Frequently Asked Questions

Is CAPP the OFFICIAL degree audit?

Does this mean I no longer need to see my advisor about my degree progress?

What do I do if CAPP lists curriculum information (degree, major, minor, concentrations) incorrectly?

Why is the expected graduation date on my evaluation incorrect?

Why aren't courses that I am currently repeating showing on my degree evaluation?

What is the difference between the General Requirements, Detail Requirements, and Additional Information?

When I print out my degree evaluation, how do I get the last column on the right to appear?

How does my transcript differ from my degree evaluation?

Does the CAPP Degree Evaluation use all of my courses?

How often is my CAPP Degree Evaluation updated?

Is CAPP the OFFICIAL degree audit?
No. a CAPP Degree Evaluation is not considered OFFICIAL. The General Education requirements and the major/minor requirements are certified by the Registrar's Office and Academic Departments.

Does this mean I no longer need to see my advisor about my degree progress?
No. **CAPP is not a replacement for advising.** Rather, it is a tool that should be used with your advisor(s) to monitor academic progress.

What do I do if CAPP lists curriculum information (degree, major, minor, concentrations) incorrectly?
To update curriculum information, you must complete a Change of Major form. This form is available at the new major's department. Authorized signatures must be obtained before the form can be processed by the Registrar's Office.

Why is the expected graduation date on my evaluation incorrect?
The future date listed as the expected graduation date is used for enrollment reporting to the National Student Clearinghouse. The Clearinghouse then reports this enrollment information to loan

lenders. The expected graduation date will be correctly reflected on the CAPP Degree Evaluation once a student has applied for graduation through the online Graduation Application process.

Why aren't courses that I am currently repeating showing on my degree evaluation?

When a course is present in academic history and is not marked as an "Excluded" course, CAPP will attempt to use that course to meet a detail requirement. If the course's grade is lower than the minimum grade specified in the compliance requirement, then the course will not be used.

If the course is listed as a non-repeatable course, then the occurrence of the same course that is present in registration will be reviewed as exceeding the repeat limit and will not be used.

Once the course in registration is subsequently passed and its grade is rolled to academic history, running the repeat process will assign it an "Include" repeat status. The earlier course in history with the lower grade will be given an "Exclude" repeat status. When a compliance is subsequently run, CAPP will attempt to use the "included" course.

What is the difference between the General Requirements, Detail Requirements, and Additional Information?

The *General Requirements* option breaks down different areas for the evaluation and displays a summary of courses used to meet the requirements. It will not show what the requirements are, just the courses that were used.

The *Detail Requirements* option breaks down different areas for the evaluation and displays detailed information about the courses used to meet the requirements. It is recommended that you use the *Detail Requirements* display option.

The *Additional Information* option displays in-progress courses, courses that did not match a specific requirement and courses that could not be used for a requirement (ex. minimum graded was not met, repeated course, etc.)

When I print out my degree evaluation, how do I get the last column on the right to appear?

- Select a smaller text size for your Internet browser before printing (View menu, select Text Size, select Smaller).
  OR
- Select 'Landscape' instead of 'Portrait' in your printing preferences to ensure that all of the text prints on the page.

How does my transcript differ from my degree evaluation?

Transcripts are a chronological account of all coursework on a student record. The CAPP Degree Evaluation takes this coursework and attempts to fulfill degree requirements.

Does the CAPP Degree Evaluation use all of my courses?

CAPP searches through courses taken at the University of North Alabama, in-progress courses, and transfer credit to find courses that match the degree requirements.

The following will not be used by CAPP to complete requirements: courses with incomplete grades, withdrawals, failed courses, repeated courses, and courses using the repeat/re-compute policy.

How often is my CAPP Degree Evaluation updated?

A degree evaluation updates when degree requirements change or when information on your student record is updated (such as a grade change, added course, etc.). In order to see these updates, you must Generate a New Evaluation.