**myCAP Registration for Graduate Students**

Center for Excellence in Learning and Teaching – 2020

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.
myCAP.capital.edu

Spring Schedule Available in myCAP November 6
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
BEFORE YOU DO ANYTHING ELSE:
Students have a financial agreement that they need to authorize before registering.

- Click "User Options" then "Required Agreements"
Students have a financial agreement that they need to authorize before registering.

Click “User Options”

Click “Required Agreements”
Type Course Number and Click Enter

MBA 843
Click 2021 SPRING SEMESTER!
Search for Courses and Course Sections

Filter Results

- Availability
  - Open and Waitlisted Sections
  - Open Sections Only
- Subjects
- Terms
  - 2021 SPRING SEMESTER (12)

Filters Applied: 2021 SPRING SEMESTER

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

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.
# 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

### 2021 SPRING SEMESTER

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Seats</th>
<th>Times</th>
<th>Location</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA-843-01</td>
<td>T 6:00 PM - 9:00 PM</td>
<td>1</td>
<td>1/11/2021 - 5/4/2021</td>
<td>Main Campus</td>
<td>Scholz Mellum, J</td>
</tr>
</tbody>
</table>

**How the course is offered:**
- **HYBRID** = Online and In Person
- **ONLN** = Online Only
- **LEC** = In Person

**Course Days and Times**
- **Monday (5)**
- **Tuesday (1)**
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

Add Section
Search for Courses and Course Sections

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

MBA-843-01
Attracting & Retaining Talent

Seats | Times | Locations | Instructors
--- | --- | --- | ---

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

- Click on Home
- Re-enter Student Planning
Add More Classes, If Desired
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
# Things to Remember

Registered classes are GREEN

<table>
<thead>
<tr>
<th>Time</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>11am</td>
<td>BIOL-170-01</td>
<td>BIOL-170-01</td>
<td></td>
<td>BIOL-170-01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1pm</td>
<td>MATH-215-03</td>
<td>UC-120-13</td>
<td>MATH-215-03</td>
<td>UC-120-13</td>
<td>MATH-215-03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2pm</td>
<td>PSYCH-121-04</td>
<td>PSYCH-121-04</td>
<td>PSYCH-121-04</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3pm</td>
<td></td>
<td></td>
<td></td>
<td>RELIG-382-02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4pm</td>
<td>RELIG-382-01</td>
<td></td>
<td></td>
<td>RELIG-382-01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Planned classes are SANDSTONE