Stay on time, on track, and on target with your educational plan and goals!

NSU
NOVA SOUTHEASTERN UNIVERSITY
Enrollment and Student Services

Take control of your educational success!
Keeping track of your course progress couldn't be easier.
CAPP is available 24/7 through SharkLink.

OVERVIEW

The Curriculum Advising and Program Planning (CAPP) degree evaluation system allows you to compare your completed coursework against the degree/certificate requirements published in the catalog for the year in which you matriculated. This useful reference tool helps you track your progress toward degree/certificate completion and is available through SharkLink, the university's online portal.

ARE YOU PREPARED?

Unlike a transcript, which lists your completed courses in chronological order, CAPP displays your completed coursework as it applies to your degree/certificate requirements. Having this information at your fingertips allows you to take control of your educational plan and helps you be better prepared to discuss your goals with your academic advisor.

PLAN FOR SUCCESS

Each semester represents a milestone in achieving your goals. CAPP helps you keep track of your completed coursework by applying it to each specific requirement (e.g., major and minor requirements). Once you have registered for a course, CAPP will display your course as "in progress," regardless of whether the term has actually begun. This allows you to verify whether your enrollment is degree-applicable prior to the beginning of the term and helps you stay on track toward degree or certificate completion.

ENROLLMENT REQUIREMENTS FOR FINANCIAL AID ELIGIBILITY

You may only receive financial aid for courses that are required for degree/certificate completion. CAPP displays any courses that are not required for degree/certificate completion under "Additional Information" in the "Courses Not Used" section.

VIEW CAPP TODAY!

1. Login to SharkLink using your SharkLink ID (email user name) and password.
2. Click on the **Student** tab.
3. Go to the **Records and Academics** section.
4. Click **Transcript/Grades/CAPP Degree Evaluation.**
5. Click **View CAPP Degree Evaluation.**

IMPORTANT REMINDERS AND TIPS

- Students who have not declared a major may view the requirements for a desired major using the What-if Analysis tool.
- Catalog years available for graduate programs vary. If no course detail information displays after you generate a CAPP report, please contact your academic advisor/program office.
- Generate a new evaluation each time you access your CAPP report to ensure it is current.
- Direct questions regarding transfer course evaluation to the Office of Transfer Evaluation Services or your academic advisor/program office.
- **CAPP degree evaluations are not official and are not meant to replace meeting with your academic advisor/program office. Final approval for the completion of degree/certificate requirements is determined by your program office.**

MEET WITH YOUR ACADEMIC ADVISOR

You are responsible for your own academic success. Your academic advisor/program office staff member is available to help guide you along the way. Your academic advisor/program office staff member will counsel you on course registration and completion of prerequisites, in addition to discussing your educational goals with you, to help you prepare for degree/certificate completion.

CAPP FEATURES AND BENEFITS

- CAPP is tailored to your specific degree/certificate requirements.
- CAPP displays coursework that is not required for degree/certificate completion in the "Courses Not Used" section. This section may include repeated courses, withdrawn courses, courses graded with an "Incomplete," transfer courses, and any coursework taken for a previous major or minor.
- CAPP easily identifies requirements that you've fulfilled and what you still need to complete.
- CAPP's What-if Analysis tool helps you make informed decisions about changing your major or adding minors.
- CAPP answers questions such as
  - ♦ Will any of the courses I've completed count toward a different major?
  - ♦ Can any of my electives count toward a minor?
  - ♦ How many other courses do I need to complete that minor?
  - ♦ Are the courses I have registered for required for degree/certificate completion (degree-applicable)?

Visit *nova.edu/capp* for additional information and guides.

DEGREE-APPLICABLE VERSUS NOT DEGREE-APPLICABLE COURSEWORK

In order for students to receive any federal Title IV or state financial aid (grants, scholarships, and loans), they must be enrolled in a minimum number of courses that are required for degree/certificate completion (degree-applicable) as published in the catalog for the year they matriculated.

Beginning with the Summer 2017 semesters/terms (201750 and 201810), financial aid funds will only be disbursed to students who meet the minimum enrollment requirements for financial aid eligibility with degree-applicable courses. A student may maintain maximum financial aid eligibility while enrolled in not degree-applicable courses if the student meets the enrollment requirements for each respective Title IV program with degree-applicable courses. For instance, in order to be eligible for federal loans, a student must be enrolled at least half time. If half-time enrollment is defined as 6 credits per semester/term, the student must be enrolled in at least 6 degree-applicable credits to be eligible for federal loans. If a student enrolls in one 3-credit course that is degree-applicable and one 3-credit course that is not degree-applicable, the student will not be eligible for federal loans, even though the student is enrolled half time.

IMPLICATIONS FOR ADMINISTRATION AND STAFF

- Administrators must be aware that students who choose to enroll in not degree-applicable courses may experience financial challenges.
- Administrators must be aware that enrollment may decline in courses that are not required for degree/certificate completion.
- Administrators may expect students to seek additional guidance in course selection and determination of majors, minors, and career paths.
- Administrators must ensure that degree/certificate requirements are accurately listed in the college catalog. The college catalog is used to program the university's degree audit tool Curriculum, Advising, and Program Planning (CAPP). Any deviations, changes, or exceptions must be promptly communicated to the coordinator of CAPP, Christopher Pignetti, by email at *capp@nova.edu*.
- Administrators should assist students with following their educational plans and guide them toward degree/certificate completion.
- Administrators should ensure that advising staff members have a keen understanding of programs, degree requirements, electives, concentrations, majors, and minors in order to accurately advise students.

IMPLICATIONS FOR STUDENTS

- Students must become knowledgeable about how enrollment affects financial aid eligibility.
- Students who do not understand the regulatory framework may become confused and frustrated.
- Students may face financial challenges when enrolling in coursework for which they cannot receive any financial aid funds.
- Students may choose not to enroll in any courses that are not degree-applicable to avoid confusion.
- Students should regularly use the university's online degree audit tool, CAPP, to track their progress toward degree/certificate completion and to determine if their enrollment meets eligibility requirements for financial aid. Not degree-applicable courses in which a student is enrolled will display under "Additional Information" in the "Courses not Used" section of the student's online CAPP report. Students may view their CAPP Degree Evaluation in SharkLink. Detailed information on CAPP is available at *nova.edu/capp*.
- Students should regularly communicate with their academic advisors to discuss their academic progress. CAPP degree evaluations are not official and are not meant to replace meetings with academic advisors.

UNIVERSITY/ESS INFORMATION OUTREACH AND RESOURCES

- Email notification to current students—March 1, 2017*
- Notification for faculty/staff members via SharkBytes— March–April 2017
- Spring/Summer 2017 *Dollars and $ense* (ESS newsletter) with feature article sent to all current students via email—March 2017
- CAPP resources for students
  - ♦ Comprehensive web page explaining how to run a CAPP report and how to distinguish between degree-applicable and not degree-applicable courses—February 2017
  - ♦ Expansion of applicable content on financial aid and registrar websites—February 2017
- Additional CAPP resources for staff members
  - ♦ PowerPoint Presentation delivered to academic advisors— January 2017
  - ♦ Comprehensive web page on ESS CommunityNet—March 2017
  - ♦ ESS Summit (2016 resources available on ESS CommunityNet; CAPP sessions scheduled for Summer 2017 for faculty and staff members)—July/August 2017
  - ♦ CAPP demonstrations available upon request

3301 College Avenue
Fort Lauderdale, Florida 33314-7796

Phone: 800-541-6682 or
(954) 262-7200
Fax: (954) 262-3966
Web: *nova.edu/capp*

CAPP
online degree evaluation