CAPP User Manual

CAPP is a new feature available via OrediggerWeb. CAPP stands for Curriculum, Advising, and Program Planning. In other words, CAPP is a degree evaluation tool. It will take all of the courses you have taken and compare them to the appropriate curriculum so you can see exactly how close you are to earning your degree.

After logging in to OrediggerWeb, select Student Services and Financial Aid.

Select CAPP.

Select Run a CAPP Evaluation.
Here you will see the degree information we currently have on file for you.

If the program is hyperlinked (blue), that means an evaluation has already been run. If you click on it, it will take you to the last evaluation that was run for you, it won't generate a new one.

If you wish to view all previous evaluations that have been run for you, click on View Previous Evaluations. Here you will have the option of deleting any evaluations you have run. Please note, you’re only able to delete evaluations that you have run, you won’t be able to delete evaluations run by someone else (such as your advisor).

**CATALOG TERM – be sure to note the catalog term. The curriculum that CAPP will run for you is the curriculum from the catalog that’s listed as your catalog term. If you wish to use the curriculum from a later catalog, you must notify Enrollment Services by completing the Catalog Term Change form on the CAPP Menu.

To run a new evaluation, click on Generate New Evaluation.
Click on the radio button to select the program....

.... then click on Generate Request.

The first thing you'll see is the program requirements. This program requires that you complete 136 credits, of which 35 must be at Montana Tech. You must also have a cumulative GPA of at least 2.0.

Next is a description of the program. This shows which "areas" you should see in your evaluation.
For all Bachelor’s degrees, the first area will be the General Education Area. A summary of this area gives a quick view of whether or not you have met your general education requirements.

Be sure to look at this column to determine whether or not the requirements have been met. As you can see, this student has met all but his humanities requirement.

Don’t look at these. The information here is often inconsistent.

As you scroll down, you’ll see more detail regarding the General Education requirements. Please note, this student has not met his Humanities requirement.....

.....however, if you look at the detail you can see that he has taken one humanities course and only needs one more.

Be sure to only look at the Group requirements to determine whether or not the requirements have been met.

The information under detail requirements is often inconsistent.
As you scroll down farther, you’ll see the next area of your evaluation.

In the first couple of columns, you’ll see the courses that you are required to complete. Next, you’ll see the courses you have completed to meet that requirement, including the semester you took the course and the grade you earned.

In the Source Column:

**H** – You have taken the class and CAPP is pulling the information from your academic history.

**T** – You have transferred that class in from another college.

**R** – You are currently registered in the class.

Because CAPP begins with the 2007-2008 catalog, you are required to achieve a grade of C- or higher in all classes required for your degree. Therefore, if you have received a grade lower than a C-, it will never show on your degree evaluation.

If your haven’t yet completed the requirement for that course, you’ll notice that the subject is hyperlinked (blue). If you click on the link, it will take you to the course description in the catalog.
You’ll see that some requirements are built as rules. If the curriculum in the catalog allows you to choose from a list of courses, it will look like this. As you complete one of the required courses, it will be listed here.

However, the requirements for the rule will not be marked as met until you have completed all of the requirements of the rule.

**COURSE SUBSTITUTIONS** – If the course that was completed is different than the course that was required, this means that you completed a course substitution form to substitute one course for another.
**WAIVERS** – If you have received approval to waive a course, it will be indicated like this:

At the bottom of the evaluation there is a list of courses in which you are currently enrolled.
WHAT-IF ANALYSIS

If you are considering changing your major, you can use the What-If Analysis to see which of the classes you’ve already taken can be used to complete the degree requirements of another degree.

To perform a What-If Analysis, click on the link at the bottom of the page.

First choose the catalog from which you wish to graduate, then click Continue.
Next, choose the degree program you want to evaluate and click Continue.

Confirm the degree program by selecting it again.

Now you can choose to click on Add More or Submit. If you click on Add More, it will allow you to choose an option. If you click on Submit, it will run the evaluation as is.
If you chose Add More on the previous screen, you will now need to choose an option. Again, you can now click on either Add More or Submit. If you click on Add More, you will be allowed to choose a minor. If you click on Submit, it will run the evaluation as is.

If you chose Add More on the previous screen, you will now need to choose a minor(s). Click on Submit.
Click on Generate Request. This will bring up an evaluation showing what courses are required to complete a degree in the program you selected for the What-If Analysis, and which of those courses you have completed.