



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?

- **C**urriculum, **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); and
- efficient verification of graduation requirements

Benefits of Correct CAPP

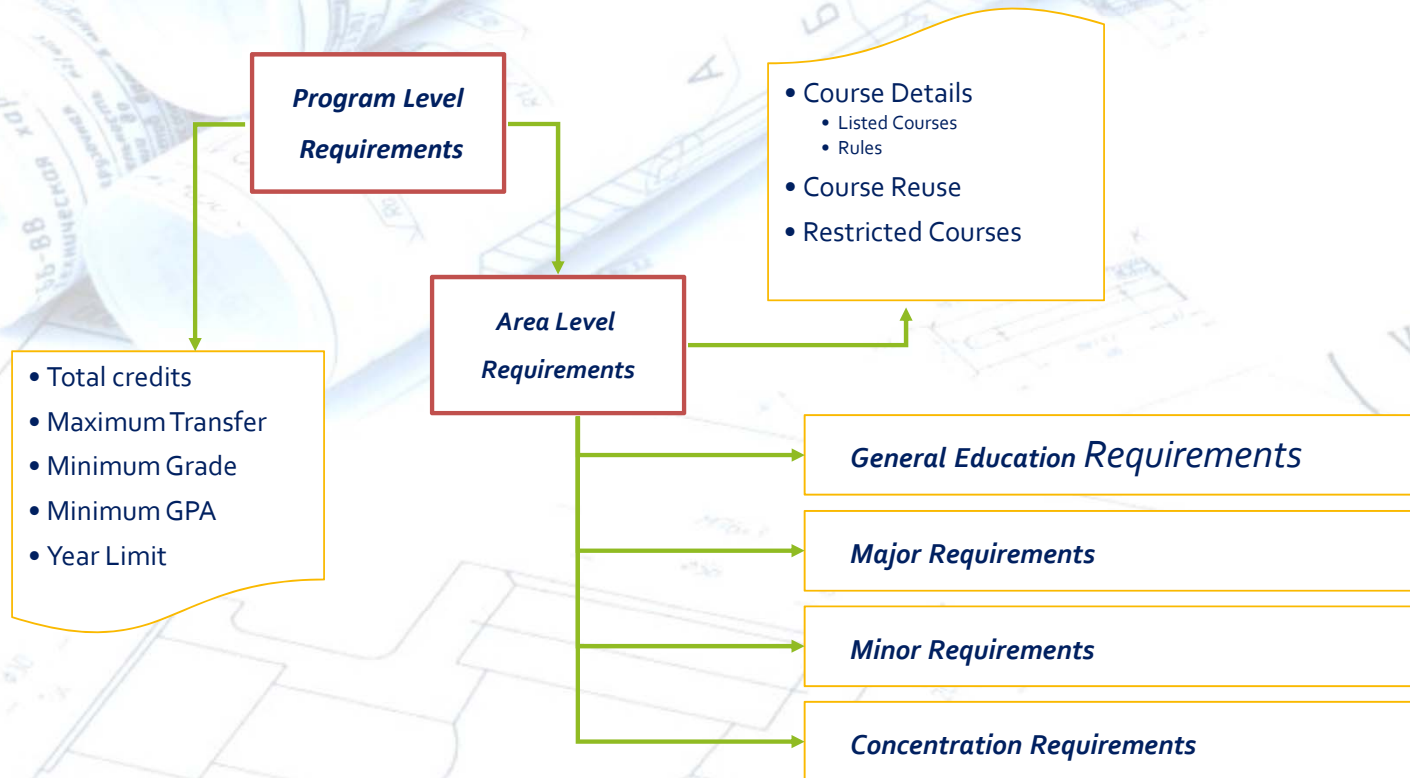
- Adherence to NSU's academic policies
- Reduction of errors for degree conferral
- Accuracy for degree applicable purposes for financial aid
- Efficient evaluation of a student's progress at any time

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



[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. <i>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.</i>



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

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

Enter NSU ID or
Student name
then submit

Generating CAPP



[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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RELEASE: 8.4

[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

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/Entrepre	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
														24.000	2.88	
Total Credits and GPA																
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
			Select 6 courses (18 credits) from the following:						201630	PUB	5925	Leadership Public Sector		3.000	A	H
			PUB 5921, 5922, 5923, 5924, 5925, 5926, 5927, 5928, 5929, 5930, 5931, 5932, REE 5884						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	PUB	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 (Feb-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)



CAF



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

Student Name:	<input type="text"/>	Student NSU ID:	<input type="text"/>
Program Code:	<input type="text"/>	Catalog Term:	<input type="text"/>
Advisor Name:	<input type="text"/>	College:	<input type="text"/>
Advisor Email:	<input type="text"/>	Advisor Phone:	<input type="text"/>

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

Required Course:	<input type="text"/>	Alternate Course:	<input type="text"/>	Apply to Area:	<input type="text"/>
Required Course:	<input type="text"/>	Alternate Course:	<input type="text"/>	Apply to Area:	<input type="text"/>

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

Waived Course:	<input type="text"/>	Apply to Area:	<input type="text"/>
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OTHER EXCEPTION *(Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)*

Requirement:	<input type="text"/>
Exception:	<input type="text"/>
Apply to Area:	<input 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 type="text"/>	Date:	<input type="text"/>
Academic Advisor:	<input type="text"/>	Date:	<input type="text"/>
Sr. Academic Advisor:	<input type="text"/>	Date:	<input type="text"/>
Chair/Program Director:	<input type="text"/>	Date:	<input type="text"/>
Other Authorized Official:	<input type="text"/>	Date:	<input type="text"/>
Dean:	<input type="text"/>	Date:	<input type="text"/>

For ESS Staff Use Only

CAPP Adjusted By:	<input type="text"/>	Date:	<input type="text"/>
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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: Summer I 2017 ☒ Use In-Progress Courses

Generate

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

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



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*](http://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 background of the slide features a light blue, semi-transparent image of architectural blueprints. A rolled-up blueprint is visible in the upper left, showing a grid and some text. The main part of the background consists of various technical drawings, including floor plans and cross-sections, with some text and numbers visible but mostly faded.

**Whatever good things we
build end up building us.**

Jim Rohn

