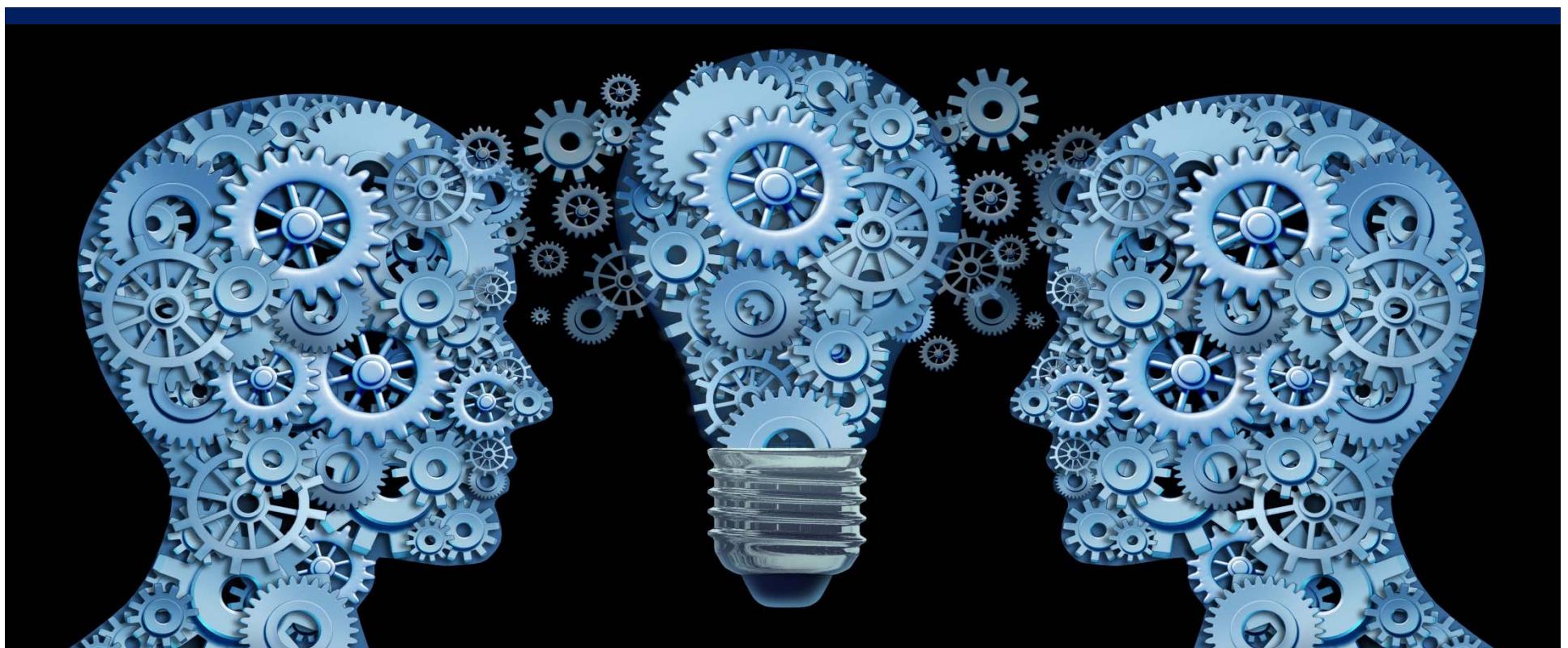


Curriculum, Advising, and Program Planning (CAPP)

Christopher Pignetti
Manager



Objective

Upon completion of this presentation, you will know:

- The degree evaluation system, which is fully integrated into Banner
- How CAPP allows advisors and students to track student progress toward degree or award completion via WebSTAR
 - Other topics include:
 - What is CAPP?
 - Benefits of CAPP
 - CAPP Programming
 - Accessing CAPP
 - Sample CAPP Report
 - Degree Applicable Courses
 - Forms
 - Online Resources
 - Transition to Degree Works



What is CAPP?

- Curriculum, Advising, and Program Planning
 - Module in SharkLink/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 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 upon 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



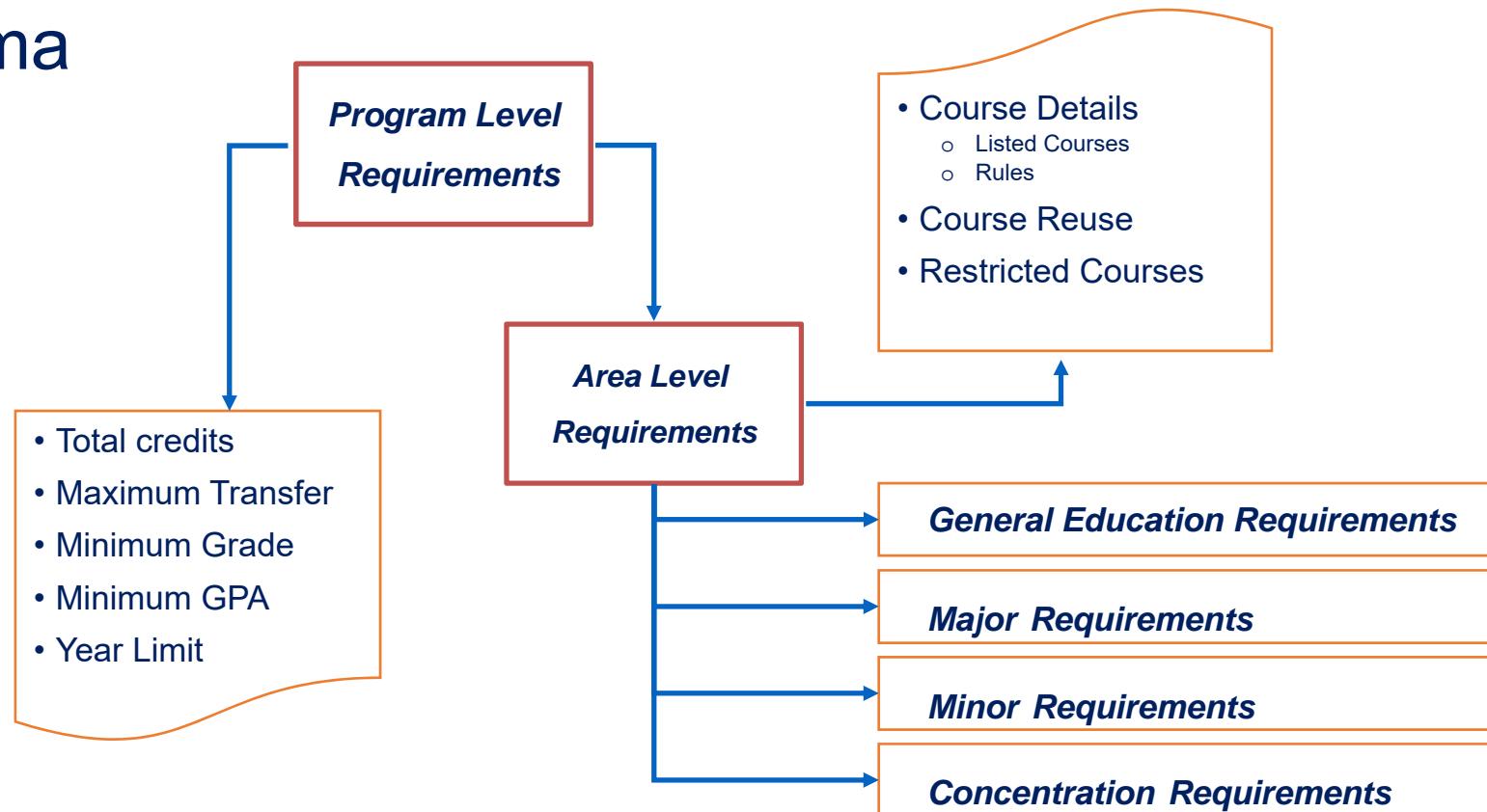
CAPP Setup

- Curriculum sheets (finalized) for Fall Term 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 Programming Setup

Schema



Accessing CAPP in WebSTAR Information System

NSU NOVA SOUTHEASTERN UNIVERSITY

Sign Out | Help

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

Financial Aid

Faculty Services

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 in WebSTAR Information System

 Home > Faculty & Advisors



The navigation menu consists of six tabs: Personal Information, Alumni Services, Student, Financial Aid, Faculty Services (which is selected and highlighted in blue), and Employee. Arrows on the left and right sides of the tabs indicate they are part of a larger horizontal menu.

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 in WebSTAR Information System

The screenshot shows the 'Advisor Menu' page in the WebSTAR Information System. At the top, a navigation bar includes 'Home', 'Faculty & Advisors', and 'Advisor Menu'. Below this is a horizontal menu bar with tabs: 'Personal Information', 'Alumni Services', 'Student', 'Financial Aid', 'Faculty Services' (which is selected and highlighted in blue), and 'Employee'. A message box states: '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.' The main content area is a grid of four columns and four rows of buttons. The first column contains 'Web for Faculty & Advisors Overview and FAQ', 'Faculty Schedule by Day and Time', 'Final Grades (LAW)', and 'Course Catalog'. The second column contains 'Term Selection', 'Detail Class List', 'Student Menu' (with sub-options: 'Display student information; View a student's schedule.'), and 'CAPP Degree Evaluation'. The third column contains 'CRN Selection', 'Summary Class List', 'Advisor Menu' (with sub-options: 'Generate CAPP Degree Evaluation', 'View a student's academic transcript.'), and 'Advisee Listing'. The fourth column contains 'Faculty Detail Schedule', 'Final Grades', 'Class Schedule', and 'Student Academic Transcript'. A red box highlights the 'CAPP Degree Evaluation' option in the second column.

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
Course Catalog	<ul style="list-style-type: none">■ Term Selection■ CAPP Degree Evaluation	<ul style="list-style-type: none">■ ID Selection■ Advisee Listing	<ul style="list-style-type: none">■ Student Academic Transcript

Generating CAPP in WebSTAR Information System

Browse  Find a page... 

 Personal Information  Alumni Services  Student  Financial Aid  Faculty and Advising Services  Employee

Select Term

 Home > Faculty & Advisors > Adviser Menu > Term Selection

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

Select a Term: Summer I 2018 

Submit

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Generating CAPP in WebSTAR Information System

NSU NOVA SOUTHEASTERN UNIVERSITY

Sign Out | Help

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

Submit Reset

Enter NSU I.D. or Student name then submit

Generating CAPP in WebSTAR Information System

NSU NOVA SOUTHEASTERN UNIVERSITY

Sign Out | Help

Find a page...

Personal Information Alumni Services Student Financial Aid Faculty Services Employee

Student Verification

Home Student Verification

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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Generating CAPP in WebSTAR Information System

Curriculum Information

Primary Curriculum

Program: MBA Weekend/Online

Catalog Term: Winter 2015

Level: Masters - SBE

Campus: Main Campus

College: Huizenga Sch of Bus/Entrepren

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 in WebSTAR Information System

 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
Degree: Master of Business Admin.
Major: Business Administration

Term: Summer I 2018 Use In-Progress Courses

Generate Request

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

Viewing CAPP in WebSTAR Information System

Degree Evaluation Display Options

[Home](#) > Degree Evaluation Display Options

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/Entrepren	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

Specific Course Requirements

Master Public Admin - Core (24.000 credits) - Met																	
Area :	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
	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 Information 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	PIR	5419	Admin Law & Ethics in Pub Sect	Fall 2016	3.000	P+

Degree-Applicable Coursework

- Courses outlined:
 - College catalog
 - Curriculum sheet
 - Undergraduate
 - Degree plan



CAPP and Financial Aid

- Course registration is 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.



Degree Applicable Issues

Important: Courses will Not be degree-applicable in the following cases:

- Student registers for course not in the program and no substitution/petition/exception is requested.
- The Major is changed or a Minor is added after add/drop.
- Degree Audit is not updated with new curriculum.
- If a course is not on the program blocks of the degree audit.



Current 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 their financial aid



Importance of Correct Curriculum

- Degree Conerrals
- 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: 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:

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 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.
- 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

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

Summer I 2017
Spring 2017
Winter 2017
Fall 2016
Summer II 2016

Generate Request Use In-Progress Courses

Current Term: Summer I 2016

Spring 2016
Winter 2016
Fall 2015
Summer II 2015
Summer I 2015

[Generate Request](#) ■ [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.



Transition to Degree Works

- NSU will make the transition from CAPP to Degree Works starting in late July 2018.
- Transition will start with catalog years 17/18 and 18/19 of Undergraduate curriculum.
- The plan is to move back year by year until the majority of Students will be on Degree Works.
- Transition for Graduate curriculum will begin in Oct/Nov of 2018.
- More information on the transition will be communicated in the near future.



Resources

CAPP Web Page:
nova.edu/registrar/capp

WebSTAR or SharkLink:
webstar.nova.edu | sharklink@nova.edu

- How to Access CAPP
 - Listing of Academic Advising/Program Office contact numbers for all colleges
 - CAPP Guide for Students

Email:
capp@nova.edu



Innovation Quote

*“Every once in a while,
a new technology, an old problem,
and a big idea
turn into an innovation.”*

- Dean Kamen



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