

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
- Degree-applicable courses
- 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 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); and
- efficient verification of graduation requirements



Benefits of Correct CAPP

- Adherence to NSU's academic policies
- Reduction of errors for degree conferral
- Accuracy for degree applicable purposes for financial aid
- Efficient evaluation of a student's progress at any time

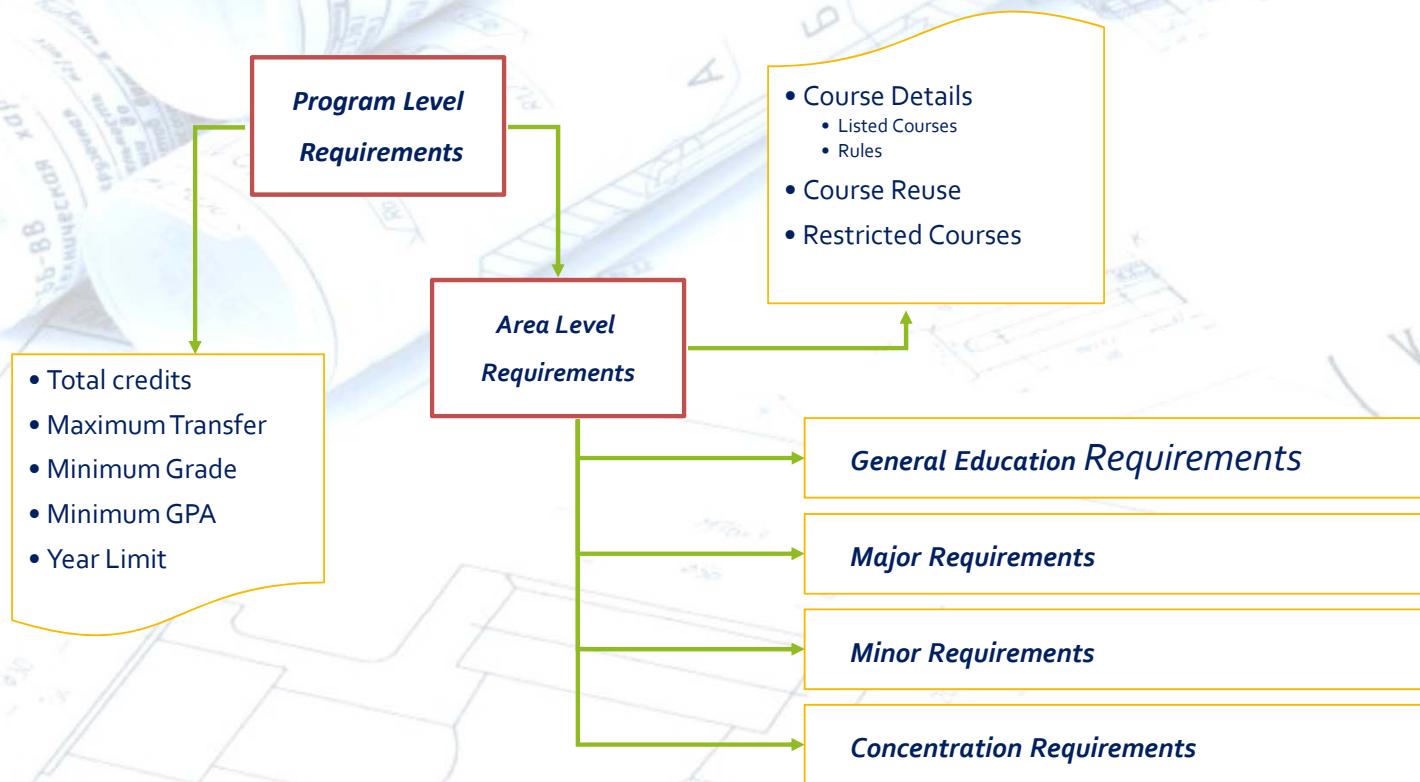


CAPP Setup

- 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 are requested in February. 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



NSU NOVA SOUTHEASTERN UNIVERSITY

Sign Out | Help

Browse

Find a page...

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

Personal Information

Alumni Services

Student

Financial Aid

Faculty Services

Employee

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.

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.

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.

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

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.

ESG Summit 2017

Accessing CAPP

Home > Faculty & Advisors

The screenshot shows the Faculty & Advisors section of the CAPP system. At the top, there is a navigation bar with links: Personal Information, Alumni Services, Student, Financial Aid, Faculty Services (which is highlighted in blue), and Employee. Below this is a main content area with several buttons and dropdown menus. A red box highlights the 'Advisor Menu' dropdown, which contains the following options: Generate CAPP Degree Evaluation, View a student's academic transcript, and Class Schedule.

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

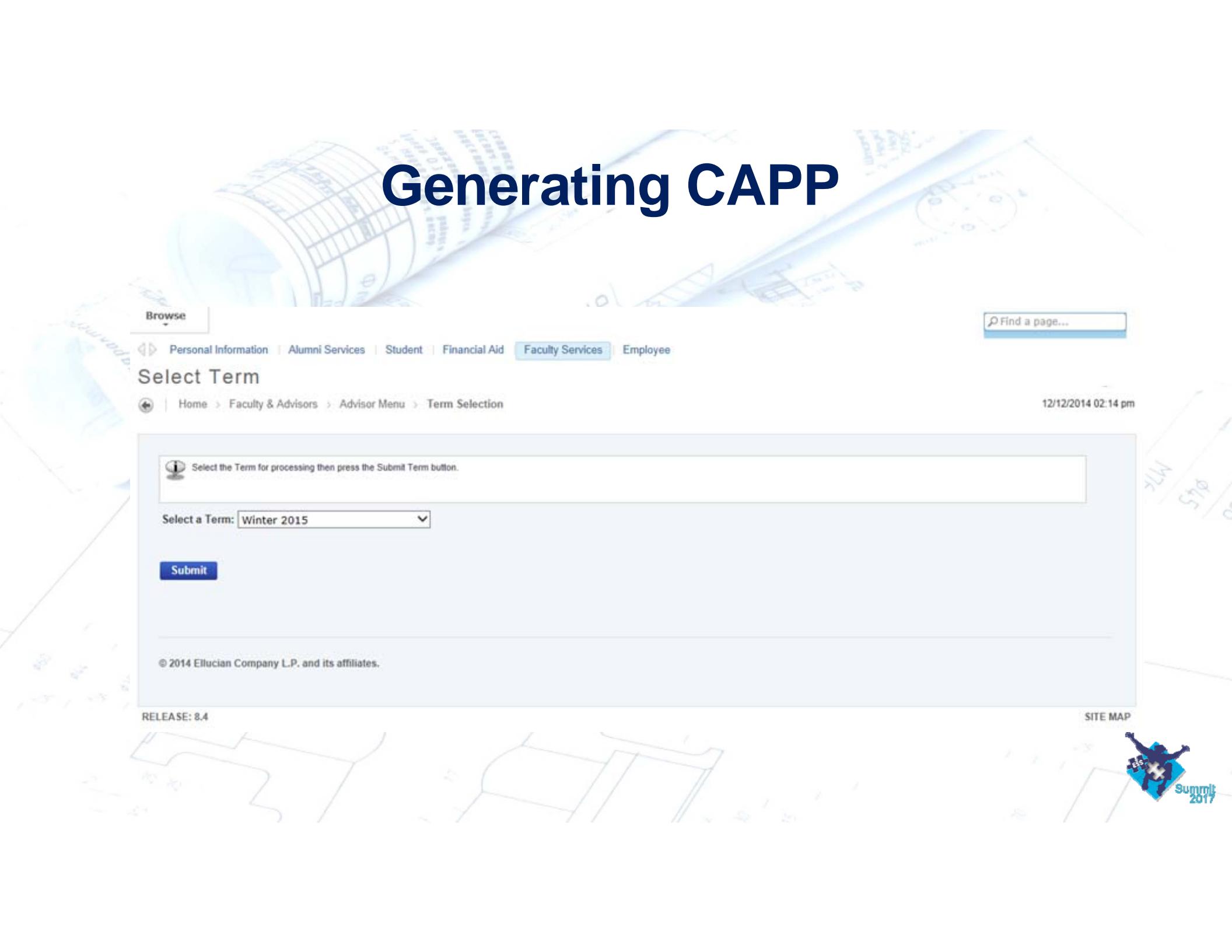
Prior to selecting Student Academic Transcript or Degree Evaluation, you must click ID Selection and enter the students NSU ID on the next page. After you Submit the request, you will be brought back to this page and then you can make your selection for a transcript or evaluation.

Web for Faculty & Advisors Overview and FAQ	Term Selection	CRN Selection	Faculty Detail Schedule
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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
<ul style="list-style-type: none">■ 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

Find a page...

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: Winter 2015

Submit

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RELEASE: 8.4

SITE MAP



Generating CAPP



[Sign Out](#) | [Help](#)

Browse

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

[Find a page...](#)

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:

Enter NSU ID or
Student name
then submit

OR

Student and Advisee Query

Last Name:

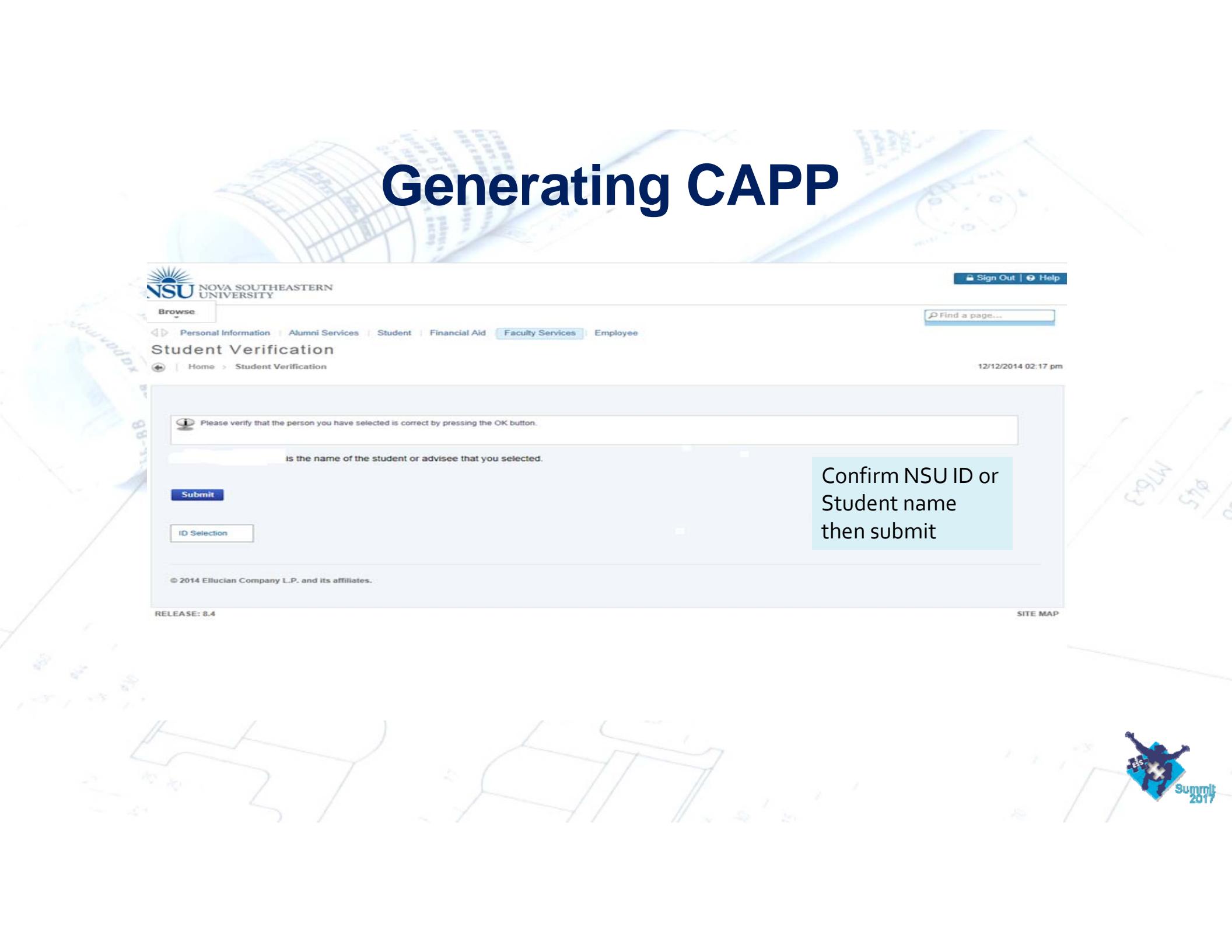
First Name:

Search Type: Students
 Advisees
 Both
 All

[Submit](#) [Reset](#)



Generating CAPP



NSU NOVA SOUTHEASTERN UNIVERSITY

Sign Out | Help

Browse

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

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RELEASE: 8.4

SITE MAP

Confirm NSU ID or
Student name
then submit



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/Entrep
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: 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



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

Student Record Information

Program Evaluation

****Students can have no more than two grades of C or below during their course of study.****

Program :	Master/Public Administration	Catalog Term :	Winter 2016
Campus :	Ft Lauderdale/Davie Campus	Evaluation Term :	Winter 2017
College :	Huizenga Coll of Bus/Entrep	Expected Graduation Date :	01/31/2018
Degree :	Master of Public Admin	Request Number :	279
Level :	Masters - HCBE	Results as of :	03/13/2017
Majors :	Public Administration	Minors :	
Departments :	HCBE - Public Administration	Concentrations :	State and Local Administration

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	42.000	39.000	13	
Maximum Transfer :		6.000	0.000	0	
Program GPA :	Yes	3.00	3.07		
Overall GPA :	Yes	3.00	3.07		
Other Course Information					
Transfer :		6.000	0.000	0	
In Progress :			9.000	3	
Unused :			3.000	2	



Sample CAPP Report

Area : Master Public Admin - Core (24.000 credits) - Met											Specific Course Requirements						
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source	
Yes	(PUB		5409				201630	PUB	5409	Public Admin Theory & App		3.000	B-	H	
Yes)AND(PUB		5419				201720	PUB	5419	Public Sector HR Management		3.000	A-	H	
Yes)AND(PUB		5429				201720	PUB	5429	Public-Sector Stat Analysis		3.000	C+	H	
Yes)AND(PUB		5439				201720	PUB	5439	Admin Law & Ethics in Pub Sect		3.000	B+	H	
Yes)AND(PUB		5449				201730	PUB	5449	Public Policy Analysis		3.000	C	H	
Yes)AND(PUB		5459				201650	PUB	5459	Managing Info & Tech Pub Sect		3.000	B+	H	
Yes)AND(PUB		5469				201750	PUB	5469	Public Finance		3.000	R		
Yes)AND(SEL-1	PUB 5941, 5945 or 5949						201730	PUB	5945	MPA Integrative Seminar		3.000	R		
)																
Total Credits and GPA														24.000	2.88		
Area : MPA - State & Local Admin (18.000 credits) - Not Met																	
Description :																	
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source	
No		SELECT	Select 6						201650	PUB	5922	Emergency Mgmt Public Sector		3.000	B-	H	
									201730	PUB	5924	Entrepreneurial Public Mgt		3.000		R	
									201630	PUB	5925	Leadership Public Sector		3.000	A	H	
									201730	PUB	5926	Public Budgeting		3.000	B	H	
									201720	PUB	5931	Pub & Non-Profit Strategic Mgt		3.000	A-	H	
Total Credits and GPA														15.000	3.35		



Additional Info Page

- Courses not used will not be counted as degree-applicable
 - PUB 5902 below is not on CAPP
 - Would not be considered degree-applicable
 - Referred back to program if submitted for conferral

Program : Master/Public Administration						
In-Progress Courses						
Area	Group	Subject	Course	Credits	Attribute	
Master Public Admin - Core		PUB	5469	3.000		
Master Public Admin - Core		PUB	5945	3.000		
MPA - State & Local Admin		PUB	5924	3.000		
Courses Not Used						
Subject	Course	Title	Term	Credits	Grade	
PUB	5902	Grant Development	Summer I 2017	3.000		
PUBP	5003	American Government Workshop	Winter 2016	0.000	P	
Course Attributes Not Used						
Attribute	Subject	Course	Title	Term	Credits	Grade
Blackboard Fully Online	PUB	5409	Public Admin Theory & App	Winter 2016	3.000	B-
Blackboard Fully Online	PUB	5419	Public Sector HR Management	Fall 2016	3.000	A-
Blackboard Fully Online	PUB	5429	Public-Sector Stat Analysis	Fall 2016	3.000	C+
Blackboard Fully Online	PLUR	5439	Admin Law & Ethics in Pub Sect	Fall 2016	3.000	B+



Degree Applicable Coursework

- Courses outlined in the college catalog
- Courses outlined in curriculum sheet (Undergraduate)
- Courses outlined in degree plan



CAPP and Financial Aid

- Course registration will be reconciled vs CAPP to determine if it is in the program (degree-applicable.)
- Financial aid modules will run a check on degree applicability to determine if course is financial aid eligible.



Current CAPP Coding Process

- Curriculum sheets/degree plans requested (February-March) for upcoming fall term
- Coding in CAPP to update curriculum (March-June)
- Some curriculum sheets/degree plans are not received in a timely manner.
- College catalog used when curriculum sheets/degree plans not received in time for degree-applicable processes



Current CAPP Coding Process

- Sometimes courses are changed, and CAPP is not notified
- Occasionally a major, minor, or concentration is not changed in the student record as it occurs

IMPORTANT:

- If CAPP is not updated with new curriculum, the degree audit will be incorrect.
- If a course is not on the detail requirements page of CAPP, the student may be delayed in getting aid.



Importance of Correct Curriculum

- Degree conferrals
- Financial aid eligibility
- CAPP is student facing



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)



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

Student Name: _____	Student NSU ID: N _____
Program Code: _____	Catalog Term: 20 _____
Advisor Name: _____	College: _____
Advisor Email: _____	Advisor Phone: _____

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

Required Course: _____	Alternate Course: _____	Apply to Area: _____
Required Course: _____	Alternate Course: _____	Apply to Area: _____

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

Waived Course: _____	Apply to Area: _____
----------------------	----------------------

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

Requirement: _____	Apply to Area: _____
Exception: _____	Apply to Area: _____

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: _____	Date: _____
Academic Advisor: _____	Date: _____
Sr. Academic Advisor: _____	Date: _____
Chair/Program Director: _____	Date: _____
Other Authorized Official: _____	Date: _____
Dean: _____	Date: _____

For ESS Staff Use Only

CAPP Adjusted By: _____ Date: _____

Rev 04/2017



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.
- If one course will replace two or more courses, complete the “Other Exception” section.

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.*

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: Use In-Progress Courses

General Current



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.



Additional Questions?

Please email any questions not answered today to
capp@nova.edu.

Thank you for attending!

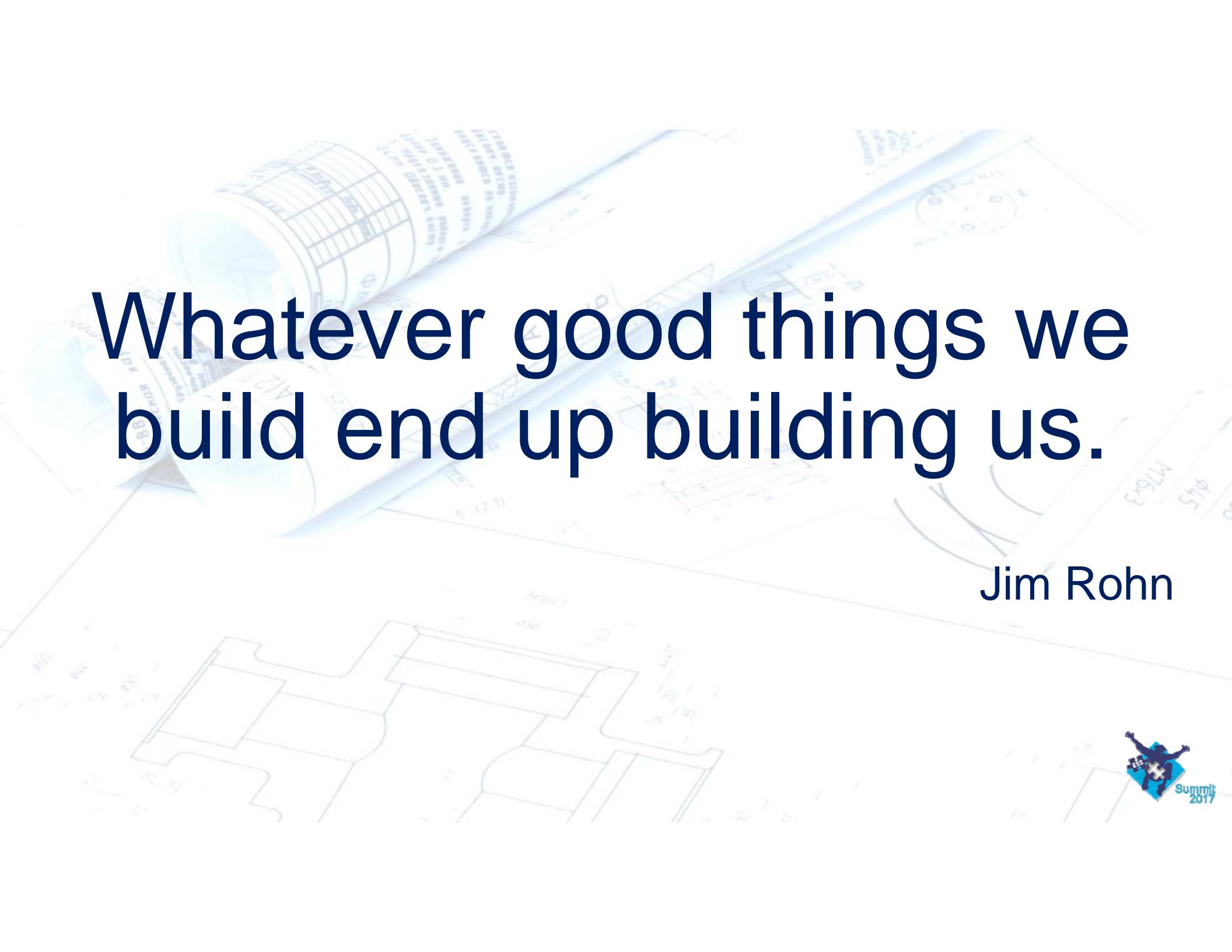


Resources

CAPP Web Page: *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





Whatever good things we build end up building us.

Jim Rohn

