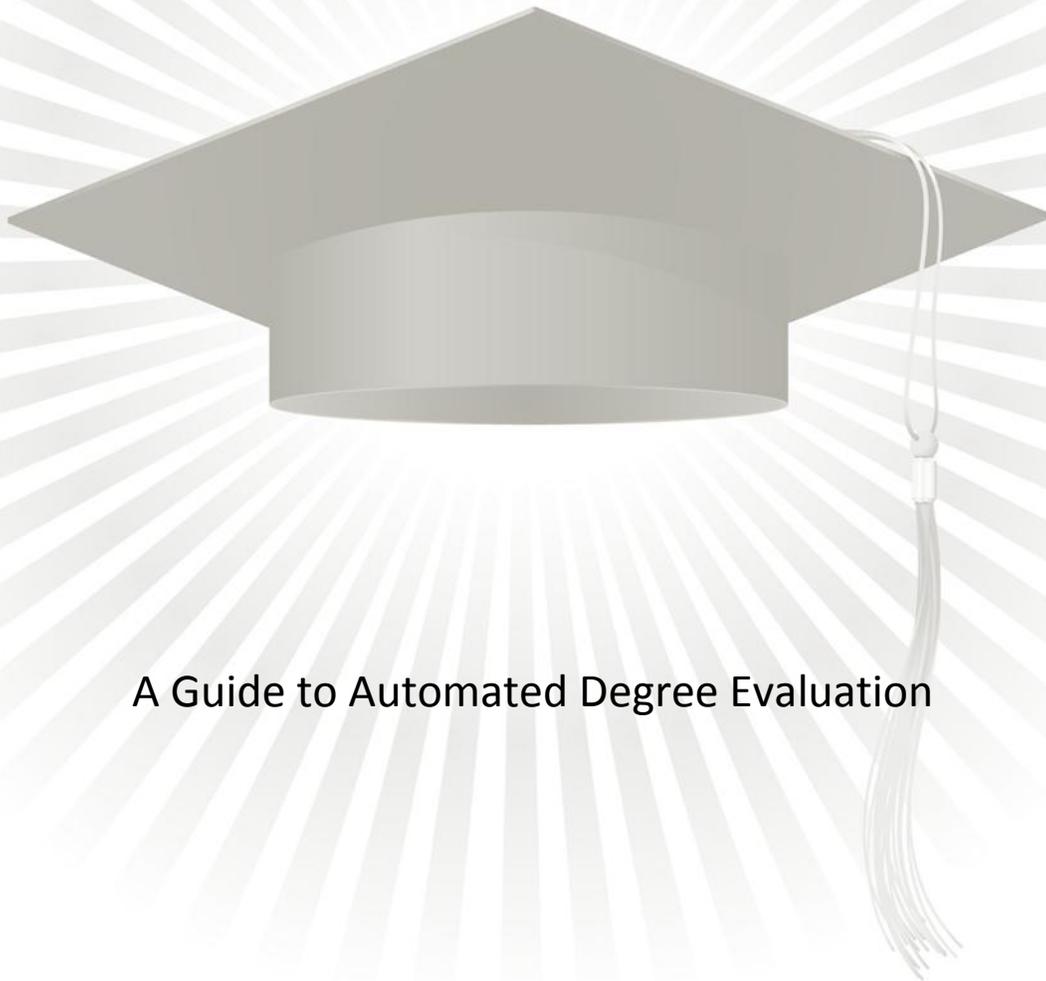


WebCAPP User's Guide



A Guide to Automated Degree Evaluation

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Degree Evaluation: what is it?

WebCAPP is an automated degree evaluation tool, and is accessible through Fort Lewis College's internet portal, theFort (via the WEBOPUS link). CAPP stands for "Curriculum, Advising and Program Planning" and WebCAPP is the web-based version of the program.

WebCAPP produces an evaluation that lists the courses and credits a student has earned next to specific degree requirements. It can be used in two general ways: to view a student's progress toward a degree program that has been declared...or to show how a student's earned credits would apply to different catalog years, majors, or minors.

WebCAPP is a powerful tool to assist with a variety of questions students may have: will my transfer courses count for my Liberal Arts Core (General Education) requirements? How many upper division credits do I still need? How many more courses would I need to complete a minor? I stopped attending FLC a few years ago and now I want to finish. What catalog would be best for me?

..Please, keep the following in mind...

WebCAPP cannot replace the careful evaluation that a quality advisor gives to the student's academic record. The program that runs WebCAPP is complex and cannot accommodate all the thousands of different scenarios students bring with them when they enter Fort Lewis College. WebCAPP is a beginning point in the advising conversation. Students must continue to communicate with academic advisors and review their catalog requirements. All catalogs can be found on online.

A WebCAPP evaluation is NOT an official degree audit. Students receive official degree audits from the Registrar's Office when they apply to graduate. Students applying for degrees for fall and winter semesters must apply by Census Date of their final semester. Students requesting summer degrees must apply by Census Date of the winter semester.

Please, pay special attention to the Academic Policies in the catalog regarding the overlap that is allowed between double majors, double minors and between a major and a minor.

Some college policies cannot be enforced by the software and have to be checked manually by the Registrar's Office.

The catalog is the source for all students' degree requirements. Only courses listed in the catalog as meeting requirements can be used to do so, unless an exception is approved by the department chair and assistant dean of that major or minor. For more on exceptions, please see page 6.

**Remember WebCAPP printouts have confidential information on them!
Make sure they are kept in a safe place or destroyed (and always log out
after viewing personal information on a public computer)**

- Program**.....A student’s declared program of study includes any majors, minors, the Liberal Arts Core (formerly General Education), and all overall college requirements (upper division and total credits requirements).
- Catalog Term**.....The catalog term of record, usually the first term of attendance with the College. This denotes what set of requirements a student is completing.
- Evaluation Term**..... The term when the evaluation was completed. This will default to a future term by WebCAPP. Leaving it on the default term does not make a difference in the evaluation results.
- Required**..... The number of credits needed to complete a degree requirement.
- Used**..... The number of credits that have been applied to a specific degree requirement (or number of courses).
- Total Required**..... A combination of the number of credits previously earned (including any credits transferred into Fort Lewis College) and the number of in progress credits.
- Institutional Required, Out of Last Earned** The number of credits a student must complete at Fort Lewis College to meet the Senior Transfer Policy, i.e., a student must complete 30 of their last 40 credits at FLC under the current catalog (only 2 courses, for up to 10 credits total, can transfer in from another institution). This field looks for any transfer credits within the last 30 credits. Even if it registers as “no” the student may still meet the policy.
- Overall GPA**..... The cumulative GPA of all graded courses from a student’s record. This should match the cumulative GPA stated on a student’s academic transcript and must be a minimum of a 2.00 at the time of graduation.
- Transfer**..... The number of transfer credits (or courses) used to meet specific requirements.
- In Progress**..... The number of credits that a student is registered in for the current term or any future terms for which registration exists.
- Unused**..... The number of credits (or courses) that were taken at a level other than the undergraduate degree level or that were not applied anywhere on the evaluation. This includes grades with an (*) next to them.
- Area**.....Each section of the degree program, i.e., Upper Division, Major Core, Major Auxiliary, Minor, Liberal Arts Core (General Education), etc.
- Met, “Yes or No”** Whether or not the area of requirements has been completed, or whether or not the “rule” (a section of requirements within the larger area) has been completed.
- Attribute**The code which describes what a course counts for, i.e. a course with the “GAH1” attribute counts toward the 15 credits of *Arts, Humanities, History and Social Studies* required for the Liberal Arts Core (General Education) requirements.
- Source**“FLC” means the course is from the student’s academic history at Fort Lewis College; “Tran” means the course was transferred in from another college either before or after the student matriculated.
 “Reg” means the course is showing up in the student’s registration record for a current or future term (but has not been completed). **WARNING: it will only meet the requirement if completed successfully.** WebCAPP will display the course (and the number of credits associated with the course) as complete even when it has an “Reg” status.



How to Generate a Degree Evaluation:

Step 1, for Students:

1. Log into theFort/WebOPUS
2. Click on the “Student Services” tab (at the top of the screen)
3. Click Student Records
4. Click View WebCapp (Degree Evaluation)
(then follow Step 2 below)

Step 1, for Advisors:

1. Log into theFort/WebOPUS
2. Click on Faculty Services
3. Click List Advisees
4. Select the term (current if student is your advisee, otherwise choose the term in which the student was/will become your advisee)
5. Click on the WebCapp link listed advisee (then, go to Step 2 below)

Step 1, for other Staff:

1. Log into theFort/WebOPUS
2. Click on Faculty Services
3. Click on Student Information and Advising
4. Click on ID Selection
5. Enter Student ID number, or search by your advisee’s name.
6. Click on the View WebCapp (Degree Evaluation)

Step 2, for Students, Faculty and Staff:

Next, scroll to bottom of screen. You have three choices:

To Generate New Evaluation (To run a degree evaluation from the current information in the student’s records).

1. Click Generate New Evaluation.
2. Click in the circle next to the program.
3. Use default term for processing, click generate request.

To use What-If Analysis for New Major (To run degree evaluation using information (catalog, major, or minor) different than the information in the student’s current curriculum record).

1. Click What-If Analysis.
2. Select an entry term (this is the catalog you want to use for the evaluation, click continue).
3. Select Program (which corresponds to the major you want to use for the evaluation). NOTE: Majors that did not exist in the chosen catalog will not appear on this list.
Note: Campus stays at “None”.
4. First major: select the allowed major in this program (for the Liberal Studies major: select Primary Concentration). If that is all the information you need to enter, click submit.
5. To add additional curriculum components as secondary concentrations in Liberal Studies major) click “Add More”, or to add a minor click “Add More” twice, then follow instructions stated on screen and click submit.
6. Leave the default term for evaluation as is and click “Generate Request.”

To View Previous Evaluations (You can view degree evaluations that have been run by anyone in the past)

1. Click on the View Previous Evaluations.
2. Click on the “Program” link for any previously generated request.

NOTES: Previous evaluations may have been run using different parameters (such as a different catalog, different major or minor, etc.). You must evaluate these results carefully. Also, only faculty or staff advisors can delete evaluation records and they can only delete ones that were generated by them self.

THIRD MINORS CANNOT BE AUTOMATICALLY SHOWN. A ‘WHAT IF ANALYSIS’ MUST BE USED TO GENERATE THESE. CHOOSE UNDECLARED FOR THE MAJOR, CLICK ‘ADD MORE’ TWICE AND THEN SELECT THE MINOR TO BE EVALUATED.

Any number of factors can lead to a student's inability to complete a degree. Unforeseen crisis, financial problems, or a life-changing event are all examples of external forces that may prevent a student from finishing a degree.

Confusion over the degree requirements themselves—and how Academic Policies at the college may affect them—can also lead to a later graduation date, or an unplanned additional semester. There are a number of factors to be aware of in order to accurately plan for the completion of a degree with Fort Lewis College:

Catalog year: The catalog year a student declares determines what is required for that student's degree. Students can choose the catalog in effect at the time of their matriculation (first term of attendance) or any subsequent catalog between then and the time of their graduation, however, a student's catalog cannot be more than 10 years old at the time of graduation.

Degree Requirements: As departments change requirements—delete old classes, create new ones or change the number of credits for a course—a student's graduation plans may also change. It is important for students to communicate with their advisors in order to be aware of these changes.

Exceptions: There are two kinds of exceptions: *individual* exceptions and *blanket* exceptions.

Individual Exceptions: A student may request an exception or a waiver for a degree requirement on an individual basis. If approved by the chair and asst. dean of a department, WebCAPP is adjusted to recognize the substituted (or waived) course. A note in the WebCAPP text will be inserted regarding the exception. Students with approved exceptions will receive an email confirming the exception at the time it's processed.

Blanket Exceptions: Departments may also approve blanket exceptions. This is when all students in a major or minor (sometimes on multiple catalog years) are allowed to complete a different course, or receive a waiver for a course requirement, due to changes in the curriculum. These exceptions will appear on all WebCAPP evaluations without a need for individual requests. Sometimes a blanket exception cannot be coded into the system. These will have a note inserted into the WebCAPP text explaining that students (or advisors) need to notify the Registrar's Office to adjust these records manually.

Courses numbered 190/390: Course numbers of 190/390 are used for special topics courses that may later become permanent course numbers. They are also used to transfer in study abroad credits. If a course was formerly a 190/390 course number, and the new course meets a graduation requirement within a major or minor, it may not be picked up by WebCAPP. This has to be corrected by the Registrar's Office, and usually occurs when the student submits an Application for Graduation or when an advisor or student notifies us.

Credit deficit in major or minor: Prior to 2013-14 if a student has any transfer courses that are valued at fewer credits than the required course, the student may end up short in their total required credits for the major or minor. Departments may require that a student make up the credit deficit by taking additional credits in the department, or the department may decide to waive the credit shortfall. Both of these must be granted by the "Exception to Graduate Process" (page 6).

Starting with 2013-14 all majors have to be 40 credits minimum. As long as a student has achieved that minimum, differences in credit equivalencies for individual transfer course will be allowed.

Former students: credits that pre-date our database: Credits that were earned at FLC (or transferred into the college) prior to 1991 will not appear on the WebCAPP report or a student's transcripts. These credits were earned before our current database was implemented at the college and consequently these academic records have never been coded and only exist on microfilm. These students will need a manual degree audit (created with a template) from the Registrar's office. These are only done after the student has petitioned for a degree.

Modern language auxiliary requirements: Majors that require modern language courses as an auxiliary component are coded to look for the most common combinations, for example, ML 115 & 116, or 247 & 248, etc. If a student has an unusual combination (i.e. study abroad courses like ML 390), they may have to be entered manually by the Registrar's Office. Please notify us if these courses are not filling in for a required area as needed.

T Electives: Courses for which no equivalent at FLC exists. WebCAPP may not use the T-course correctly please notify us if WebCAPP is not using T-electives correctly.

Two degrees: BA majors and BS majors are shown together on the WebCAPP report even though these are two separate degrees. Once a student's Application for Graduation is processed, both degrees will show up as separate choices and can be viewed on separate evaluations.

WebCAPP has a useful feature whereby it allows “in progress” courses to meet degree requirements. These courses are calculated into the credit totals and will trigger a green “Yes” or “Met” indicators even though the courses have not been graded. *Please use caution when reviewing these results and remember they will only meet a requirement when completed successfully.*

In Progress Courses and Withdrawing from a Course:

When a student withdraws from a course, the course will drop down into the “Withdraw/Incomplete/Fail/No credit” area, however it will still show in the in progress credits and the total “Used” credits information. **Remember, the totals displayed will only be true if all registered courses are completed successfully**

Area Name: Wdrawl/Incomplt/Fail/No Credit - Met								
This section lists all courses that are not being applied to the degree. This is for advising purposes only. Courses that appear here are those with the following designations: W, I, F, NC, or NG.								
Met	Requirement	Term	Satisfied By		Attribute	Credits	Grade	Source
Yes	Courses not applied to degree	Fall 2013	CHEM 150	Fund of Chem I Atoms/Molecules		4.00		Reg
Total Credits and GPA :						4.00	0.00	
NOTE: The “MET” designations at the top and left side of each section are only true if all currently registered courses are completed successfully. ***This evaluation is only official if audited by the Registrar’s Office								

In Progress Courses and Repeating a Course:

If credit has already been earned for a non-repeatable course and a student decides to repeat that course, the course will be discarded by WebCAPP. It will not show in the “in progress” credit total at beginning of the evaluation since the student cannot receive credit for the same course twice (unless the course is repeatable). In fact, the course in this instance will not show anywhere within the evaluation output. It is a good idea to always view the unofficial transcript to identify currently registered courses that may not be showing on the evaluation and to determine where they will fit into the degree requirements.

In Progress Courses and Completed Requirements:

If a student registers for a course that meets a requirement the student that has already completed, WebCAPP may discard the completed course and replace it with the in progress “Reg” course. This will happen if the Reg course comes prior to the completed course alphabetically and numerically. If the student decides to drop this course later, the original course will move back into the slot for meeting the requirement in question. WebCAPP treats Reg courses exactly the same as completed ones.

In Progress Courses and Study Abroad Registrations:

When students participate in FLC’s study abroad program, they are registered in a “placeholder” course of 12 credit hours to show that they are registered full-time for that semester. Please note that these credits will not appear in the total “in progress” credits or anywhere else on the degree evaluation. They will also not appear on the student’s transcript. The earned credits will only show up after the graded official transcript is received by the college and evaluated.

2007-08 or later Liberal Arts Core (General Education): The Arts & Humanities/History/Social & Behavioral Sciences area has two sections that have to be “Met.” The first section checks to make sure courses from each required area have been completed; the second section checks to make sure the total credit requirement has been completed. **Students may meet the first area, but not the second one, or vice versa, so check these results carefully!**

See example below:

1st section checks to make sure course from each required area are completed.

2nd section checks to make sure the total credit requirement are completed.

Area Name: LOWER DIV Liberal Arts Core - Met					
There are 3 SECTIONS to the Liberal Arts Core in WebCARE: 1.) LOWER DIVISION course requirements (this section), 2.) an area that checks for "AT LEAST 15 CREDITS" in the AH/HI/SS categories, and 3.) requirements. The first section--lower division course requirements-- can be satisfied by completion of a BA/BS degree from a regionally accredited college or completion of an AA/AS degree from any regionally accredited college. NOTE: PASS-FAIL GRADES MAY NOT APPLY TO THE LIBERAL ARTS CORE EXCEPT FOR APPROVED STUDY ABROAD COURSES.					
Met	Requirement	Term	Satisfied By	Attribute	Credits
No	Previous Degree (Optional)	(A student with a previous BA, BS or an AA or AS degree from a regionally accredited college is exempt from all lower division Liberal Arts Core requirements.)			
Yes	Arts & Hum, Hist, Soc & Beh Sci	(Required: 2 courses from GAH1, GAH2, GAH3 or GAH4. Also: 1 course from GHI1. Also: 1 course from GSS1, GSS2 or GSS3.) NOTE: This rule also requires a minimum credit requirement has been met. Calculated in the area below, titled "15 credits required -AH/HI/SS group". You must separately evaluate whether the minimum credit requirement has been met.			
		Fall 2012	MU 102	Blues/Jazz/Rock	GAH1 3
		Fall 2009	PSYC 157	Introduction to Psychology	GSS3 3
		Fall 2009	SW 181	US/SW Environmental History	GHI1 3
		Winter 2011	THEA 126	Introduction to the Dance	GAH1 4
Area Name: 15 creds req-AH/HI/SS group - Not Met					
Arts, Humanities and Social and Behavioral Science courses must total 15 credits.					
Met	Requirement	Term	Satisfied By	Attribute	Credits
No	Previous Degree (Optional)	(A student with a previous BA or BS degree, or an approved AA or AS degree from a regionally accredited institution is exempt from AH/HI/SS requirements.)			
No	15 credits in AH/HI/SS group	(Required: Arts, Humanities and Social and Behavioral Science courses must total 15 credits. A student may need to complete a 5th or 6th course to satisfy the requirement. To be completely satisfied, a student must have met this rule AND the AH/HI/SS specific course requirement rule in the GEN ED area above.			
		Fall 2012	MU 102	Blues/Jazz/Rock	GAH1 3
		Fall 2009	PSYC 157	Introduction to Psychology	GSS3 3
		Fall 2009	SW 181	US/SW Environmental History	GHI1 3
		Winter 2011	THEA 126	Introduction to the Dance	GAH1 4

NOTES:

GT Pathways and Guaranteed Transfer: Certain courses from other Colorado colleges are guaranteed to transfer and be applied to General Education (Liberal Arts Core), even though the FLC equivalent does not meet a Liberal Arts Core requirement. An example would be a science course that is approved for GSC1 at the student’s transfer institution, but not at FLC. We have to apply the GSC1 attribute to the course because it is a “guaranteed” transfer course. This will work in reverse for students if they transfer from FLC to another Colorado college.

Courses need to be 2.668 credits or higher to apply to the Liberal Arts Core, except for PE courses or a series of lower credit, approved gtPathways courses (example: three 1-credit mathematics courses from a series still fulfill the GMA1 requirement).

Upper Division Credit Requirement:

Catalogs prior to 2013-14

Students graduating after August 2013, only need to complete 36 upper division credits, however the Upper Division Credit Requirements section of the WebCAPP will appear as “Not Met” unless the students has earned at least 45 upper division credits. This will be adjusted at the time the student applies for graduation.

See example below:

Prior to 2013-2014 Catalog



Area Name: Upper Div Cred Req - (45 credits) - Not Met				
NOTE: If a student has previously earned a BA or BS degree from an approved institution, they do not have to complete the 45 upper division requirement. These students only need to complete 36 upper division credits and meet all requirements for the major declared for the second degree. If this applies to you, and this area does not show as "met" at the top of the section, notify the Registrar's Office. NOTE: STUDENTS GRADUATING DECEMBER 2013 OR LATER ONLY NEED TO COMPLETE A MINIMUM OF 36 CREDITS OF UPPER DIVISION COURSEWORK REGARDLESS OF CATALOG YEAR--UNLESS OTHERWISE NOTED.				
Met	Requirement	Term	Satisfied By	Attribute
No	Upper Division Cred Req		(Required: 45 upper division credits.) NOTE: Reduced to 36 credits for Dec 2013 graduates and later.	
				Total Credits and GPA :
Area Name: Upper Div Cred Req - (36 credits) - Not Met				
NOTE: If a student has previously earned a BA or BS degree from an approved institution, they do not have to complete the 36 upper division requirement. These students only need to complete 36 upper division credits and meet all requirements for the major declared for the second degree. If this applies to you, and this area does not show as "met" at the top of the section, notify the Registrar's Office.				
Met	Requirement	Term	Satisfied By	Attribute
No	Upper Division Cred Req		(Required: 36 upper division credits.)	
				Total Credits and GPA :
***NOTE: The "MET" designations at the top and left side of each section are only true if all currently registered courses are completed successfully. ***This evaluation is only official if aud				

2013-2014 Catalog



EGC (upper division liberal arts core):

Catalogs prior to 2013-14

Students graduating after August 2013 do not need EGC courses, but because WebCAPP is Catalog based not date based, this requirement will continue to appear in degree audit and appear as “Not Met” in the area name “Upper Div Liberal Arts Core” prior to 2012-2013 catalog. This will be adjusted at the time the student applies for graduation.

See example below:

EGC no longer required.



Area Name: UPPER DIV Liberal Arts Core - Not Met				
This is the upper division section of the Liberal Arts Core in WebCAPP. The requirements for this section can be met by the transfer of a BA or BS degree from an approved institution. The requirements for this section are listed below.				
Met	Requirement	Term	Satisfied By	Attribute
No	Prev BA/BS Degree (Optional)		(A student with a previous BA or BS degree from a regionally accredited college is exempt from all Liberal Arts Core requirements.)	
No	2 EGC courses (only 1 EGC2)		(Required: Two courses approved to meet the Education for Global Citizenship (EGC) requirement. Only one of DECEMBER 2013 OR LATER DO NOT HAVE TO COMPLETE THE TWO EGC COURSES REGARDLESS OF CATALOG YEAR--UNLESS OTHERWISE NOTED.)	
				Total Credits and GPA :
***NOTE: The "MET" designations at the top and left side of each section are only true if all currently registered courses are completed successfully. ***This				

Previous Degrees:

If a student is on a catalog previous to 2010-11—and has already earned an **approved AA or AS degree**—the evaluation results for General Education may be confusing. Students in this situation are exempt from all lower division General Education requirements.

Students graduating after August 2013, do not need EGC courses, but because WebCAPP is Catalog based not date based, this requirement will continue to appear in the degree audit.

The Issue: the top of the General Education section will read “Not Met” and will be adjusted at the time student applies for graduation. In addition, other General Education courses will continue to fill into the entire section (as they apply). **Even though an approved AA or AS degree waives all lower division general education requirements. Look for the “AA/AS” attribute under “Previous AA/AS degree” section to see if the waiver applies.**

Here is an example for a student on a catalog prior to 2010-11 with a previous AA degree:

**CHECK
HERE IF
THE
WAIVER
APPLIES.**

**CHECK
HERE FOR
ATTRIBUTE**

Area Name: General Ed Requirements - Met							
There are 3 possible ways to satisfy the General Education curriculum listed below; 1) Completion of a previous BA or BS degree from any accredited college; OR 2) Completion of a previous AA or AS from any accredited college PLUS 2 EGC courses; OR 3) Completion of the Fort Lewis College General Education curriculum. If the first 2 methods are "NO", then the student must complete all specific Gen Ed requirements listed, beginning with the Arts, Humanities and Social and Behavioral Sciences (ART/HUM/SS) requirement. NOTE: PASS-FAIL GRADES MAY NOT APPLY GENERAL EDUCATION REQUIREMENTS EXCEPT FOR APPROVED STUDY ABROAD COURSES.							
Met	Requirement	Term	Satisfied By	Attribute	Credits	Grade	Source
No	Prev BA/ BS degree (Optional)	(A student with a previous BA or BS degree is exempt from all Gen Ed requirements.)					
Yes	Prev AA/AS degree (Optional)	Fall 2009	Previous AA/AS Degree				Stdn
Yes	2 EGC courses, only one SA	3rd 5Wk Session 2010	EGC 321 Culture and Place	EGC1	3.00	B+	FLC
		2nd 5Wk Session 2011	EGC 324 Movements of Resistance	EGC1	4.00	A-	FLC
No	(Required: 2 courses from GAH1, GAH2, GAH3 or GAH4. Also: 1 course from GHI1. Also: 1 course from GSS1, GSS2 or GSS3.) NOTE: This rule also requires a minimum of 15 credits, which is calculated in the area below, titled "15 credits required -AH/HI/SS group". You must separately evaluate whether the minimum credit requirement has been met in that rule.						
No	(Required: One GCO1 course (Introductory Comp) and one GCO2 course (Intermediate Comp) OR one GCO2 course (Intermediate Comp) and one GC03 course (Advanced Writing).)						
No	(Required: a minimum of 3 credits (2.668 or above for transfers) of GMA1 approved coursework.)						
No	(Required: Choose one course from ES 100, PE Skill or PE Fitness.)						
No	(Required: 2 courses, one must be GSC1 (lab course), the second course may be GSC1 or GSC2.)						
No	(Required: Two courses approved to meet the Education for Global Citizenship requirement. Only one of the two courses may be an EGC2 category course. NOTE: STUDENTS GRADUATING DECEMBER 2013 OR LATER DO NOT NEED TO COMPLETE THE TWO EGC COURSES.						
Total Credits and GPA :					7.00	3.53	
NOTE: The "MET" designations at the top and left side of each section are only true if all currently registered courses are completed successfully. ***This evaluation is only official if audited by the Registrar's Office							

EGC no longer required.

Approved AA or AS degree are exempt from lower division

Beginning with the 2010-11 catalog, the General Education requirements became known as the Liberal Arts Core. When the area was renamed, the evaluation was restructured to handle previous degrees in a more straightforward way. A separate upper division liberal arts core will appear for these students.

Separate Area →

Area Name: LOWER DIV Liberal Arts Core - Met					
There are 3 SECTIONS to the Liberal Arts Core in WebCAPP: 1.) LOWER DIVISION course requirements (this section), 2.) an area that checks for "AT LEAST 15 CREDITS" in the AH/HI/SS categories, requirements. The first section--lower division course requirements-- can be satisfied by completion of a BA/BS degree from a regionally accredited college or completion of an AA/AS degree from a completing all the requirements listed below. NOTE: PASS-FAIL GRADES MAY NOT APPLY TO THE LIBERAL ARTS CORE EXCEPT FOR APPROVED STUDY ABROAD COURSES.					
Met	Requirement	Term	Satisfied By	Attribute	C
Area Name: 15 creds req-AH/HI/SS group - Met					
Arts, Humanities and Social and Behavioral Science courses must total 15 credits.					
Met	Requirement	Term	Satisfied By	Attribute	C
Area Name: UPPER DIV Liberal Arts Core - Not Met					
This is the upper division section of the Liberal Arts Core in WebCAPP. The requirements for this section can be met by the transfer of a BA or BS degree from a regionally accredited college, or by a requirement listed below.					
Met	Requirement	Term	Satisfied By	Attribute	C
No	Prev BA/BS Degree (Optional)		(A student with a previous BA or BS degree from a regionally accredited college is exempt from all Liberal Arts Core requirements--including the two EGC requirement listed below.		
No	2 EGC courses (only 1 EGC2)		(Required: Two courses approved to meet the Education for Global Citizenship (EGC) requirement. Only one of the two courses may be an EGC2 category. COURSES APPROVED TO MEET THE EGC REQUIREMENT AS OF DECEMBER 2013 OR LATER DO NOT HAVE TO COMPLETE THE TWO EGC COURSES REGARDLESS OF CATALOG YEAR.		
Total Credits and GPA :					0

Summary Compliance

Summary Compliance is a new feature to the XML formatting. To view summary compliance click the dropdown arrow on the webCAPP. The switch is not instantaneous, give it a minute to appear. Sections showing as "Complete" will only be finished if all required in-progress and pre-registered courses are successfully completed.

- Detail Compliance
- Detail Compliance
- Summary Compliance

Summary Compliance																																																																																					
Request Number: 5																																																																																					
Student Name: Wilbert C. Slowman																																																																																					
Program: Physics-Engineering Physics (Winter Semester 2013)	Overall GPA: 3.85 Hours applied: 58 / 120																																																																																				
Concentrations:																																																																																					
Minors:																																																																																					
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Major/Minor overlap:

No more than one course from the major department will count toward any minor. Students may count no more than one course toward two minors. If a minor is chosen, it must be completed prior to graduation. WebCAPP cannot currently enforce these policies. Students with significant overlap in their major/minor combination need to check carefully to ensure that they are meeting this policy. The Registrar’s Office will remove disallowed duplication at two points in time: when the student reaches 90 credits earned and when the student’s Application for Graduation is processed. Students are responsible for meeting the policy and tracking overlap.

Minors that are interdisciplinary in nature are often at risk of this, examples include: Environmental Policy minor, Religious Studies, Southwest Studies, Gender and Women’s Studies, Native American & Indigenous Studies, etc.

WebCAPP Example (one of these courses cannot count in both the major and the minor; only one course can count in both):

Area Name: Psychology - (44 credits) - Not Met				
Requirements for major must total 44 credits minimum				
Met	Requirement	Term	Satisfied By	Attribute
No	Core requirements in Psyc	(Required: Psyc 157, 200, 301 (or 296), and 496. Also, Math 201.) NOTE: Psyc 241 de apply to the statistics requirement (now Math 201) if previously taken.	Fall 2011 MATH 201 Intro to Statistics Fall 2009 PSYC 157 Introduction to Psychology Fall 2011 PSYC 200 Sophomore Seminar Fall 2012 PSYC 301 Psychological Research Methods	
Yes	Required Practice course	(Required: one course from the following: PSYC 300, 325, 354, 364, 375, 394, 402, or must be 4 credits minimum.	Fall 2012 PSYC 354 Child Psychology	
Yes	Required Science course	(Required: one course from the following: PSYC 327, 330, 342, 393, 401, 425, or 441.) 4 credits minimum.	Winter 2013 (PSYC 342) Psychological Testing	
No	12 credits of upper division	(Required: 12 credits of additional upper division Psychology coursework). Note: no mo Independent Study (PSYC 299/499) and no more than 6 credits of off- campus coursew be accepted.		
Yes	Additional Psyc electives	(Required: 6 additional credits of Psychology electives to meet the 18 credits of total el major.) Note: no more than 4 credits of Independent Study and no more than 6 credits may count toward the Psyc major.	Winter 2010 PSYC 233 Personality Winter 2012 (PSYC 254) Life Span Human Development	
				Total Credits and GPA :
***NOTE: The "MET" designations at the top and left side of each section are only true if all currently registered courses are completed				

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No more than one course from the major department will count toward a minor.

Area Name: Criminology Minor - (20 credits) - Met				
(Courses must total 20 credits minimum.) WARNING: Only one course from a student's major may count in any mi be REMOVED from the degree evaluation when the student petitions to graduate. Please evaluate these results care				
Met	Requirement	Term	Satisfied By	Attribute
Yes	Criminology Minor Req Course	(Required: Soc 362 or PS 241.)	Fall 2011 SOC 362 Criminology & CJ (low Divsn)	
Yes	16 additional credits	(Required: 16 additional credits from approved Criminology list.) NOTE: PSYC 302 ALL EXCEPTION.	Winter 2013 PS 341 Const Law:Fedrlsm Separatn Pwr Winter 2010 (PSYC 233) Personality Winter 2013 (PSYC 342) Psychological Testing Fall 2011 SOC 100 Introduction to Sociology Fall 2012 SOC 363 Youth and Crime	

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Technical Support and Reporting Errors:

The WebCAPP automated degree evaluation is a complex program that should be considered a WORK IN PROGRESS! Your feedback is important to our goal: a user-friendly program that simplifies degree planning.

Be sure to read all text on the evaluation for each section. The text contains important information that warns users about complications, changes, and policies.

Technical Support

Each screen of WebCAPP contains user instructions. Refer to these step-by-step instructions, or use the instructions in this manual on page 5, *How to Generate a Degree Evaluation*.

If you have questions regarding WebCAPP, here is who to contact:

- Students who need help understanding the evaluation results should contact their faculty or professional advisor.
- If you believe coursework is missing from the evaluation, or that there is an error in the results, contact the Registrar's Office gradcheck@fortlewis.edu
- If WebCAPP is pulling in the wrong catalog year, major, or minor contact, contact the Registrar's Office gradcheck@fortlewis.edu
- Faculty advisors that need assistance with the interpretation of evaluations should contact Beverly Chew, Coordinator of Degree Planning Resources, 247-7512, chew_b@fortlewis.edu

Possible Error messages:

"Invalid curriculum"

This error indicates that the student's program was entered incorrectly into the database (the catalog year does not match the program code entered). Contact the Registrar's Office to get this corrected, gradcheck@fortlewis.edu.

For faculty or staff advisors:

"No current advisee found"

If you receive this error, you may need to search by the student's ID number. Searching by name is often unsuccessful because the database is looking for the full, formal name in the database that is linked to the student's records.