

## CAPP Concepts and Terminology

### Concept:

CAPP (Curriculum Advising & Program Planning) is a degree evaluation tool used to evaluate course work against degree requirements.

Students can create a degree evaluation, view results and print these results using Self-Service.

**Evaluations** are based on one major and **are not official**.

***Disclaimer:*** This evaluation program is still in the test phase and may contain errors. You are advised to compare the evaluation to the regulations in the Academic Calendar. If there is a discrepancy, the Academic Calendar will be considered correct. If you have questions about your evaluation, please consult your Faculty's Undergraduate Program Advisor. This evaluation is based upon the program and the Academic Calendar you selected for evaluation. It does not reflect any course substitutions that may have been approved by your Dean or Department Chairperson.

### Terminology:

Area	A subset of requirements within a program
CAPP	Stands for Curriculum Advising & Program Planning
Catalog Term	Indicates the term in which admitted to a program
Evaluation Term	Indicates the term in which the evaluation runs against; use most current term
In Progress	Indicates the number of hours in progress or registered for a future term
Majors	A formal, specific subject area of study within an academic unit as defined by its degree program
Maximum Transfer	The maximum number of hours allowed for transfer credit from another post-secondary institution
Met	Indicates requirements for a program or area have been satisfied
Not Met	Indicates requirements for a program or area have not been satisfied
Program	An approved combination of courses in a subject area(s) which fulfils the requirements for a degree, diploma, or certificate / Overview of the student's curriculum program
Program Evaluation	Generate a new evaluation
Program GPA (Grade Point Average)	A program grade point average is calculated based upon the courses presented in fulfillment of the program requirements

Request Number	Indicates the total number of evaluations generated
Results as of	Indicates the date the evaluation was generated
Total Required	Indicates the overall number of credit hours required for the degree (e.g. 120 hours)
Transfer	Indicates the total number of transfer hours used

## Frequently Asked Questions

### Why should I use CAPP?

Your CAPP evaluation lists the degree requirements and summarizes progress based on your academic record.

### Who can use CAPP?

Currently CAPP is enabled for Undergraduate Students in the Bachelors of Arts, Commerce, Science programs; as well as Certificate in Human Resource Management.

### Does the CAPP evaluation include currently enrolled classes?

Yes and CAPP makes the assumption that you will pass the class.

### How do I run a degree audit in CAPP?

Faculty members, please review the documentation “Running a CAPP Evaluation (Audit) – for faculty”.

Students, please review the documentation “Running a CAPP Evaluation (Audit) – for students”.

### What happens to withdrawn or failed courses?

Any course with a failing or incomplete grade will appear at the end of the evaluation (in the Detail requirements section) in Courses Not Used section.

**What are the “Detail Requirements” and the “Additional Requirements” options for?**  
The options come standard with the system. The Detail option will show you coding and how your courses fit into the requirements; and the Additional option shows the extra courses that are not used.

We recommend you use the “General Requirements” option as it is the best overall evaluation to read and comprehend.

**Some requirements (in the Detail option) have “and” & “or” next to them. What does this mean?**

A requirement with an “or” means that you can take the requirement it is listed next to or the one listed above it. A requirement with an “and” means that you must take both of the requirements.

**CAPP only allows for evaluation of one major, how can I check my second major?**

In order to evaluate your second major or another program, simply click “Program Evaluation (Audit)” link at the bottom of the screen once you have completed the first evaluation.