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## SOME QUESTIONS YOU MAY HAVE

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### **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 six 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 can 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 through each of the courses, and then assign each course 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 to it **or** the one listed above it. A requirement with an 'and' next to it means that the student must take both the course 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 will appear as unused on the evaluation until a final grade has been recorded. Only then will the course be used appropriately.

### **What 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 in The Registrar's Office, in the main office of your major or The Registrar's Office website at

<http://www.montevallo.edu/registar/chnqemaj/shtm>

### **What if I have questions about substitutions, unarticulated transfer courses, or other items on the evaluation?**

Please contact Sylvia Miller in The Registrar's Office at [capp@montevallo.edu](mailto:capp@montevallo.edu) or 205 665-6038.

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# QUICK GUIDE

## CAPP - CURRICULUM, ADVISING, AND PROGRAM PLANNING

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### GENERATING A NEW EVALUATION

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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 then click **Generate New Evaluation** located at the bottom of the form.
11. Click the **radio button** next to the program
12. **Select term** for evaluation.
13. **Select Generate Request**.
14. Do not print the evaluation for the student. Students may access the evaluation

### A 'WHAT-IF' EVALUATION - 2<sup>ND</sup> MAJOR OR PLANNING A MAJOR CHANGE

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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 student **UM ID**, or search by 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
14. Click **Add More** to select concentrations and minors.
15. Click **Submit**.
16. **Select term** for evaluation and click **Generate Request**.
17. Do not print the evaluation for the student.

### VIEWING A PREVIOUS EVALUATION

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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.

## HELPFUL LINKS AND INFORMATION

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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 (links 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>  
Major/Minor Req Substitution Form – <http://www.montevallo.edu/registrar/docs/major%20requirement%20substitution%20form%20fillable.pdf>