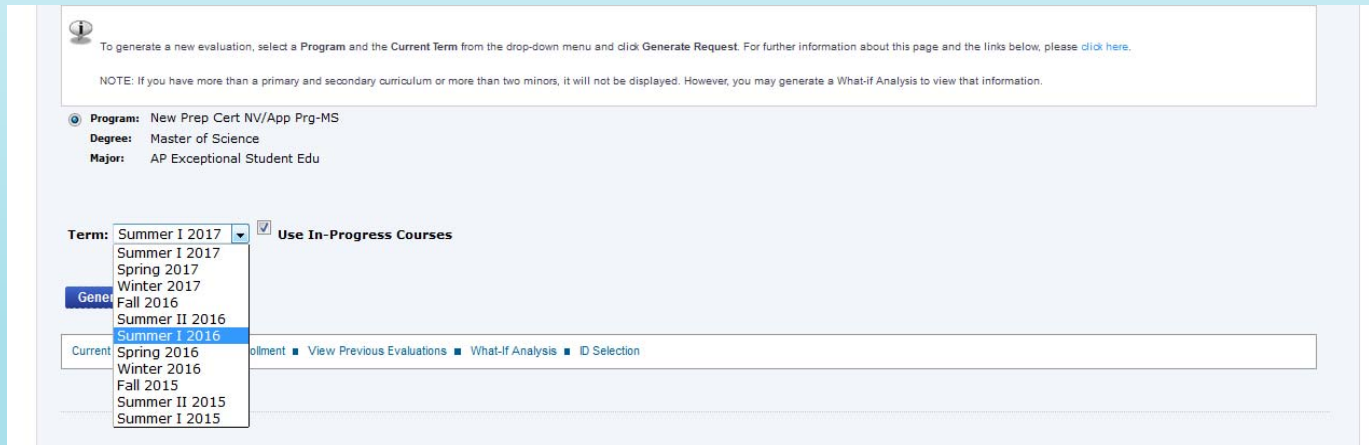
Other Exceptions: Program

How is year limit calculated?

- The student's catalog term is the starting term for year limit calculation.
- If the student's catalog term is 201120 for a program that has a five-year limit, the student has until 201620 to complete courses.

Other Exceptions: Program

Results vary by the evaluation term selected at the point of generating a new request; *always use the current term as the evaluation term.*



The screenshot shows a web form for generating an evaluation request. At the top, there is an information icon and a note: "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](#)." Below this is another note: "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." The form fields are: "Program: New Prep Cert NV/App Prg-MS", "Degree: Master of Science", and "Major: AP Exceptional Student Edu". There is a "Term:" dropdown menu currently showing "Summer I 2017" with a list of terms including Summer I 2017, Spring 2017, Winter 2017, Fall 2016, Summer II 2016, Summer I 2016 (highlighted), Spring 2016, Winter 2016, Fall 2015, Summer II 2015, and Summer I 2015. A "Generate" button is to the left of the dropdown. To the right of the dropdown is a checked checkbox labeled "Use In-Progress Courses". At the bottom, there are links: "Current", "oliment", "View Previous Evaluations", "What-If Analysis", and "ID Selection".

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: New Prep Cert NV/App Prg-MS
Degree: Master of Science
Major: AP Exceptional Student Edu

Term: Summer I 2017
Summer I 2017
Spring 2017
Winter 2017
Fall 2016
Summer II 2016
Summer I 2016
Spring 2016
Winter 2016
Fall 2015
Summer II 2015
Summer I 2015

Generate Use In-Progress Courses

Current oliment View Previous Evaluations What-If Analysis ID Selection

Other Exceptions: Area

Change area maximum transfer credits

Undergraduate programs only allow half of the total required credits for the major and minor areas (i.e.: if the area requires 30 credits, the maximum transfer is 15 credits).

OTHER EXCEPTION (*Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.*)

Requirement: 9 maximum transfer credits

Exception: Increase maximum transfer to 12 credits Apply to Area: Humanities Minor

Examples of other types of area adjustments

- Changing a restriction (i.e.: only 6 credits at the 2000 level): An exception is to allow 9 credits at the 2000 level
- Changing course reuse (double-dipping) between areas (i.e.: a major and a minor): An exception is to allow reuse between those areas. NOTE: Course reuse applies to the overall area, not individual courses.

BE STRONG

WHEN YOU ARE WEAK,

BRAVE

WHEN YOU ARE SCARED,

AND HUMBLE

WHEN YOU ARE

VICTORIOUS

Resources

CAPP Web Page *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