

## Faculty WEB CAPP Instructions

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

[View Previous Evaluations-C&F](#) | [View Previous Evaluations-A&S](#) | [Generate New Evaluation-C&F](#) | [Generate New Evaluation-A&S](#) | [What-If Analysis-C&F](#) | [What-If Analysis-A&S](#) | [ID Selection](#)

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 C&F** allows you to generate a new CAPP compliance report using C&F setup. **Generate New Evaluation A&S** allows you to generate a new CAPP compliance using A&S setup.

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

- i. Click the program radio button to select the program.
- ii. Choose an anticipated graduation "**Term**", and then click the **Generate Request** button.
- iii. Click the **Get Compliance Report** button. Now you are in the compliance report 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 or use the default, and then click the Generate Request button.

v. Click on Get Compliance Report button. Now you are in the student's compliance report.

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](#)

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

***d. ID Selection*** allows you to select a new student's ID to run a CAPP compliance report.