What is CAPP?

CAPP is a new degree evaluation tool that is available via DAWGS. CAPP will compare all of the courses you have taken with your program's required curriculum to show you exactly how close you are to earning your degree. It also has the capability to show you how close you are to earning a degree in a program other than the one you are currently majoring in. Once your initial transcript evaluation is complete you can use CAPP to learn about the classes you need to complete your degree or to explore other program options that you may be interested in. For your convenience, we've developed a **CAPP User's Manual for Students** to assist you with learning how to use CAPP as well as this list of anticipated **Frequently Asked Questions (FAQs)**. If you need assistance with using CAPP or find any errors in your evaluation, please contact the Registrar's Office.

Who can use CAPP?

All degree seeking students who entered Montana Western starting in fall 2015. Students who began attendance prior to fall 2015 can also use CAPP if they chose to move to the 2015 or later catalog. If you desire to change your catalog year you may do this on the web through the CAPPS page on DAWGS or by contacting the Advising Office.

How do I access it?

Access is gained using the DAWGS self-service portal. After logging in click on the Student services tab and then CAPP tab.

How do I know what catalog term you have for me?

When you click on the Run a CAPP Evaluation link from the CAPP menu in DAWGS it will give you four choices: generate new evaluation, What-if analysis and View holds. At the current time the only term you can select is fall 2015 or spring 2016. In the future you will need to choose the term that corresponds with your catalog year assuming it is fall 2015 or beyond. When you select the term, you'll see a summary of the information we have on file for you, including your catalog term. If the catalog term that's listed is not the catalog from which you wish to graduate, you can change it by changing your major through the DAWGS website or by contacting advising. The online form in DAWGS will automatically send an email to the advising staff to make a change, please allow 1-2 business days for the change to take effect.

Again CAPP will only work for students who are using degrees from the 2015-16 and future catalogs.

Why am I getting the "Unable to process your request at this time? Please try back later." error?

CAPP was created starting with the 2015-16 catalog. This error appears if you are trying to run an evaluation in CAPP and the catalog term we have in our system for you is prior to Fall 2015. If you intend to graduate from a catalog more recent than what we have in our system, you can change your catalog term by completing the **Change Catalog term form**. This form will atomically send an email to the advising staff to make a change, please allow 1-2 business days for the change to take effect.

Which catalog can I graduate from?

All degree candidates must meet the degree requirements listed in the Montana Western's Undergraduate Catalog in effect when they first entered the College or any subsequent undergraduate catalog that is in effect up to graduation. The catalog selected can be no more than six years old at time of graduation provided that the student does not have a break in attendance of a full academic school year.

The minor/option on my CAPP degree evaluation is wrong, or I want to add another minor/option, how do I do that?

If you want to change your degree minor/option, or add another you can do so by completing the **Declare a Major and/or Minor for Degree form**. This form will atomically send an email to the advising staff to make a change, please allow 1-2 business days for the change to take effect.

Once we process your option declaration, you'll be able to see it on your CAPP evaluation.

I'm getting a second degree. How can I make CAPP work for me?

If you have formally declared with the advising office both degrees, both degrees will be available to select as a current evaluation. If you have not declared both degrees, you can run a CAPP evaluation for the degree that is listed when you click on Run a CAPP Evaluation, then you can use the What-If Analysis to run an evaluation on your second degree.

What is the What-If Analysis for?

If you're thinking about changing your major and want to know which of the classes you've already taken will be applied toward that new major, you can do so using the What-If Analysis tool. Simply follow the steps in selecting a new major, option, and/or minor. If you do decide to officially change your major, be sure to complete the **Declare a Major and/or Minor for Degree form**. This form will atomically send an email to the advising staff to make a change, please allow 1-2 business days for the change to take effect.

When you chose to run the What-if analysis you will first choose a term, than a program, a major and a minor.

Also, if there were significant changes to your curriculum from one catalog to the next, you can use the What-If Analysis to determine whether or not it would be beneficial to change your catalog term. If you do decide to change your catalog term, you must complete the **Change Catalog term form**. This form will atomically send an email to the advising staff to make a change, please allow 1-2 business days for the change to take effect.

What if I took a class after the name changed as part of the Common Course Numbering (CCN) changes. Will CAPP still work for me?

Yes. If your curriculum requires that you take CHEM 101 and you took it after it changed to CHMY 121, you'll see on your CAPP evaluation that CHMY 121 satisfies the requirement for CHEM 101 because those courses are equivalent. If you find a course where the CCN changes are not reflected, contact the Registrar's Office.

Will my transfer courses appear on the CAPP degree evaluation?

Yes and no. If you were a transfer student starting in fall 2015 then your transfer courses will be part of your academic record and will be reflected on the CAPP degree evaluation. Transfer courses can be identified by the "T" grade.

Please note that for 2015-16 (fall 2015 and spring 2016) students, your transfer work is being updated throughout the summer. You will return in the fall semester with all your transfer work available.

If you were a transfer student starting prior to the fall 2015 term, your transfer coursework will only list the summary amount of credits that were accepted--not the individual classes you took. You will need to use the paper transfer evaluation you received from the Advising Center to manually track those transfer classes that were accepted to satisfy your degree requirements. If you do not have a copy of your transfer evaluation, you may request one from the Advising Center, located in Main Hall 214.

How do course substitutions work with CAPP?

Please note that with the launch of CAPPS, substation and waiver information will not be immediately available. The Registrar's Office will be entering this data into CAPPS for all current students over summer 2016. When you return in fall 2016, your substitutions and waivers will be available in CAPPS.

After summer 2016- Course substitution and waiver forms are submitted to the Registrar's Office. After they are received with all appropriate signatures, the information will be entered into your CAPP evaluation. Please allow 4-5 business days for substitutions to be updated to CAPP.

Do I still see my advisor if my requirements are listed on the CAPP degree evaluation?

Students still need to meet with an academic or faculty advisor each semester. The degree evaluation is a tool to assist students and advisors in the advising process. Students still need to meet with your advisor at least once a semester to plan course registration.

I'll be graduating next semester and there is a course listed under Electives that I think should be applied toward my degree requirements. Why is it appearing in that category?

You should go to the advising center, MH 214 and request a review of your electives and the advisors will work with the departments to make a determination of whether this class will work to fulfill a degree requirement.

Why do I have so many courses listed as Electives?
Any coursework that appears in this category has not been specified as fulfilling a degree requirement. Electives are required in most degrees to help you reach the total credit requirements of the program. However for CAPP evaluation purposes, all college-level courses not applying toward general education or your major/minor are listed in electives.

If I don't understand the results of my degree audit, what should I do?
Meet with your academic or faculty advisor for assistance in understanding your evaluation results.

Does the CAPP evaluation replace a graduation audit?
No, you still need to complete the Application for Graduation form, obtain all necessary signatures and turn it into the registrar's office by the graduation application deadline.