

The New CAPP Report

Over the past few months, the Registrar's Office, with input from Administrative Computing and Academic Advising, has been developing a new layout for the CAPP Report. The goal was to create a new design for the CAPP to make it more informative, dynamic, and useful for the PLU community. The following is a summary of the major differences between the former and current versions of the CAPP Report.

- The first change that you will see comes after you choose from the list of available CAPP Reports. The next screen has three display options. Formerly, only the General Requirements view was an option. Now, you will also see Detail Requirements and Additional Information. Detail Requirements is the default option because that is the view that we are now using.
- The upper section of the CAPP Report is mostly the same as it was in the past. One change to note is the addition of a link ("view guide to interpreting this section") that will take you to a detailed explanation of the various parts of the upper section. Also, minors are now showing in the "Minors:" field if the student has declared one.
- Scroll down to the first "Area" and you will see a summary of required GURs. This area will show all GURs applicable to the student. The left hand column shows whether the requirement has been met with a black "Yes" or a red "No". The "Used Courses" and "Used Credits" columns are showing how many classes and semester hours are being applied to a particular GUR. This Area represents information that is presented in more detail as you move down the report.
- Each GUR listed in the summary Area has its own "Group". Within the Group, you can find information about the requirement, see any classes that are being used to meet the requirement, and also find links to relevant academic departments. If all parts of the Group have been satisfied, the Group will show in black as being "Met". If not, it will show "Not Met" in red.
- The final Group "Minimum Cumulative Hours (128)" is a complete listing of all of the classes and credits being applied to the student's record, as well as currently registered courses. If a course is not shown in this Group, the student is not getting credit for it. The list is in chronological order with the oldest courses starting at the beginning of the list.
- There are several ways to change how the CAPP appears in your web browser that may be helpful. We like to make everything a little smaller than normal so that the course titles fit on one line each. It's a good way to condense the report and see more on your computer screen. With the Mozilla Firefox browser: hold the Ctrl key and hit the "+" key to make the zoom larger or the "-" key to make it smaller. You can also hold Ctrl and use the roller ball on your mouse. With Internet Explorer: Click on View, then choose Text Size, and change it to smaller or smallest.

We last did CAPP Reports for everyone in February. The CAPP is still a static tool, meaning that if it has not been rerun since changes have been made to the student's record, the changes will not show on the CAPP. There is a "Results as of:" field in the top section of the report that shows the date of the Report. Any changes made after that date will not show.

Thank you for taking the time to read about and understand the changes to the CAPP Report. We hope this has been helpful.

If you have questions, please contact:

Kevin Berg – bergka@plu.edu, x7890

Beth Crippen – bcrippen@plu.edu, x7331