# SAINT MARY'S COLLEGE
## CAPP INSTRUCTIONS for FACULTY
### Curriculum Advising and Program Planning

CAPP is a tool in PRISM for you to use to determine progress toward a student's selected degree. It also allows you to process a "What-if" analysis to see how a student's 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. IF THE STUDENT HAS DECLARED A MAJOR (submitted form to Mrs. Marcy), follow the procedure below. IF THE STUDENT HAS NOT DECLARED A MAJOR, in #3 select "What-if Analysis" and follow the instructions under "Other Options" below.

1. Login to PRISM. Choose the following menus:
   - Faculty Services
   - Advisor Menu
   - Degree Evaluation

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

3. Student/Advisee ID Selection: Enter student ID or name. Choose a Search Type. SUBMIT. A verification screen will appear and will be different for entering an ID number or name. Click SUBMIT

3. Degree Evaluation: This page displays the current curriculum for the chosen student. At the bottom of the page choose:
   - *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 (this should take several seconds)

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

6. To print a copy of the evaluation, choose File, Print. Choose the "landscape" option for best results.

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

<u>*What-If-Analysis:</u> Choose 'What-If-Analysis" from any screen that has it as an option.
   - Select Term: choose the most current term.
   - Select Program: choose the appropriate degree
   - Select Campus: LEAVE AS 'NONE'
   - 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
   - Select a Concentration: choose an appropriate concentration ( if applicable to the major)
   - Select up to 2 Minors
   - Select a Second Major.
   - Select an Evaluation Term: choose the current term, then GENERATE REQUEST. This will take you to #5 above.