



**CAPP Mysteries Solved**



## CAPP-The New Degree Audit System

### STEPS FOR RUNNING A CAPP COMPLIANCE

1. Sign on to Banner Access Menu – Web Self Service.
2. Click on Faculty/Advisors.
3. Click on Advisor Menu.
4. Click on Degree Evaluation.
5. Select a term<sup>1</sup> – it will either be the present term or the registration term then Submit.
6. Put in the Student ID# - either SS# or M# then Enter or Submit.<sup>2</sup>
7. Verify the student selected is correct and Submit.
8. Check Program/Catalog Term<sup>3</sup>/Major – if correct (**Catalog Term must be 2003 or later to proceed to step 9**).
9. Click 'Generate New Evaluation'.
10. Click on Program and then Click on Generate Request, then wait for next screen.
11. Click on 'Detail Requirements'<sup>4</sup> and Submit – scroll through audit.<sup>5</sup>
12. The last area on the compliance (Additional Courses Not Used) lists courses taken but not being used to meet the program requirements and could possibly be used for substitutions.
13. To see courses that have been excluded click on the "Display Options" button at the bottom of the page and then the "Additional Information" radio button. Excluded courses are shown under the Rejected Courses section as a Repeated Course<sup>6</sup>.

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<sup>1</sup> The term selected here is used to find the student's degree information. Use the most recent term to obtain the most recent information.

<sup>2</sup> You can also put in all or part of the student's name, both first and last. BE SURE TO CAPITALIZE THE M WHEN ENTERING THE M# or the first letter of each name if using the name search.

<sup>3</sup> All catalog terms used must be Fall 2003 or later. CAPP will not run correctly with earlier catalog terms. Some of the newer programs may require a catalog term of Fall 2004 or Fall 2005.

<sup>4</sup> General Requirements will show you what courses students have taken and requirements met but will NOT show you specific courses needed for areas and for requirements that are not met.

<sup>5</sup> Items met and completed are shown in blue. Areas and requirements not met are shown in red. If you see any red anywhere in the requirements then the student has NOT met the degree requirements as listed on the audit sheets. Required courses are listed on the left. Courses taken meeting requirements are listed to the right.

<sup>6</sup> Courses may be excluded for the following reasons: 1) a student has retaken the course and the most recent grade has been used; 2) a student has changed programs and courses with D and F grades have been excluded; 3) a student who returns in the same program after an absence of three or more years (Fresh Start) has the option of having grades excluded from previous years.

If program or major are incorrect or the catalog term is before Fall 2003 or if you simply wish to look at another Program/Major or catalog term –

Click on 'What-If Analysis' at the bottom of the screen.  
Select an Entry Term (this is the same as the Catalog/Matriculation Term). Click continue.  
Choose Program from the drop down box and Click continue  
Choose a major in the drop-down box and Submit.<sup>7</sup> **Leave the Campus box blank.**  
Verify program/term/major, Click 'Generate Request' and continue with #11 above. Use the default "Evaluation Term".

To audit a different student, Click on "Site Map" at the top of the screen.  
Click Advisor Menu under Faculty and Advisors.  
Click on ID selection.  
Put in ID, Enter.  
Verify student, Submit.  
Click Degree Evaluation and continue from #8 above.

### **Additional Notes:**

**Term Selection:** There are two terms that are requested when running CAPP.

The first term requested, the processing term, is used to identify a student's Program, Major and Catalog term. Therefore use the most current term to obtain the most current information.

The Entry Term is requested when performing a What-If Analysis. This term is the same as the Catalog/Matriculation Term. It determines the Catalog Term used in the evaluation. If a student wants to change programs you can easily run a What-If Analysis to show him/her what additional coursework would be required for a different Program/Major. In such a case, always use the current Entry Term.

**Additional Information Page:** There are three areas shown on the Additional Information Page: 1) In-Progress Courses; 2) Courses Not Used; and 3) Rejected Courses.

The "In-Progress" section shows most if not all of the courses that the student is currently taking (everything that has an 'R' in the right-most column in the detail section). This section also shows where in the compliance these courses are being used such as English/Humanities, Social Sciences or the Additional Courses Not Used area. This can be used to ensure that the courses that a student has registered for actually will count toward his/her degree. Sometimes a course that the student has registered for will not appear in this section. This occurs when a student has failed a course and then has registered for it again. The failed course shows up on the compliance in the Additional Courses Not Used area on the detail page and the registered course will show up as a rejected course due to "Repeat Limit Exceeded" on the Additional Information page as explained below. This will correct itself when the student receives a grade for the current course and the previous one has been excluded.

The "Courses Not Used" section will only list courses that have been excluded. All other courses that the student has taken but do not count toward his/her degree will be shown on the detail page in the Additional Courses Not Used area

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<sup>7</sup>Use Add More to select a concentration which is available for some 2+2 majors but not all.

The "Courses Rejected" section will list courses that do not meet the requirements for various reasons:

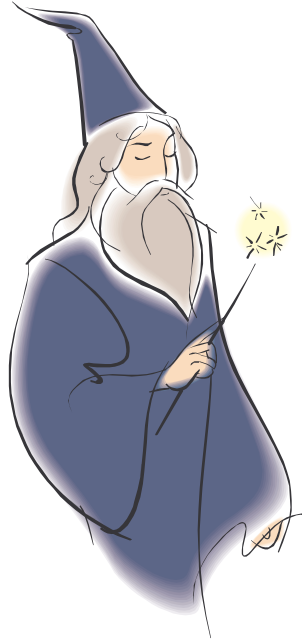
- a) Area Minimum Grade not met or Detail Minimum Grade not met-usually due to the student failing the course. Most areas have a minimum grade of D-. Some programs such as nursing and many 2+2 programs require a 'C-' or a 'C' which has been programmed into the system. Many courses may require a grade of 'C' or higher to continue to the next course. This is for prerequisite checking only and is not checked in CAPP. Grades that have an asterisk (\*) following them are for Developmental Studies Courses and never count toward degree requirements although they will be listed in the Additional Courses Not Used area on the detail page.
- b) Repeated Course - A course that has been excluded either because the student has retaken the course and received a new grade or the course was excluded due to a program change or "Fresh Start".
- c) Repeat Limit Exceeded - As described above a student has completed the course with a grade and is retaking the course. The previous occurrence has not yet been excluded.
- d) Year Limit Exceeded - Some programs such as nursing and office technology require that the course be completed within a certain number of years. The student did not complete the course within the required year limit. The student may be required by the department to retake the course.
- e) Course Intentionally Excluded - The course was targeted into a different area or a similar adjustment was made by the Graduation Office.

**Errors:** If after generating a compliance you don't see the Degree Evaluations Options screen, but instead see something like "page not found" or "please try later" try running the compliance again using the "What If Analysis" with a more current "Entry Term". Incorrect Entry terms (those before Fall 2003 or before the program began) may also generate incomplete audits, missing one or more areas.

Because CAPP is new and the degrees programmed can be quite complicated, they cannot be completely tested by college personnel developing the system. Therefore, like any new information system, further use and testing by users may indicate some "bugs".

If you have verified that the Program, Major and Catalog Term (Entry Term) are all correct and you still get a "page not found" error, call the Graduation Office. You must have the Program, Major, Catalog Term and M# of the student for which you have run the compliance. They will need ALL that information to determine what is incorrect and to fix the problem.

If you run a compliance and are certain that some courses that should meet requirements, in fact, do not, call the Graduation Office and they will be able to help you out. Again, you will need the student's M#, Program, Major and Catalog Term.



## CAPP Attributes – The Real Wizards

Something new to the Degree Audit System is the use of Attributes such as EG02, SS01, or NS01. These are the names for a set of ten or more courses which meet an Area requirement or part of an Area requirement on a student's degree audit. Instead of listing each course individually, the Attribute name is used instead. You will see Attributes used throughout the degree audits. The required hours to complete a given Attribute are listed to the right of the Attribute.

How do you find out which courses satisfy an Attribute? At the top of the student's audit you will see a message printed in red about searching the College Catalog and/or the current Class Schedule for a list of courses that meet Attributes. For example: a student needs to complete 3 credits of NS01 and you have no idea what courses satisfy NS01. You go to one of the course search screens and towards the bottom you will find a search criterion called Attributes. Select NS01 and leave the other search criteria as "All". After clicking on the submit button you will see a list of all courses that meet the NS01 criterion (they are all Natural Science courses). A student may take any course or courses listed to partially or fully fulfill his/her requirement depending upon the credit hours required in that program. This means that you no longer need to know which Natural Science, Humanities, Literature, Foreign Language, Math course etc. fulfills the requirement. The search will tell you. These Attributes work for the 2+2 programs for the different colleges as well. Once you become comfortable searching on them, you will find them much easier to use than looking up individual courses as you previously did with the old degree audits.

The following list will help you to understand what the letters stand for in the Attributes. The numbers that follow the letters on the audits refer to specific Attributes for a given program.

EG	English
FL	Foreign Language
HIS	History
HM	Humanities
HP	Health Ed/Physical Education
LA	Liberal Arts
LT	Literature
MA	Math courses
NS	Natural Science
NSL	Natural Science Lab
SS	Social Science
SAMH	SUNY American History
SART	SUNY Arts
SCOM	SUNY Communications
SFRL	SUNY Foreign Language
SHUM	SUNY General Education Humanities
SMAT	SUNY Math
SNSC	SUNY Natural Science
SOWC	SUNY Other World Civilizations
SSCS	SUNY Social Sciences
SWCV	SUNY Western Civilization