Student Instructions for CAPP Degree Evaluation

(For students entering prior to Fall 2011)

The Curriculum, Advising, and Program Planning (CAPP) program is designed to assist students in evaluating their progress through law school. CAPP is an unofficial evaluation of students’ work. For official evaluations on graduation progress, students should contact the Office of Student Affairs to meet with an academic advisor.

Any questions regarding CAPP can be directed to the Registrar’s Office, which is located in the Administration building. The Registrar can also be reached by phone at 916-739-7106 or email to sacRegistrar@pacific.edu.

To access the CAPP Program:
1. Log in to insidePacific
2. Under the “Student Services” tab, click on the “Click here to” link under the “Academic Services” heading:

   ![Click here to link](image)

3. Click the “Student & Financial Aid” link:

   ![Student & Financial Aid link](image)

4. Click the “Student Records” link:

   ![Student Records link](image)
5. Choose “CAPP Degree Evaluation” on the Student Records menu (toward middle/bottom of list):

![CAPP Degree Evaluation Menu](image1.png)

6. Choose current McGeorge term in “Select a Term” field. Make sure you are choosing the LAW option. (For example, for Spring 2012, choose Law Spring 2012.) Click Submit.

![Select Current Term](image2.png)
7. Your curriculum information will now appear (JD – Day or Evening student). On the bottom menu, click “What-if Analysis”:

8. For Entry Term, choose current LAW semester. Click Continue.
9. For Program, choose “JD-Day Student” or “JD-Evening Student”. Click Continue.

10. In the “First Major” drop down box, choose “Law and Department: None”. Click Submit.

11. For Evaluation Term, choose current LAW semester. Click “Generate Request” (this process may take a few minutes).
12. Under “CAPP Degree Evaluation Display Options”, choose “Detail Requirements”. (The system will default to this option.) Click Submit.

Your CAPP Degree Evaluation will appear on this screen.