

# How To Read Your CAPP Report

Andrews University  
Undergraduate Records Office

\*\*\* This is NOT an official evaluation \*\*\*

This image is an example image of a CAPP report, looking at general education requirements.

Met	Condition	Description	Required Credits	Required Courses	Used Credits	Used Courses
Yes		Gen Ed - Arts/Hum - BA/BS			13.000	4
Yes	AND	Gen Ed - Computer			3.000	1
Yes	AND	Gen Ed - Lang/Comm - BS			9.000	3
No	AND	Gen Ed - Math - BA/BS			0.000	0
Yes	AND	Gen Ed - PE/Wellness - BA/BS	3.000	3	3.000	2
No	AND	Gen Ed - Religion - BA/BS			9.000	3
No	AND	Gen Ed - Science - BA/BS			4.000	1
Yes	AND	Gen Ed - Social Sci - BA/BS			6.000	2
No	AND	Gen Ed - Service - BA/BS			2.000	1

Group: Gen Ed - Arts/Hum - BA/BS - Met

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			IDSC			211			200741	IDSC	211	Creativity & the Arts		3.000		R
Yes	AND	3-CR-ARTS	3 credits Arts/Humanities						200341	ART	207	Basic Design I	SART	3.000	B+	T
			ARTH220, ENGL255, MUHL214, PHIL224, PHTO210, PHTO115, or 3 credits of studio art or ensemble music													
Yes	AND	HISTORY	History sequence						200541	HIST	117	Civilizations & Ideas I		3.000	A	H
			HIST117, 118						200341	HIST	118	Civilizations and Ideas II-pet		4.000	A	T
Total Credits 13.000																

- Areas highlighted in yellow have not been completed (or "met").
- "Source": this indicates the status of the class—R means you are currently registered for the course; T means this is a transfer course; and H means you took this course at Andrews.
- Transfer courses appear as their Andrews equivalent. They can appear as a direct equivalent (HIST 118) or an indirect equivalent (HIST 000 or 0000 100).
- Petitioned classes will often appear with "-pet" after the class to which the petition applies.

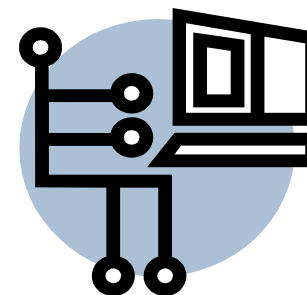
	Met	Credits		Required
		Required	Used	
Total Required:	No	124.000	118.000	
Last Number				
Institutional Required:	Yes	30.000	36.000	
...Out of Last Earned:	Yes	36.000	36.000	
Program GPA:	Yes	2.00	3.74	
Overall GPA:	Yes	2.00	3.74	
Other Course Information				
Transfer:			49.000	
In Progress:			14.000	

NOT an official evaluation. \*\*\*

This is not a complete image of the top of the CAPP report.

**\*\*Any discrepancies in your CAPP report or questions about CAPP should be brought to the attention of the Undergraduate Records Office, Administration Building room 202 or email [capp@andrews.edu](mailto:capp@andrews.edu).**

## Your Quick Guide to CAPP



**CAPP (Curriculum Advising and Program Planning)** is a tool for comparing a student's coursework against a specific set of program requirements needed to complete their graduation requirements. The CAPP report will answer questions such as:

- *What are the requirements for the given program?*
- *What courses has the student taken?*
- *Which requirements have and have not been met?*
- *Total Upper Division credits met*
- *Major GPA*

For students who have not yet declared a major the CAPP report will show how the classes a student has completed to date can fulfill the graduation requirements for any AU major by using the *What If Analysis*. Interested in adding a minor? A CAPP report will provide the requirements needed for all approved AU minors.

CAPP is part of the BANNER system. As such, it is a package software which does not allow modifications from its basic operation features. It is not a perfect match to the old paper checksheets, which are no longer available. CAPP has limitations in what it can produce.

## TO BEGIN: Access student iVue profile.

To access student's iVue profile:

### Students—

1. Go to <http://vault.andrews.edu/vault/goto/home>
2. Click iVue. You will be prompted to enter your Andrews user name and password. Click "Login".

### Advisors—

1. Open list of advisees.
2. Select "Profile" for student.

Andrews University  
vault.andrews.edu

Welcome, L

Home » Vault » Student Success » iVue » My Profile

< Back

My Profile

Your Current Role: Current Student

**Success Rating For This Student**

View Alerts  
View Parent Contacts  
View Academic Contacts  
View University Academic Record  
View Highschool Record  
View Holds  
View Degree Progress (CAPP)

**Student Contact Info**

Phone Number: Country code: None  
City code: None  
Phone number: (269)471-3305

Email Address: apple@andrews.edu

Mailing Address: 1234 Memory Lane  
Berrien Springs, MI, 49103

**Select A Term**

Physical Therapy terms are at the bottom in this menu.

Fall Semester 2007

Get My Profile for Selected Term

**Name of Student:** Ms. Apple Learner  
**Student Id:** 987654  
**Enrollment Status:** Registered  
**Student Status:** Active/regular

**Birthdate:** January 1, 1900  
**International Student:** No

**Major(s):** BS: Biology [Concentrations(s): Biomedical]  
**Student Has Holds:** No

**Minor(s):** Chemistry  
**Honors Student:** No

**GPA:** 4.00  
**FERPA Form On File:** Yes

**Class Standing:** Senior  
**Department Chair (s):**

**Academic Advisor(s):** Dr. Advisor Excellent

**Preprofessional Program:** Pre-med

**Class Schedule For Fall Semester 2007**

Class	Registration Status	Credits	Schedule	Teacher(s)
-------	---------------------	---------	----------	------------

The iVue profile should be similar to the image above.

- A. Select the correct term
- B. Verify that your major, concentration, minor, and preprofessional program are listed correctly. \*\*
- C. Click on "View Degree Progress (CAPP)".

\*\*If the major, concentration, minor or preprofessional program is not correct, please contact the Student Success Center in Nethery Hall Room 204 or by calling (269) 471-6096.

## NEXT:

1. Selecting Degree Progress will open a new window similar to the excerpt below.

Check to make sure that the curriculum information is correct—especially the **catalog term** and any **concentrations or minors**.

If the information is correct, select "Generate New Evaluation" from the menu on the left-hand side. This may take a few moments—please be patient.

Log Out  
HELP

View Previous Evaluations  
**Generate New Evaluation**  
What-if Analysis  
Select Different Student

Information for: )

You may generate a degree evaluation for the curriculum(s) I curriculum (select What-if Analysis).

**Curriculum Information**

Primary Curriculum  
Program: BS Art/Science Main Campus  
Catalog Term: Fall Semester 2007  
Level: Undergraduate  
Campus: Main  
College: College of Arts and Sciences  
Degree: Bachelor of Science

First Major: Biology  
Department: Biology  
Concentrations: Biomedical

Minors: Chemistry

Email Advisor (

2. "Generate New Evaluation" will bring up a new screen. Click the circle next to the program you want to run. If you have more than one degree, there will be more than one option available. YOU CAN ONLY SELECT ONE PROGRAM AT A TIME. Click "Generate Request".

☐ Program: BS Art/Science Main Campus  
Degree: Bachelor of Science  
Major: Behavioral Sciences

Term: Spring Semester 2008

**Generate Request**

CAPP will automatically pull up a future term. YOU DO NOT NEED TO CHANGE THE TERM.

3. Once the request has been sent, CAPP gives you the following options to view the CAPP report.

Please select the desired display.

☐ General Requirements  
☒ Detail Requirements  
☐ Additional Information  
☐ CAPP Evaluation Comments

**Submit**

- General Requirements lists the overview of the courses as evaluated by CAPP.
- Detail Requirements lists the specific requirements for majors, concentrations, minors, cognates, and general education.
- Additional Information lists any courses not used by CAPP, such as Deferred Grades, Incompletes, In-Progress (registered) courses, and grades which do not meet the minimum requirement for your degree.

CAPP Evaluation Comments do not always appear. If it shows on your report, your CAPP has been adjusted. You may want to check the comments to see what adjustments have been made for you.