

CAPP for Students and Faculty

What is CAPP-Curriculum Advising and Program Planning?

CAPP is an advising tool used by students, faculty and the Staff of the Registrar's Office to evaluate coursework against degree requirements. CAPP produces a report reflecting academic progress toward completion of an undergraduate degree in the student's declared or proposed major. The CAPP degree evaluation report shows how SC State University courses, transfer courses, and courses in-progress apply towards degree requirements. Also, coming soon for Graduate Students.

Important Reminders

- CAPP degree evaluations are not official. For undergraduate students, final approval for graduation is determined by the Registrar's Office in collaboration with academic departments. For graduate students by the School of Graduate Studies.
- CAPP degree evaluation does not take the place of regular academic advising with your academic advisor.
- CAPP degree evaluation does not take the place of personal tracking of your degree progress as outlined in the University Catalog - [University Catalog](#)
- For additional help, please email CAPP questions and concerns about graduation to registrar@scsu.edu

How to Run a Degree Audit - Students

If you are a matriculated SC State student, you can log onto Banner to request, view and print degree evaluations for any degree program available in CAPP.

- Go to **Bulldog Connection** or <https://luminis.scsu.edu/cp/home/displaylogin>
- Enter your username and password, and click "**Login.**"
- Click "**Resources.**"
- Click "**CAPP – Degree Audit** under "**Registration Tools**"
- Click "**Degree Evaluation**"
- Select a **Term** (select current term and submit)
- Select "**Generate a New Evaluation**"
- Click bubble to the left of "**Program**"
- Click "**Generate Request**"
- Click bubble to the left of "**Detail Requirements**" to run Degree Audit of used and required courses OR "**Additional Information**" to view In-Progress courses, Courses Not Used, and Rejected Courses

How to Run a What-if Analysis – Students

The "What-if Analysis" option allows you to run an evaluation of any program and major. Students who matriculated prior to fall 2005 can select fall 2005 as the Entry Term.

- Go to **Bulldog Connection** or <https://luminis.scsu.edu/cp/home/displaylogin>
- Enter your username and password, and click "**Login.**"
- Click "**Resources.**"
- Click "**CAPP – Degree Audit**" under "**Registration Tools**"
- Select "**What-if-Analysis**"
- Select "**Entry Term**" (entry term for the year and semester student is currently enrolled)
- Select degree program in the "**Program**" drop down box
- Enter major in drop down box to the right of "**First Major**"
- Click "**Generate Request**"
- Click bubble to the left of "**Detail Requirements**" to run Degree Audit of used and required courses OR "**Additional Information**" to view In-Progress courses, Courses Not Used, and Rejected Courses

How to Run a Degree Audit - Faculty

Faculty can only run degree audits for students listed as their advisees in BANNER.

- Enter **BANNER** on Faculty & Staff Page ("**Off-campus only**" option is available off main campus)
- Select "**Self-Service**"
- Click "**Enter Secure Area**"
- Enter **BANNER ID** and **PIN#** to Login
- Click "**Student Information Menu**"
- Click "**Advisee Listing**" and select a "**Term**"
- A list of your advisees will appear. Select "**View**" under "**Degree Evaluation**"
- Select "**Generate a New Evaluation**"
- Click bubble to the left of "**Program**"
- Click "**Generate Request**"
- Click bubble to the left of "**Detail Requirements**" to run Degree Audit of used and required courses OR "**Additional Information**" to view In-Progress courses, Courses Not Used, and Rejected Courses

How to Run a What-if Analysis – Faculty

The "What-if Analysis" option allows you to run an evaluation of any program and major. Students who matriculated prior to fall 2005 can select fall 2005 as the Entry Term.

- In "**Advisee Listing**" select "**View**" under "**Degree Evaluation**"
- Select "**What-if-Analysis**"
- Select "**Entry Term**" (entry term for the year and semester student is currently enrolled)
- Select degree program in the "**Program**" drop down box
- Enter major in drop down box to the right of "**First Major**"
- Click "**Generate Request**"
- Click bubble to the left of "**Detail Requirements**" to run Degree Audit of used and required courses OR "**Additional Information**" to view In-Progress courses, Courses Not Used, and Rejected Courses

Frequently Asked Questions

If, after reviewing these questions and answers, you need additional information, please contact the Registrar's Office at 803-516-4915 or 536-7185.

Who can use the CAPP degree evaluation?

All degree seeking students and current faculty and/or staff can advise students.

Why are some courses hyperlinked on my degree evaluation and some are not? How can I see the descriptions for all courses in my program?

The system only hyperlinks courses that you have not yet taken and that are specifically required (i.e., not part of a list of several courses) for your program as designated in the online [University Catalog](#). Click the hyperlinked course for a course description.

What is a "What-If" Evaluation?

The "What-If" option allows you to run an evaluation of any program and major. Students who matriculated prior to fall 2005 can select fall 2005 as the Entry Term.

What does the "Entry Term" mean? What does the "Evaluation Term" mean?

The "Entry Term" is the fall semester of the catalog year your requirements will be evaluated against. For example, students entering from fall 2005 up to, but not including spring 2009, would use an "Entry Term" of fall 2005, 200610. The "Evaluation Term" is the term you expect to graduate.

Why is the Expected Graduation Date on the evaluation incorrect?

At SC State, the date does not always reflect the actual Expected Graduation Date and should be ignored. The Expected Graduation Date is set a number of years beyond the current semester so that loan companies do not put students into repayment status.

How does CAPP decide where to place the courses I have completed?

CAPP processes your courses chronologically, based on a "best-fit" approach and the way the requirements are defined. It will look through each of your courses, and then assign each course to the first requirement in your degree program that the course will fulfill.

Does the CAPP evaluation include in-progress courses?

Yes. CAPP includes all courses in which a student is registered.

Some requirements have "and" or "or" next to them. What does this mean?

A requirement with an "or" beside it means that you can take the requirement that is listed next to or the one listed above it. A requirement with an "and" next to it means that you must take both the requirement that is listed next to and the one above it.

What happens to a course when I receive an "I" (incomplete) grade?

Courses with incomplete grades appear as unused on the evaluation until a final grade has been recorded. Then the course will be used appropriately.

What do I do if CAPP lists my major incorrectly?

Please notify the Registrar's Office if your major is listed incorrectly. To change a major, students must complete a Change of Major Form with all required signatures and submit Form to the Registrar's Office http://www.scsu.edu/files/Registrars_Office/ChangeMajor.pdf.

I can only process my evaluation on one major at a time. What if I am a double major?

To evaluate a second major, use the "What-If Analysis" as noted above.

I have not declared my major yet, how can I be sure I am on track with my prospective major?

Use the "What-If Analysis" to evaluate your coursework against any major program available.

What is the overall GPA that is listed on the first page of the evaluation?

The overall grade point average is your cumulative grade point average.

What if I have a problem with my evaluation? Who should I contact?

- Your advisor or department chair
- Registrar's Office, Moss Hall 204