

## **How to access the CAPP (Curriculum Advising and Program Planning)**

The CAAP is a helpful tool for students to plan their academic program. You can access to the CAAP to check:

- Academic progress
- General Education requirements
- Major requirements
- Liberal Arts credit requirement
- Upper-division credit requirement

Here's the step-by-step guide for how to access the CAPP:

- Access [www.oldwestbury.edu](http://www.oldwestbury.edu)
- Click on the "Student Information System" link at the top of the Home page.
- Click on "Login to Secure Area"
- Enter user ID (student ID# or SSN) and password (6-digit birthdate unless previously changed.)
- Press "Login"
- Click on "Student Services"
- Click on "Student Records"
- Click on "Degree Evaluation"
- Select a Term and submit
- Scroll to bottom of the page and click on "Generate New Evaluation\*"
- Choose or verify program, verify term and click on "Generate Request"
- Select "Detail Requirement" and click on "Submit"

\*For undeclared majors or students wishing to change majors: click on "What-If Analysis"

- Select Term and click on "Continue"
- Select Program and click on "Continue"
- Select First major and "Submit" or add a minor
- Verify term and click on "Generate Request"
- Select "Detail Requirements" and click on "Submit"

Take advantage of the technology for your program planning!