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)
**Key to Terms**

**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.
Complications to Graduation

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.
Oddities in WebCAPP

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.
In Progress or “Reg” Courses

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.

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.
### Liberal Arts Core (formerly General Education)

#### 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:

<table>
<thead>
<tr>
<th>Area Name: LOWER DIV Liberal Arts Core - Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 ARTS/GEN 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 region completing all the requirements listed below. <strong>Note:</strong> PASS-FAIL GRADES MAY NOT APPLY TO THE LIBERAL ARTS CORE EXCEPT FOR APPROVED STUDY ABROAD COURSES.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Met Requirement</th>
<th>Term</th>
<th>Satisfied By</th>
<th>Attribute</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Degree (Optional)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes Arts, Hum, Mat, Soc &amp; Beh Sci</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2013</td>
<td>MUS 101</td>
<td>Blues/Jazz/Rock</td>
<td>GAIH</td>
<td>3</td>
</tr>
<tr>
<td>Fall 2009</td>
<td>PSYC 157</td>
<td>Introduction to Psychology</td>
<td>GSSS</td>
<td>3</td>
</tr>
<tr>
<td>Fall 2009</td>
<td>SW 181</td>
<td>US/SW Environmental History</td>
<td>GHI</td>
<td>2</td>
</tr>
<tr>
<td>Winter 2011</td>
<td>THEA 126</td>
<td>Introduction to the Dance</td>
<td>GAIH</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area Name: 15 credits req-AH/HSS group - Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Humanities and Social and Behavioral Science courses must total 15 credits.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Met Requirement</th>
<th>Term</th>
<th>Satisfied By</th>
<th>Attribute</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Degree (Optional)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Arts, Hum, Mat, Soc &amp; Beh Sci</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2012</td>
<td>MUS 102</td>
<td>Blues/Jazz/Rock</td>
<td>GAIH</td>
<td>3</td>
</tr>
<tr>
<td>Fall 2009</td>
<td>PSYC 157</td>
<td>Introduction to Psychology</td>
<td>GSSS</td>
<td>3</td>
</tr>
<tr>
<td>Fall 2009</td>
<td>SW 181</td>
<td>US/SW Environmental History</td>
<td>GHI</td>
<td>2</td>
</tr>
<tr>
<td>Winter 2011</td>
<td>THEA 126</td>
<td>Introduction to the Dance</td>
<td>GAIH</td>
<td>4</td>
</tr>
</tbody>
</table>

### 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).
Liberal Arts Core (formerly General Education) Cont’d.

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:

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:
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:

<table>
<thead>
<tr>
<th>Area Name: General Ed Requirements - Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 &quot;NO&quot;, 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. <strong>NOTE:</strong> PASS/FAIL GRADES MAY NOT APPLY GENERAL EDUCATION REQUIREMENTS EXCEPT FOR APPROVED STUDY ABROAD COURSES.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Met</th>
<th>Requirement</th>
<th>Term</th>
<th>Satisfied By</th>
<th>Attribute</th>
<th>Credits</th>
<th>Grade</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Prev BA/BS degree (Optional)</td>
<td></td>
<td></td>
<td>(A student with a previous BA or BS degree is exempt from all Gen Ed requirements.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Prev AA/AS degree (Optional)</td>
<td></td>
<td></td>
<td><strong>(AA student with an approved AA or AS transfer degree is exempt from all lower division General Education requirements, but must complete two upper division EGC courses. <strong>NOTE:</strong> STUDENTS GRADUATING DECEMBER 2013 OR LATER NO LONGER NEED TO COMPLETE THE EGC COURSES.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall 2006</td>
<td>Previous AA/AS Degree</td>
<td>Stdn</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>2 EGC courses, only one SA</td>
<td></td>
<td></td>
<td>(A student with an approved AA or AS degree, as described above, must complete two Education for Global Citizenship (EGC) courses. Only one of the two courses may be an EGC2 category course. <strong>NOTE:</strong> STUDENTS GRADUATING DECEMBER 2013 OR LATER NO LONGER NEED TO COMPLETE THE EGC REQUIREMENTS.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3rd S/Wk Session 2010</td>
<td>EGC 321</td>
<td>Culture and Place</td>
<td>EGC1</td>
<td>3.00</td>
<td>B+</td>
<td>FLC</td>
</tr>
<tr>
<td></td>
<td>2nd S/Wk Session 2011</td>
<td>EGC 324</td>
<td>Movements of Resistance</td>
<td>EGC1</td>
<td>4.00</td>
<td>A-</td>
<td>FLC</td>
</tr>
</tbody>
</table>

**EGC no longer required.**

**Approved AA or AS degree are exempt from lower division.**

**CHECK HERE IF THE WAIVER APPLIES.**

**CHECK HERE FOR ATTRIBUTE.**

**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.**
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.

**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.
Major/Minor and Major/Major Duplication Rules

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):

**Major/Minor and Major/Major Duplication Rules**

**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):
**Major/Minor and Major/Major Duplication Rules Cont’d.**

### Double Majors:
The policy on double majors states that 27 discrete credit hours are unique to each major. WebCAPP cannot enforce this policy and will pull in as many courses as possible to meet requirements—regardless of whether or not they were already used in another major. Once a student with two majors has earned 90 credits (senior status), the student must submit an Application for Double Major that shows the discrete credits. For planning purposes, the form is found on the Registrar’s Office Website under Forms or under Degree Planning Tools/Forms to Plan and Track Progress. **Majors with significant overlap in course requirements must be planned out carefully in order to meet the policy.**

### Minors with complications

<table>
<thead>
<tr>
<th>Minor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>If the student is an Art major and an Art History minor, upper division Art History courses cannot count in the major because of duplication policy limits. These courses will be removed by the Registrar’s Office when the student Petitions for a Degree.</td>
</tr>
<tr>
<td>Exercise Science</td>
<td>This minor is not allowed with any Exercise Science major. Note: a blanket exception exists for the Coaching minor: “any Exercise Science major may elect the Coaching minor as long as no more than 2 courses are used in both the major and the minor requirements.”</td>
</tr>
<tr>
<td>Native American &amp; Indigenous Studies</td>
<td>Students need at least one course from each topic area, however the student may need to complete an additional elective (from any of the categories) in order to meet the total credit and upper division requirements for the minor.</td>
</tr>
<tr>
<td>Spanish</td>
<td>ML 190 and 390 courses are offered in several different languages and may need to be manually added by the Registrar’s Office once the language focus is verified or when the student Petitions for a Degree.</td>
</tr>
</tbody>
</table>

**NOTE:** **Minors will only work in WebCAPP for the catalog years in which they appeared!** For example, if you select the 2009-10 catalog, the Public Health minor will not appear on the list of available minors since it was not created until the 2010-2011 academic/catalog year.
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.