

To: All Faculty

The following information was e-mailed on Friday October 2 to those students undergoing Junior Review this fall. We have added a couple of comments regarding CAPP access specifically for faculty.

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**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 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. This is the option you should use when completing Junior Reviews.

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Thank you very much for your help with this important process. If you have questions or concerns, please contact any one of us.

Kris Plaehn	x7615 plaehnh@plu.edu
Kevin Berg	x7890 bergka@plu.edu
Beth Crippen	x7331 crippeba@plu.edu

## **Instructions for Completing Your Junior Review**

Congratulations! As a student with junior standing, you must complete your "Junior Review" which provides you with information regarding your university, major, and minor (as appropriate) requirements. The deadline for completing your junior review is **December 1, 2009**.


In order to complete your review:

1. Read the instructions and view your CAPP (Curriculum, Advising and Program Planning) report. CAPP reports are viewable **on Banner Web** and are more readable online than when printed. Color-coding makes it easier to determine which GURs are "Met" or "Not Met." Please note: Requirements for majors and minors are not included on your junior review. Your Academic Program Contract (APC) is the document you should rely on to determine if major and minor requirements have been met. If you believe the CAPP contains any errors on GURs or transfer credit, please contact the Registrar's Office at 253-535-7131 before proceeding with your review.

### **To access your Junior Review CAPP report:**

- Log in to Banner Web using your ID and PIN.
- Select *Student Services*. (Faculty select "Faculty Services")
- Select *Student Records*. (Faculty select "Advisor Menu", enter student ID or name, click submit, verify the correct name appears and click submit again.)
- Select *Degree Evaluation, fall 2009* should already be selected, then hit *Submit*. (Viewing the CAPP FAQ's link under this menu option or at the top of your CAPP report should answer most questions.)
- Select *View Previous Evaluations* (at the bottom center of the screen).
- Select the report you wish to view (your Junior Review should be the only one there).
- *Detail Requirements* should already be selected, then click on *Submit*.

2. Print your Junior Review form. This document is attached to your CAPP report. Near the top of the page look for:

 **Download and print the attached Jr. Review form [[Download](#)]. Obtain required signatures and return to the Student Services Center – Hauge 102 by the date printed on the form. Click [here](#) for complete Jr. Review instructions.**

Click on [Download](#) and print the Word document that appears. If this text does not appear on your report, please contact the Registrar's Office for assistance at 253-535-7131.

**For students studying abroad:** You may complete your junior review upon your return to PLU. If your advisor is willing to assist you with completing your review while you are abroad, contact your advisor(s) and/or the appropriate department via e-mail. Your advisor will need to print the Junior Review form, sign it and send it to the Registrar's Office on your behalf. **Junior Review holds will take effect for students who choose to complete the review upon their return to campus.**

3. Take the Junior Review form, (you may also want to bring a transcript) to each academic department in which you are pursuing a major or minor. Each department has someone who will review your progress in your major/minor. (You may have to make an appointment, so allow plenty of time to complete this step.) After the major/minor review, be sure your Junior Review form is completed and signed.

If you have not yet declared your major/minor, be sure your department advisor completes the appropriate major/minor information and advisor assignment portion of the Junior Review form and signs it. An Academic Program Contract should also be started for each major/minor. You should get a copy of this APC for your records.

4. Take the Junior Review form, with all signatures, to the Student Services Center (Hauge 102). The Registrar's Office will check your materials for completeness and update your records.

#### **REMEMBER:**

- Your completed Junior Review forms are due at the Student Services Center by **December 1, 2009**.
- **Academic Holds** will be placed on students who have not completed their Junior Review.
- The Junior Review advising meetings are primarily meant to assess your major/minor progress. But please also review for yourself your GUR progress.

#### **GRADUATION APPLICATION DEADLINES:**

May 2010 or August 2010 - applications will be due December 1, 2009.

December 2010 or January 2011-applications will be due on May 1, 2010.