



UNIVERSITY OF MONTEVALLO

REGISTRAR'S OFFICE

The Registrar's Office is proud to provide you with a new tool for planning your college career – CAPP!

You are asking - What is CAPP and how will CAPP help me graduate, right?

*CAPP stands for 'Curriculum, Advising and Program Planning' and is an advising and planning tool for faculty, staff, and students to evaluate coursework against degree requirements. **Basically we've 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 and a ForUM log-in.

*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 a Registrar's Office staff member.*

The system is currently in a hybrid state – caught between Pre-Banner students, requirements, and transfer work, and the new Banner organization. There may be courses that do not apply correctly, transfer courses falling through, or substitutions which may not show up. Please consult with your advisor and notify The Registrar's Office by email at CAPP@montevallo.edu

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

Should you have any questions, you may contact your advisor, major department office, or The Registrar's Office.

Contact us if you have any questions regarding CAPP:
CAPP@MONTEVALLO.EDU

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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 **Student**.
5. Click **Student Records**.
6. Click **Degree Evaluation**.
7. Select the current term.
8. Verify your degree(s) and major(s).
9. Click **Generate New Evaluation** located at the bottom of the form.
10. Click the **radio button** next to the program you wish to evaluate.
11. **Select term** for evaluation, i.e. graduation term or the most recent term, i.e. the term at the top of the drop down box.
12. Select **Generate Request**.

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 **Student**.
5. Click **Student Records**.
6. Click **Degree Evaluation**.
7. Select the current term and click **Submit**.
8. Click **What-If Analysis** located at the bottom of the form.
9. **Select term** to enter program and click **Continue**.
10. **Select program** to be evaluated and click **Submit**.
11. **Select major** to be evaluated and click **Submit** or **Add More**.
12. If Add More, **select concentrations** and click **Submit** or **Add More**.
13. If Add More, **select minors** and click **Submit**.
14. **Select term** for evaluation and click **Generate Request**.

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 **Student**.
 5. Click **Student Records**.
 6. Click **Degree Evaluation**.
 7. Select the current term and click **Submit**.
 8. Click **Previous Evaluations** located at the bottom of the form.
 9. Click the **hyperlinked program name** next to the date of the evaluation you'd like to view.
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UNDERSTANDING A DEGREE EVALUATION

The first section of the degree evaluation report summarizes the curriculum information and provides an overall list of degree 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/capp.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 GenEd 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							200880	MATH	144	Pre-Calculus Algebra	3.00	C	H
No	AND SCIENCE							200980	PHYS	100	Introductory Physics	4.00	B	H

Course Attribute Attachment Description

Choose one MATH course numbering 144 or higher.

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 requirements have 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							199380	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			201080	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							201080	HIST	411	Chickamauga Staff Ride		3.00	A	H
									201110	HIST	411	Post War Politics in Latin Ame		3.00		R
									200980	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
			SOC						201050	SOC	310	Sociology of Popular Music		3.00	A	H
			SOC						201080	SOC	321	Social Psychology		3.00	B	H
			SOC						201110	SOC	342	Criminology		3.00		R
			SOC						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

COURSES NOT USED

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

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 Not Used: 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

Rejected Courses: Those courses which were rejected with an explanation.

Rejected Courses

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

SOME QUESTIONS YOU MAY HAVE

Who can use the CAPP degree evaluation?

Faculty and Staff advisors and currently enrolled students can run degree evaluations.

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.

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

The Entry Term is your 'catalog term' – The semester you **enter the program**. The Evaluation Term is the current term or the term you expect 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 and should be ignored. The Expected Graduation Date is set a number of years beyond the current semester so that loan companies do not put students into repayment status.

Does CAPP evaluation include in-progress courses?

Yes, CAPP includes all applicable courses in which you are or have been registered.

How does CAPP decide where to place the courses completed?

CAPP processes the courses 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 the first requirement in the degree program that the course will fulfill.

I can only process my evaluation on one major at a time. What if I am a double major?

To evaluate a second major, use the 'What-If Analysis'

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

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

What happens to a course when I receive 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 if CAPP lists my degree, major, concentration, or catalog year incorrectly?

To change a major, you 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 or in person at The Registrar's Office or in the main office of your department.

What if there are mistakes, corrections, waivers, substitutions, or uncounted-transfer courses?

Please contact your advisor who will contact the Registrar's office at CAPP@montevallo.edu.

HELPFUL LINKS AND INFORMATION

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

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

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

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

Major/Minor Requirement Substitution form -

<http://www.montevallo.edu/registrar/Docs/major%20requirement%20substitution%20form%20fillable.pdf>

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