



جامعة قطر
QATAR UNIVERSITY

CAPP

(Curriculum, Advising and Program Planning)

Advisor Manual

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Banner Team



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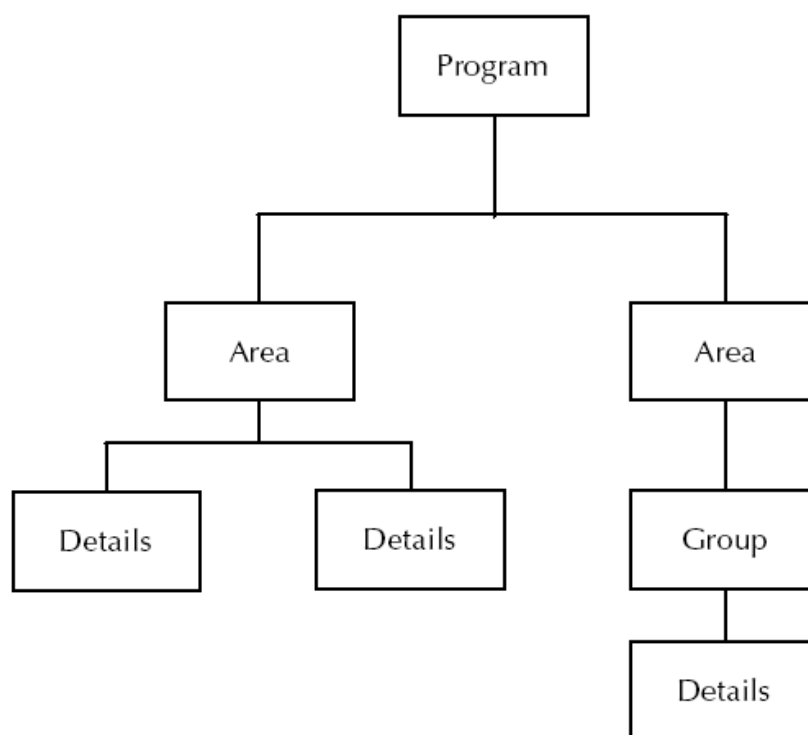
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1 CAPP Structure:

The CAPP evaluation lists the degree requirements, summarizes progress based on your academic record, and assists in selecting courses. Students can obtain quick and accurate information that shows just where they are on their path to completing their goal. It is important for you to know your catalog term, which is the term of your plan.

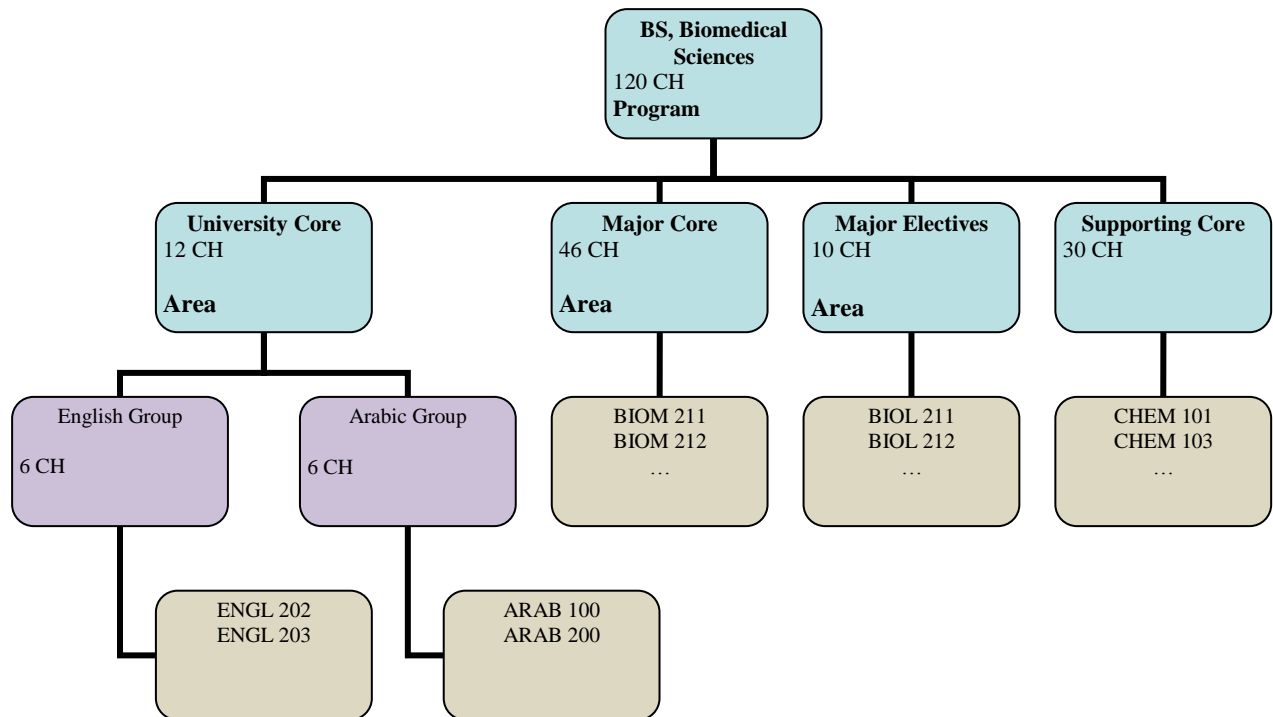
CAPP is composed of programs that are built in a hierarchical structure, as shown in the following illustration.



Programs have areas attached to them, and each area has its own requirements. In turn, areas can have detail requirements (such as specific courses) or groups that have their own detail requirements.



The basic structure of a program (Biomedical Sciences) is illustrated in the following diagram.



As the above example shows:

- The Biomedical Sciences Program has 4 Areas and 2 groups:
 - University Core: require 12 credit hours and it is consists of 2 groups: English Group and Arabic Group.
 - Major Core: require 46 credit hours.
 - Major Electives: require 10 credit hours.
 - Supporting core: require 30 credit hours.

Note that all 3 areas have the courses attached to them directly and one area is attached to groups that have the courses.

2 View Evaluation Record:

- 1) After you login to myBanner, click on "Faculty and Advisor Services" link.
- 2) Click on "Student Information Menu" link
- 3) Click on "Advisee Listing" link
- 4) Choose the current term and click "Submit" button.
- 5) In the "Advisee Listing" page, choose a student and click on "view" in Degree Evaluation Column as the image below.



Advisee Listing

Home > Faculty and Advisor Services > Student Information Menu > **Advisee Listing**

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Advisee Listing

Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
Elbe az B.	2000000022			View	View	View	View	View

[Email your advisees](#)

- 6) The degree evaluation Record for the selected student will be displayed as the following:

Degree Evaluation Record

Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation.

Curriculum Information

Primary Curriculum

Program: BBA, Accounting
Catalog Term: Fall 2008
Level: Undergraduate
Campus: Male
College: Business and Economics
Degree: Bachelor of Bus Administration

First Major: Accounting
Department: Accounting and Info System

Minors: Finance

[Previous Evaluations | Generate New Evaluation]

The image above shows the degree evaluation record of student in Electrical engineering program. Note that the catalog term of his/her program which is fall 2003.

At the bottom of the page, there are 3 important links for CAPP links:

- **Previous evaluations.**
- **Generate New Evaluation.**
- **What-if Analysis.**

The following sections will explain those links in details.

3 Generate New Evaluation:

- 1) Click on "Generate New Evaluation" link.
- 2) Choose the radio button and then click on "Generate Request" button. Once you have created the request, you can refer to that request from "Previous Evaluations" page.



Generate New Evaluation

Please ensure a valid program was entered.

Program: BBA, Accounting
Degree: Bachelor of Bus Administration
Major: Accounting

Term:

After generating a new evaluation, the "Degree Evaluation Options" will be displayed.

Degree Evaluation Options

Please select the desired display.

☒ **General Requirements**
☐ **Detail Requirements**
☐ **Additional Information**

The "**General Requirements**" option displays the program evaluation for the student's chosen curriculum. It shows what courses the student has taken and the areas they applied to.

The "**Detail requirements**" page shows what courses the student has taken, the areas they are applied to, and the requirements that are still remaining.

The "**Additional Information**" page shows courses that were not unused by the program such as the Foundation courses, failed courses and additional courses.

The **Detail Requirements** page is divided into 3 sections:

As the picture below shows:

- 1) The first section of the page displays general information about the computer engineering program such as the college, level, major, minor and concentration if any.
- 2) The next section displays information about the number of credits and courses required for the program, including whether the student has met the requirements.

EX: the total required credits for computer engineering are 128 and the student completed 103 credit hours. Note that there are 39 unused courses.



- 3) The last section of the page displays specific areas and groups. Each line item includes course requirements, as well as whether or not the requirements for that area have been met. Courses that have been used to meet requirements are listed, including the course number, title, and grade, as well as the term in which the course was taken.

Example: the area, University Core, is shown in image 3 and it has not met by the student. The student has completed ARAB 111 and ENGL 203 and the remaining courses are DAWA 111 and ENGL 202.



Program Evaluation

Program :	BS,Computer Engineering	Catalog Term :	Fall 2001
Campus :	Female	Evaluation Term :	Fall 2008
College :	Engineering	Expected Graduation Date :	
Degree :	Bachelor of Science	Request Number :	6
Level :	Undergraduate	Results as of :	Sep 19, 2008
Majors :	Computer Engineering	Minors :	
Departments :	Computer Science & Engineering	Concentrations :	

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	128.000	34.000		12
Maximum Transfer :		64.000	0.000		0
Program GPA :	Yes	2.00	2.18		
Overall GPA :	Yes	2.00	2.49		
Other Course Information					
Transfer :		64.000	0.000		0
In Progress :			9.000		3
Unused :			86.000		33

This is NOT an official evaluation.

Unused courses

Area :

Univ. Core Requirements (12.000 credits) - Not Met

Area Name

Description :

EN-COLG-UC :University Core Requirements (12 Credit Hours)

Met	Condition	Rule	Subject	Attribute	Low	High	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			ARAB		100		200730	ARAB	100	Arabic Language		3.000		R
No	AND		DAWA		111									
No	AND		ENGL		202									
Yes	AND		ENGL		203		200420	ENGL	203	English Language(2) Post Found		3.000	B	H
Total Credits and GPA												6.000	3.00	

Yes: Met

No: Not Met

Course Number

Term:

10 Fall

20 Spring

30 Summer

Ex: 200710 : fall 2007

R: Registered

H: History

T : Transferred

4 Previous Evaluations:

4 Previous Evaluations:

This page displays a list of all evaluations that have been run for a student. The student can delete any of previous evaluations.



Previous Evaluations



You may delete only those requests you submitted.

Current Evaluations

Program	Submission Date	Request Number	Delete
BS.Computer Engineering	Sep 19, 2008 04:35 pm	6	<input type="checkbox"/>
BS.Computer Engineering	Sep 18, 2008 10:23 am	5	<input type="checkbox"/>
BS.Computer Engineering	May 15, 2008 10:55 am	4	<input type="checkbox"/>
BS.Computer Engineering	May 15, 2008 10:51 am	3	<input type="checkbox"/>
BS.Computer Engineering	May 15, 2008 10:26 am	2	<input type="checkbox"/>
BS.Computer Engineering	May 14, 2008 11:08 am	1	<input type="checkbox"/>

Delete Requests



5 What-if Analysis

The “what if analysis will answer the question “What if I were to change my major”. In another words, it is used to generate an evaluation in another major.

To do that, follow the steps bellow:

- 1) Click on “What-if Analysis” link in “Degree Record Page”.
- 2) Choose the catalog term of the program that you want to run the what-if analysis.
- 3) Choose the program and click “Continue” button.
- 4) Choose the campus and the major. Click “Add More” if the program has concentration or minor and go to step 5, otherwise click “Submit” and go to step 7.
- 5) Choose the concentration and click “Submit” button.
Note: if your program has a minor, the concentration will be “None” and click “Add More” to choose the minor.
- 6) Choose the minor and click “Submit Button”
- 7) Select the Evaluation Term usually it is defaulted to the current term and click on “Generate Request”.
- 8) The “Degree Evaluation Options” page will be displayed and it is similar to what have been explained before in page 5, Generate New Evaluation:



Help and Support

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	Maha Jasem Al-Thani	6092	m.jassim@qu.edu.qa
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	Sameera Abbas	6103	may111@qu.edu.qa
Records			