

ITEMS TO BE AWARE OF IN CAPP

Handout for FAST Seminars

Terminology: CAPP = Curriculum Advising and Program Planning
Degree Compliance = Degree Audit

- 1) The current version of CAPP cannot accommodate the Creative Performing Arts requirement in its entirety. For example, if a student selects 3 hours of ART to fulfill the CPA requirement, CAPP cannot be programmed to allow 3 additional hours of ART to meet the maximum allowance of 6 hours in one discipline for general education. It is therefore possible that a student's CAPP compliance could show more than 6 hours in Art, Music or Theatre.
In January 2005, the new version of CAPP will be able to correct this issue.
- 2) If a student takes both MA 110 and MA 116, CAPP will apply the first course taken towards the University Math Requirement. CAPP will not automatically apply the second course towards the Math/Natural Science general education subject area. If both MA 110 and MA 116 have been taken, please inform the degree auditors so we can apply the second course towards the Math/Natural Science general education subject area.
- 3) Until a student has completed **both** EN 101 and EN 300, CAPP will not show the English Composition requirement as met. CAPP has been programmed with other possible course combinations which may be used to meet the English Composition requirement. For example, if a student takes EN 102 and an Honors course, then once **both** courses are completed, CAPP will show this requirement as met.
- 4) If a requirement that is waived for a student is offered by the department as a choice between taking two different courses, then CAPP **will not** show the requirement as met. For example, if HI 111 **-or-** HI 112 is required, but the requirement has been waived, CAPP will show an "N" to the far lefthand side of the degree compliance to signal it has not been met. To the right of the course title, the statement "Waived" indicates the requirement has been fulfilled.
- 5) If a substitution is made for a course by applying 2 or more different courses, CAPP will apply only one of the courses as the substitution. The requirement will be shown as met, but only one of the substitute courses will appear on the degree compliance.
- 6) In order to keep the information in CAPP accurate and up to date, it is imperative that as substitutions or waivers are approved for students, the departmental chairpersons send the auditors an e-mail/memo on a daily basis.
If we are not provided necessary information regarding course substitutions/waivers as they occur, then the degree compliances generated by students and faculty will not reflect accurate information.
- 7) If departments make course number changes, the auditors need to be notified immediately to reflect the changes in CAPP. For example, EC 202 is now EC 200. For those students who need EC 200 to meet degree requirements, the auditors will substitute EC 202 if taken using that number.