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## UNIVERSITY OF MONTEVALLO

### REGISTRAR'S OFFICE

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*The Registrar's Office is proud to provide you with interactive online 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.*

*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 a Registrar's Office staff member.*

*Any changes, substitutions, or adjustments approved by the department must be reported to the Registrar's Office in order for the adjustment to be processed in CAPP. If any adjustments are to be made to your CAPP evaluation, your department should contact us directly.*

*Final approval for graduation is determined by the Registrar's Office.*

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

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Contact us if you have any questions regarding CAPP:  
[CAPP@MONTEVALLO.EDU](mailto:CAPP@MONTEVALLO.EDU)

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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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## QUICK GUIDE FOR CAPP

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### GENERATING A NEW EVALUATION

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1. Log-in to **Banner Self Services**.
2. Select **Student, Student Records**, and then **Degree Evaluation**.
3. Select the **current term**.
4. Verify your degree(s) and major(s).
5. Click **Generate New Evaluation** located at the bottom of the form.
6. Click the **radio button** next to the program you wish to evaluate.
7. **Select term** for evaluation, i.e. graduation term or the most recent term.
8. Select **Generate Request**.

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

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1. Log-in to **Banner Self Services**
2. Select **Student, Student Records**, and then **Degree Evaluation**.
3. Select the current term or click **Submit**.
4. Click **What-If Analysis** located at the bottom of the form.
5. **Select term** to enter program and click **Continue**.
6. **Select program** to be evaluated and click **Submit**.
7. **Select major** to be evaluated and click **Submit** or **Add More**.
8. If Add More, **select concentrations** and click **Submit** or **Add More**.
9. If Add More, **select minors** and click **Submit**.
10. **Select term** for evaluation and click **Generate Request**.

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### VIEWING A PREVIOUS EVALUATION

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1. Log-in to **Banner Self Services**.
2. Select **Student, Student Records**, and then **Degree Evaluation**.
3. Select the current term and click **Submit**.
4. Click **Previous Evaluations** located at the bottom of the form.
5. Click the **hyperlinked program name** next to the date of the evaluation you'd like to view.

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## HELPFUL LINKS AND INFORMATION

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Be sure to visit our webpage for more information including:  
<http://www.montevallo.edu/about-um/administration/registrar/>

Academic Programs

Degree Resources

Curriculum Change Form

Final Exam Schedule

Finish in Four Plans

General Education Courses

Graduation Information

Graduation Requirements

Registration Information

Substitution form

Transfer Credit Policies

Undergraduate Bulletin

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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

<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”

## 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:**

- General Education Requirements** – shows the requirements and courses for UM's required General Education studies.
- BA or BS Degree Requirements** (if applicable)
- Major Requirements** – shows the requirements and courses taken for each major
- Major Support Requirements or Professional Studies** (if applicable) – shows support courses or professional study requirements for each major
- Major required electives** – Some programs will include an area specifying a number of elective hours required for the major.
- 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.
- 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.

- 300/400 level requirements** – UM requires students to earn at least 30 hours of 300/400 level work for graduation eligibility.

**Column Headings:**

- Met (yes or no)** – indicates whether the individual requirement has been satisfied or not
- Condition** – logical statement that lists whether the requirement is an ‘and’ or an ‘or’
- Rule** – indicates that the requirement includes multiple components or is a choice from several courses
- Subject** – list the subject code for the requirement
- 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.
- Low/High** – lists the specific course number required or the lowest/highest course number accepted if a range is applicable.
- Required credits/courses** – lists the number of credits /courses required
- Term/Subject/Course/Title/Attribute/Credits/Grade** – lists information about the course used to meet the requirement.
- Source** – indicates where the course was located in the system – T for transfer course; H for institutional (Home) course; R for in-progress (Registered) course; P for adjustments made to the individual’s requirements (Pass or Waiver).

**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 right:

**Area Requirements**

Area :General Studies Gen Edu Req	Met	Credits		Courses	
		Required	Used	Required	Used
<b>Total Required :</b>	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 commu 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 LT 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 you see the History, Soc & Behav Sciences group which has been Met.

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

**Group Requirements**

Group :History, Soc & Behav Sciences	Met	Credits		Courses	
		Required	Used	Required	Used
<b>Total Required :</b>	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.						2009B0	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	JAND(	BEH/SOCSCI	Choose three Beh/Soc Sci elect						201410	EC	231	Intro. to Macroeconomics		3.00	C	H
									2010B0	LC	232	Intro. to Microeconomics		3.00	C	H
									2013B0	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/SWAK 203, 322; SOC 101; SWK 260.																



## 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. These courses are calculated in the Overall GPA.

**Courses Not Used**

Subject	Course	Title	Term	Credits	Grade
BIO	2TR	Human Physiology	201210	4.00	C

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

**Rejected Courses**

Subject	Course	Area	Reason
HIST	574	Electives	Invalid Course Level.

## SOME QUESTIONS YOU MAY HAVE

**Who can use the CAPP degree evaluation?**

Advisors, certain staff, 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 explore a second major or a change of major for your advisee.

**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.

**What if CAPP lists my degree, major, concentration, or catalog year incorrectly?**

To change a major, minor, or concentration, students must complete a Curriculum Change Form with all required signatures and submit the form to The Registrar’s Office.

**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 in the senior year.

**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 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.

**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 applied toward a requirement.

**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