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.
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.