

How To Use WebCAPP

Graduate/Doctoral Advisor's Guide

NOTE: A student's specific degree requirements (including primary and secondary major and concentration(s)) will not run accurately unless the student's record accurately reflects his or her program requirements.

To access WebCAPP:

- From the LaVerne Home Page, select the " MyLaVerne" link.
- Select "Enter Secure Area."
- Enter your ID and Pin, then select "Login."
- Select the "Faculty Services" tab/option.
- Select "Advisor Menu."
- Select "Degree Evaluation."
- Select the current term.
- Enter the Student ID number.
- Verify the student's name is correct and select "Submit."
- Verify the student's curriculum information is correct.

NOTE: If the student's curriculum information does not appear, he/she may be following a catalog prior to Fall 2008. If the student's curriculum information is incorrect, the student's Banner record will need to be updated to reflect the correct program.

From the Degree Evaluation screen, you can perform three functions.

View Previous Evaluations:

This option allows you to view all CAPP evaluations that were previously run, including official and unofficial reports. You are only able to delete those evaluations that you performed.

- Select "View Previous Evaluation" at the bottom of the screen.
- Select the Evaluation you wish to view by selecting the Program name at the left.

NOTE: Due to the recent CAPP re-design, it is not advisable to view any evaluations completed prior to July 2011, as the updated technology does not display requirements as previously formatted in a correct fashion. Older reports are kept for internal Graduate Academic Services use only.

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Generate New Evaluation:

This option allows you to run a new evaluation based on the student's current major. The program information reflected in My LaVerne is based on the student's current program information as it is stored in Banner.

- Select "Generate New Evaluation" at the bottom of the screen.
- Select the radio button next to the student's program and select the **current term**.
- Click "Generate Request."

What-If Analysis:

This option allows you to run an evaluation based on any major you and the student choose. This option is ideal for advising undeclared students or students who are contemplating a change in major. It can also be used if a student is considering adding a concentration or minor to their degree program. It allows you to see how the change of program would affect the student's progress and time left to complete their degree.

- Select "What-If Analysis" at the bottom of the screen.
- Select the **student's catalog term** and select "Continue."
- Select the appropriate degree program and select "Continue."
- Select the student's campus and major.
- If you wish to add a concentration, select "Add More."
- Select the desired concentration(s) and select "Submit."
- Verify all information is correct and select the current term.
- Select "Generate Request."

NOTE: Although an option may appear to add a second major, LaVerne's CAPP format does not support this function. Any student who wishes to enroll in a second degree program will be assigned a secondary curriculum, for which a separate CAPP report must be run.