

MYCAP UNDERGRADUATE REGISTRATION APPROVAL

CENTER FOR EXCELLENCE IN LEARNING AND TEACHING



TIPS FOR MYCAP REGISTRATION

- Have your Capital email account and password.
- If you need to reset your user name and password is contact the IT Help Desk at 614-236-6508 or helpdesk@capital.edu.
- Be sure that all prerequisites for your selected courses have been met or are currently in progress.
- Make sure you are not on Financial hold and there are no outstanding notices posted to your account.
- You will not be able to register until you receive your Advisor's approval.
- Once you've selected your courses, you must request "request review" to your Advisor before you can register.
- Once you receive your advisor's approval response, you can register at your assigned registration priority date.
- If you have questions, email advising@capital.edu.

myCAP.capital.edu

WHO DOES WHAT?

Students

- Will receive instructions
- Might need your help
- Schedule appointment with you
- “Request Review” in myCAP

Academic Advisors

- Schedule advising appointments
- Assist students with myCAP
- Complete “Review” in myCAP so students can register



Hello, Welcome to Colleague Self-Servic...

Choose a category to get started.



Register Now

Click the button to see available terms and sections.

Register



Student Finance

Here you can view your latest statement and make a payment online.



Financial Aid

Here you can access financial aid data, forms, etc.



Tax Information

Here you can change your consent for e-delivery of tax information.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Course Catalog

Here you can view and search the course catalog.



Grades

Here you can view your grades by term.



Graduation Overview

Here you can view and submit a graduation application.



Enrollment Verifications

Here you can view and request an enrollment verification.



Transcript Requests

Here you can view and request a transcript.



Academic Attendance

Here you can view your attendances by term.

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Her...

1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

Click

[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Math (Integrated Math)	(2.750 required)	<div style="width: 20%; height: 15px; background-color: green;"></div>

2020 FALL SEMESTER Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							

BEFORE YOU DO ANYTHING ELSE:

Students have a financial agreement that they need to authorize before registering.

Need to Accept This!



Please accept the Required Agreements under User Options on the left menu. ×

Plan your Degree and Schedule your courses

Schedule

Timeline

Advising

Petitions & Waivers



2020 FALL SEMESTER

Click "User Options" then "Required Agreements"



Filter Sections



Save to iCal



Print

Students have a financial agreement that they need to authorize before registering.



Financial Information



Employment



Academics



Daily Work



User Options

Click "User Options"

User Profile

Emergency Information

Student View/Add Proxy Access

Required Documents

Required Agreements

Click "Required Agreements"

Plan your Degree and Schedule your courses

Search for courses...



Schedule

Timeline

Advising

Petitions & Waivers

< 2020 FALL >

Change to the Semester that You Are Scheduling For

Filter Sections

Save to iCal

Print

Planned: 3 Credits Enrolled: 15 Credits Waitlisted: 0 Credits

MATH-121-02: Trig. & Analytic Geometry

✓ Registered

Credits: 3 Credits
Grading: Graded
Instructor: Massarelli, S
8/24/2020 to 12/10/2020

Meeting Information

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			PSYCH-121-01		PSYCH-121-01		
9am		UC-120-02	UC-100-07 ✕	UC-120-02	UC-100-07 ✕	UC-120-02	
10am							
11am		UC-170-02		UC-170-02		UC-170-02	
12pm							



Type Course Number and Click Enter

PHIL 204



Schedule

Timeline

Advising

Petitions & Waivers



2021 SPRING SEMESTER



Filter Sections

Save to iCal

Print

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits



No Courses Selected For This Term

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							

[← Back To Course Catalog](#)

Filter Results

[Hide](#)

Availability [^](#)

- Open and Waitlisted Sections
- Open Sections Only

Subjects [^](#)

- Biology (1)
- Computer Science (1)
- Philosophy (17)
- Political Science (2)
- Religion (1)

[Show All Subjects](#)

Terms [^](#)

- 2021 FALL SEMESTER (9)
- 2021 SPRING SEMESTER (9)
- 2021 SUMMER TERM (1)

Days of Week [^](#)

- Monday (4)
- Tuesday (8)

Filters Applied: None

PHIL-170 Classical Greek Philosophy (3 Credits) [Add Course to Plan](#)

An introduction to philosophical inquiry by means of the study of the philosophical work of Socrates, Plato and Aristotle in their historical context.

Requisites:

None

Locations:

Main Campus

[View Available Sections for PHIL-170](#) [v](#)

PHIL-204 Phil & the Arts (3 Credits) [Add Course to Plan](#)

A study of philosophical questions raised by the arts, including: Why are the arts important? Are there any general criteria for artistic excellence? What do the arts have in common?

Locations:

Main Campus

Offered:

Fall and Spring Only

[View Available Sections for PHIL-204](#) [v](#)

Click on the Semester that You Are Scheduling For

[Back to Course Catalog](#)

Filter Results

Hide

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

- Biology (1)
- Philosophy (6)
- Political Science (1)
- University Core (1)

Terms

- 2021 FALL SEMESTER (9)

Days of Week

- Monday (4)
- Tuesday (5)
- Wednesday (4)
- Thursday (5)
- Friday (4)
- Saturday (1)

Time of Day

Select time range...

Filters Applied: 2021 FALL SEMESTER x

PHIL-170 Classical Greek Philosophy (3 Credits)

Add Course to Plan

An introduction to philosophical inquiry by means of the study of the philosophical work of Socrates, Plato and Aristotle in their historical context.

Requisites:

None

Locations:

Main Campus

View Available Sections for PHIL-170

PHIL-202 Phil.&Pol.I-Ancient&Medieval (3 Credits)

Add Course to Plan

Classical and medieval political philosophies are studied, as are the tension between faith and reason, obligation and disobedience, virtue, the good, and the best regime. Students develop and apply problem solving, critical thinking and application skills regarding the content under study. Course may be taken for philosophy or political science credit.

Requisites:

None

Locations:

Main Campus

Offered:

FALL ONLY

View Available Sections for PHIL-202

PHIL-150 Introduction to Logic (3 Credits)

Add Course to Plan

This course develops skills of logical analysis and logical problem solving. Students will become acquainted with the basic principles of logic and the methods of logical analysis.

No PHIL 204 sections available for this semester. Choose another class.

Search for Courses and Course Sectio...

[Back to Course Catalog](#)

Search for courses...



When You Find the Class You Want in the Semester You Want

Hide

Availability

- Open and Waitlisted Sections
 Open Sections Only

Subjects

- Hist., Theol. & Society (TLS) (1)
 Music (1)
 Religion (4)
 University Core (2)

Terms

- 2021 SPRING SEMESTER (8)

Days of Week

- Monday (2)

RELIG-321 Reformation & Enlightenment (3 Credits)

[Add Course to Plan](#)

Fulfills the Signature Learning Humanities requirement. History of Christian thought and institutions: Reformation and the Enlightenment.

Requisites:

None

Locations:

Main Campus

[View Available Sections for RELIG-321](#)[View Available Sections](#)

2021 SPRING SEMESTER

[RELIG-321-01](#)

Reformation & Enlightenment

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
22	T/Th 12:30 PM - 1:45 PM 1/11/2021 - 5/4/2021	Main Campus, Ruff Learning Ctr 103	Schroeder, J

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filter Results

Hide

Availability

-
- Open and Waitlisted
-
-
- Open Sections Only

Subjects

-
- Hist., Theol. & Soc. Sci.
-
-
- Music (1)
-
-
- Religion (4)
-
-
- University Core

Terms

-
- 2021 SPRING SEMESTER

Days of Week

-
- Monday (2)

Section Details

RELIG-321-01 Reformation & Enlightenment

2021 SPRING SEMESTER

Instructors	Schroeder, J (jschroed@capital.edu , 614-236-6437)
Meeting Information	T, Th 12:30 PM 1:45 PM 1/11/2021 - 5/4/2021 Main Campus, Ruff Learning Ctr 103 (LECTURE)
Dates	1/11/2021 - 5/4/2021
Seats Available	22 of 22 Total
Credits	3
Grading	Graded
Requisites	None
Course Description	Fulfills the Signature Learning Humanities requirement. History of Christian thought and institutions: Reformation and the Enlightenment.
Topic	Undergraduate - Main Campus
Books	Bookstore Information

Close

Add Section

[Academics](#) · [Course Catalog](#)

Search for Courses and Course Sectio...

[Back to Plan & Schedule](#)

RELIG-321-01 has been planned on the schedule.

Search for courses...



Filter Results

Hide

Availability 

- Open and Waitlisted Sections
- Open Sections Only

Subjects 

- Cultural Studies (1)
- Hist., Theol. & Society (TLS) (2)
- History (1)
- Music (3)
- Nursing (1)

[Show All Subjects](#)Terms 

- 2020 FALL SEMESTER (11)

Filters Applied: None

RELIG-321 Reformation & Enlightenment (3 Credits)

[Add Course to Plan](#)

Fulfills the Signature Learning Humanities requirement. History of Christian thought and institutions: Reformation and the Enlightenment.

Requisites:

None

Locations:

Main Campus

[View Available Sections for RELIG-321](#) 

2021 SPRING SEMESTER

RELIG-321-01

Reformation & Enlightenment

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
22	T/Th 12:30 PM - 1:45 PM	Main Campus, Ruff	

Plan your Degree and Schedule your courses

Search for courses...



Schedule

Timeline

Advising

Petitions & Waivers



2021 SPRING SEMESTER



Remove Planned Courses

Register Now

Filter Sections

Save to iCal

Print

Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

[RELIG-321-01: Reformation & Enlightenment](#)



✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Schroeder, J
1/11/2021 to 5/4/2021
Seats Available: 22

Meeting Information

Register

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm			RELIG-321-01		RELIG-321-01		
2pm							
3pm							
4pm							
5pm							

Plan your Degree and Schedule your courses

Search for courses...



Student clicks "Request Review". Email sent to Academic Advisors.

Request Review

Last review requested on 10/9/2020
Course Plan last reviewed on 10/9/2020 by Hemmingsen, Jens M.

Compose a Note

Save Note

View Note History

No advising notes have been entered.

Helpful Hint: Plan all of your classes before you "Request Review" so your Academic Advisor can see everything at one time.

AFTER ADVISOR APPROVES CLASSES, STUDENT RECEIVES EMAIL

The screenshot shows an Outlook inbox for 'akarkows@capital.edu'. The selected email is from Andrea Karkowski, dated Wednesday, October 28, 2020, at 9:48 AM. The subject is 'Advisor Review Complete'. The email body contains the following text:

Your academic advisor has completed the review of your planned course schedule and approved courses so that you can register for these classes.

Please go to [myCAP](#) to review your planned schedule of courses and complete registration after your registration window opens.

If you have questions, please contact your academic advisor or email [Advising](#) for guidance.

The interface also shows a calendar on the right for October 2020, with the 28th highlighted. Below the calendar, a 'Today' schedule is visible, including 'PSYCH 121 9 am' and 'Virtual Office Hours'.

AT THE STUDENT'S REGISTRATION TIME

The screenshot shows a web interface for student registration. At the top left, there is a dark sidebar with icons for home, university, graduation, and user profile. The main content area has a breadcrumb trail: [Academics](#) · [Student Planning](#) · [Plan & Schedule](#). Below this is the heading "Plan your Degree and Schedule your courses" and a search box labeled "Search for courses...". A horizontal menu contains tabs for "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Schedule" tab is active. Below the tabs, there are navigation arrows and the text "2020 FALL SEMESTER". A blue button labeled "Register Now" is highlighted with a dark purple border. Below it is a "Print" button with a printer icon.

Change to the Semester that You Are Registering For

FULL PROCESS

- You and your student advisees meet to discuss classes and propose schedule
- Student clicks “Request Review”
- Advisor clicks “Cleared to Register” (removes the advising hold)
- Advisor clicks “Advisement Complete” (archives the plan)
- Student clicks “Register Now” to schedule classes at registration time

THINGS TO REMEMBER

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am		<u>BIOL-170-01</u>		<u>BIOL-170-01</u>		<u>BIOL-170-01</u>	
12pm			<u>UC-120-13</u>		<u>UC-120-13</u>		
1pm		<u>MATH-215-03</u>		<u>MATH-215-03</u>		<u>MATH-215-03</u>	
2pm		<u>PSYCH-121-04</u>		<u>PSYCH-121-04</u>		<u>PSYCH-121-04</u>	
3pm				<u>BIOL-170L-02</u>			
4pm			<u>RELIG-382-01</u> ✕		<u>RELIG-382-01</u> ✕		
5pm							

Registered classes are GREEN

Planned classes are SANDSTONE