**myCAP Registration for Graduate Students**

**Center for Excellence in Learning and Teaching**

This is for GRADUATE students to register for classes.

UNDERGRADUATE students register via different process which is captured in a different set of slides.
TIPS FOR myCAP REGISTRATION – FOR GRADUATE STUDENTS

- Have your Capital email account and password.
- If you need to reset your user name and password 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 can register at your assigned registration priority date.
- If you have questions, email advising@capital.edu.
Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- **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. Here...

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.
   Go to Plan & Schedule

2020 FALL SEMESTER Schedule

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BEFORE YOU DO ANYTHING ELSE:
Students have a financial agreement that they need to authorize before registering.

Need to Accept This!
Click “User Options” then “Required Agreements”

Please accept the Required Agreements under User Options on the left menu.
Students have a financial agreement that they need to authorize before registering.

Click “User Options”

Click “Required Agreements”
Change to the Semester that You are Registering For

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

2020 FALL SEMESTER

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

MBA-710-01: Marketing Management

Registered

Credits: 3 Credits Grading: Graded
Instructor: Flood, W
8/24/2020 to 12/3/2020

Meeting Information

Drop
Type Course Number and Click Enter

MBA 500
Search for Courses and Course Sections

Filter Results
- Availability
  - Open and Waitlisted Sections
  - Open Sections Only
- Subjects
  - Master of Business Admin (16)
- Terms
  - 2021 FALL SEMESTER (13)
  - 2021 SPRING SEMESTER (12)
  - 2021 SUMMER TERM (11)
- Days of Week

Filters Applied: Master of Business Admin

MBA-500 MBA Foundations (3 Credits)
The course is a rigorous overview of accounting, economics, finance, strategy, marketing, operations, and statistics, while building the students’ self-awareness and skills in quantitative methods, use of information technology, written and verbal communications, leadership and motivation, and problem solving.

Requisites:
None

Locations:
Main Campus

View Available Sections for MBA-500

Click the semester that you want!
Search for Courses and Course Sections

View Available Sections for MBA-500

MBA-500 MBA Foundations (3 Credits)

The course is a rigorous overview of accounting, economics, finance, strategy, marketing, operations, and statistics, while building the students' self-awareness and skills in quantitative methods, use of information technology, written and verbal communications, leadership and motivation, and problem solving.

Requisites:
None
Locations:
Main Campus

View Available Sections for MBA-611

MBA-611 Analytical Methods (3 Credits)

Managers must understand the basic mathematical underpinnings of finance, economics and operations. Quantitative and Analytic Methods provides students an opportunity to learn, practice and apply these essential quantitative skills used to formulate sound decisions in complex environments. The course begins with an exploration of maximization. Students learn how to model resource maximization and interpret the results. It then examines statistical methods for interpreting and analyzing data including regression analysis.
### How the course is offered:
- **HYBRID** = Online and In Person
- **ONLN** = Online Only
- **LEC** = In Person

### Course Days and Times
- **MBA-843-01** Attracting & Retaining Talent
- **Seats**
- **Times**
  - T 6:00 PM - 9:00 PM
- **Locations**
  - Main Campus
- **Instructors**
  - Scholz Mullen, J
- **Dates**
  - 1/11/2021 - 5/4/2021
MBA-843-01 Attracting & Retaining Talent
2021 SPRING SEMESTER

Instructors: Scholz Mellum, J (jscholzmellum@capital.edu)

Meeting Information:
- T 6:00 PM - 9:00 PM
- 1/11/2021 - 5/4/2021
- Main Campus, TBD (HYBRID)

Dates: 1/11/2021 - 5/4/2021

Seats Available: 10 of 10 Total

Credits: 3

Grading: Graded

Requisites: None

Course Description:
This course involves a focused and intensive approach to principles and practice of Leadership. Specific topics and areas of emphasis will vary depending on instructor and semester. Prospective students should contact the course instructor for additional details.

Topic: Graduate - Main Campus

Books: Bookstore Information
MBA-843 Adv Tpcs in Leadership (3 Credits)

This course involves a focused and intensive approach to principles and practice of Leadership. Specific topics and areas of emphasis will vary depending on instructor and semester. Prospective students should contact the course instructor for additional details.

Requisites:
None

Locations:
Main Campus

View Available Sections for MBA-843

2021 SPRING SEMESTER

<table>
<thead>
<tr>
<th>MBA-843-01</th>
<th>Attracting &amp; Retaining Talent</th>
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<tbody>
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<td>Seats</td>
<td>Times</td>
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</table>

MBA-843-01 has been planned on the schedule.
To View Your Schedule

- Click on Home
- Re-enter Student Planning
**Plan your Degree and Schedule your courses**

**Graduate Student View**

- **Change to the Semester that You Want to See**
- **Add More Classes, If Desired**

**2021 SPRING SEMESTER**

<table>
<thead>
<tr>
<th>MBA 843-01: Attracting &amp; Retaining Talent</th>
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<tbody>
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<td>Grading: Graded</td>
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<td>Seats Available: 10</td>
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**Register for MBA 843-01**

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When:
• You’ve added all of the courses to your schedule AND
• It is your time to register

Then:
• This button will be blue.
• Click it to register for your spring classes
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Registered classes are GREEN

Planned classes are SANDSTONE