



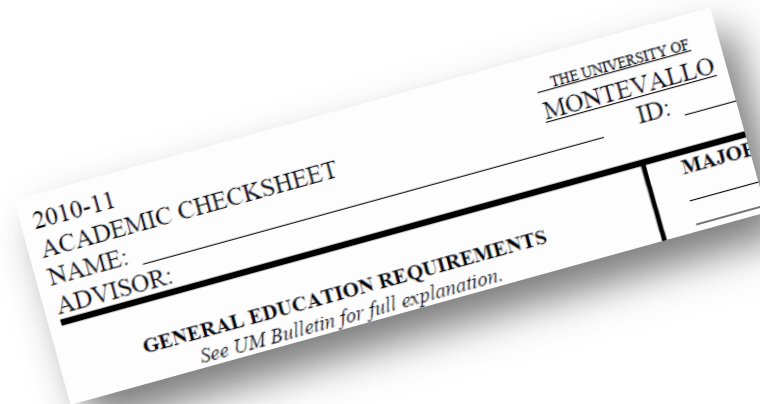
UNIVERSITY OF MONTEVALLO

THE REGISTRAR'S OFFICE

CAPP

CURRICULUM, ADVISING AND PROGRAM PLANNING AND SELF-SERVICE DEGREE EVALUATIONS

A Faculty/Advisor Handbook



SPRING 2012



UNIVERSITY OF MONTEVALLO

THE REGISTRAR'S OFFICE

You are asking - What is CAPP and how will CAPP help me with advising?

*CAPP stands for 'Curriculum, Advising and Program Planning' and is an advising tool for faculty, staff and The Registrar's Office to evaluate coursework against degree requirements. **Basically we put the check-sheet online and made it interactive and instantaneous.***

The CAPP degree evaluation report shows how UM courses, transfer courses, and courses in-progress apply towards degree requirements and is assessable through Banner Self-Services. You can access Banner from any computer on or off campus with an internet connection.

What follows serves as a training guide to take you step-by-step as you successfully run a degree evaluation in CAPP. Remember, these evaluations are unofficial, and should not take the place of academic advising. CAPP cannot take into account unique aspects of each student's program without customization by The Registrar's Office or Graduate Studies.

Final approval for graduation is determined not by CAPP, but by the Registrar's Office.

The system is currently in a hybrid state – caught between Pre-Banner students, requirements, and transfer work, and the new Banner organization. There will be courses that do not apply correctly, transfer courses falling through, substitutions you've made for certain students and waivers of major requirements which may not show up.

We will need your attention and help in identifying issues and individual student adjustments. If you need to request adjustments to your advisee's requirements, you should send a request through the chair or director of your department. Final approval should be emailed to The Registrar's Office at capp@montevallo.edu

Contact us if you have any questions regarding CAPP:

Sylvia Miller

Assistant Registrar of Student Records System Management

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Phone 205 665-6038

The Registrar's Office, Palmer Hall, 2nd floor

www.montevallo.edu/registrar

HELPFUL LINKS AND INFORMATION

General Education requirements – <http://www.montevallo.edu/undergrad/acpp.shtm>

Academic programs and check-sheets – <http://www.montevallo.edu/acad/academicprograms/default.shtm>

List of Approved General Education Courses (link in left menu bar) – <http://www.montevallo.edu/registrar>

Change of Major or Minor form – <http://www.montevallo.edu/registrar/chngemaj.shtm>

Graduation Requirements – <http://www.montevallo.edu/registrar/graduation.shtm>

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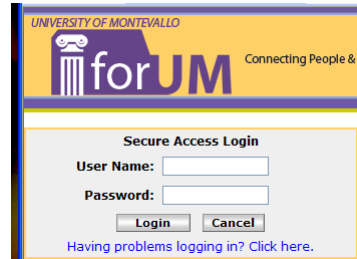
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ACCESSING BANNER SELF-SERVICE AND ADVISING INFORMATION

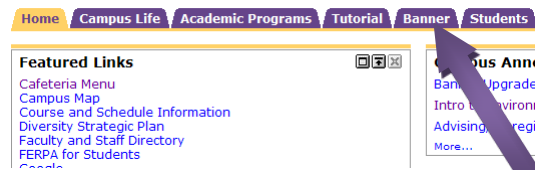
1. Sign in to **ForUM** by clicking on the link in the top right-hand corner of the University of Montevallo home page found at www.montevallo.edu.



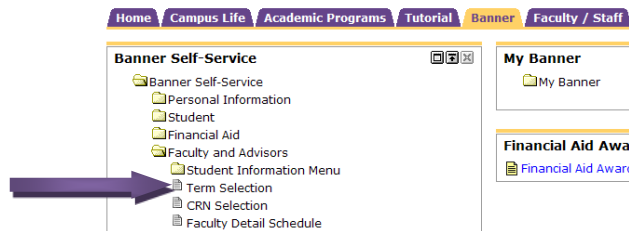
2. Sign in using the **same user name and password** you use to **log-in to your computer** in your office or access your email from home.



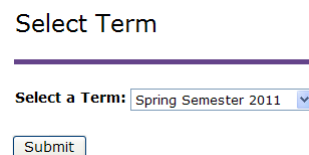
3. Click on the **“Banner”** tab.



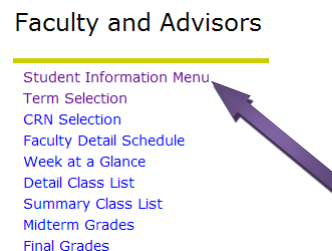
4. Click **“Banner Self-Service”**
“Faculty and Advisors”
“Student Information Menu”
“Term Selection”



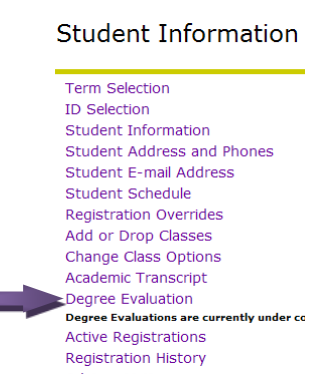
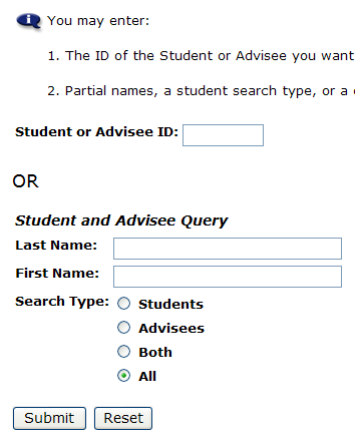
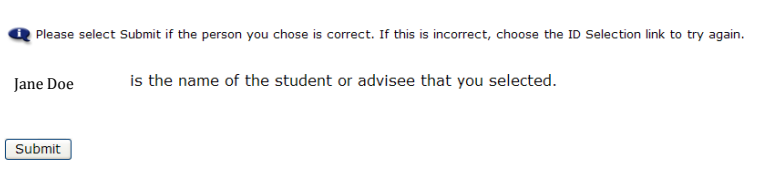
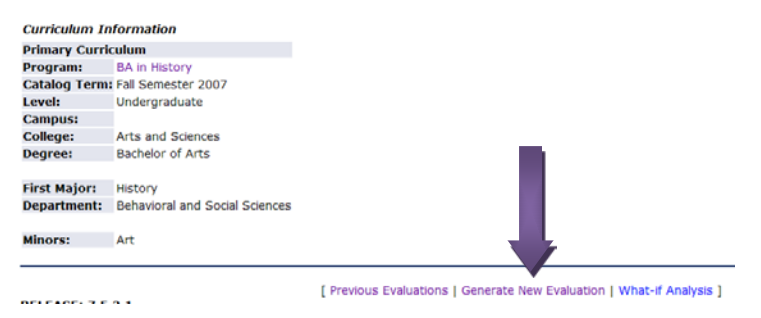
5. Select the **current term** and click **“Submit.”**



6. You will be returned to the **“Faculty and Advisors”** menu. Click on **“Student Information Menu.”** This menu contains several screens of information you may find helpful in advising or locating information on your students or advisees.

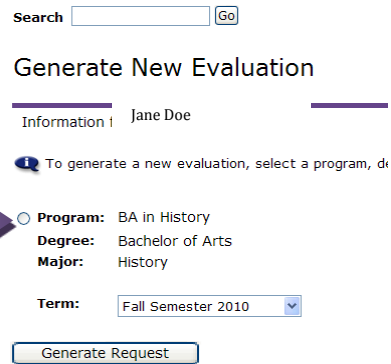


RUNNING A CAPP DEGREE EVALUATION

<p>1. From the “Student Information” menu, click on “Degree Evaluation.”</p>	 <p>Student Information</p> <ul style="list-style-type: none"> Term Selection ID Selection Student Information Student Address and Phones Student E-mail Address Student Schedule Registration Overrides Add or Drop Classes Change Class Options Academic Transcript Degree Evaluation Degree Evaluations are currently under cc Active Registrations Registration History
<p>2. Enter the UM ID (M-number) of the student you wish to evaluate, or search for the student by last or first name. Click “Submit.”</p>	 <p>You may enter:</p> <ol style="list-style-type: none"> The ID of the Student or Advisee you want Partial names, a student search type, or a <p>Student or Advisee ID: <input type="text"/></p> <p>OR</p> <p>Student and Advisee Query</p> <p>Last Name: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Search Type:</p> <ul style="list-style-type: none"> <input type="radio"/> Students <input type="radio"/> Advisees <input type="radio"/> Both <input checked="" type="radio"/> All <p><input type="button" value="Submit"/> <input type="button" value="Reset"/></p>
<p>3. Verify the student to be evaluated and click “Submit.”</p>	 <p>Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.</p> <p>Jane Doe is the name of the student or advisee that you selected.</p> <p><input type="button" value="Submit"/></p>
<p>4. The first screen you’ll see contains the student’s primary curriculum information – the first major. To run a new evaluation on the student’s first major click “Generate New Evaluation.”</p>	 <p>Curriculum Information</p> <p>Primary Curriculum</p> <p>Program: BA in History</p> <p>Catalog Term: Fall Semester 2007</p> <p>Level: Undergraduate</p> <p>Campus:</p> <p>College: Arts and Sciences</p> <p>Degree: Bachelor of Arts</p> <p>First Major: History</p> <p>Department: Behavioral and Social Sciences</p> <p>Minors: Art</p> <p>[Previous Evaluations Generate New Evaluation What-if Analysis]</p>

5. The next screen asks you to verify the program and anticipated graduation term to be evaluated. Click on the **radio button** next to “**Program**” and then select “**Generate Request.**”


You will have to **wait** 5-15 seconds for processing.



Search Go

Generate New Evaluation

Information | Jane Doe

 To generate a new evaluation, select a program, d

Program: BA in History
 Degree: Bachelor of Arts
 Major: History

Term:



DO NOT PRINT THE EVALUATION FOR THE STUDENT.

Anything you print from Banner Self Services will contain your name and UMID in the upper right hand corner.

Instead, run the evaluation, use it in advising, show it to the student, and let them know that they can pull this evaluation up through their Banner Self Services.

UNDERSTANDING A DEGREE EVALUATION

You can access PDF copies of all degree check-sheets here: <http://www.montevallo.edu/acad/AcademicPrograms/default.shtm>.
For a complete list of graduation requirements, click here: <http://www.montevallo.edu/registrar/graduation.shtm>

The first section of the degree evaluation report summarizes the curriculum information and provides program information and an overall list of University requirements, such as overall GPA, minimum number of credit hours, etc.

Program Description

Program :	BBA in Accounting	Catalog Term :	Fall Semester 2006
Campus :		Evaluation Term :	Spring Semester 2011
College :	Business	Expected Graduation Date :	May 07, 2011
Degree:	Bachelor of Bus Administration	Request Number :	5
Level :	Undergraduate	Results as of :	Apr 05, 2011
Majors :	Accounting	Minors :	
Departments :	Business	Concentrations :	

Program Evaluation

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	Yes	130.00	143.00		48
Required Institutional:	Yes	32.50	143.00		48
Last Number Institutional Required :	Yes	39.00	39.00		13
Out of Last Earned :	Yes	39.00	39.00		13
Overall GPA :	Yes	2.00	3.64		

Program Description

The Accounting major prepares students for careers in financial reporting, managerial accounting, taxation, and general business. The program is designed so students can prepare for the Certified Public Accounting Examination. This program follows the prescribed Alabama State Board of Accountancy curricular recommendations.

- Total Required** – indicates total number of credit hours required to be eligible for graduation (Required), and the total number earned by the student (Used). In this example, the student is in the BBA in Accounting program which requires a total of 130 hours to graduate. The student has already earned 143 hours (including courses in progress), and has satisfied the requirement, hence the MET column displays “Yes”
- Required Institutional** – indicates the number of credit hours which must be earned at UM. Typically at least 25% of the degree (total required). In this example, 25% of the total required hours equal 32.5 (130 x 25%). This student has earned all 143 credit hours at UM which satisfies the requirement; hence the MET column displays “Yes.”
- Last Number Institutional Required...Out of Last Earned** – UM requires at least 30 semester hours to be earned at Montevallo after students attain senior classification, i.e., after completion of 90 semester hours. In other words, between earning 90 hours and 130 hours, at least 30 of those must be taken at Montevallo. Some programs may require more than 30 hours. **NOTE:** CAPP may list this requirement as met even before senior status is attained. Notice that in this example, out of the last 39 earned hours, all 39 were earned at UM. The requirement has been satisfied, and the MET column displays “Yes.”
- Overall GPA** – UM requires an overall GPA of at least 2.0 on a four-point scale for graduation eligibility. In this example, the student has an overall GPA of 3.64 which satisfies the requirement. The MET column displays “Yes”

AREAS AND GROUPS

The next section of the report is divided into program required **Areas**. The requirements appear on the left and the courses or credits that meet the requirements are located on the right of the report. Each area is noted as MET or NOT MET. Those areas listed as NOT MET are where degree requirements have not yet been fulfilled. Areas may also be broken down into Groups contained in the area.

The areas should be arranged in roughly this order:

1. **General Education Requirements** – shows the requirements and courses for UM's required General Education studies.
2. **BA or BS Degree Requirements** (if applicable)
3. **Major Requirements** – shows the requirements and courses taken for each major
4. **Major Support Requirements or Professional Studies** (if applicable) – shows support courses or professional study requirements for each major
5. **Minor Requirements** – shows the requirements and courses taken for each minor. One area will appear for each minor. Up to two minors can be displayed.
6. **300/400 level requirements** – UM requires students to earn at least 30 hours of 300/400 level work for graduation eligibility.
7. **Major required electives** – Some programs will include an area specifying a number of elective hours required for the major.
8. **General Electives** – lists courses taken that are left over or do not fulfill any specific requirement, but are used for overall GPA. This area will always indicate it is met since there is not a required number.

Column Headings:

1. **Met (yes or no)** – indicates whether the individual requirement has been satisfied or not
2. **Condition** – logical statement that lists whether the requirement is an 'and' or an 'or'
3. **Rule** – indicates that the requirement includes multiple components or is a choice from several courses
4. **Subject** – list the subject code for the requirement
5. **Attribute** – lists the course attribute for the requirement. Courses have different attributes or roles – what they can be used for. The process of setting up and using course attributes for institution courses is still in development. Most often, these will be used to appropriately apply transfer courses. For example, when a student transfers in a qualifying health course from another institution, the course may be entered like this – KNES 1TR with a course attribute of HLTH. The attribute tells CAPP that it may use it to fulfill the requirement of KNES 117.
6. **Low/High** – lists the specific course number required or the lowest/highest course number accepted if a range is applicable.
7. **Required credits/courses** – lists the number of credits /courses required
8. **Term/Subject/Course/Title/Attribute/Credits/Grade** – lists information about the course used to meet the requirement.

9. **Source** – indicates where the course was located in the system – T for transfer course; H for UM course in academic history; R for course in progress; P for adjustments made to the individual’s requirements.

GENERAL EDUCATION REQUIREMENTS AREAS AND GROUPS

See General Education Requirements in the online undergraduate bulletin here: <http://www.montevallo.edu/undergrad/acpp.shtm>.

The **General Education Requirements** area is divided into Groups corresponding with the GenEd Requirements as noted on the check-sheet.

First you will see a summary listing each group, indicating whether or not the group requirements have been met, along with required and used credits. An example is below:

Area : General Studies Gen Edu Req	Met	Credits		Courses	
		Required	Used	Required	Used
Area Description					
All students seeking an undergraduate degree at Montevallo must complete a core curriculum, which includes courses in oral and written communication; literature, humanities, and fine arts; the natural sciences and mathematics; history and social and behavioral sciences; health and activity education; and computer applications.					
Area Attached Groups					
Met	Description	General Requirements Met	Detail Requirements Met		
Yes	Written Composition	Yes	Yes		
Yes	Humanities and Fine Arts	Yes	Yes		
No	Natural Sciences & Mathematics	No	No		
Yes	History, Soc & Behav Sciences	Yes	Yes		
Yes	Health and Wellness, Activity	Yes	Yes		
No	Computer Applications	Yes	No		
Yes	Writing Reinforcement	Yes	Yes		

In this example, all groups in the Gen-Ed area have been met with the exception of “Natural Sciences & Mathematics” and “Computer Applications.”

Next, each group is listed with detailed requirements and what has and has not been met. Below are the “History, Soc & Behav Sciences” (met) and the “Natural Sciences & Mathematics” (not met) groups:

Group : History, Soc & Behav Sciences	Met	Credits		Courses								
		Required	Used	Required	Used							
Total Required :	Yes	12.00	12.00	4								
Detail Requirements												
Met	Condition Rule	Subject Attribute	Low High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
Yes (HIST 101/3					200680	HIST	101	History Of World Civ I	3.00	A	H
Yes)AND(HIST 102/4					200710	HIST	102	History Of World Civ II	3.00	A	H
Yes)AND(BEH/SOCSCI					200780	PSYC	201	Foundations In Psychology	3.00	C	H
						200910	SOC	230	Introductory Sociology	3.00	C	H
Course Attribute Attachment Description												
Choose two of the following Social and Behavioral Sciences courses: EC 231, 232, FCS 291, 402; GEOG 231; POS 200, 250; PSYC 201; PSYC/SWK 203, 322; SOC 230, 250; SOC/SWK 260.												

Group : Natural Sciences & Mathematics	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	11.00	7.00		2

Detail Requirements

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
Yes		MATH						2008B0	MATH	144	Pre-Calculus Algebra	3.00	C	H
Course Attribute Attachment Description														
Choose one MATH course numbering 144 or higher.														
No	AND	SCIENCE						2009B0	PHYS	100	Introductory Physics	4.00	B	H
Course Attribute Attachment Description														
Choose one science with lab from two different disciplines - BIO, CHEM, GEOL, PHYS														

Notice the “Course Attribute Attachment Description” in the both groups above which provide detailed information regarding the requirement.

MAJOR REQUIREMENTS AND SUPPORT COURSES AREAS

Below are two examples of **major requirement areas**. In the first example, the major requirements are all contained within the area. This evaluation shows that all but one requirement has been met.

Area : History Major Requirements	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	36.00	33.00		11
Required Institutional:	Yes	18.00	21.00		7
Area GPA :	Yes	2.00	3.44		

Area Description

Students majoring in history must take 36 hours of history courses, including the following: HIST 101, 102, 211, 212, 310, & 491; at least two non-American history courses (300/400); GEOG 231; & 12 credit hours history electives (300/400). Majors will take the MFAT in HIST 491. History majors are not required to have a minor.

Detail Requirements

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
Yes	(HIST						1993B0	HIST	101	History Of World Civ I	3.00	C	T
Yes)AND(HIST						199410	HIST	102	History Of World Civ II	3.00	B	T
Yes)AND(HIST						199410	HIST	211	Hist Of The U.S. I	3.00	A	T
Yes)AND(HIST						199410	HIST	212	Hist Of The U.S. II	3.00	A	T
No)AND(HIST		310										
Yes)AND(HIST		491				2010B0	HIST	491	Senior Seminar in History	3.00	A	H
Yes)AND(NON-AMHIST						201010	HIST	303	Modern Latin N-AH America	3.00	B	H
								201010	HIST	448	Renaissance N-AH & Reformation	3.00	B	H
Course Attribute Attachment Description														
Choose two Non-American history electives at the 300 or 400 level (6 hrs).														
Yes)AND(HIST						2010B0	HIST	411	Chickamauga Staff Ride	3.00	A	H
								201110	HIST	411	Post War Politics in Latin Ame	3.00		R
								2009B0	HIST	435	History of Modern Japan	3.00	A	H
								201110	HIST	442	History of England II	3.00		R
Course Attribute Attachment Description														
Choose four history electives at the 300 or 400 level (12 hrs).														

In the second example, the major area is divided into groups. The area evaluation will begin with the same summary as with the General Education area.

Area Requirements

Area : Music BA Major Requirements	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	46.00	38.00	25	
Required Institutional:	No	23.00	22.00	15	
Area GPA :	Yes	2.00	3.26		

Area Attached Groups

Met	Description	General Requirements Met	Detail Requirements Met
No	Music BA Major Core Req	No	No
Yes	Music BA Major Applied Studies	Yes	Yes
No	Music BA Secondary Instrument	No	No
Yes	Music BA Advanced Studies	Yes	Yes

As you can see above, two groups have been satisfied and two have not. Below is a copy of the first group (Music BA Major Core Req) showing some requirements met and some unmet.

Group : Music BA Major Core Req	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	26.00	19.00	10	

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			MUS				111		200580	MUS	111	Principles of Music Theory I		3.00	B	T
Yes	AND		MUS				112		200580	MUS	112	Music Skills I		1.00	A	T
Yes	AND		MUS				113		200580	MUS	113	Principles of Music Theory II		3.00	C	T
Yes	AND		MUS				114		200580	MUS	114	Music Skills II		1.00	B	T
Yes	AND		MUS				211		200880	MUS	211	Principles of Music Theory III		3.00	B	H
Yes	AND		MUS				212		200980	MUS	212	Music Skills III		1.00	B	H
Yes	AND		MUS				213		201010	MUS	213	Principles of Music Theory IV		3.00	B	H
Yes	AND		MUS				214		201010	MUS	214	Music Skills IV		1.00	B	H
No	AND		MUS				250									
No	AND		MUS				251									
No	AND		MUS				341									
Yes	AND		MUS				342		201110	MUS	342	Music Hist 19th Cent-Present		3.00		R
No	AND	1							200980	MUS	100	Recital & Concert Attendance		0	S	H
									201010	MUS	100	Recital & Concert Attendance		0	S	H
									200910	MUS	100	Recital & Concert Attendance		0	S	H
									200880	MUS	100	Recital & Concert Attendance		0	S	H
									201110	MUS	100	Recital & Concert Attendance		0		R

Course Attribute Attachment Description

Student's must complete 8 semesters of MUS 100.

Again, please notice the note included in “Course Attribute Attachment Description.”

MINOR REQUIREMENT AREAS

Below is an example of a **minor requirement area**. As you can see, all requirements have been met.

Area : Sociology Minor	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	Yes	18.00	18.00		6

Area Description

The Sociology minor consists of SOC 230 and 15 additional hours in sociology.

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			SOC			230			200680	SOC	230	Introductory Sociology		3.00	A	T
Yes	AND		SOC				15.00		200980	SOC	250	Marriage and the Family		3.00	B	H
									201050	SOC	310	Sociology of Popular Music		3.00	A	H
									201080	SOC	321	Social Psychology		3.00	B	H
									201110	SOC	342	Criminology		3.00		R
									201110	SOC	480	Dev of Sociological Theory		3.00		R

Course Attribute Attachment Description

Choose five Sociology electives (15 hrs).

Total Credits and GPA : 18.00 3.50

OTHER INFORMATION

The “In Progress Courses” section includes courses the student is currently enrolled in that have not been graded.

In Progress Courses

Area	Subject	Course	Title	Credits
300/400 UM Credit	PSYC	490	Individual Research II	3.00
Sociology Minor	SOC	342	Criminology	3.00
Sociology Minor	SOC	480	Dev of Sociological Theory	3.00
Psychology Major Requirements	PSYC	350	Forensic Psychology	3.00
Psychology General Edu Req	KNES	103	Aerobic Exercise	1.00

The “Courses Not Used” section includes those courses which did not or could not be applied to the program evaluation. These courses are calculated in the Overall GPA.

Courses Not Used

Subject	Course	Title	Term	Credits	Grade
HIST	574	Jeffersonian-Jacksonian Ameri	Spring Semester 2011		3.000

Course Attributes may be assigned to courses such as Art History, Non-American History, or Writing Reinforcement. The process of setting up CAPP to pull from attribute rather than from course number is still in progress. This information is not very useful to you at this time. Note: that this does not mean the course was not used, only that the attribute attached to the course was not asked for.

Course Attributes Not Used

Attribute	Subject	Course	Title	Term	Credits	Grade
Computer Applications	MIS	161	Introduction to Computers	Summer Semester 2009		3.000 A
Fine Arts	MUS	121	Invitation to Listening	Fall Semester 2009		3.000 A
Health & Wellness	KNES	117	Health/Wellness	Spring Semester 2010		2.000 A

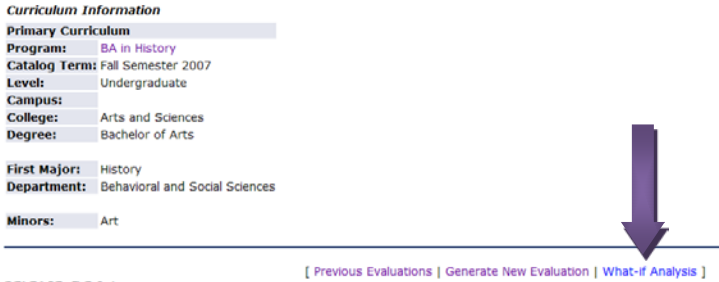
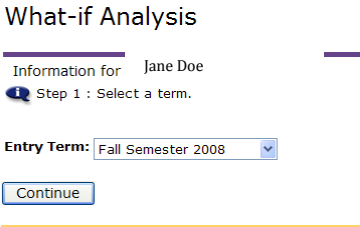
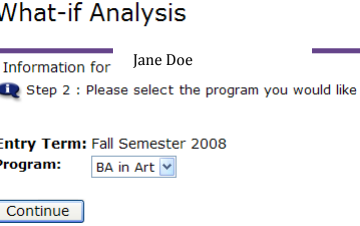
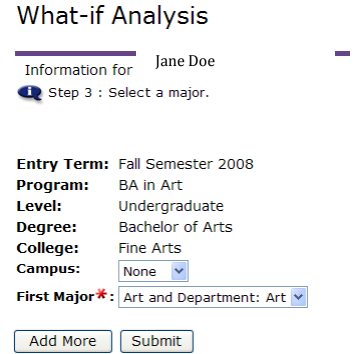
The “Rejected Courses” section lists courses which were rejected with an explanation.

Rejected Courses

Subject	Course	Area	Reason	Attribute
HIST	574	Electives	Invalid Course Level.	

RUNNING A “WHAT-IF” EVALUATION

USE A “WHAT-IF ANALYSIS” TO RUN AN EVALUATION ON THE STUDENT’S SECOND MAJOR OR TO HELP THE STUDENT MAKE DECISIONS BY ANSWERING THE QUESTION, “WHAT IF I CHANGE MY MAJOR OR ADD A MAJOR?”

<p>1. Click on “What-If Analysis.”</p>	
<p>2. Select entry term – What check-sheet will they be on? Then click “Continue.”</p>	
<p>3. Select program to be evaluated from “Program” drop-down box and click “Submit.”</p>	
<p>4. Select major to be evaluated from the “First Major” drop-down box and click “Submit” to run the evaluation or “Add More” to select a concentration or minor. Note: Not all majors have concentrations. If the major requires a concentration and none is selected, then the evaluation will not run properly.</p>	

<p>5. If you clicked “Add More” the next screen will list possible concentrations. Be sure to only select concentrations which will apply to the program and major selected. Click “Submit” to run evaluation or “Add More” to select a minor. NOTE: not all majors have concentration options.</p>	<p style="text-align: center;">What-if Analysis</p> <hr/> <p>Information for Jane Doe</p> <p> Step 4: Select up to three concentrations.</p> <p>Entry Term: Fall Semester 2008 Program: BA in Art Level: Undergraduate Degree: Bachelor of Arts College: Fine Arts Campus:</p> <p>First Major: Art First Department: Art Concentration 1: Ceramics Concentration 2: None Concentration 3: None</p> <p style="text-align: center;"><input type="button" value="Add More"/> <input type="button" value="Submit"/></p>
<p>6. If you click “Add More” the next screen will list all available minors. You may choose up to two from the drop down boxes. Click “Submit.”</p>	<p style="text-align: center;">What-if Analysis</p> <hr/> <p>Information for Jane Doe</p> <p> Step 5: Select up to two minors.</p> <p>Entry Term: Fall Semester 2008 Program: BA in Art Level: Undergraduate Degree: Bachelor of Arts College: Fine Arts Campus:</p> <p>First Major: Art First Department: Art Concentration 1: Photography</p> <p>First Minor: History Second Minor: None</p> <p style="text-align: center;"><input type="button" value="Submit"/></p>
<p>7. Select the Evaluation Term (this is typically the current semester or the upcoming semester) and select “Generate Request.”</p> <p>Output will be the same report as a new or previous evaluation.</p>	<p style="text-align: center;">What-if Analysis</p> <hr/> <p>Information for Jane Doe</p> <p> Step 6 : Select an evaluation term.</p> <p>Please note, processing may take a few minutes.</p> <p>Entry Term: Fall Semester 2008 Program: BA in Art Level: Undergraduate Degree: Bachelor of Arts College: Fine Arts Campus:</p> <p>First Major: Art First Department: Art Concentration 1: Photography</p> <p>First Minor: History</p> <p>Evaluation Term: Fall Semester 2010</p> <p style="text-align: center;"><input type="button" value="Generate Request"/></p>



DO NOT PRINT THE EVALUATION FOR THE STUDENT.

Anything you print from Banner Self Services will contain your name and UMID in the upper right hand corner.

Instead, run the evaluation, use it in advising, show it to the student, and let them know that they can pull this evaluation up through their Banner Self Services.

SOME QUESTIONS YOU MAY HAVE

Who can use the CAPP degree evaluation?

Advisors, certain staff, and currently enrolled students can run degree evaluations.

Why should I not provide my advisee with a printed copy of his/her degree evaluation?

First, anytime you print in Banner Self Services, your name and UMID is printed in the upper right hand corner of the printout. **Protect your UMID.** Second, currently evaluations are about 6 pages in length. In an effort to be a more 'green' campus and to lessen the burden on budgets, we recommend you do not print. Remind your advisee that they access CAPP through their own log-in if they want a paper copy.

Why are some courses hyperlinked on my advisee's degree evaluation and some are not?

The system only hyperlinks courses that the advisee has not yet taken and that are specifically required (i.e., not part of a list of several courses) for your program. Course descriptions can be viewed for all courses in the online Undergraduate Bulletin at <http://www.montevallo.edu/undergrad/coursesofinstruction/default.shtm>.

What is a 'What-if' Evaluation?

The "What-if" option allows you to run an evaluation of any major. Use this to evaluate a second major or to explore a change of major for your advisee.

What does the 'Entry Term' mean? What does the 'Evaluation Term' mean?

The Entry Term is your advisee's 'catalog term' – The semester the student **enters the program**. The Evaluation Term is the current term or the term the advisee expects to graduate.

Why is the Expected Graduation Date on the evaluation incorrect?

At UM, the date does not always reflect the actual Expected Graduation Date which is set a number of years beyond the current semester.

Does the CAPP evaluation include in-progress courses?

Yes, CAPP includes all applicable courses in which a student is registered.

How does CAPP decide where to place the courses completed?

CAPP processes the courses by the highest grade attained, based on a 'best-fit' approach and the way the requirements are defined. It will look thorough each of the courses, and then assign each course to in the 'best' arrangement to fulfill the most requirements and achieve the highest program GPA..

I can only process my advisee's evaluation on one major at a time. What if my advisee is a double major?

To evaluate a second major, use the 'What-If Analysis' as noted above.

Some requirements have 'and' or 'or' next to them. What does this mean?

A requirement with an 'or' beside it means that the student can take the requirement that is listed next it to **or** the one listed above it. A requirement with an 'and' next to it means that the student must take both the requirement that is listed next to it **and** the one above it.

What happens to a course when my advisee receives an "I" (incomplete) grade?

Courses with incomplete grades appear as unused on the evaluation until a final grade has been recorded. Only then will the course be used appropriately.

What do I do if CAPP lists my advisee's degree, major or concentration incorrectly?

Please notify the Registrar's Office if the major is listed incorrectly. To change a major, students must complete a Change of Major Form with all required signatures and submit the form to The Registrar's Office on the second floor of Palmer Hall. Forms are available online and in The Registrar's Office, or in the main office of your major.

<http://www.montevallo.edu/registrar/chnqemaj/shtm>. **What if there are mistakes, corrections, waivers, substitutions, or uncounted-transfer courses?**

Please contact The Registrar's Office at
capp@montevallo.edu or 205
665-6038

QUICK GUIDE FOR CAPP

GENERATING A NEW EVALUATION

1. Log-in to **ForUM**.
2. Click the **Banner** tab.
3. Click **Banner Self-Service** located on the left side.
4. Click **Faculty and Advisors**.
5. Click **Term Selection** and select the current term.
6. Click **Student Information Menu**.
7. Click **Degree Evaluation**.
8. Enter the **UM ID** of the student you wish to evaluate, or search by the last name.
9. Verify student and click **Submit**.
10. Verify student's degree and major the click **Generate New Evaluation** located at the bottom of the form.
11. Click the **radio button** next to the program and select **Generate Request**.
12. Do not print the evaluation for the student. Students may access the evaluation

RUNNING A 'WHAT-IF' EVALUATION

2ND MAJOR OR PLANNING A CHANGE IN MAJOR

1. Log-in to **ForUM**.
2. Click the **Banner** tab.
3. Click **Banner Self-Service** located on the left side.
4. Click **Faculty and Advisors**.
5. Click **Term Selection** and select the current term.
6. Click **Student Information Menu**.
7. Click **Degree Evaluation**.
8. Enter the UM ID of the student you wish to evaluate, or search by the last name.
9. Verify student and click **Submit**.
10. Click **What-If Analysis** located at the bottom of the form.
11. **Select term** for student to enter program and click **Continue**.
12. **Select program** to be evaluated and click **Submit**.
13. **Select major** to be evaluated and click **Submit** or **Add More**.
14. If clicked Add More, **select concentrations** and click **Submit** or **Add More**.
15. If clicked Add More, **select minors** and click **Submit**.
16. **Select term** for evaluation and click **Generate Request**.
17. Do not print the evaluation for the student.

VIEWING A PREVIOUS EVALUATION

1. Log-in to **ForUM**.
2. Click the **Banner** tab.
3. Click **Banner Self-Service** located on the left side.
4. Click **Faculty and Advisors**.
5. Click **Term Selection** and select the current term.
6. Click **Student Information Menu**.
7. Click **Degree Evaluation**.
8. Enter the **UM ID** of the student you wish to evaluate, or search by the last name.
9. Verify student and click **Submit**.
10. Click **Previous Evaluations** located at the bottom of the form.
11. Click the hyperlinked program name next to the date of the evaluation you'd like to view.
12. Do not print the evaluation for the student.