

The Bachelor of Arts Compliance Report

The top of the report (Program Evaluation) lists the information pertinent to this evaluation—specifically the degree program which is being used for the evaluation. The next section is a summary of the credit hours used in the report: the number required and the number used. On the right side is the number of courses used. (Oberlin does not count the number of courses required for the **degree**; however, there are certain major requirements which contain requirements for a certain number of courses.)

The next section of the report will provide a summary of progress toward the institutional requirements for the Bachelor of Arts degree: 9-9-9, Cultural Diversity, Writing and Quantitative Proficiency, and Winter Term. In each section, text will describe the requirement and then a report of whether and how the requirement has been met will follow. The courses which were used to meet each requirement will be listed with the “attribute” (ARHU, NSMA, and SSCI) and grade. The far right column lists the “source” of the credit. H=academic history (completed Oberlin course credit), R= In-progress, T=Transfer of Credit.

The next section of the report will provide a summary of progress toward the major requirements. Brief text explains the major requirements and then sections of the major requirements are provided with a Yes or No for met/not met. This section also provides a GPA for the **major**.

The next section of the report provides a summary of elective courses counted toward the degree.

The Bachelor of Music Compliance Report

The top of the report (Program Evaluation) lists the information pertinent to this evaluation—specifically the degree program which is being used for the evaluation. The next section is a summary of the credit hours used in the report: the number required and the number used. On the right side is the number of courses used. (Oberlin does not count the number of courses required for the **degree**; however, there are certain major requirements which contain requirements for a certain number of courses.)

Each of the following sections will contain brief explanatory text, an indication as to whether the requirement is met or not met, and the courses which were used to meet the requirement.

(next page)

- Major area of study (in many cases: Performance) and then the concentration within the area of study. For example: Performance, Violin.
- Conservatory Electives.
- The 24-Hour Liberal Arts requirement summary
- Free Electives, and finally
- The Winter Term Requirement.

The Double-Degree Student Compliance Report

The top of the report (Program Evaluation) lists the information pertinent to this evaluation—specifically the degree program which is being used for the evaluation. The next section is a

summary of the credit hours used in the report: the number required and the number used. On the right side is the number of courses used. (Oberlin does not count the number of courses required for the **degree**; however, there are certain major requirements which contain requirements for a certain number of courses.)

Each of the following sections will contain brief explanatory text, an indication as to whether the requirement is met or not met, and the courses which were used to meet the requirement.

- Major area of study (in many cases: Performance) and then the concentration within the area of study. For example: Performance, Violin.
- Conservatory Electives.
- The 24-Hour Liberal Arts requirement summary
- Free Electives
- Institutional Requirements: 9-9-9, Cultural Diversity, Writing and Quantitative Proficiency, and Winter Term.
- The Arts and Sciences major requirements.
- The Conservatory and Arts and Sciences total hour requirements.



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OBERLIN COLLEGE

A GUIDE TO THE CURRICULUM, ADVISING AND PROGRAM PLANNING (CAPP) COMPLIANCE REPORT



Oberlin Degree Evaluations
of
Institutional and
Major Requirements

A GUIDE TO THE CURRICULUM, ADVISING AND PROGRAM PLANNING (CAPP) REPORT

The CAPP compliance report is a powerful tool that allows students and advisors to review the requirements for an Oberlin degree given all courses that a student has completed or in which a student is registered. The CAPP report will give you the results of progress toward the degree for all institutional requirements (e.g., 9-9-9) and major requirements.

We will begin using the CAPP online compliance report this spring during advising for Fall 2009 registration; during this advising and registration period, we plan to use the paper “degree progress report” and the online compliance report. Beginning next fall, we will move to the compliance report and discontinue use of the degree progress report.

This new report represents change; following are some of the ways in which this compliance report will change advising:

-Students and advisors will have one report of progress toward institutional and major requirements.

-The compliance report is available through PRESTO; in approximately 20 seconds, you will have an **up-to-date** accurate report which you can review online in an advising meeting or print to take to an advising meeting.

-You will be provided **more information** in the compliance report than you have had in the past; you will now be able to see which courses count for which requirements.

-An accurate **major GPA** will appear on the report; this GPA reflects all work taken for the major whether it was taken in the major department or in another department.

-The CAPP report enables you to see the effects of changing a major by running a “**what if**” report.

This guide is intended to review the compliance report and help you with adjusting to a new display of and new sources of information.

General Assumptions used throughout the compliance report: Courses in progress are used to meet requirements. A requirement will show as “met” if a course in progress completes that requirement.

HOW TO PRODUCE A COMPLIANCE REPORT IF YOU ARE AN ADVISOR

Log on to PRESTO using your T Number (as your user id) and PIN. At the main menu, select **Faculty and Advisors**, then **Advisor Menu**. Select **Advisee List**. Select the current term (please note that at certain times of the year, the first term available in the pull down window will be a *future* term. You may need to select the *current* term from the list of terms.) Click submit; you will now see a list of your advisees, select **Degree Evaluation** (the last column on the right).

The page that is displayed is intended to provide general degree information about your advisee. The first and second major, minor(s) and concentration(s) will be displayed. At the bottom of the page, you have three options. You may review a previous evaluation (not very useful unless you wish to refer to a report you ran recently), generate a new evaluation (recommended choice), or do a “what if analysis” (helpful if your advisee is considering a change of major or declaration of a second major).

In most cases, you will click on **Generate a New Evaluation**. **On the next page, you MUST select the “program” for which you wish to generate a report. (If you do not, you will not be able to proceed.)** Click on the button next to the degree program and select the current term from the pull down window (if necessary). Then click on **Generate Request**. The report should complete in 20-25 seconds. In almost all cases, you will want to select the **Detail Requirements** option on the next page and click submit. The **General Requirements** option does not offer any new information that isn’t available in the detail requirements section; therefore, we do not recommend looking at it. The **Additional Information** option will provide information about courses that are in-progress, courses not used, course attributes not used, rejected courses, and course requirements where there are limits. (EXCO, for example.)

If you wish to explore the “What If” option, once you arrive at the Degree Evaluation page, you can select the **What If Analysis** Option. Click on that link at the bottom of the page, select the term in which your student entered Oberlin, select a program (Bachelor of Arts or Bachelor of Music, or Double Degree), then select the campus (Oberlin) and a major. You can add a second major by clicking on the **Add More** button. You will first be asked if you want to add a concentration; if you do not, click on the **Add More** button again. Click submit, review your request, and then click on the **Generate Request** button. Click on **Detail Requirements** (recommended).

HOW TO PRODUCE A COMPLIANCE REPORT IF YOU ARE A STUDENT

Log on to PRESTO using your T Number (as your user id) and PIN. At the main menu, select **Student and Financial Aid**, then **Student Records**, then **Degree Evaluation**. The next page will provide your general degree information. The first and second major, minor(s) and concentration(s) will be displayed. At the bottom of the page, you have different options. You may review a previous evaluation (not very useful unless you wish to refer to a report you ran recently), generate a new evaluation (recommended choice), or do a “what if analysis” (helpful if you are considering a change of major or declaration of a second major).

In most cases, you will click on **Generate a New Evaluation**. **On the next page, you MUST select the “program” for which you wish to generate a report** by clicking on the button next to the program. **(If you do not, you will not be able to proceed.)** Select the current term from the pull down window (if necessary). Then click on **Generate Request**. The report should complete in 20-25 seconds. In almost all cases, you will want to select the **Detail Requirements** option on the next page and click submit. The **General Requirements** option does not offer any new information that isn’t available in the detail requirements section; therefore, we do not recommend looking at it. The **Additional Information** option will provide information about courses that are in-progress, courses not used, course attributes not used, rejected courses, and course requirements where there are limits. (EXCO, for example.)

If you have a declared major but are considering changing majors or adding a second major, you can select the **What If Analysis** Option. Click on that link at the bottom of the page, select the term in which you entered Oberlin, select a program (Bachelor of Arts or Bachelor of Music), then select the campus (Oberlin) and a major. You can add a second major by clicking on the **Add More** button. You will first be asked if you want to add a concentration; if you do not, click on the **Add More** button again. Click submit, review your request, and then click on the **Generate Request** button. Click on **Detail Requirements** (recommended).