What is CAPP?

- CAPP = **C**urriculum **A**dvising and **P**rogramme **P**lanning
- It is a structure configured in Banner which links courses to programmes. Banner now understands which courses are mandatory for each programme and which courses are valid options.
- Ongoing maintenance will be the responsibility of Academic Development, based on data sent from academic departments

In the short term our main focus is on **the Mandatory Registration Script:**
This will automatically register students on their mandatory courses based on the CAPP structure – but only *after* you have confirmed to Banner Support that the CAPP structure and CRNs are correct for your **subject's** mandatory courses.

To check this, you must run InfoView report ***CAPP_Mandatory_Course_Structure*** which is in the Progs Courses and Registrations folder.

(Attached is a guide to the report, explaining exactly what you are looking at).

You need to check the report to ensure that:
  (1) the correct CRN is shown against each mandatory course
  (2) Part of term is correct - it cannot be changed after students have been registered on CRNs

If there are problems, please make the corrections to CRNs in Banner, then re-run report to check the results. If you encounter any difficulty amending existing CRNs please contact BannerSupport@rhul.ac.uk.

When the report is showing the correct details, you should email Banner Support, stating your subject code(s) and confirming points (1 -3) above.
We will then activate the script, which will automatically register Undergraduate students on the mandatory course CRNs for that subject.
Therefore, you <u>will not</u> need to manually register them in SFAREGS.

You **do** still need to use SFAREGS to register students on **<u>the optional course sections and seminar group/workshop sections</u>**

This automated service is not compulsory (e.g. if you have processes within your department that depend on manually registering students on their mandatory courses). However we would of course like as many of you as possible to save time by using the automated service!

Note that some students are excluded from the automated registration e.g.
- students who are resitting in May
- students who are on a repeat year
- visiting students
- part-time students.
- students whose non-progression status has not yet been resolved