

***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.**