

# Student Directions for CAPP Curriculum Advising & Program Planning

With the implementation of the Banner Student Package, we welcome the new degree audit system - CAPP (Curriculum Advising and Program Planning). This product replaces the legacy progress reports that have been used for the past several years.

Students can now access the CAPP compliance reports via myPurdue by following the steps below:

1. Under the myPurdue **Banner Self-Service** area, choose the **Student** folder
2. Select **Student Records** and then **Degree Evaluation**
3. You will be prompted to select a term and then **Submit**
4. Your curricula information will appear
5. At the bottom of the screen, you have four options: a) Previous Evaluation; b) Generate New Evaluation; c) What-if Analysis; or d) View Holds
6. To run a degree audit, choose **Generate New Evaluation**
7. On the next screen you must click the radio button beside your program information and select the appropriate term before you click **Generate Request**
8. This brings up three Degree Evaluation Options; select an option and submit for results
9. General Requirements provide you the credit hours needed and how many you have used toward the degree program. By scrolling down you can view how courses fulfill general requirements.
10. Detail Requirements list the specific requirements and how your courses fulfill these.
11. Additional Information lists your “in progress” courses; courses not used; and rejected courses.
12. At the bottom of the screen, you can either proceed to a) Current Enrollment; b) Previous Evaluation; c) Generate New Evaluation; or d) What-If Analysis
13. To run a what-if analysis, click on that option at the bottom of the screen
14. Select an entry term and press **Continue**
15. Choose a degree program from the drop down menu and press **Continue**
16. Select a major from the drop down menu. You can select additional concentrations or minors by pressing **Add More**; If not, press **Submit**
17. If you have two majors within the same degree program, you will see one CAPP report. However, if you have two majors that are not within the same degree program, it will be necessary to run two separate CAPP reports.
18. Check that all information is correct and verify the evaluation term before pressing **Submit**
19. Once again, you will have three options to view the report: a) General Requirements; b) Detail Requirements; or c) Additional Information.
20. This is a tool to assist with guiding you through the academic progression process. Please contact your academic advisor with any questions pertaining to your CAPP compliance report and planning for future success towards your degree requirements.