



Welcome to CAPP, the University's online degree auditing system. CAPP is designed to show you where the courses you take fit into your academic program. CAPP is not meant to replace your advisor or the University Bulletin, but is a great reference tool to make your path to graduation day easier to follow, by tracking your progress towards degree completion.

In CAPP, the process of checking your progress against the requirements to meet a program goal is called "compliance." Three options of compliance are available in CAPP. They appear as choices on the bottom of the main menu:

1. VIEW PREVIOUS EVALUATION -allows you to select a previously prepared compliance report.
2. GENERATE NEW EVALUATION -allows you to prepare a new compliance report based on your current program of study.
3. WHAT-IF ANALYSIS -allows you to prepare a compliance report with a different major, minor, etc., if you are considering a change in program.

Most often you will generate a new evaluation so that the most recent CAPP compliance displays.

This pamphlet offers information to guide you through a CAPP compliance, including how to read and understand the results.

Further information may be found on our web site, <http://registrar.lmu.edu>.



FAQ's

Q: How often is my CAPP updated?

A: A CAPP compliance updates when any aspect of a program changes, but you must select "Generate New Evaluation" to view the updates.

Q: How does my transcript differ from my CAPP?

A: Transcripts are a chronological account of the grades received for courses completed at LMU. CAPP takes the same courses, as well as any courses completed elsewhere, and groups them by area to show how they count toward degree requirements.

Q: Why isn't my name on my CAPP?

A: The CAPP compliance is intended for you to use as a reference and guide. Your name is excluded for security and privacy.

Q: What are the program and overall GPAs listed on the CAPP?

A: The overall GPA is your cumulative GPA. The program GPA is the GPA for all courses that the CAPP compliance used to fulfill requirements. Please note that program GPA is not your major GPA.

Q: Are there any tips to printing out my CAPP compliance?

A: Always select "Printer-Friendly Version" to ensure that all of the text prints on the page.

Q: CAPP placed one of my courses in two areas. Is that okay?

A: In most cases, yes. CAPP is programmed to recognize that some courses can "double count" for requirements.

Q: What should I do if CAPP placed a course in one section, when I wanted to use it in another?

A: Courses may need to be adjusted within a CAPP compliance to fulfill requirements. Transfer courses numbered generically as 1XX, 2XX, etc. may need to be moved to a new area. LMU courses ending in 98 or 99 may also need to be adjusted. These adjustments require approval via the "Petition for CAPP Adjustments" form which can be found under "forms" at <http://registrar.lmu.edu>.

STEPS TO RUNNING A CAPP COMPLIANCE

- LOGIN TO MANEGATE
- SELECT PROWL
- SELECT STUDENT SERVICES & FINANCIAL AID
- SELECT STUDENT RECORDS
- SELECT CAPP REPORT
- SELECT THE CURRENT TERM FROM DROP-DOWN BOX AND SUBMIT
- SELECT GENERATE NEW EVALUATION
- CHECK THE CIRCLE NEXT TO THE PROGRAM YOU WISH TO VIEW
- SELECT ONE OF THE FOLLOWING THREE CAPP DISPLAY OPTIONS:

1. GENERAL REQUIREMENTS -USED TO GAIN AN OVERVIEW OF YOUR PROGRESS
2. DETAIL REQUIREMENTS -USED TO LOOK AT THE SPECIFIC REQUIREMENTS AND RULES GOVERNING YOUR PROGRAM
3. ADDITIONAL INFORMATION -USED TO SHOW ANY COURSES THE CAPP COMPLIANCE DID NOT USE FOR DEGREE REQUIREMENTS

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CAPP

CURRICULUM ADVISING & PROGRAM PLANNING

UNDERSTANDING CAPP

CAPP -Detail Requirements

Program Evaluation

Program : BA - Coll of Liberal Arts Catalog Term : Fall 2005
 Campus : Westchester Evaluation Term : Spring 2006
 College : Liberal Arts Expected Graduation Date : 13
 Degree : Bachelor of Arts Request Number :
 Level : Undergraduate Results as of : May 31, 2005
 Majors : English Minors :
 Departments : English Concentrations : Dance Writing

	Met	Credits Required	Used	Courses Required	Used
Total Required :	No	120.000	100.000		
Last Number :					
Institutional Required :	Yes	30.000	36.000	10	
...Out of Last Earned :	Yes	36.000	36.000	10	
Program GPA :	Yes	2.00	3.70		
Overall GPA :	Yes	2.00	3.70		
Other Course Information					
Transfer :		0.000		0	
In Progress :		16.000		6	

Area	Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Area : Univ Core Req-English-UG - Not Met																	
Yes	JAND		AMCS	Select 1 Course						200310	AMCS	100	AMCS: Urban Race Relations	3.000	A-	H	
Yes	JAND		COMMCRT	Select 1 Course						200230	PHIL	220	Critical Thinking	3.000	B	H	
Yes	JAND		CREATARTS	Select 1 Course						200330	ART	151	Intro to Drawing/Printmaking	3.000	A	H	
Yes	JAND		CRIT ARTS	One course required						200510	DANC	381	To Dance is Human	3.000	A	H	
Yes	JAND		HISTORY	Select 2 courses						200310	HIST	100	Found Westm Civil to 1500	3.000	A	H	
Yes	JAND		LITERATURE	Select 1 course						200230	HIST	162	Contemporary America	3.000	B+	H	
Yes	JAND		MATH	Select MATH 102 or higher						200310	CLAS	200	Classical Epic in Translation	3.000	A	H	
No	JAND		PHIL	PHIL 160, 320 or 330						200230	MATH	104	Elementary Statistics	3.000	B	H	
Yes	JAND		SCITECH	Select 1 Course						200510	PHIL	160	Phil of Human Nature	3.000	A-	H	
Yes	JAND		THEOLOGY	Select 2 courses						200430	BIOL	150	Human Anatomy & Physiology	3.000	A	H	
Yes	JAND		WRITING	Take ENGL 110						200530	THST	120	Roots Catholic Christian	3.000	B+	H	
No	JAND		SC/SCI OP1	Select 2 courses						200430	THST	363	Christian Marriage & Sexuality	3.000	A-	H	
Yes	JOR		SC/SCI OP2	Select 2 courses						200430	ENGL	110	College Writing	3.000	A-	H	
No	JOR		SC/SCI OP3	Select 2 courses						200430	GEOG	100	Human Geography	3.000	A-	H	
										200230	PSYC	100	General Psychology	3.000	C+	H	
Total Credits and GPA 36.000 3.01																	
Area : English Writing-Conc-UG - Not Met																	
Yes	JAND		ENGL	201						200410	ENGL	201	Language of Poetry	3.000	A	H	
Yes	JAND		ENGL	200	202			1		200330	ENGL	202	Language of Fiction	3.000	A	H	
Yes	JAND		ENGL	203						200330	ENGL	203	Hist of Engl Lit I	3.000	A	H	
Yes	JAND		ENGL	204						200410	ENGL	204	Hist of Brit Lit II	3.000	B	H	
Yes	JAND		ENGL	321	322			1		200410	ENGL	321	Shakespeare Major Plays	3.000	A	H	
Yes	JAND		ENGL	371	372			1		200530	ENGL	372	American Literature I	3.000	R		
Yes	JAND		ENGL	574						200530	ENGL	574	Rhetoric and Media	3.000	R		
Yes	JAND		CMPRTV LIT	1 Course in Comparative Lit						200430	ENGL	398	SS: Prison Literature	3.000	A	H	
Yes	JAND		POST-1800	1 Course in Post-1800 Lit						200430	ENGL	361	Reading Methods	3.000	A	H	
Yes	JAND		THRY ELECT	1 Course in Theory						200430	ENGL	361	Reading Methods	3.000	A	H	
No	JAND		WRITING-UG	(Select 1 Course in Theory.)						200530	ENGL	408	Journalism: Editing Workshop	3.000	R		
No	JAND		ENGL	2 400-500-level Writing crs						200530	ENGL	301	Writing for Journalism I	3.000	A	H	
No	JAND		ENGL	Select 2 400-500-level Writing courses.)						200530	ENGL	301	Writing for Journalism I	3.000	A	H	
Total Credits and GPA 33.000 3.87																	
Area : Dance: General-Minor-UG - Not Met																	
Yes	JAND		DANC	160						200330	DANC	160	Fund Dance Composition I	3.000	A	H	
Yes	JAND		DANC	161						200410	DANC	161	Fund Dance Composition II	3.000	A	H	
Yes	JAND		STUDIO-6HR	Select 6 hrs						200310	DANC	120	Ballet I	3.000	A	H	
Yes	JAND		STUDIO-6HR	Select 6 hrs						200430	DANC	202	Modern Dance II	3.000	A-	H	
Yes	JAND		STUDIO-6HR	Select 6 hrs						200410	DANC	220	Ballet II	2.000	A	H	
No	JAND		THEORY-6HR	Select 6 hours						200330	DANC	220	Ballet II	1.000	A-	H	
No	JAND		THEORY-6HR	Select 6 hours						200430	DANC	381	To Dance is Human	3.000	A	H	
Total Credits and GPA 16.000 3.94																	
Area : Upper Div Req-UG - Not Met																	
No			45 UD HRS	Earn 45 UD hours						200330	DANC	342	Jazz Dance III	1.000	B+	H	
										200530	DANC	345	Jazz Dance IV	2.000	R		
										200430	DANC	345	Jazz Dance IV	0.000	A	H	
										200530	DANC	398	SS: Drumming for Dance	2.000	R		
										200410	DANC	398	SS: Commercial Dance III	2.000	B+	H	
										200410	DANC	479	Rehearsal & Perform II	1.000	A	H	
										200430	ENGL	301	Writing for Journalism I	3.000	A	H	
										200410	ENGL	321	Shakespeare Major Plays	3.000	A	H	
										200430	ENGL	361	Reading Methods	3.000	A	H	
										200530	ENGL	372	American Literature II	3.000	R		
										200430	ENGL	398	SS: Prison Literature	3.000	A	H	
										200530	ENGL	408	Journalism: Editing Workshop	3.000	R		
										200530	ENGL	574	Rhetoric and Media	3.000	R		
										200530	THST	363	Christian Marriage & Sexuality	3.000	R		
Total Credits and GPA 35.000 3.88																	
Area : English-Elec-UG - Met																	
Yes			ELECTIVES	Elective Hours						200330	DANC	279	Rehearsal Performance I	1.00	A	H	
Total Credits and GPA 1.000 4.00																	

PROGRAM INFORMATION IS DISPLAYED HERE.

PROGRAM REQUIREMENTS ARE SUMMARIZED HERE.

PROGRAM REQUIREMENTS ARE DETAILED BY AREA HERE.

"Area"
THE AREA OR SECTION OF YOUR PROGRAM BEING EVALUATED. (CORE, MAJOR, MINOR, UPPER DIVISION, ETC.)

"Met"
REQUIREMENT COMPLETION, A YES WILL DISPLAY ONLY AFTER ALL PARTS OF THE REQUIREMENT ARE MET

"Rule"
REQUIREMENT MET BY SELECTING COURSE FROM SPECIFIC LIST (SEE BULLETIN)

"Subject" "Low" "High"
THE DEPARTMENT AND COURSE NUMBERS FOR THE REQUIREMENT

"Required Credits" "Required Courses"
NUMBER OF SEMESTER HOURS OF CREDIT OR NUMBER OF COURSES FOR THE REQUIREMENT

"CATALOG TERM" IS THE TERM YOU ENTERED LMU OR THE SEMESTER YOU BEGAN YOUR CURRENT MAJOR.

THIS DATE SHOULD BE TODAY'S DATE. SELECT "GENERATE A NEW EVALUATION" EACH TIME YOU RUN A CAPP COMPLIANCE IN ORDER TO SEE THE MOST UP-TO-DATE VERSION.

CUMULATIVE GPA

NUMBER OF CREDIT HOURS COUNTING TOWARD YOUR DEGREE (INCLUDING IN-PROGRESS HOURS)

NUMBER OF CREDIT HOURS TRANSFERRED INTO LMU (INCLUDES AP CREDIT)

TOTAL NUMBER OF CREDIT HOURS CURRENTLY REGISTERED FOR AT LMU

"Source"
STATUS OF COURSE
H = GRADED
R = REGISTERED
T = TRANSFERRED
P = REQUIREMENT MET BY EXCEPTION
E = EXCLUDED

"Grade"
GRADE EARNED

"Credits"
SEMESTER HOURS OF CREDIT RECEIVED

"Attribute"
INTERNAL CODE

"Subject" "Course" "Title"
DEPARTMENT, NUMBER AND TITLE OF COURSE

"Term"
SEMESTER COURSE WAS APPLIED
YEAR + 10 = SPRING (I.E. 200510)
YEAR + 21 = SUMMER I
YEAR + 22 = SUMMER II
YEAR + 30 = FALL