



Please refer to the **Curriculum Advising and Program Planning** help sheet at www.unco.edu/aboutursa/resources/helpsheets/capp.pdf to see how to access CAPP in Ursa using Banner Self Service.

Detail Requirements Display

- Each **Area** or **Group** has a **title**, overall **credit hour requirement** if specified, and a **Met** or **Not Met** indicator. (Fig. 1)
 - ◊ Some areas have **Description** text that indicates **GPA requirements, minimum grade requirements, special instructions, etc.** (Not pictured)

Fig. 1

Area : Anthropology-Minor (18.000 credits) - Not Met															
Met	Condition Rule	Subject Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source	
No		ANT		110											
No	AND	ANT		120											
No	OR	ANT		121											
No	OR	ANT		130											
No	OR	MCS		101											
No	AND	ANT		210											
No	OR	ANT		220											
No	OR	ANT		230											
No	OR	ANT		315											

- Each row in the display is a requirement.
- Each column is a criterion that defines what course will satisfy the requirement.
 - ◊ The **Condition** column sets up relationships between each requirement.
 - ◊ The **Met** column indicates **Yes** if that individual requirement is met; **No** if it is not met. However...
 - * ...In cases where an **Or** joins two requirements, if one requirement is met and the other is not, the **Met** column will indicate **Yes** only for the line that is satisfied. (Fig. 2)
 - ◊ The **Rule** column indicates a requirement that cannot be represented by a single line. Every unmet rule should display text that explains what the requirement is. (Fig. 2)
 - * Most rule text disappears or changes when the requirement is satisfied by the student.

Fig. 2

Area : INDS:Geography-Core (18.000 credits) - Not Met														
Met	Condition Rule	Subject Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		GEOG		200			200450	GEOG	200	HUMAN GEOGRAPHY		3.000	C	
No	AND	GEOG		232										
Yes	OR	GEOG		274			200550	GEOG	274	MAPS AND DATA ANALYSIS		3.000	C	
No	AND	REGIONAL	Regional Credits Select one course from the following: GEOG 326, GEOG 335, GEOG 340, GEOG 344, GEOG 350.											

- The **Attribute** column is used primarily in the General Education and Liberal Arts Core requirements. Attributes are codes that are placed on certain courses to group them into categories. Students can search for courses by attribute when they're looking for courses to fulfill these requirements. (Fig. 3)

Fig. 3

Group : LAC-3:Arts & Humanities (IDLA) - Not Met															
Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
No		ENG				131									
No)OR(ENG				211									
No)OR(ENG				214									
No)OR(ENG				262									
No)AND(LC3A												
No)OR(LC3C												
No)OR(LC3D												

- Information in the **Term** column and the columns to the right detail course(s) that the student has completed or is currently registered for to satisfy the requirement. (Fig. 4)
 - The new coding for academic terms in Banner follows the format **YYYYTT**, where YYYY is the year the course was taken, followed by TT, which indicates the semester code.
 - * 10 = Interim
 - * 30 = Spring
 - * 40 = Summer
 - * 50 = Fall
 - The **Source** column indicates the type of course being used to satisfy the requirement. (Fig. 4)
 - * H = Institutional History
 - * R = Currently Registered
 - * T = Transfer
- Generally speaking, as long as the Area or Group indicator is met, each requirement in that area is satisfied.
 - Exceptions: Watch for text that is still displayed when the area or requirement says "Met" or "Yes." That often indicates that there may be multiple options for a requirement and that individual students in certain situations need to complete a specific option. (Fig. 5)

Fig. 4

Group : GE-4:Arts & Letters (6.000 credits) - Met															
Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes	GE4	GE4						200240	ELCT	999	HISTORY OF JAZZ	GE4A	3.000	AT	T
								200450	PHIL	100	AH3-INTRO TO PHILOSOPHY	GE4E	3.000	C	H

Fig. 5

Group : GE-6:Science & Math (IDLA) - Met															
Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		ESCI	Earth Sciences					200430	ESCI	265	EARTH SCI CON ELEM TCHRS		3.000	B	H
			Earth Science concentration students must take GEOL 201 for this requirement.												
Yes	AND	PHYS	Physical Sciences					200550	SCI	265	SC1-PHYSICAL SCIENCE CONCEPTS		4.000	B	H
			Physics concentration students must take PHYS 220 for this requirement. Chemistry concentration students must take CHEM 111 for this requirement.												

- The **Total Credits** and **GPA** figures in the lower right-hand corner are totals for that area only. (Fig. 6)
 - ◊ In some cases, if the **Description** text indicates that a GPA requirement is only concerned with a subset of courses (i.e.-“A minimum GPA of 2.5 is required in all CHEM prefix courses in this area.”), then that GPA is *only* calculated for that specified set.
- Although non-course requirements are indicated in the **Detail Requirements**, these are currently just notes that will never indicate as “Met.” (Fig. 6)
 - ◊ There are similar “note” areas for majors that require a PTEP program or a minor in addition to their course requirements.
 - ◊ The actual clearance for those requirements is in the **Additional Information** display option of the degree audit. (Fig. 7)

Fig. 6

Area : Foreign Language:Non-Course - Not Met													
Description : Clearance details for this requirement can be found in the Additional Information display option of the degree audit.													
Met	Condition Rule	Subject Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	S
No	FOREIGNREQ												
Completion of a second language requirement equivalent to one year of college level studies is required for this program. Written clearance from the appropriate department must be submitted to the Registrar's Office prior to graduation.													
											Total Credits and GPA	0.000	.00

Fig. 7


Additional Information					Oct 03, 2006 07:38 pm
Information for Just F. Testing					
Program : IDLA:ESL-BA					
Program Non-Course Requirements - Not Met					
Met	Description	Year Limit	Status	Status Date	Action
No	Foreign Language Requirement				

What-If Analysis

If a student would like to see how his or her progress would be affected by a change in major, a **What-If Analysis** can be run at any time.

- On the **Degree Evaluation** screen there are three links at the bottom of the screen. The rightmost one is the **What-if Analysis** link. (Fig. 8) Clicking on it starts a series of prompts that ask for the new program information. Those prompts are explained on the next page.

Fig. 8

Degree Evaluation		Nov 02, 2006 01:39 pm
Information for Student's Name		
 Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.		
Curriculum Information		
Primary Curriculum		
Program:	Music:Instrumental Perf.-BM	
Catalog Term:	Fall 2002	
Level:	Undergraduate	
Campus:		
College:	Performing & Visual Arts	
Degree:	Bachelor of Music	
First Major:	Music	
Concentrations:	Instrumental Performance	
[Previous Evaluations] [Generate New Evaluation] [What-if Analysis]		

Be aware that that while doing an analysis, changing majors (or changing from one emphasis to another in the same major), the catalog year chosen for all requirements (GenEd/Liberal Arts Core, major, minor, etc.) will be the current catalog.

NOTE: This process does not change a student's program information. If an actual change needs to be made, the student should fill out the appropriate paperwork with the major or minor department.

- **Entry Term** – This should **usually** be the current term, since changing a major requires changing to the current catalog requirements.
 - ◊ The one exception to this is if a student is declaring a minor; this process does not change the catalog year, so if running an analysis just to see an additional minor, select the current catalog term.
- **Program** – This is a list of available programs that can be declared. It is organized alphabetically, with the degree at the end. Pay attention to the degree because eventually graduate degrees will be listed here as well.
- **Campus** – No entry required.
- **First Major** – There should only be one option in this list, and it should be the one you select.
- After choosing the First Major, if the program selected has an emphasis, you **must** click on the **Add More** button and enter the appropriate concentration(s). Skipping this step can lead to information being left out of the resulting degree evaluation.
 - ◊ Note that Licensures and Endorsements are additional concentrations that may or may not be optional depending on the program.
- After selecting any concentrations, you can either click on Submit to see the core and major requirements, or, if you are currently working toward a minor or want to declare a minor, you can click on Add More again to add up to two minors, and then click on Submit.
- On the screen with the **Generate Request** button, the **Evaluation Term** should always be the current term. Clicking on the Generate Request button takes you to the same options available in the regular **Degree Audit**.