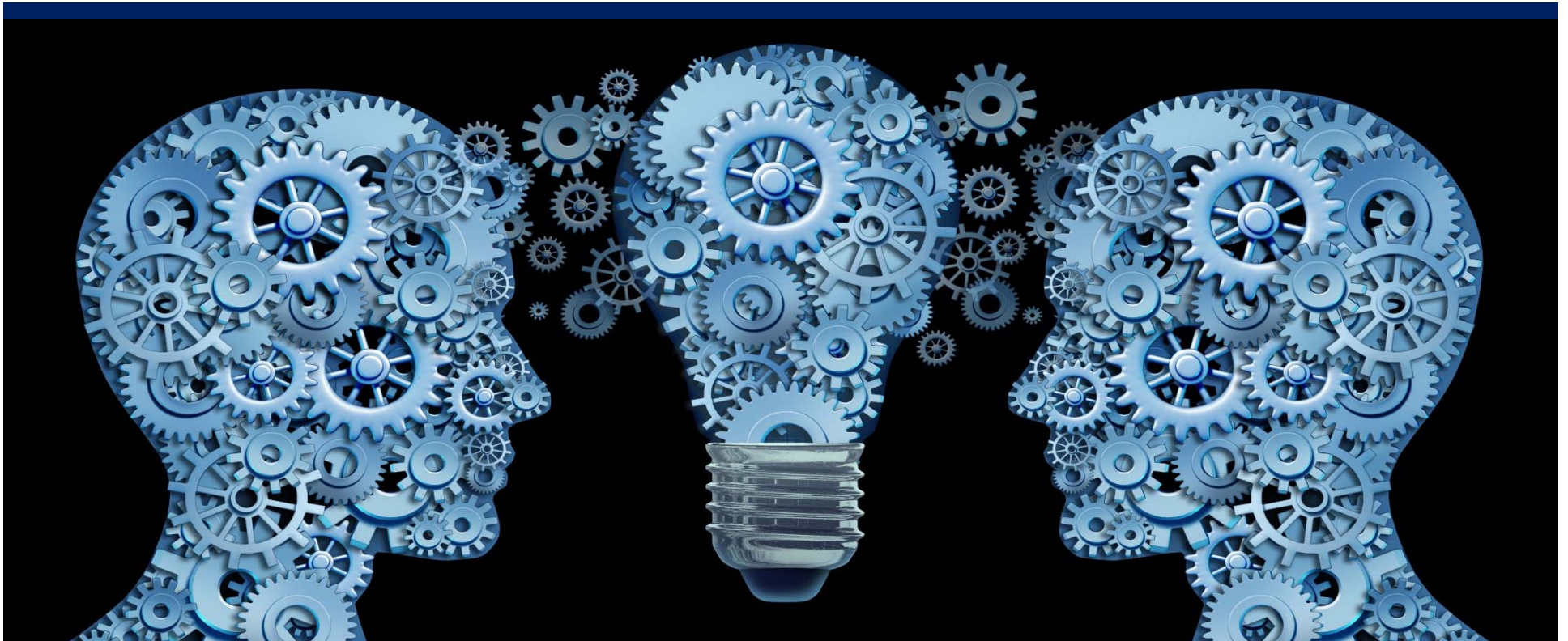


Curriculum, Advising, and Program Planning (CAPP)

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



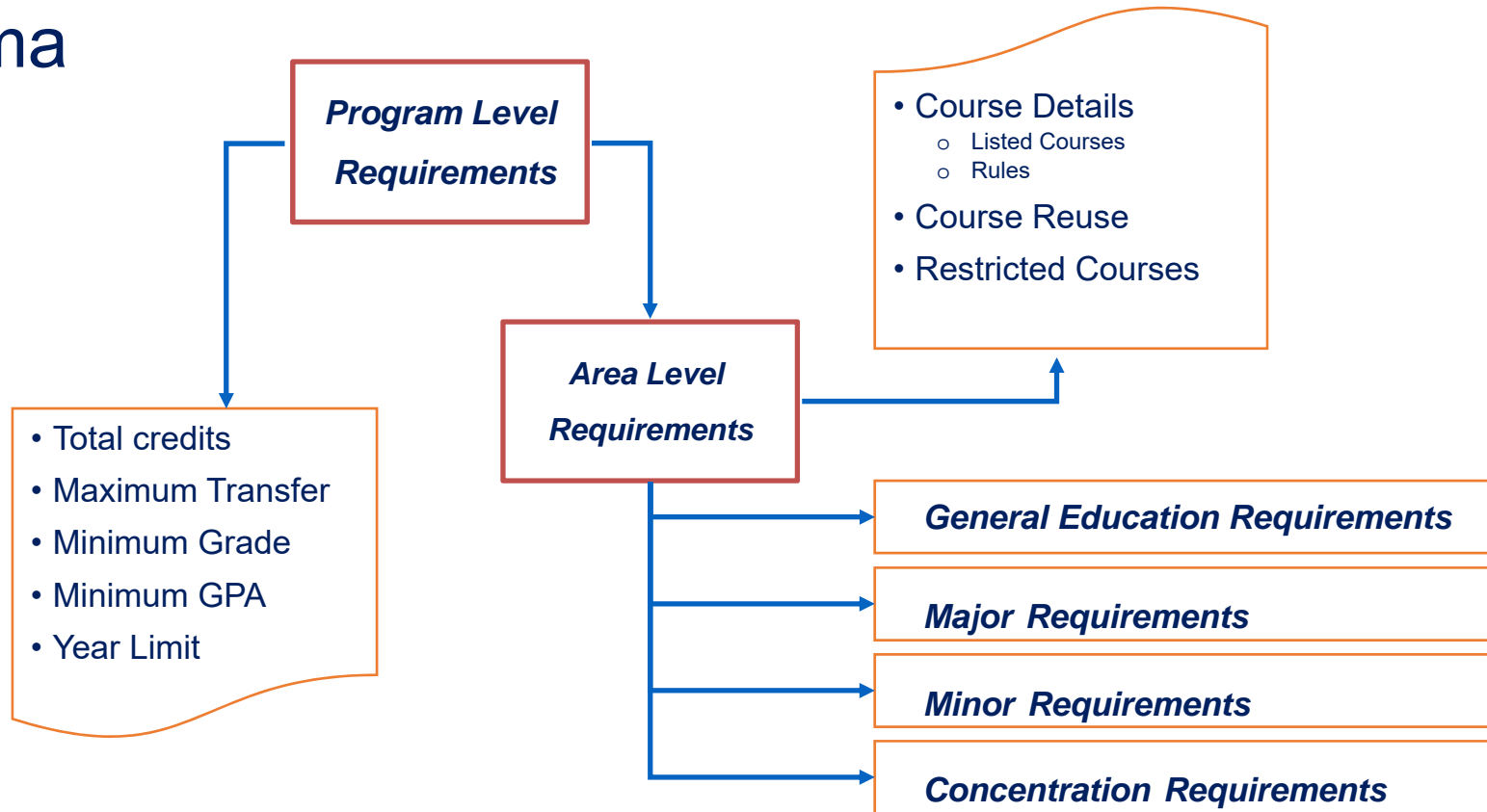
CAPP Setup

- 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



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

Browse

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

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 in WebSTAR Information System

Home > Faculty & Advisors

Navigation tabs: 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 in WebSTAR Information System

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 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 > Advisor 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

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:

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

The screenshot shows the 'Student Verification' page in the WebSTAR Information System. The page header includes the NSU logo and navigation links for 'Personal Information', 'Alumni Services', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. A search bar is located in the top right corner. The main content area contains a message: 'Please verify that the person you have selected is correct by pressing the OK button.' Below this is a large text input field. A label indicates that the input is for the student or advisee's name. A 'Submit' button is positioned below the input field. At the bottom, there is an 'ID Selection' button. A copyright notice for 2014 Ellucian Company L.P. is at the very bottom.

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

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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Confirm NSU ID
or Student name
then submit

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/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 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**

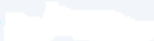
Generate Request

[Current Enrollment](#) ■ [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 



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 <u>GPA</u> :	Yes	3.00	3.07		
Overall <u>GPA</u> :	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

Area : Master Public Admin - Core (24.000 credits) - Met																
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	PIIR	5439	Admin Law & Ethics in Pub Sect	Fall 2016	3.000	B+

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 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




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

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

Required Course: <input style="width: 90%;" type="text"/>	Alternate Course: <input style="width: 90%;" type="text"/>	Apply to Area: <input style="width: 90%;" type="text"/>
Required Course: <input style="width: 90%;" type="text"/>	Alternate Course: <input style="width: 90%;" type="text"/>	Apply to Area: <input style="width: 90%;" 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: 90%;" 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: 90%;" 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: 90%;" type="text"/>
Academic Advisor: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>
Sr. Academic Advisor: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>
Chair/Program Director: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>
Other Authorized Official: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>
Dean: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>

For ESS Staff Use Only

CAPP Adjusted By: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" 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.
- 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: Summer I 2017 ☒ **Use In-Progress Courses**

Generate

Current

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

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



Contact Information

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