

CAPP DEGREE CERTIFICATE EVALUATIONS

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WHAT IS A CAPP DEGREE/CERTIFICATE EVALUATION?

A Curriculum, Advising and Program Planning (CAPP) degree/certificate evaluation is an online tool used by students, counselors, and the Registrar's Office. CAPP evaluates your coursework against degree or certificate requirements.

CAPP produces an evaluation report reflecting academic progress toward completion of a degree or certificate and will include the following:

- How the courses you take fit into your current academic program or, if you are thinking about a change, where your courses could fit into another academic program. Using CAPP can make your path toward degree or certificate completion and graduation easier.
- How Harper courses, transfer courses and proficiency, AP and CLEP credits apply toward degree or certificate requirements.
- Courses in progress, courses already completed, and remaining course requirements.
- Grades you have received for completed courses and your overall cumulative grade point average (GPA).

CAPP is a reference tool to aid you in preparing to meet with your counselor while you are working toward your credential and is used by the Registrar's Office once you are ready to graduate. CAPP evaluations are not official unless they are run and reviewed by the Registrar's Office. CAPP evaluations run by students and counselors are intended to be used as an informal planning tool only.

All students (without an active HOLD on their record) may use CAPP. All degrees and certificates available at Harper College since Fall 2001 may be evaluated. For a very small number of students who began at Harper College prior to Fall 2001, a CAPP evaluation may not be available.

HOW DO I RUN A CAPP DEGREE/CERTIFICATE EVALUATION?

1

Log into the **MyHarper Student Portal**

Harper College Harper College: MyHarper Student Portal/Student Information System

Login to MyHarper Student Portal to:

- Register for classes
- Pay tuition and fees
- Check financial aid status
- Set up a payment plan
- View grades
- Request transcripts
- Read student e-mail

SIS Login

User Name
Lookup your User Name

Password
Forgot password/Unlock account

Other problems logging in?

Systems Availability

MyHarper Portal Availability:
Sunday-Friday: 7 a.m.-Midnight
Saturday: 7 a.m.-7 p.m.

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

Or go directly to:

General
Cafeteria Menu & Hours
Jobs on Campus
Student I.D.
Steps to Success

Student Services
Academic Support Services
Bookstore
Career Center
Health Services
Library
Police

Academics
Academic Calendar
Academic Programs
Blackboard
Catalog
Credit Class Schedule
CE Class Schedule
Continuing Education

2

Click the “My Plan” tab.

Harper College MyHarper Student Portal

Welcome Harper ID

My Account Contact Layout Portal Admin

My Harper My Finances My Plan

My Quick View

- Personal Profile View my name, address, and other information
- Academic Profile View my holds and program of study
- Account Balance View my account balance summary information

Employee Links

- Banner Back Office (RB)
- Banner Self-Service (SSB)
- Employee Portal
- Student Composite Report
- Student Gmail Account

My Registration

- View My Schedule
- Registration
- Important Academic, Financial and Campus Dates

Be Sure to Check your Harper Email for Important Registration Information.

Student Grades

No Data Found

Select Another Term

My Academic Record

Transcripts

SEARCH HARPER SITE

Enter keywords

ASK A QUESTION

Type question here

Staying Connected

- Maps Navigate Harper's 200-acre campus.
- Offices Office locations, hours and phone numbers.
- Directory Faculty and staff directory.
- Emergency Emergency alert information.
- Social Follow Harper on Facebook, Twitter, YouTube and Flickr.
- Feedback Let us know how we're doing.
- News Read the latest.
- Construction Current projects on

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HOW DO I RUN A CAPP DEGREE/CERTIFICATE EVALUATION?

3 Click on “Education Planning”

You are on your way to reaching your goal!

Click on the icons below for resources and tips to help you stay on track and get the most out of your Harper experience.

Build Your Future

- Career Planning
- Student Athletics
- Academic Support Resources
- Job Placement
- Educational Planning**
- Financial Planning

Planning Tips for

- Attend a Student Activities Board or Campus Recreation event! Not only are these events free to students, they offer students the opportunity to try new things and meet other students with similar interests.
- It all 'adds up'. Find out more about "stackable" careers – programs that allow you to build upon your credentials and accomplishments. Start with a certificate... move toward additional certificates and/or a degree – while becoming an expert in your field. Learn more by visiting the Career Development Center.
- Stop by the Tutoring Center in F315 to discover the free tutoring available in over 100 courses. Succeed. See a tutor!



4 Click on “Run a Degree/Certificate Evaluation”

Programs of Study

- Degrees and Certificates
- Sample Transfer Educational Plans
- Transfer Information
- College Catalog (includes Student Handbook)

Degree/Certificate Evaluation

- Questions about Degree/Certificate Evaluations (CAPP)
- View How to Run/Understand Degree/Certificate Evaluations (CAPP)
- Run a Degree/Certificate Evaluation**

Academic Advising and Counseling

Educational Planning
Call us:
• 847-925-6393
• 847-925-6522
• 847-925-6220
Or email: advising@harpercollege.edu

Planning Tips for

- Thinking about transferring? Good! If you haven't yet developed a 'short list' of possible options, get going. Visit Transfer Information for a wealth of resources.
- Did you know that you can do your very own "Degree/Certificate Evaluation" to find out how the courses you've enrolled in or completed so far meet your intended degree/certificate requirements?



5 On the “Degree Evaluation Record” screen, click “What-if Analysis” at the bottom of the screen. On the “What-if Analysis” screen, choose the “Entry Term” from the drop-down list.

In most cases, choose the first credit term you enrolled at Harper for credit courses or a future credit term and then click “Continue.” See your unofficial transcript on the student portal if you are unsure of your start date.

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Student Personal Information Student Services

SITE MAP HELP

What-if Analysis

Select an Entry Term from the drop down list. In most cases, choose the first term you enrolled at Harper for credit courses or a future term. Then click Continue.

Entry Term:

Continue

RELEASE: 8.3

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HOW DO I RUN A CAPP DEGREE/CERTIFICATE EVALUATION?

6

On the “What-if Analysis” screen, Step 2, choose a “Program” (degree or certificate) from the drop-down list and then click “Continue.”

7

On the “What-if Analysis” screen, Step 3, choose a “First Major” from the drop-down list (This will be the same as the degree or certificate you chose on the previous screen.) and then click “Submit.”

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Blackboard

Student Personal Information Student Services

SITE MAP HELP

What-if Analysis

Step 3 : Choose a First Major from the drop-down list (will be the same degree or certificate you selected on the previous screen) and then click Submit.

Entry Term: Fall 2012 Non-Credit/CE
Program: Associate in Science
Level: Credit
Degree: Associate in Science
College: Harper
Campus: Palatine (Main)
First Major: None

Submit

RELEASE: 8.3

8

Do NOT change the “Evaluation Term” on the “What-if Analysis” screen, Step 4. The “Evaluation Term” defaults to the current term or a future term. Click “Generate Request.”

9

Wait for your degree evaluation to be processed. This may take a few minutes.

To print your evaluation, hold “Ctrl” on the keyboard and press “P” to bring up the Print dialog box. On the Print dialog box, select a printer, select “Landscape print orientation,” and then click “Print” or “OK.”

When you are finished viewing your CAPP evaluation report, you can run another CAPP evaluation report by clicking “What-If Analysis” at the bottom of the screen. You can also log out by clicking “Logout” at the top of the screen.

HOW DO I READ MY CAPP DEGREE/CERTIFICATE EVALUATION?

All CAPP evaluations have two sections: the Program Notes section at the top, followed by a section that contains one or more areas. Please see below for a brief explanation.

Program Notes: Information about the degree/certificate you have chosen to evaluate

Program: Name of the degree/certificate, e.g. Associate in Arts

Major: Should always be the same as the name of the degree/certificate

Catalog Term: Usually the term you first took credit courses at Harper

Minimum Req: The minimum number of credit hours required for this degree/certificate along with the word “Yes” if you have met this requirement or the word “No” if you still need to take additional hours to meet this requirement. You will also see the actual number of credit hours CAPP included in this evaluation. This number may be greater than the minimum required hours.

Residency Req: The minimum number of credit hours that must be taken at Harper along with the word “Yes” if this requirement has been met or the word “No” if you still need to take additional hours at Harper. You will also see the actual number of credit hours CAPP included in this evaluation. This number may be greater than the minimum residency requirement.

Overall (Cumulative) GPA: The word “Yes” is displayed if your GPA meets the required GPA for this degree/certificate, followed by the required GPA, and then your actual GPA.

Areas and Rules

All evaluations have one or more groups of requirements organized into areas. All evaluations also have one or two areas entitled “Courses Not Used.” These areas do not include requirements but instead include courses not used in the evaluation, e.g. developmental courses, failed courses, repeated courses, and withdrawn courses.

Each area (that has requirements) includes an indication of “Met” or “Not Met” which tells you whether you have completed all of the requirements in that area. These areas may contain a list of required courses, a list of required courses and rules, or possibly just rules. Rules are included when you have a choice of courses you may take to fulfill a requirement. Each degree/certificate has different course requirements and different rules.

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HOW DO I READ MY CAPP DEGREE/CERTIFICATE EVALUATION?

For each course and each rule, you will see the following:

- Met?: “Yes” or “No,” depending on whether the requirement has been met
- The name of the course or rule, e.g. ACC 101 or COMM (Communications rule)

For each rule, you will see a list of courses that CAPP has included toward meeting the requirements for this rule along with text that lists the courses you may choose from to meet the requirement.

For each course included, you will see the Term the course was taken, the Title of the course, any applicable Attributes, the number of Credits and Grade awarded, and a designation that defines the Source of the course. Possible sources include:

HC – Harper course

T – Transfer course

CRD – Credit for CLEP, AP, etc.

Reg – Harper course in which you are currently registered

At the end of each area, you will see the number of credit hours included for this area. Some requirements have several parts. These requirements might be split across more than one area, as in the case of science: For some degrees, science has a credit hour requirement, a lab science requirement and must include both a life science and a physical science course. Understanding the rules and requirements as displayed on your evaluation is one reason you should see your counselor.

Other Areas

Many degree evaluations have a separate World Cultures and Diversity area requirement.

WHERE CAN I LEARN MORE ABOUT CAPP EVALUATIONS?

For the following and similar questions, please contact the Registrar's Office:

- Are there graduation, degree or certificate requirements that CAPP doesn't check?
- I've completed all of the required areas on the CAPP degree/certificate evaluation; how do I graduate?
- Does a CAPP evaluation affect my transcript or graduation?
- Can I change my entry term, degree, or major?
- How do I understand substituted or waived courses?
- How do I understand transfer courses on the CAPP evaluation?

For the following and similar questions, please talk to your counselor:

- Why did the CAPP place this course where it did?
- How can I split a course's credit hours between two areas?
- What are the rules about restrictions on using certain courses like MGT 225/MTH 165, or HST/GEG courses?
- How are repeated courses listed on the CAPP?
- What if the requirement says "Not met" but my counselor says it has been met?
- How are adjustments in degree requirements handled by the CAPP?
- How does the CAPP reflect AP courses and other proficiency test credits?

For general questions about running a CAPP audit, please fill out the CAPP inquiry form at <http://bit.ly/CAPPAudit>

To learn more about your CAPP evaluation, contact one of the Student Development offices below to make an appointment:

Academic Advising and Counseling Center, Room I117, 847.925.6393
Career Center, Room A347, 847.925.6220
Center for Multicultural Learning, Room D142, 847.925.6522
Access and Disability Services, Room D119, 847.925.6266

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GLOSSARY OF TERMS

Area: An area represents a major component of a degree or certificate program, such as General Education core requirements or Approved Electives. They are the “building blocks” of the degree or certificate program. Areas are the connection between the program and the details of the course requirements.

Attribute: An attribute identifies specific characteristics of a course and how it can be used in a degree evaluation. Examples may include:

LSCI: Indicates a course that is a lab science

WCDV: Indicates a course that meets the World Cultures & Diversity Requirement

APP3: Attributes are applied to certain courses used in Approved Electives for an A.A. or A.S. degree. Students may take up to 10 credit hours of courses with this attribute.*

Degree/Certificate Evaluation: The term for the CAPP online degree/certificate evaluation program.

Entry Term: The term for which the degree evaluation is generated. Usually this will be the term you first took credit courses at Harper.

Met: Indicates requirements for a program or area have been satisfied.

Not Met: Indicates requirements for a program or area have not been satisfied.

Program: Degree or certificate you are working toward.*

Result as of: The date the degree evaluation was generated.

Requirements: The specific details about what the program or area requires.*

Rules: Sections within an area that describe more complicated requirements; see above for examples.

Please see the Harper College Catalog section entitled “College Credit Programs and Requirements” for a more detailed explanation of these requirements.

*CAPP evaluations are Unofficial Evaluations. Running this evaluation does not substitute for an official evaluation run by the Registrar’s Office and does not replace meeting with your counselor.

HOW DO I RUN A CAPP DEGREE/ CERTIFICATE EVALUATION?

Video Tutorial

The screenshot shows the Harper College MyHarper Student Portal. At the top left is the Harper College logo and the text "Harper College: MyHarper Student Portal/Student Information System".

Login to MyHarper Student Portal to:

- Register for classes
- Pay tuition and fees
- Check financial aid status
- Set up a payment plan
- View grades
- Request transcripts
- Read student e-mail

SS Login

User Name
Lookup your User Name

Password
Forgot password/Unlock account

Other problems logging in?

Or go directly to:

General

- Cafeteria Menu & Hours
- Jobs on Campus
- Student I.D.
- Steps to Success

Student Services

- Academic Support Services
- Bookstore
- Career Center
- Health Services
- Library
- Police

Academics

- Academic Calendar
- Academic Programs
- Blackboard
- Catalog
- Credit Class Schedule
- CE Class Schedule
- Continuing Education

Systems Availability

MyHarper Portal Availability:
Sunday-Friday: 7 a.m.-Midnight
Saturday: 7 a.m.-7 p.m.

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.