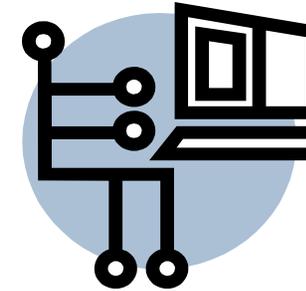


# How To Read Your CAPP Report

Andrews University  
Undergraduate Records Office

## Your Quick Guide to CAPP



\*\*\* 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

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

This will appear at the top of your CAPP report. This is where you find the number of credits required for your degree, used credits, your program (major) GPA and your overall GPA (used to calculate graduation distinctions).

Used credits is the number of credits taken combined with registered credits.

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).**

**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.

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.

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".

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

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

- 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.