Finding CAPP: Undergraduates

Welcome To CAPP! This tutorial is meant to orient you to a new functionality in banner designed to track major and program requirements. This functionality may be referred to as either: Major CAPP (which stands for Curriculum, Advising and Program Planning), or Major Check. For the purposes of this tutorial, we will refer to it simply as “CAPP”. CAPP uses catalog data to pull degree requirements for all majors, minors, and graduate programs that SPU offers.

CAPP is easily located in the Banner Information System, which we access through the SPU homepage. Students will find the information in the “student menu” and then the “grades and transcripts menu”. Faculty and Advisors will be able to locate it by clicking on the “faculty and advisor menu”, then “advising menu”, then “degree status check”. Banner will ask for the student ID, which can be entered into the “Lookup by ID” block. Do not include dashes or spaces.

The components of CAPP are built into the “degree status check”. The degree status check has four parts for undergraduate students: Degree Requirements Audit (which covers the Baccalaureate Degree Requirements), Transfer Summary (listing transfer courses and their equivalents), Course Summary (listing all courses, SPU and transfer), and Major Requirements (CAPP). For graduate students, there are just two parts: Program Requirements, and Course Summary.

The Degree Check takes you directly to the Degree Requirements Audit for Undergraduate Students. Click on the “major requirements” button. It will take you to a page requesting information. First, you must select the major admit term. This is easily found in the parenthesis next to the Major. In this case, Winter 2008. Choosing the correct term is critically important, since requirements can change from catalog to catalog. Also, any substitutions and advisor comments for a major are linked to the term. For example, if I enter a substitution for this student in Winter 2008, and later go in and look up his record in Winter 2009 instead, I will not see my substitution. Always select the correct term for the major.
Next, it will ask you to select the department. This should be straightforward. In this example, we would choose “Business & Economics”.

Finally, it will ask us to select the major. Again, the specific major (BA vs BS, or choosing the correct concentration) is very important as the substitutions and comments are linked to one term, and one major. In this case, we’d select Business Administration Major: Marketing Concentration.

From there, CAPP will load the major requirements based on the selected criteria. As you can see from this portion of CAPP, the student’s information will automatically populate.
As you can see, CAPP clearly lists which major requirements are complete, and which are incomplete. Color coding helps identify problem areas. For example, we see that this student has not met the Business Ethics requirement. Also note that CAPP also includes credit totals, as well as a section for comments and substitutions. This student has one of their three elective credits accounted for, as well as a note from their advisor.

CAPP does require that the faculty advisor play an active role in maintaining major and minor requirements. For additional information on how to use CAPP, please utilize the following tutorials: “Approving Substitutions to Meet A Requirement”, “Entering Advising Notes”, and “Approving Electives”.