Frequently Asked Questions

CAPP

About CAPP

What does CAPP stand for?

CAPP is an acronym for the Curriculum Advising & Program Planning software. It is an advising tool, which is meant to supplement the advice given by your Advisor, not to replace your Advisor.

Where do the requirements come from?

All requirements for CAPP come directly from the Bulletin.

How does CAPP decide where to place courses that I've completed?

CAPP processes your courses chronologically, based on a "best-fit" scenario. It will look through each of your courses in the order you've completed them, and then assign each course to the first requirement in your degree program that the course will fulfill.

What am I looking At?

What is the difference between the three display option, 'General Requirements', 'Details Requirements' and the 'Additional Information'?

There are three display options that come with the Banner system. They show the courses used toward your audit and courses excluded from your audit. The "General Requirements' display is more of a summary and gives you the courses used or in progress by term date. 'Detail Requirements' provides the most comprehensive analysis of your progress toward degree completion. It shows courses used toward your audit and gives details about the requirements of a program. 'Additional Information' deals mostly with courses excluded from your audit. For example, if an area requires a grade of C or better and the grade is less than a C, then that course would not appear on the audit. However, you would see it on the 'Additional Information' display.

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What are the program and overall grade point averages that are listed on the first page of my audit?

Program and Overall GPA are calculated using all courses and quality points awarded. The overall GPA is your cumulative GPA at UP. The program GPA is the GPA for all courses that the CAPP compliance used to fulfill requirements. Please note that program GPA is not your major GPA. If a program requires a specific GPA for their majors then it would be set up at the area level. For example, the School of Nursing requires a 2.75 GPA in all science courses. In the area where the science courses are defined a 2.75 GPA is required.

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

A requirement with an "or" next to it means that you can take the requirement it is listed next to or the one listed above it. A requirement with an "and" next to it means that you must take the requirement it is listed next to and the requirement above it.

What does "Entry Term" mean? What does "Evaluation Term" mean?

"Entry Term" is the catalog year in which you entered the University of Portland.

"Evaluation Term" should be the current semester. This way it will include courses taken in the prior semester and courses that you are currently registered for.

Why is there a separate area for an upper division theology course?

According to the UP core requirements, every undergraduate must take an upper division THE or THEP course and some courses are able to count for another requirement in the core. CAPP does not allow for a course to be counted twice in the same area, but if the codes are set up for it, CAPP can count the same class in two different areas. This way a student can take one of the special courses and have it fulfill both the upper division theology requirement as well as another requirement in the UP core.

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What does the number 200901 mean in the Term column of an area?

The first four digits refer to the school year and the last two digits refer to which term. 200901 means the 2008-2009 school year, first term, so Fall 2008. 02 means Spring (2nd term) and 03 means Summer (3rd term).

200901 = Fall 2008
200902 = Spring 2009
200903 = Summer 2009

Why does it say, "No current curriculum information was found" when I click on "Degree Evaluation" on self-serve?

When majors were first set up at the University of Portland, codes for CAPP were not attached. We will be working with the computer department to set up the correct codes on each student's record. This large and complicated process will hopefully be finished by the summer of 2009.

Some courses are listed in blue and some are not. What does this mean?

A course that you have not yet taken will be listed in blue, which means that you can click on it to see a course title. (In the future, this may also have the course description and attributes too!) Once you have registered for or taken the course it will be listed in black and the link will no longer be available. All requirements that are listed as a Rule (please see description of Rule under CAPP terms) will appear in black regardless if they have been completed or not. You will need to check whether it says "Yes" or "No" under the Met column on the far left.

What do the letters in the Source column mean?

Source refers to where the course is located in your record. The following are letters you may see:

H= academic history, this course was completed at UP
T= transfer, this requirements was completed elsewhere
R= registration, student is currently registered for the course and has not yet completed it.
P= exception, requirement has been met by an exception

Problems

Why are some of my courses appearing in the wrong area? What can I do to change this?

CAPP does the best it can to fit your courses into appropriate areas. Sometimes there are multiple areas that a course could fit into and it will choose one. Unfortunately, it doesn't know where you meant the course to fit into your program. If you wish to change the placement of a course you have to inform the Registrar's Office in writing so that they can make the adjustment (as long as it is within accepted Academic guidelines). You can send an email to capp@up.edu that explains fully and clearly the issues you are having with CAPP.

The major that CAPP lists for me is incorrect, what can I do?

For now, you can follow the directions directly above this to run a degree evaluation in any major (select the major you should be matriculated in). Please make sure you have declared your new major in your school. Contact your school if you have not yet filled out the appropriate paperwork. To resolve any other incorrect major issue contact the Registrar's Office. You can send an email to capp@up.edu. Please explain your issue clearly.

What if I think my audit is wrong?

Please contact either your advisor or email capp@up.edu. While we have done everything we can to make sure that your audit runs correctly, is impossible for us to predict every possible situation or problem. If this occurs, you should print a copy of your audit and bring it with you to see your advisor, or write a clear explanation of the problem and email it to capp@up.edu.

The degree evaluation placed one of my courses in two places. Is that okay?

Most of the time yes, CAPP is programmed to recognize that some courses can “double fulfill” requirements, such as the UP core and some major required courses. However, because CAPP evaluates ‘In-Progress’ or registered courses a little differently then completed courses it is possible to see a course in more then one area until the course is completed. So, be sure to look through requirements for your major to make sure that this duplicate placement is appropriate. If you have any questions, contact your academic advisor or the Registrar’s Office at capp@up.edu.

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Advising & Graduation

I've run a CAPP degree evaluation and it says that I have completed all of my requirements. What do I do now?

First, if you are planning to graduate, make sure you have applied to graduate. Information on graduation can be found on the registrar website (www.up.edu/registrar) under the Student menu. Next, consult your school of major. CAPP is an advising tool, which is meant to supplement the advice given by your advisor, not to replace your advisor. Your school has the final say in determining if you have completed all requirements to graduate.

Why do I need to see my advisor if my requirements are listed on the CAPP degree evaluation report?

The evaluation is a tool to assist students and advisors in the advising process. The real-time interactive nature of the system reduces the mechanical record keeping time so advisor's can focus more on the intellectual and professional needs of their advisee's and less on the specific program requirements.

How can I see how my courses would fit into another major?

To do this, you can run a "What-If" compliance. This option is located next to "Generate New Evaluation" on the bottom of the initial Degree Evaluation page. Choose the term which you entered UP, select a Program, select a Major and click submit (or click "Add More" to add a minor or second major). To process your selections click "Generate Request."

Double Degrees

I have a double major/degree. How should I run my evaluation?

If you only have one degree, but with multiple majors, you can go through the what-if analysis and, after selecting your primary major, click on the "Add More" button and select another major.

If you have a second degree, you will need to run separate evaluations for each of your degrees. Select only the majors that apply to the specific degree (ex. If you are getting a BSN in Nursing and a BS in Biology and Spanish, only select Nursing as the major when you run the BSN program, and select Biology and Spanish as the majors when you run the BS program).

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Transfer Work

Will my transfer courses appear on the CAPP degree evaluation report?

We are in the process of articulating transfer work into Banner, but it is a lengthy process. Eventually all transfer work for new students will be entered into Banner and it will show up on your degree evaluation. Any classes that transfer after the start of Fall 2008 should be articulated to show up on a CAPP report, but classes transferred prior to Fall 2008 might not.

Waived Requirements

I was told I can waive a requirement. How do I get that to not show up on my Degree Evaluation?

According to university academic regulations, the dean of your school must approve any waiver or substitution to your degree requirements. The dean or program counselors of your school have a substitution form which they can submit to the Registrar's Office once the change in curriculum has been approved.

Will courses that have a departmental waiver or substitution appear on the CAPP degree evaluation report?

Yes. The Registrar's Office will update the system with all known substitution and waiver forms. These forms must be submitted by the dean of your school or your program counselor.

Are there requirements that CAPP doesn't check?

Yes. CAPP does not check any assessment requirements such as studying abroad or foreign language requirements fulfilled in high school. Eventually these types of requirements will be included in the degree evaluation. You should use CAPP in combination with our Bulletin and any information that your major discipline provides to ensure that you remain on track for graduation. Additionally, one time course offerings, study abroad, or internships courses that are fulfilling requirements may not be set up in CAPP yet. Please email capp@up.edu with any questionable classes.

Classes That Don't Fit

What happens to courses that I have taken and passed, but do not fit into any specific category?

All passed courses that do not appear in a specific area are dropped into the Electives area.

What happens to courses that I withdrew from or failed?

Any course with a non-passing grade (F, NP, W) will appear under "Courses Not Used". This can be viewed by selecting "View Additional Information" on the "Display Options" screen (the page that comes up once a compliance has been run).