SAINT MARY’S COLLEGE
CAPP INSTRUCTIONS
Curriculum Advising and Program Planning

CAPP is a tool for you to use to determine progress toward your selected degree. It also allows you to process a “What-if” analysis to see how your coursework could be used towards another degree and/or major. Utilizing basic “point-and-click” technology, maneuvering through the degree evaluation should be fairly intuitive.

1. Login to PRISM: choose the following menus:
   - Student
   - Student Records
   - CAPP - Degree Evaluation

2. Select Term: Select the most recent or active term. SUBMIT

3. Degree Evaluation: This page displays your current curriculum. At the bottom of the page choose either:
   - Generate New Evaluation, if you are starting a new evaluation
   - View Previous Evaluations, if you want to view an evaluation generated earlier (*detailed below)
   - What-if-Analysis, if you want to see how courses apply to another degree/major (*detailed below)

4. Generate New Evaluation:
   - Program: You must click on the program radio button
   - Term: choose the current term. GENERATE REQUEST

5. Degree Evaluation Display Option: Select the desired display (options listed below) then SUBMIT
   - View General Requirements – This view gives you a general summary of each area and an area GPA
   - View Detail Requirements – Gives a detailed view of each area’s requirements and indicates whether they have or have not been met
   - View Additional Information – This view shows how each course in progress will be used, as well as Program restrictions

6. The degree evaluation will take a few seconds to generate, then will appear.

7. To print a copy of the evaluation, choose File, Print. Choose the “landscape” option for best results.

OTHER OPTIONS:

*View Previous Evaluation: You may view any evaluation previously generated by you or your advisor. Also from this screen you may delete unwanted, superfluous evaluations that are not needed (but only those that you have generated. If your advisor generated the evaluation you will not be allowed to delete it.).

*What-If-Analysis: Choose ‘What-If-Analysis” from any screen where it is an option.
   a. Select Term: choose the current term.
   b. Select Program: choose the appropriate degree
   c. Select Campus: LEAVE AS ‘NONE’
   d. Select a Major: choose any major (do not choose the “intended” majors). Choose “add more” if the major has a concentration attached, or if you want to add a minor(s) or second major; if not, click on SUBMIT
   e. Select a Concentration: choose an appropriate concentration (if applicable to the major)
   f. Select up to 2 Minors
   g. Select a Second Major – only majors in the chosen program will be options
   h. Select an Evaluation Term: choose the current term, then GENERATE REQUEST This will take you to #6 above.

NOTE: Any questions about major/minor requirements should be directed to your advisor, and general education requirements to Academic Affairs and First Year Studies.

Office of the Registrar
December 3, 2009