How to help your students get their CAPP on and GRADUATE ON TIME
WHAT IS **CAPP**?

- **CAPP** keeps track of the courses students take.
- **CAPP** shows what courses students need to take to complete their major and graduate.
- **CAPP** keeps track of how transfer courses are applied to the CSU degree.
HOW DO I USE CAPP?

From the CSU home page, click on CSU Express.
HOW DO I USE CAPP?

Click on “Enter Secure Area”.
HOW DO I USE CAPP?

Enter your CSU id and your password (PAC).
HOW DO I USE CAPP?

Click on Faculty Services.
HOW TO USE CAPP?

Click on “advisor menu”.
Click on Degree Evaluation
HOW TO USE CAPP

Select the current term.

Click “Submit”
HOW TO USE CAPP

Enter the student’s CSU ID.

“Click Submit”
HOW TO USE CAPP

Click on “Generate New Evaluation”
HOW TO USE CAPP

Click on the bubble next to the student’s major.

Then click on “Generate Request”
HOW TO USE CAPP

Click on “Detail Requirements”

Then click on “Submit”
The CAPP report contains sections for each type of requirement. General information about the student and the major appears at the top of the report.

The diversity requirement, the critical thinking requirement, and other requirements will each have its own section.

Information is sometimes redundant, for example, general education requirements for both the college and the university will be listed in separate sections.

University examinations are listed separately from the general education requirements.

Major requirements will be in one section. Other requirements, such as service learning courses, required supportive courses, or required professional courses will each be listed in a separate section.

Both program electives and general electives will appear at the end of the report, in the section we call the bucket. Advisors should use the course adjustment form to inform the Office of Evaluations about all courses in the bucket that should count toward the degree that appear in this section.
The first section of the report gives information about the student’s college, major, and concentration.
HOW TO READ THE CAPP REPORT

This section also shows the student’s catalog term, the term in which the evaluation is being run, the number of CAPP reports run, and minors and concentrations if any.
This section shows that the student’s program GPA (no min. required) and University GPA meet university requirement of 2.0 or above.

This section shows how many hours were transferred, 35, and how many hours the student is taking at the time the report was run, 6.
This section shows how many hours are required and how many hours a student has taken. 120 hours required; 95 taken.

This section shows that the student has satisfied the requirement for 30 hours earned at CSU.
Each section of the report indicates whether a university, college, or major requirement has been met. This screen indicates that the student has met the Arts and Sciences requirement for a science class with a lab.

Also indicated is that the student has met the humanities requirement and the math requirement.

This student must take one more science class to satisfy the physical/life science gen. ed. requirement for the College of Arts and Sciences.
HOW TO READ THE CAPP REPORT

The R means the student is currently registered for the course (BIOL 1080).

The T means that the course was transferred in.

The H means that the course was taken at CSU.
This screen shows that the College General Education requirements have been met by the student’s taking the required courses.

This screen, which appears lower in the same report, shows that University General Education requirements have been met. Note: students may satisfy this requirement if they are earning a second BA or BS, if they transfer in with a completed AA or AS, or by taking the courses.
This section shows that the student has not yet completed all required courses for the major.
This section shows all electives earned at CSU or transferred in. Advisors should indicate if any courses in this area, called the bucket, satisfy major requirements.
CAPP AND THE OFFICE OF EVALUATIONS

• The office of evaluations is responsible for maintaining CAPP.

• Capp requirements reflect catalog terms, starting with 2004.

• Because it is a dynamic system, CAPP needs to be used and adjusted regularly to maintain its integrity.

• Advisors are responsible for informing the office of evaluations about any adjustments to CAPP that are necessary.

• Adjustments to CAPP are made in one of two ways.
  – Calling or writing to Mary Butler, Director of Evaluations at ext. 3570, ADM 128, or m-butler@csu.Edu.
The Course Adjustment Form seen above is used to make one-time course substitutions or waivers (2nd column from the right) or to create a permanent articulation for a transfer course (1st column from the right).
ADVISING AND CAPP

• A CAPP tutorial is being provided to all CSU students on-line, so that students can be expected to know how to use CAPP and to bring the certificate indicating that they have successfully completed their CAPP training to their first advising session.

• Advisors must require that all advisees bring a CAPP printout to each advising session.

• A CAPP printout, signed by both student and advisor must be placed in each student’s file after each advising session to show that the student understands program requirements.

• Advisors must run CAPP reports on each advisee after registration is closed to ensure that students have registered for the correct courses.
LET’S GET OUR CAPP ON

CHICAGO STATE UNIVERSITY STUDENTS GRADUATE ON TIME!
Choose the best answer to the question below:

1. What is CAPP?

   A. A place on-line to check grades.
   B. A place on-line to see what courses are needed to graduate in a major.
   C. A place on-line to find out what books are required.
   D. A place on-line to order a graduation cap and gown.
Choose the best answer to the question below.

2. How do I access CAPP?
   A. Go to www.CAPP.com on the Internet.
   B. Go to Banner screen STUCAPP.
   C. Click on CSU-Express from the CSU home page.
   D. Click on the registration link from the CSU home page.
Choose the best answer to the question below.

3. Has this student completed general education requirements? YES ______ NO ______
4. What is the student majoring in? ________________
5. How many hours has the student earned toward the degree. ___________
6. What is the student’s catalog term? _______________
7. What is the student’s overall GPA? _________________
8. How many credit hours did this student transfer to CSU? ______________
Answer the questions below.

9. Has this student finished the requirements for the major?
   YES ___________ NO ___________
Answer the question below.
10. Has this student completed required university examinations? YES _________ NO __________
CONGRATULATIONS

YOU HAVE SUCCESSFULLY COMPLETED YOUR

CAPP TRAINING AND ARE READY TO HELP YOUR STUDENTS GET THEIR

CAPP ON AND GRADUATE ON TIME.

PRINT THE CERTIFICATE ON THE NEXT SLIDE AND POST IT ON YOUR

OFFICE DOOR.
Certificate of Completion

This certifies that

Name

Successfully completed the CAPP training program.