

Student Web CAPP Instructions

Once you have accessed Web CAPP Compliance, the following options are available at the bottom of the page:

[View Previous Evaluations-A&S](#) | [Generate New Evaluation-A&S](#) | [What-If Analysis-A&S](#) | [View Holds](#)

a. **View Previous Evaluation A & S** allows you to view compliance reports that have been run previously. You may delete CAPP compliance reports by selecting the Delete icon and clicking the Delete Requests button. You cannot delete any CAPP compliance reports run by other people. The Delete icons of those compliance reports are not available for you.

b. **Generate New Evaluation A & S** allows you to generate a new CAPP compliance report.

i. Click the program button to select the program desired.

ii. Choose an anticipated graduation "Term", and then click the Generate Request button.

You may figure out the anticipated graduation term by adding four (4) years to the Catalog Term. The Catalog Term is available by clicking the Current Enrollment link at the bottom of the page.

iii. Now you are in the Degree Evaluation Display Options page.

c. **What-If Analysis A & S** allows you to run a CAPP compliance for a different major or minor.

TO GENERATE A CAPP COMPLIANCE REPORT FOR A DOUBLE/TRIPLE MAJOR STUDENT, PLEASE USE WHAT-IF ANALYSIS LISTED BELOW AND RUN A SEPARATE COMPLIANCE REPORT FOR EACH MAJOR.

i. Select an appropriate Catalog Term from the pull down menu, and then click the Continue button.

Catalog Term determines which curriculum a student should follow, therefore it is extremely important. With the exception of transfer students, Catalog Term is usually the first fall term in which a student is enrolled at Villanova. The information about Catalog Term is available by clicking the Current Enrollment link at the bottom of the page. It is listed after the Program code.

ii. Select an appropriate degree program, and then click the Continue button.

iii. Select an appropriate major, and then click the Submit button. If you have or want to add a minor, please use the following steps instead: • Select an appropriate major • Click the Add More button once to access Concentration, twice to access Minor • Select an appropriate First Minor and Second Minor • Click the Submit button

iv. Select an appropriate "Evaluation Term", an anticipated graduation term, (See Item #7-b-ii for how to figure out the anticipated graduation term) and then click the Generate Request button.

v. Check off Printer Friendly Version and Generate Request.

For your navigation convenience, links are available at the bottom of the screen:

[Current Enrollment for student use](#) | [Current Enrollment for faculty/staff use](#) | [View Previous Evaluations-A&S](#) | [Generate New Evaluations -- A&S](#) | [What-If Analysis-A&S](#)

d. **View Holds** allows you to see any holds that have been put on your account.

e. **Current Enrollment** provides a student's general information such as degree program, catalog term, and etc.

You will now be presented with the compliance output you requested.