

CAPP – You may have heard your advisor or other students mention this. No it is not something to wear, but something to help you plan your academic path. CAPP stands for Curriculum, Advising, and Program Planning and is available for student and faculty use.

CAPP is a program that allows both you and your advisor to track your academic progress towards degree completion. The CAPP program places the courses you have taken in the appropriate locations and shows what courses are still required to meet the degree requirements.

CAPP also allows you to run a “What if Analysis”. If after completing some courses you determine the major you chose is not for you, you can run the “What if Analysis” part of CAPP. This part of CAPP will take the courses you have completed and apply them to the appropriate places in a new degree program as well as showing the outstanding course requirements for the new degree.

As a student, you will log into your my.comnet.edu account and go to the Student Records link. Here you will find and click the “Student Degree Evaluations” link and follow these steps:

1. Select the current term.
2. The next screen gives a summary of your current program and links at the bottom of the screen [**Generate New Evaluation** | (“Click” here to continue) **What-if Analysis**]. The first option allows you to run an evaluation of your progress towards your current degree program. The second option allows you to run a “What If Analysis” should you change your degree program and where your courses will fit in your new program.
3. To run an evaluation on your current program as it appears you would select “Generate New Evaluation” and submit.
4. Then click the circle next to program and select current term and generate request.
5. Select “Detail Requirements” and submit. This is now your “Unofficial Degree Evaluation”. It will show you the requirements you have met as well as what is still required for this degree.
6. For the “What If Analysis” you will need to enter the current term again.
7. The next screen you will pick the degree program you are interested in.
8. The next screen will require you to select the program (FIRST MAJOR) again by using the drop down arrow.
9. The next is to select the current term again and Generate Request.
10. Select “Detail Requirements” and submit. This is now your “Unofficial Degree Evaluation”. It will show you the requirements you have met as well as what is still required for this degree.

If you would like a tutorial, you can stop by the Records Office and ask for either Joanne Faust or Aja Wilson to assist you.