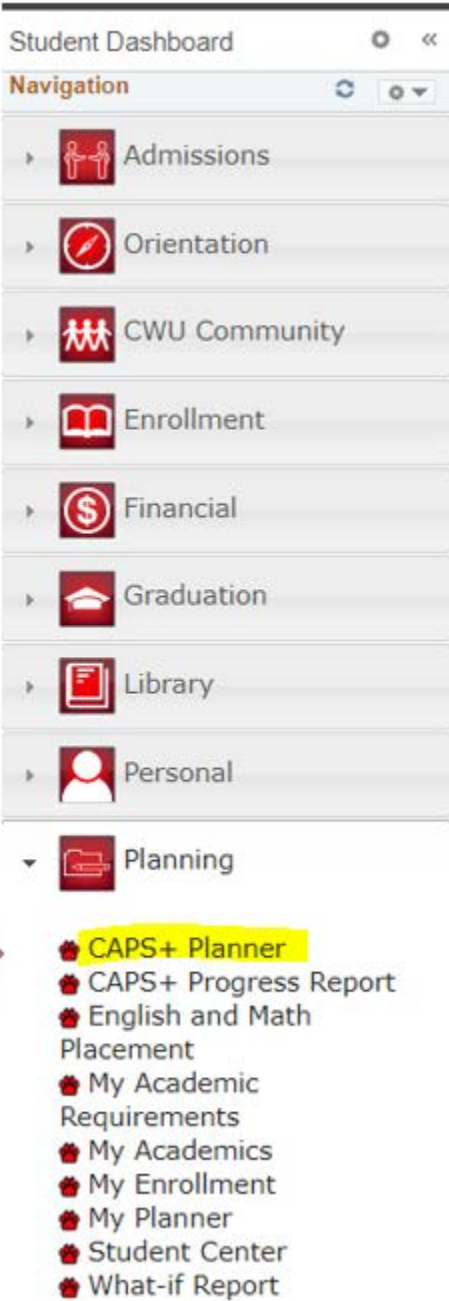


ENTERPRISE APPLICATIONS | CAPS PLUS

1. Sign-on to MyCWU
2. Select the 'Student' Tab*
3. Choose 'CAPS+ Planner'

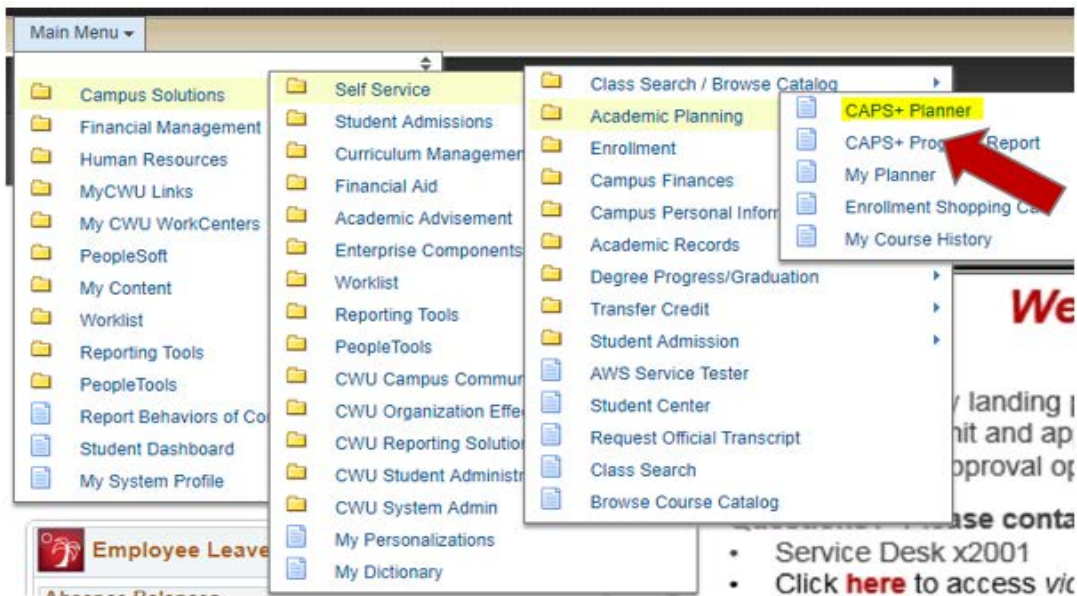


The screenshot shows the 'Student Dashboard' navigation menu. The 'Planning' section is expanded, and 'CAPS+ Planner' is highlighted in yellow. A red arrow points to this item. The right side of the dashboard shows sections for 'Announcements', 'Holds', and 'To Do List', all of which currently display 'No current information found'.

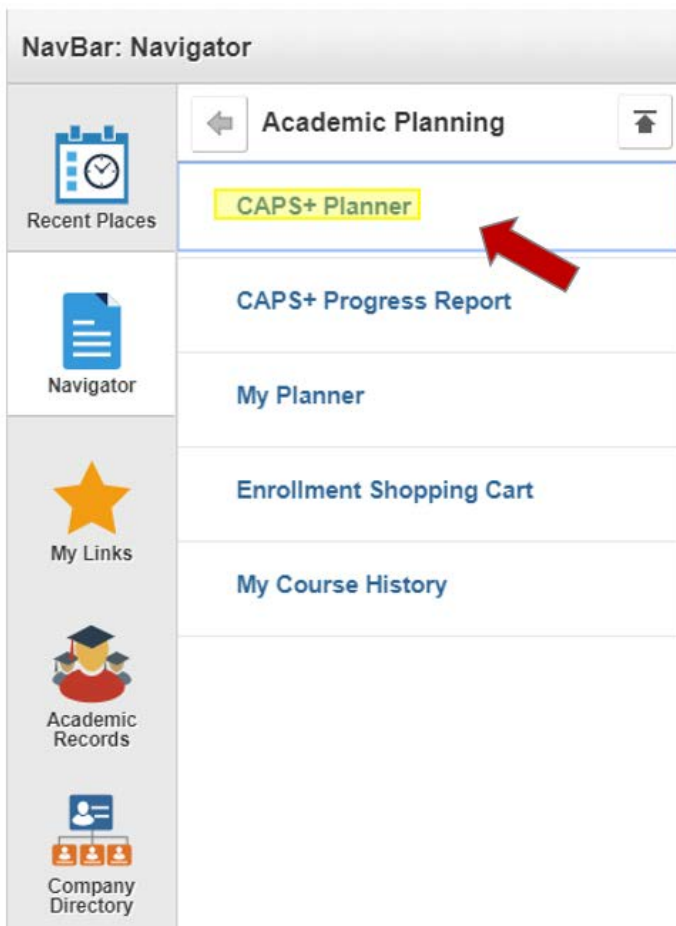
Section	Content
Navigation	Admissions, Orientation, CWU Community, Enrollment, Financial, Graduation, Library, Personal, Planning
Planning (Expanded)	CAPS+ Planner, CAPS+ Progress Report, English and Math Placement, My Academic Requirements, My Academics, My Enrollment, My Planner, Student Center, What-if Report
Announcements	No articles currently available
Holds (Joe Wildcat)	Your Holds: No current hold information found.
To Do List (Charlene Bane)	To Do List: No current to do item information found.

*Faculty and staff who do not have access to the 'Student' tab may use the following navigation:

From the Main Menu: Campus Solutions >> Self Service >>Academic Planning >>CAPS+ Planner



From the NavBar: Campus Solutions >> Self Service >> Academic Planning >> CAPS+ Planner



Step 1: Begin Planning



The screenshot shows the 'Welcome to CAPS+' interface. At the top, a dark blue header contains the text 'Welcome to CAPS+' and navigation icons for home, search, flags, and a menu. Below the header is a light blue bar with an 'Exit' button on the left and a 'Help' link on the right. The main content area has a dark grey background with the title 'Welcome to CAPS+' in large white text. Below the title is a paragraph explaining the purpose of CAPS+ and a sub-heading 'Chart your path to success'. A blue button labeled 'Begin Planning »' is centered below the text, with a red arrow pointing to it from the right.

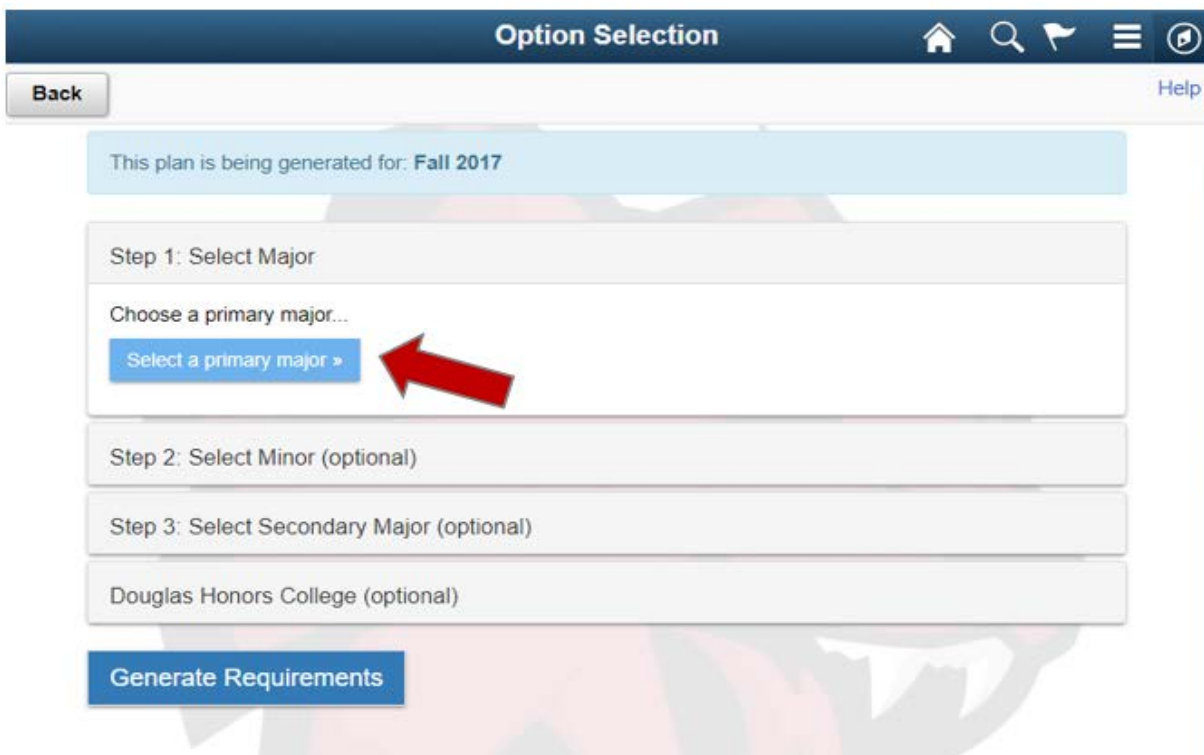
Welcome to CAPS+

The purpose of CAPS+ is to improve your Undergraduate degree planning experience, reduce the time to degree completion, and facilitate discussion during advising sessions. CAPS+ is a tool meant to assist you and your advisor develop a roadmap for you to use during your time at CWU.

Chart your path to success

[Begin Planning »](#)

Step 2: Select a Major, Minor, Secondary Major, and /or the Douglas Honors College.



The screenshot shows the 'Option Selection' screen. At the top, a dark blue header contains the text 'Option Selection' and navigation icons for home, search, flags, and a menu. Below the header is a light blue bar with a 'Back' button on the left and a 'Help' link on the right. The main content area has a light blue background. At the top, a light blue box contains the text 'This plan is being generated for: Fall 2017'. Below this are four grey boxes representing steps: 'Step 1: Select Major', 'Step 2: Select Minor (optional)', 'Step 3: Select Secondary Major (optional)', and 'Douglas Honors College (optional)'. Under 'Step 1: Select Major', there is a text prompt 'Choose a primary major...' and a blue button labeled 'Select a primary major »' with a red arrow pointing to it from the right. At the bottom of the screen is a blue button labeled 'Generate Requirements'.

Option Selection

Back Help

This plan is being generated for: Fall 2017

Step 1: Select Major

Choose a primary major...

[Select a primary major »](#)

Step 2: Select Minor (optional)

Step 3: Select Secondary Major (optional)

Douglas Honors College (optional)

[Generate Requirements](#)

Step 3: Scroll down or use the key word search.

The screenshot displays the CAPS+ web application interface. At the top, there is a dark blue header with the text "CAPS+" and navigation icons for home, search, flags, and a menu. Below the header is a white bar containing a "Cancel" button on the left and a "Help" link on the right. A search bar labeled "Keyword Search" is positioned above a grid of blue buttons, each representing a different academic program. A red arrow points to the "Anthropology, BA (45 Credits)" button. The grid contains the following programs:

- Accounting, BS
- Actuarial Science, BS
- Anthropology, BA (45 Credits)
- Anthropology, BA (63 Credits)
- Anthropology, BS
- Apparel, Textiles and Merchandising, BS
- Art, BA
- Art, BFA
- Asian Studies, BA
- Aviation Management, BS
- Aviation: Professional Pilot, BS
- Biology BS, Biology Teaching
- Biology, BA
- Biology, BS
- Business Administration, BS
- Business and Marketing Education, BS
- Chemistry Teaching, BA

Step 4: Click 'Generate Requirements'.

Option Selection Home Search Flag Menu Help

[Back](#) Help

This plan is being generated for: **Fall 2017**

Step 1: Select Major

Step 2: Select Minor (optional)


[Change your minor »](#) [Remove Plan](#)

You've selected: **American Sign Language Minor** [Read about this minor](#)

Step 3: Select Secondary Major (optional)

Douglas Honors College (optional)

[Generate Requirements](#)



Step 5: Select courses as needed.

Plan Requirements Home Search Flag Menu Help

Alert regarding your plan(s)! Close

Business Administration, BS -
The recommended math sequence for this plan includes:
1) MATH 100A
2) MATH 100B
3) MATH 100C
4) MATH 153
Enroll in the highest listed course for which you are eligible.

You are eligible for **Math 172: Calculus**.

[Add Elective Course](#) [View Courses in your Plan](#) [Check Plan](#)

Course Selection Required

GENERAL EDUCATION - 18 Courses Required OR a transferable Associate degree will satisfy General Education (RG-0052) +


Engage: First Year Experience (R-0005)

First Year Experience	-
ACADEMIC WRITING I	-
QUANTITATIVE REASONING	-






All students must take one course in each of the areas of knowledge. At least 3 of those courses need to be from the same pathway. No more than 2 classes from a single department may be counted toward this requirement. (R-2779)

Knowledge areas (R-2780)

K1: ACADEMIC WRITING II	Add Course(s)
K2: COMMUNITY, CULTURE, & CITIZ	-
K3: CREATIVE EXPRESSION	Add Course(s)
K4: GLOBAL DYNAMICS	-
K5: HUMANITIES	Add Course(s)
K6: INDIVIDUAL & SOCIETY	-
K7: PHYSICAL & NATURAL WORLD	Add Course(s)
K8: SCIENCE & TECHNOLOGY	Add Course(s)




Step 6: Check and then generate your plan.

Plan Requirements     

Alert regarding your plan(s)! × [Help](#)

Business Administration, BS -
The recommended math sequence for this plan includes:
1) MATH 100A
2) MATH 100B
3) MATH 100C
4) MATH 153
Enroll in the highest listed course for which you are eligible.

[Add Elective Course](#) [View Courses in your Plan](#) [Check Plan](#)



 **Course Selection Required**

GENERAL EDUCATION - 18 Courses Required OR a transferable Associate degree will satisfy General Education (RG-0052) **+**

BUADBS: BUSINESS ADMINISTRATION B.S. - 103-105 Units Required (RG-0069) **+**

American Sign Language Minor - 30 Units Required (RG-2189) **+**

[Generate Plan](#) [Check Plan](#)

Step 2  **Step 1** 

Step 7: View your progress report.

CAPS Progress

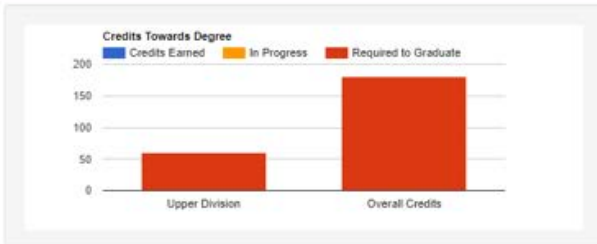
Student Data

Joe Wildcat
ID: 24790660

Declared Major(s)
No Declared Major

Current Plan
Business Administration, BS

Credits Towards Degree



GPA

Data column(s) for axis #0 cannot be of type string

Course Calendar

■ General Education
 ■ Major
 ■ Electives

Step 8: Print your course list (note: you may need to enable pop-ups in your browser).



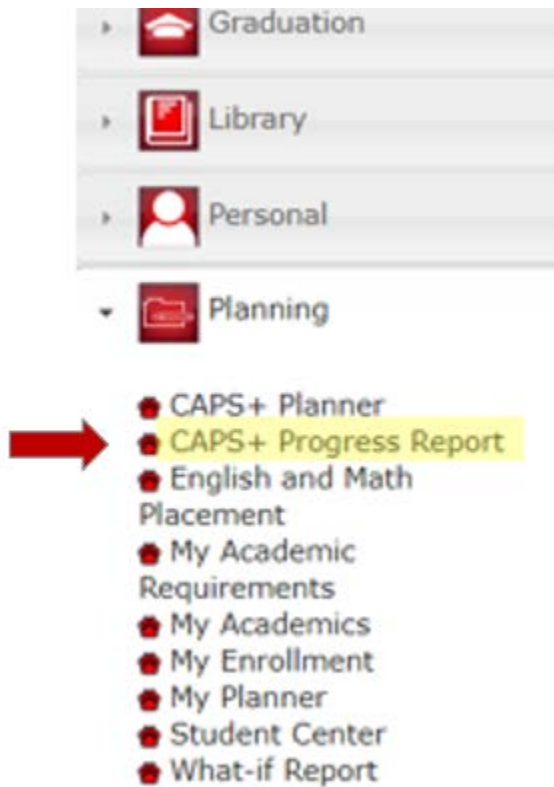
Name: Joe Wildcat
ID:
Declared Major:
Plan Major: Business Administration Major, Human Resource Management Specialization
Plan Minor: American Sign Language Minor
Plan Last Modified: 2017-09-14

2017-2018 Academic Year

Fall 2017

Course	Course Description	Credits
BUS 241	Legal Environment of Business	5.00
ECON 201	Principles of Economics Micro	5.00
ENG 101	Comp I: Critical Read/Respond	4.00
UNIV 101	Academic Advising Sem	1.00

Step 9 (**Students**): View all your degree plans.



Step 9 (**Advisors/Faculty**): View your students' degree plans.

Main Menu >> Campus Solutions >> CWU Student Administration >> Academic Advisement >> Advisee Management >> CAPS+ Student Progress Report

