Mississippi College
A CHRISTIAN UNIVERSITY

CAPP Degree Evaluations Guide
(for Catalog Years prior to Fall 2016)

Contents

# Welcome to Curriculum, Advising & Program Planning

Welcome to Curriculum, Advising & Program Planning (CAPP), the degree evaluation system used by Mississippi College for students on catalog years prior to Fall 2016. This evaluation is used to compare your completed and in-progress coursework against degree requirements published in our college catalog (catalog.mc.edu). You should never use a degree evaluation to replace meeting with your academic advisor or knowing the requirements in the college catalog, but it can be a powerful tool to help you and your advisor keep track of your progress to degree completion. Note also that CAPP Degree Evolution is not official.

Important Reminders

- CAPP Degree Evaluations are not official
- CAPP should not replace meeting with your advisor or knowing the requirements in the college catalog
- A new evaluation should always be generated to reflect changes you have made to your record or courses
- Final approval for the completion of graduation requirements will be determined by the Office of the Registrar.

Getting Started

1. Go to the MyMC Launch Pad and click on the link for "Degree Evaluation (Prior to 2016 Catalog)". This will take you to the CAPP degree evaluation system.
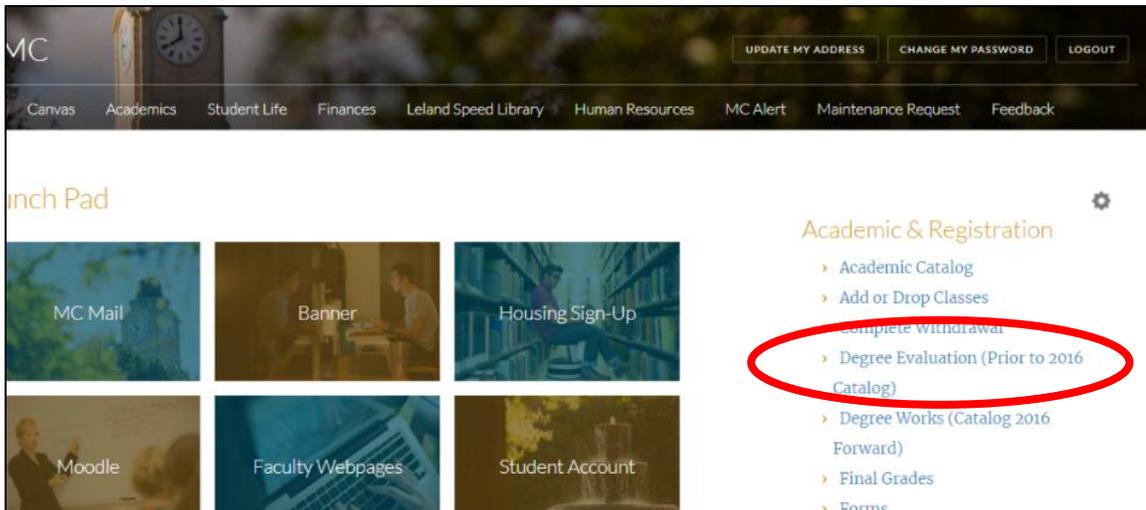
2. Once in BannerWeb, select the current term and hit "Submit"
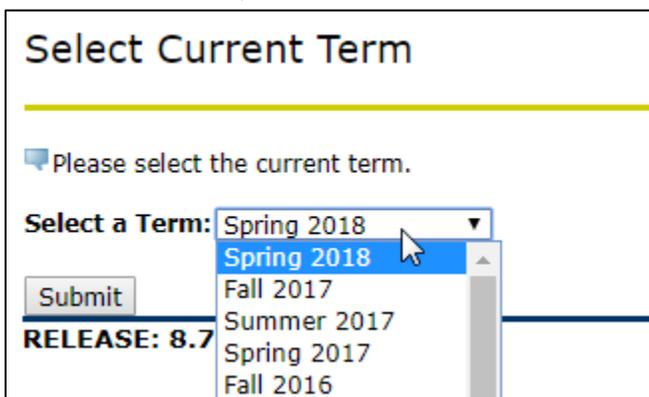
3. Once on the Degree Evaluation page, select either "Generate a New Evaluation", view a "Previous Evaluation", or run a "What-if Analysis".
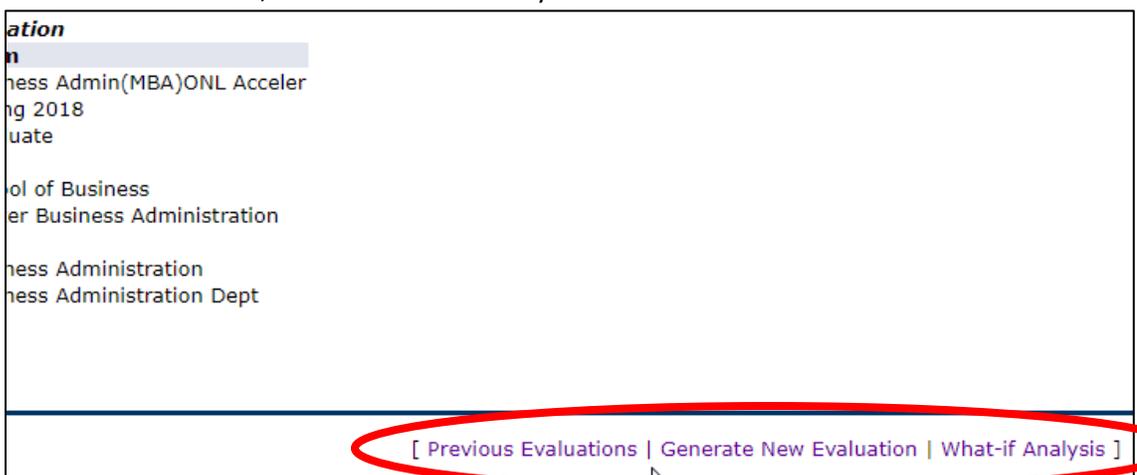
4. To Generate a New evaluation, Click on this link.

5. Select the program for the new evaluation by clicking the radial button next to it (if there is more than one major, only one evaluation can be run at a time), then click "Generate Request"

Program: Business Admin(MBA)ONL
Degree: Master Business Administr
Major: Business Administration

Term: Fall 2018 ☑ Use

Generate Request

Reading your Degree Evaluation

Program Description

The top of the evaluation displays all the information from the student record. This section will be the same for undergraduate and graduate students.

Program Description			
Program :	Business Administration (BSBA)	**Catalog Term :**	Fall 2013
Campus :	Main	**Evaluation Term :**	Fall 2018
College :	School of Business	**Expected Graduation Date :**	
Degree:	Bach Science Bus Admin	**Request Number :**	14
Level :	Undergraduate	**Results as of :**	Feb 27, 2018
Majors :	Business Administration	**Minors :**	
Departments :	Business Administration Dept	**Concentrations :**	

Terminology:

Program: This is the student's selected course of study. College, Degree, Major and Department are all filed in by what program you select.

Catalog Term: The catalog term determines your academic requirements for completing a degree based on the requirements published in the catalog at the time the student began seeking that degree.

Request number: Each CAPP evaluation is numbered and stored. Any time you are referring to a previous evaluation, it will be helpful to reference this number.

Minors: For undergraduate students, any minors must be declared through the Office of the Registrar before they will display on Degree Evaluations. You must run a completely new degree evaluation any time a new minor is added, a minor is changed, or a minor is dropped to see this change.

Program Evaluation

The program evaluation section shows a snapshot of your overall completion toward a degree.

Undergraduate Program Evaluation

Program Evaluation	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	Yes	130.00	155.00		77
Last Number Institutional Required :	Yes	33.00	34.00		16
Out of Last Earned :	Yes	33.00	34.00		16
Overall GPA :	Yes	2.00	3.32		

Program Description
A minimum of 130 hours is required for the BSBA. A minimum GPA of 2.00 is required both in the major and overall institutional at graduation.

Program Restricted Subjects and Attributes

Subject	Attribute	Low	High	Campus	College	Department	Maximum Credits	And/Or	Actual Credits	Actual Courses
PED							10.00	None	3.00	3
	2YR						65.00	None	0	0
	REJ							None	0	0

Graduate Program Evaluation

Program Evaluation	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	Yes	30.00	30.00	10	10
Program GPA :	Yes	3.00	3.92		
Overall GPA :	Yes	3.00	3.93		

Program Description
This degree evaluation serves as an UNOFFICIAL audit of your current program requirements. It is intendedn for you and your advisor to use as a program planning tool in conjunction with the Mississippi College Graduate Catalog and departmental policy. Please note that if you repeated, failed, or made a D in a graduate-level course, the program GPA appearing on this evaluation will be incorrect and WILL NOT reflect your true academic status. In these instances the program GPA will need to be manually calculated. Consult the Graduate Office for an official GPA calculation.

Terminology

Credits Required Column: This lists the total number of credits or GPA required for your program as required by your catalog term.

- For Undergrads: A minimum of 130 total hours is required to graduate. If a program requires more than 130 hours the "Total Required" line under "Credits Required" will be higher. Undergrads are also required to complete their last 33 hours at MC, and have an overall GPA of 2.00 for most programs. If your program requires a higher overall GPA, the "Overall GPA" line under "Credits Required" will be higher.
- For Grads: The minimum number of hours for a graduate level degree will appear in the "Total Required" line under "Credits Required". The required GPA for your program and overall will be listed under the "Credits Required" column as well

Credits Used Column: This list the total number of credits (or GPA) completed that count toward your degree requirements

Program Description: Any specific information about your program such grade requirements or GPA will appear here. Be sure to read anything in blue text and be sure to consult the college catalog for complete information.

Program Restricted Subjects and Attributes: If you program has any restrictions, any courses that count toward those restrictions will be counted here.

- For undergrads: For all undergrads, only 10 hours of Activity Courses (Subject of PED) are allowed, and only 65 hours can be transferred in from 2 year colleges (attribute of 2YR). Not all transfer work can be equated to coursework here at MCd and will not be counted toward your degree requirements, so these courses will count under the REJ attribute here.

Area Requirements

Area requirements display the building blocks (e.g. general education, majors, minors, concentrations, test scores, electives etc) of your program. Courses in areas are either listed individually, or areas may have groups attached to them. You must complete all areas and groups to meet degree completion requirements.

Each area is separated with a heavy solid blue this. This indicates you are looking at a new area with different requirements that must be met for a degree.

Area Requirements

Area :Praxis II Exam		Required	Used	R

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Rec
Yes			PRAXIS II	PRAXIS II Subject Exams				

This is Area #1

Area Requirements

					Met	Credits	
Area :DYSLEXIA THERAPY Req Crs						Required	U
Total Required :					Yes	24.00	2

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Ter
Yes			EDU		6571		3.00		201
Yes	AND		EDU		6572		3.00		201
Yes	AND		EDU		6573		3.00		201
Yes	AND		EDU		6574		3.00		201
Yes	AND		EDU		6575		3.00		201
Yes	AND		EDU		6576		3.00		201
Yes	AND		EDU		6577		3.00		201
Yes	AND		EDU		6578		3.00		201

This is Area #2 with different requirements from Area #1 that must be met.

If areas have groups attached to them, you will have to get a "Yes" in the met column for all the groups, before that overall area is met. If an area has groups attached to it that are required, the groups will be separated by dotted lines. A good example is the University Core required by all undergraduate students.

Area Requirements

Area :University Core	Required	Used	Required	U:

Area Attached Groups

Met	Description	General Requirements Met	Detail Requirements Me
Yes	English Core Requirement	Yes	Yes
Yes	History Core Requirement	Yes	Yes
Yes	Social Science Core PSY	Yes	Yes
Yes	Math Core Requirement	Yes	Yes
Yes	Technology Requirement	Yes	Yes
Yes	Science Core Requirement	Yes	Yes
Yes	Bible Core Requirement	Yes	Yes
Yes	Fine Arts Core Requirement	Yes	Yes
Yes	Physical Education Core Reqs	Yes	Yes

This is an area requirement. It has groups attached to it that must be complete before the area will be complete.

Group Requirements

	Met	Credits		Courses
Group :English Core Requirement		Required	Used	Required
Total Required :	Yes	12.00	5	

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Cour
Yes		COMP	ENG 101 and 102						201601	ENG	101
									201601	ENG	102
			Group Course Attribute Attachment Rule Description								
			ENG 211, 212, 213								
Yes	AND	LITERATURE	Choose 2 out of 3 courses.						201601	ENG	212
									201601	ENG	213
			ENG 211, 212, 213								
Yes	AND	WPE	Writing Proficiency Exam						201602	ENG	099

This is a group requirement needed by the area above. This group requirement must be completed before the overall area requirement can be consider complete.

Group Requirements

	Met	Credits		Courses
Group :History Core Requirement		Required	Used	Required
Total Required :	Yes	6.00	2	

Group Description

This is the next group requirement needed by the area above. This group requirement must be completed before the overall area requirement can be consider complete.

Terminology and Explanation of Column Headers

Group Requirements

		Met	Credits		Courses	
			Required	Used	Required	Used
Group :Biology Departmental Core						
Total Required :		No	32.00	19.00		5

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses		Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			BIO		111			1		201701	BIO	111	Biology I		4.00	B	H
Yes	AND		BIO		112			1		201702	BIO	112	Biology II		4.00		R
No	AND		BIO		305			1									
No	AND		BIO		306			1									
No	AND		BIO		307			1									
								1									
								1									
								1		201701	CHE	141	General Chemistry I		4.00	B	H
Yes	AND		CHE		142			1		201702	CHE	142	General Chemistry II		4.00		R
No	AND		MAT		207			1									
Yes	AND (		MAT 121 or MAT 122 or MAT 206							201702	MAT	121	Calculus with Analytic Geo I		3.00		R
	)																

Curriculum Requirements Section

Curriculum Requirements Section (left half of area or group)	
Met	Indicates whether the required course or rule has been met (Yes) or not met (No)
Condition	This is a logic statement that lists whether the requirement an "and" or an "or". For an "and", all courses listed are required. For an "or", you can choose from the listed requirements.
Rule	Indicates that the requirement is a choice from several courses as seen above in the last requirement.
Subject	Lists the subject/department code for the requirement.
Attribute	Lists the course attribute requirement
Low	List the required course number. This may also be the lowest level course number accepted if there is a range (e.g. 300 – 400)
High	List the highest level course number accepted if there is a course range
Required Credits	List credit hours required
Required Courses	List the number of courses required

Group Requirements

	Met	Credits		Courses	
Group :Biology Departmental Core		**Required**	**Used**	**Required**	**Used**
Total Required :	No	32.00	19.00		5

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses		Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			BIO		111			1		201701	BIO	111	Biology I		4.00	B	H
Yes	AND		BIO		112			1		201702	BIO	112	Biology II		4.00		R
No	AND		BIO		305			1									
No	AND		BIO		306			1									
No	AND		BIO		307			1									
No	AND		BIO		431			1									
No	AND		BIO		433			1									
Yes	AND		CHE		141			1		201701	CHE	141	General Chemistry I		4.00	B	H
Yes	AND		CHE		142			1		201702	CHE	142	General Chemistry II		4.00		R
No	AND		MAT		207			1									
Yes	AND (		MAT 121 or MAT 122 or MAT 206							201702	MAT	121	Calculus with Analytic Geo I		3.00		R
	)																

Completed Requirements Section

Completed Requirements Section (right half of area or group)	
Term	Indicates the semester in which the requirement was completed. Years ending in "01" are Fall, "02" are Spring, and "03" are Summer.
Subject	Lists the subject/department code for the course that fulfilled the requirement.
Course	List the course number for the course that fulfilled the requirement.
Title	Lists the title of the course that fulfilled the requirement.
Attribute	Listes the attributes of the courses that fulfilled the requirement.
Credits	List the credit hours for the course that fulfilled the requirement.
Grade	List the course grade for the course that fulfilled the requirement. Grades beginning with the letter "T" (e.g. TA, TB, etc) indicated a course that has been transferred into MC.
Source	Indicated the status of the course. H = academic history; this means the courses was completed at MC T = Transfer course R = registered or in-progress course that is not yet completed.
Required Courses	List the number of courses required

Frequently Asked Questions

What is a "What-If" Analysis?

The "What-If" option allows you to run an evaluation for a program at MC other than the one in which you are currently declared.

I'm a double major student; how can I check my other major's requirements?

If you are a double major student, you will need to run each of your major's evaluation reports separately. You should see both programs when generating a new evaluation. Select the program you would like to run the evaluation on and proceed.

How do I check to see if I have met the requirements for a minor?

As long as your minor is declared (i.e. appears on your transcript), its requirements will appear towards the bottom of your degree evaluation report. If your minor does not appear, you will need to contact the Office of the Registrar to complete a minor declaration form. In the meantime, you can run a "What-If" analysis.

Who do I contact about having a course substitution approved?

Your department must approve any course substitutions. If approved, your department will submit a Core Curriculum Substitution form or a Degree Substitution Form. Please see your advisor to initiate the process.

Does my CAPP evaluation include the classes I am currently taking?

Yes, CAPP will display in-progress work including future terms that you have already registered for. However, if you are repeating a course that you previously received credit for, the registered course will not be selected until the end of the term when the system performs its end of term processing.

What courses show up under "Courses Not Used"?

Any course with an insufficient or incomplete grade will appear in the Courses Not Used section of the evaluation. Courses that were repeated and excluded will also appear in this section.