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UNIVERSITY OF MONTEVALLO

THE REGISTRAR'S OFFICE

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

*Advisor Handbook*



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FALL 2017



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## UNIVERSITY OF MONTEVALLO

### THE REGISTRAR'S OFFICE

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*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 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.*

*Any changes, substitutions, or adjustment approved by the department must be reported to the Registrar's Office in order for the adjustment to be processed in CAPP. 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](mailto:capp@montevallo.edu)*

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Contact us if you have any questions regarding CAPP:

**[CAPP@MONTEVALLO.EDU](mailto:CAPP@MONTEVALLO.EDU)**

Phone 205 665-6040

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

[www.montevallo.edu/registrar](http://www.montevallo.edu/registrar)

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## HELPFUL LINKS AND INFORMATION

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[UM Graduate and Undergraduate Bulletins](#)

[General Graduation Requirements](#)

[List of Approved General Education Courses](#)

[Academic degree plans and Finish in Four plans](#)

[Undergraduate Program Change form for degree, major, minor, concentration, and catalog](#)

[Transfer Course Information and Transit Form](#)

Graduate Program Change forms are available directly from the graduate program advisors.

Substitution forms are available from the Registrar's Office and academic departments.

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## RUNNING A CAPP DEGREE EVALUATION

1. Within Self Services, click on the Faculty Services Tab.

2. Select the Student Information Menu.  
3. Select Degree Evaluation

4. Select the **current term** for currently enrolled students or a **future term** for admitted students and click **“Submit.”**

### Select Term

Select a Term:

5. Enter the UM ID of the student you wish to evaluate, or search for the student by last and/or first name. Click **“Submit.”**

**i** You may enter:

1. The ID of the Student or Advisee you want
2. Partial names, a student search type, or a student search type

Student or Advisee ID:

OR

#### Student and Advisee Query

Last Name:

First Name:

- Search Type:
- Students
  - Advisees
  - Both
  - All

6. Verify the student to be evaluated and click **“Submit.”**

**i** Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Jane Doe is the name of the student or advisee that you selected.

7. The first screen contains the student’s **curriculum** information. To run a new evaluation on the click **“Generate New Evaluation.”**

#### Curriculum Information

##### Primary Curriculum

Program: BA in History  
 Catalog Term: Fall Semester 2007  
 Level: Undergraduate  
 Campus:   
 College: Arts and Sciences  
 Degree: Bachelor of Arts

First Major: History  
 Department: Behavioral and Social Sciences

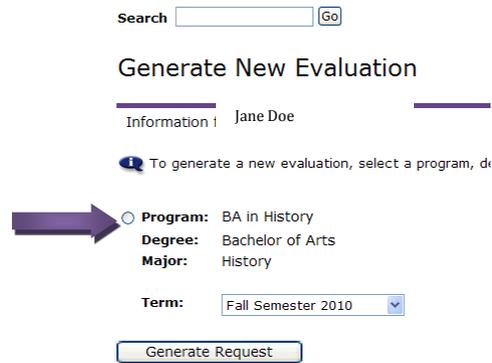
Minors: Art



[ Previous Evaluations | **Generate New Evaluation** | What-if Analysis ]

8. 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 select the current term. Click **“Generate Request.”**

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



Search

### Generate New Evaluation

Information | Jane Doe

 To generate a new evaluation, select a program, de

**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:

<https://www.montevallo.edu/about-um/administration/registrar-office/program-degree-resources/>

For a complete list of graduation requirements visit the Bulletin: <http://bulletin.montevallo.edu/index.php>

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

|                      |                                |                                   |                    |
|----------------------|--------------------------------|-----------------------------------|--------------------|
| <b>Program :</b>     | BBA in Accounting              | <b>Catalog Term :</b>             | Fall Semester 2015 |
| <b>Campus :</b>      |                                | <b>Evaluation Term :</b>          | Fall Semester 2015 |
| <b>College :</b>     | Business                       | <b>Expected Graduation Date :</b> | May 15, 2017       |
| <b>Degree:</b>       | Bachelor of Bus Administration | <b>Request Number :</b>           | 41                 |
| <b>Level :</b>       | Undergraduate                  | <b>Results as of :</b>            | Sep 11, 2015       |
| <b>Majors :</b>      | Accounting                     | <b>Minors :</b>                   |                    |
| <b>Departments :</b> | Business                       | <b>Concentrations :</b>           |                    |

### Program Evaluation

|   | Met | Credits  |       | Courses  |      |
|---|-----|----------|-------|----------|------|
|   |     | Required | Used  | Required | Used |
| <b>Total Required :</b>                     | No  | 120.00   | 68.00 |          | 23   |
| <b>Required Institutional:</b>              | Yes | 30.00    | 68.00 |          | 23   |
| <b>Last Number Institutional Required :</b> | Yes | 30.00    | 41.00 |          | 14   |
| <b>Out of Last Earned :</b>                 | Yes | 40.00    | 41.00 |          | 14   |
| <b>Overall GPA :</b>                        | Yes | 2.00     | 2.91  |          |      |

- 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 120 hours to graduate. The student has 68 hours applied to the program (including courses in progress). This is short of the 120, hence the MET column displays “No”
- 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 30 (120 x 25%). This student has earned all 68 credit hours at UM which satisfies the requirement; hence the MET column displays “Yes.”
- Last Number Institutional Required...Out of Last Earned** – UM requires that credit for at least 30 of the last 40 semester hours must be earned at UM. 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 40 earned hours, all 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 2.91 which satisfies the requirement. The MET column displays “Yes”
- Note that CAPP does not display the UM GPA, which is located on the student's transcript.** The UM GPA is the graduating GPA and determines Academic Standing, honors, and must be at least a 2.0 for graduation. Some programs may require a higher UM GPA for graduation.

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**AREAS AND GROUPS**

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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

**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. **Major required electives** – Some programs will include an area specifying a number of elective hours required for the major.
6. **General Electives** – lists courses taken that are left over or do not fulfill any specific requirement, but are used for overall GPA and overall hours. This area will always indicate it is met since there is not a required number.
7. **300/400 level requirements** – UM requires students to earn at least 30 hours of 300/400 level work for graduation eligibility.
8. **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.

**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. 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 120.
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 institutional (Home) course; R for course in progress (Registered); P for adjustments made to the individual's requirements (Pass or Waived).

GENERAL EDUCATION REQUIREMENTS AREAS AND GROUPS

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 Requirements**

|                                   | Met | Credits  |       | Courses  |      |
|-----------------------------------|-----|----------|-------|----------|------|
|                                   |     | Required | Used  | Required | Used |
| Area :General Studies Gen Edu Req |     |          |       |          |      |
| Total Required :                  | No  | 50.00    | 40.00 |          | 13   |

**Area Description**

All students seeking an undergraduate degree at Montevallo must complete a core curriculum, which includes courses in oral and written communication; natural sciences and mathematics; history and social and behavioral sciences; and personal development.

**Area Attached Groups**

| Met | Description                    | General Requirements Met | Detail Requirements Met |
|-----|--------------------------------|--------------------------|-------------------------|
| Yes | Written Composition            | Yes                      | Yes                     |
| No  | Humanities and Fine Arts       | No                       | No                      |
| No  | Natural Sciences & Mathematics | No                       | No                      |
| Yes | History, Soc & Behav Sciences  | Yes                      | Yes                     |
| Yes | Integrative & Applied Learning | Yes                      | Yes                     |
| Yes | Complete 6 hrs LIT or HIST     | Yes                      | Yes                     |

In this example, all groups in the Gen-Ed area have been met with the exceptions of Humanities and Fine Art and Natural Sciences & Mathematics

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 Science and Mathematics (not met) groups:

**Group Requirements**

|                                       | Met | Credits  |      | Courses  |      |
|---------------------------------------|-----|----------|------|----------|------|
|                                       |     | Required | Used | Required | Used |
| Group :Natural Sciences & Mathematics |     |          |      |          |      |
| 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 |
|---|-----------|------|---|-----------|-----|------|------------------|------------------|--------|---------|--------|---------------------------|-----------|---------|-------|--------|
| No  |           |      | 2 SCIENCES Lab Sciences in two discipline |           |     |      |                  |                  | 201450 | CHEM    | 100    | Fundamentals of Chemistry |           | 4.00    | C     | H      |
| <b>Course Attribute Attachment Description</b>  |           |      |   |           |     |      |                  |                  |        |         |        |                           |           |         |       |        |
| Choose a science course with a lab from two different areas: biology, chemistry, geology, or physics. |           |      |   |           |     |      |                  |                  |        |         |        |                           |           |         |       |        |
| Yes   | AND       |      | MATH MATH 144 or higher (3 hrs)           |           |     |      |                  |                  | 200880 | MATH    | 147    | Finite Mathematics        |           | 3.00    | B     | H      |
| <b>Course Attribute Attachment Description</b>  |           |      |   |           |     |      |                  |                  |        |         |        |                           |           |         |       |        |
| Choose one MATH course numbering 144 or higher.   |           |      |   |           |     |      |                  |                  |        |         |        |                           |           |         |       |        |

**Group Requirements**

|                                      | Met | Credits  |       | Courses  |      |
|--------------------------------------|-----|----------|-------|----------|------|
|                                      |     | Required | Used  | Required | Used |
| Group :History, Soc & Behav Sciences |     |          |       |          |      |
| Total Required :                     | Yes | 12.00    | 12.00 | 4        | 4    |

**Group Description**

\*\* Note: Students must complete a six-hour sequence in either History (Area IV) or Literature (Area II). Student may complete both sequences. A limit of 6 hours History may be taken for AREA IV.

**Detail Requirements**

| Met   | Condition | Rule | Subject                     | Attribute | Low | High | Required Credits | Required Courses | Term   | Subject | Course | Title                    | Attribute | Credits | Grade | Source |
|---|-----------|------|-----------------------------|-----------|-----|------|------------------|------------------|--------|---------|--------|--------------------------|-----------|---------|-------|--------|
| Yes   | (         |      | HISTORY Choose one History. |           |     |      |                  |                  | 200980 | HIST    | 101    | History of World Civ I   |           | 3.00    | A     | H      |
| <b>Course Attribute Attachment Description</b>  |           |      |                             |           |     |      |                  |                  |        |         |        |                          |           |         |       |        |
| Choose one History course: HIST 101/103 or 102/104.   |           |      |                             |           |     |      |                  |                  |        |         |        |                          |           |         |       |        |
| Yes   | )AND(     |      | BEH/SOCSCI elect            |           |     |      |                  |                  | 201410 | EC      | 231    | Intro. to Macroeconomics |           | 3.00    | C     | H      |
|   |           |      |                             |           |     |      |                  |                  | 201080 | EC      | 232    | Intro. to Microeconomics |           | 3.00    | C     | H      |
|   |           |      |                             |           |     |      |                  |                  | 201380 | GEOG    | 231    | World Regional Geography |           | 3.00    | D     | H      |
| <b>Course Attribute Attachment Description</b>  |           |      |                             |           |     |      |                  |                  |        |         |        |                          |           |         |       |        |
| Choose three Behavioral and Social Sciences electives from the following (not already used above for History requirement): EC 231, 232; FCS 291, 402; GEOG 231; HIST 101/103, 102/104; POS 200, 250; PSYC 201; PSYC/SWK 203, 322; SOC 101; SWK 260. |           |      |                             |           |     |      |                  |                  |        |         |        |                          |           |         |       |        |

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

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, showing which requirements are not met with a clear **NO** in the first column.

**Area Requirements**

|                                      | Met | Credits  |       | Courses  |      |
|--------------------------------------|-----|----------|-------|----------|------|
|                                      |     | Required | Used  | Required | Used |
| <b>Area :MC Broadcast Production</b> |     |          |       |          |      |
| <b>Total Required :</b>              | No  | 40.00    | 33.00 |          | 11   |
| <b>Required Institutional:</b>       | Yes | 20.00    | 33.00 |          | 11   |
| <b>Area GPA :</b>                    | Yes | 2.00     | 3.88  |          |      |

**Area Description**

In addition to completing the General Education core, the Mass Communication curriculum requires 37 credit hours, including MC 100, 200, 360, 455, 460, 495, 3 hrs MC electives, and 21 hours in concentration studies.

**Detail Requirements**

| Met  | Condition | Rule | Subject | Attribute | Low | High | Required Credits | Required Courses | Term   | Subject | Course | Title                          | Attribute | Credits                 | Grade | Source     |
|--|-----------|------|---------|-----------|-----|------|------------------|------------------|--------|---------|--------|--------------------------------|-----------|-------------------------|-------|------------|
| Yes  | (         |      | MC      |           | 100 |      |                  |                  | 201480 | MC      | 100    | Introduction to Mass Media     |           | 3.00                    | A     | H          |
| Yes  | )AND(     |      | MC      |           | 200 |      |                  |                  | 201480 | MC      | 200    | Intro. to Mass Media Writing   |           | 3.00                    | A     | H          |
| Yes  | )AND(     |      | MC      |           | 210 |      |                  |                  | 201480 | MC      | 210    | Intro to Media Production      |           | 3.00                    | A     | H          |
| No   | )AND(     |      | MC      |           | 360 |      |                  |                  |        |         |        |                                |           |                         |       |            |
| Yes  | )AND(     |      | MC      |           | 455 |      |                  |                  | 201510 | MC      | 455    | Media Law                      |           | 3.00                    | B     | H          |
| Yes  | )AND(     |      | MC      |           | 460 |      |                  |                  | 201580 | MC      | 460    | Media Management               |           | 3.00                    |       | R          |
| No   | )AND(     |      | MC      |           | 495 |      |                  |                  |        |         |        |                                |           |                         |       |            |
| Yes  | )AND(     |      | MC      |           | 215 |      |                  |                  | 201480 | MC      | 215    | Producing Video in the Studio  |           | 3.00                    | A     | H          |
| Yes  | )AND(     |      | MC      |           | 315 |      |                  |                  | 201510 | MC      | 315    | Video Field & Post Production  |           | 3.00                    | A     | H          |
| No   | )AND(     |      | MC      |           | 327 |      |                  |                  |        |         |        |                                |           |                         |       |            |
| Yes  | )AND(     |      | MC      |           | 411 |      |                  |                  | 201510 | MC      | 411    | Video Engineering              |           | 3.00                    | A     | H          |
| Yes  | )AND(     |      | MC      |           | 412 |      |                  |                  | 201580 | MC      | 412    | Audio Engineering              |           | 3.00                    |       | R          |
| Yes  | )AND(     |      | MC      |           | 415 |      |                  |                  | 201580 | MC      | 415    | Advanced Video Post Production |           | 3.00                    |       | R          |
| Yes  | )AND(     |      | MC      |           |     |      |                  |                  | 201510 | MC      | 265    | Broadcast Newswriting          |           | 3.00                    | A     | H          |
| <b>Course Attribute Attachment Description</b> |           |      |         |           |     |      |                  |                  |        |         |        |                                |           |                         |       |            |
| Choose one MC elective (3 hrs)                 |           |      |         |           |     |      |                  |                  |        |         |        |                                |           |                         |       |            |
|  |           |      |         |           |     |      |                  |                  |        |         |        |                                |           | Total Credits and GPA : |       | 33.00 3.88 |

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**

|  | Met | Credits  |       | Courses  |      |
|--|-----|----------|-------|----------|------|
|  |     | Required | Used  | Required | Used |
| <b>Area :Music BA Major Requirements</b> |     |          |       |          |      |
| <b>Total Required :</b>                  | Yes | 46.00    | 48.00 |          | 31   |
| <b>Required Institutional:</b>           | Yes | 23.00    | 48.00 |          | 31   |
| <b>Area GPA :</b>                        | Yes | 2.00     | 2.98  |          |      |

**Area Attached Groups**

| Met | Description                    | General Requirements Met | Detail Requirements Met |
|-----|--------------------------------|--------------------------|-------------------------|
| Yes | Music BA Major Core Req        | Yes                      | Yes                     |
| Yes | Music BA Major Applied Studies | Yes                      | Yes                     |
| Yes | Music BA Secondary Instrument  | Yes                      | Yes                     |
| Yes | Music BA Advanced Studies      | Yes                      | Yes                     |

Each group attached to the area will be displayed in detail following the summary.

MINOR REQUIREMENT AREAS

Below is an example of a **minor requirement area**. The student has 6 hours of requirements outstanding.

**Area Requirements**

| Area                                | Met | Credits  |       | Courses  |      |
|-------------------------------------|-----|----------|-------|----------|------|
|                                     |     | Required | Used  | Required | Used |
| Area :Management Info Systems Minor |     |          |       |          |      |
| <b>Total Required :</b>             | No  | 18.00    | 12.00 |          | 4    |
| <b>Area GPA :</b>                   | Yes | 2.00     | 3.50  |          |      |

**Area Description**

A minor in Management Information Systems consists of 18 total credit hours of MIS coursework, comprised of MIS 161, 367, and 12 credit hours of upper-division MIS courses and/or FI 421.

**Detail Requirements**

| Met  | Condition | Rule                            | Subject | Attribute | Low | High | Required Credits | Required Courses | Term   | Subject | Course | Title                          | Attribute | Credits                 | Grade | Source     |
|--|-----------|---------------------------------|---------|-----------|-----|------|------------------|------------------|--------|---------|--------|--------------------------------|-----------|-------------------------|-------|------------|
| Yes  | (         |                                 | MIS     |           | 161 |      |                  |                  | 201280 | MIS     | 161    | Introduction to Computers      |           | 3.00                    | B     | H          |
| Yes  | )AND(     |                                 | MIS     |           | 367 |      |                  |                  | 201480 | MIS     | 367    | Management Information Systems |           | 3.00                    | A     | H          |
| No   | )AND(     | MIS ELECTS 12 hrs MIS or FI 421 |         |           |     |      |                  |                  | 201580 | MIS     | 267    | Web Design and Publishing      |           | 3.00                    |       | R          |
|  |           |                                 |         |           |     |      |                  |                  | 201580 | MIS     | 310    | Computerized Data Analysis     |           | 3.00                    |       | R          |
| <b>Course Attribute Attachment Description</b>           |           |                                 |         |           |     |      |                  |                  |        |         |        |                                |           |                         |       |            |
| Choose 12 credit hours of upper lever MIS and/or FI 421. |           |                                 |         |           |     |      |                  |                  |        |         |        |                                |           |                         |       |            |
|  |           |                                 |         |           |     |      |                  |                  |        |         |        |                                |           | Total Credits and GPA : |       | 12.00 3.50 |

OTHER INFORMATION

The “In Progress Courses” section includes courses the student is currently enrolled in that have not been graded, arranged by the Area to which the course is applied. Once course may apply to more than one area and therefore may be listed more than once. PSYC 310 below is showing as applied toward both the General Electives and 300/400 requirement.

**In Progress Courses**

| Area                          | Subject | Course | Title             | Credits |
|-------------------------------|---------|--------|-------------------|---------|
| 300/400 UM Credit             | BIO     | 450    | Immunology        | 4.00    |
| 300/400 UM Credit             | PSYC    | 310    | Psychopathology   | 3.00    |
| Biology Major Requirements    | BIO     | 205    | Ecology           | 4.00    |
| Biology General Education Req | PHYS    | 201    | College Physics I | 4.00    |
| Extra General Electives       | BIO     | 450    | Immunology        | 4.00    |
| Extra General Electives       | PSYC    | 310    | Psychopathology   | 3.00    |

The “Courses Not Used” section includes those courses which did not or could not be applied to the program evaluation – repeated courses, withdrawn courses, courses graded with an incomplete. These courses are calculated in the Overall GPA on the student’s transcript.

**Courses Not Used**

| Subject | Course | Title            | Term   | Credits | Grade |
|---------|--------|------------------|--------|---------|-------|
| BIO     | ZTR    | Human Physiology | 201210 | 4.00    | C     |

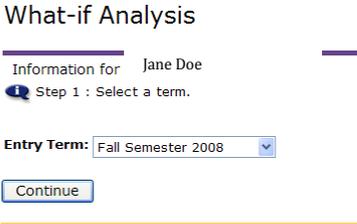
The “Rejected Courses” section lists courses which were rejected with an explanation.

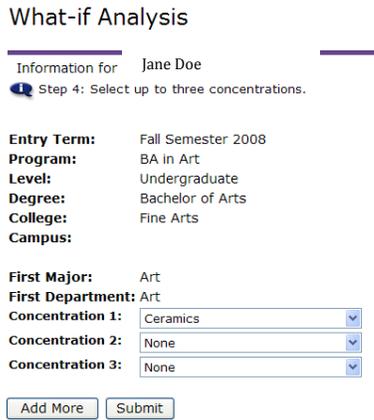
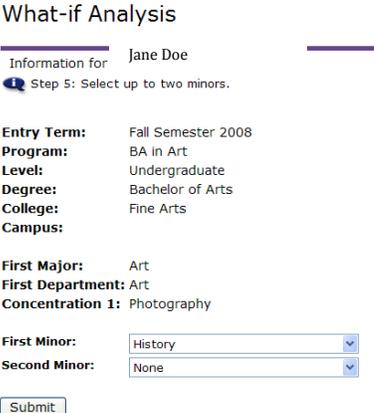
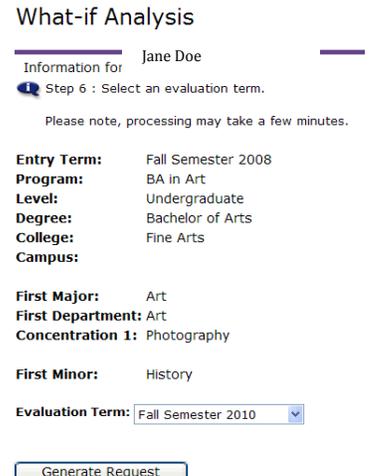
**Rejected Courses**

| 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?”

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

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| <p>5. If you clicked “<b>Add More</b>” the next screen will list <b>possible concentrations</b>. Select up to three concentrations. Click “<b>Submit</b>” to run evaluation or “<b>Add More</b>” to select a minor.<br/><b>NOTE:</b> not all majors have concentration options. If the program you selected does not include concentrations, simply click Add More.</p> |    |
| <p>6. If you click “<b>Add More</b>” the next screen will list all available <b>minors</b>. You may choose up to two from the drop down boxes. Click “<b>Submit.</b>”</p>   |   |
| <p>7. Select the <b>Evaluation Term</b> (this is typically the current semester or the upcoming semester) and select “<b>Generate Request.</b>”</p> <p>Output will be the same report as a new or previous evaluation.</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.

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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, your name and UMID is printed in the upper right hand corner of the printout. **Protect your UMID.** Second, evaluations print about six pages in length. In an effort to be a more 'green' campus and to lessen the burden on budgets. Remind your advisee that they can access CAPP through their own login 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 <https://www.montevallo.edu/academics/university-bulletin/>

**What is a 'What-if' Evaluation?**

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

**What are the 'Entry Term' and 'Evaluation Term'?**

The Entry Term is your advisee's 'catalog term' – The semester the student **enters the program.**

The Evaluation Term is the current term.

**Why is the Expected Graduation Date on the evaluation incorrect?**

This date is set depending on the student classification at admissions and is updated once the student applies for graduation their last year.

**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 thru all course, and then assign each 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, return to the Generate a New Evaluation page and select the second curriculum record.

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

A requirement with an 'or' beside it means that the student has a choice between one or more course to fulfill the requirement.

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 until graded.

**What if CAPP lists my advisee's degree, major, minor, concentration, or catalog incorrectly?**

Students must submit a Program Change form with all appropriate signatures to the Registrar's Office on the second floor of Palmer Hall.

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

Please contact in the Registrar's Office at [registrar@montevallo.edu](mailto:registrar@montevallo.edu) or 205 665-6040.

## Quick Guide for CAPP

### GENERATING A NEW EVALUATION

1. Within Self Services, click on the **Faculty Services Tab**.
2. Select the **Student Information Menu**.
3. Select **Degree Evaluation**.
4. Select the current term for currently enrolled students or a future term for admitted students.
5. Enter the **UM ID** of the student you wish to evaluate, or search by the last name.
6. Verify student and click **Submit**.
7. Verify student's curriculum information including catalog term and click **Generate New Evaluation** located at the bottom of the form.
8. Click the **radio button** next to the program
9. **Select term** for evaluation.
10. **Select Generate Request**.

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

1. Within Self Services, click on the **Faculty Services Tab**.
2. Select the **Student Information Menu**.
3. Select **Degree Evaluation**.
4. Select the current term for currently enrolled students or a future term for admitted students.
5. Enter student **UM ID**, or search by last name.
6. Verify student and click **Submit**.
7. Click **What-If Analysis** located at the bottom of the form.
8. **Select term** for student to enter program and click **Continue**.
9. **Select program** to be evaluated and click **Submit**.
10. **Select major** to be evaluated
11. Click **Add More** to select concentrations and **Add More** again to select minors.
12. Click **Submit**.
13. **Select term** for evaluation and click **Generate Request**.

### VIEWING A PREVIOUS EVALUATION

1. Within Self Services, click on the **Faculty Services Tab**.
2. Select the **Student Information Menu**.
3. Select **Degree Evaluation**.
4. Select the current term for currently enrolled students or a future term for admitted students.
5. Enter student **UM ID**, or search by last name.
6. Verify student and click **Submit**.
7. Click **Previous Evaluations** located at the bottom of the form.
8. Click the hyperlinked program name next to the date of the evaluation you would like to view.