myCAP Undergraduate Registration Approval

Center for Excellence in Learning and Teaching – 2020
**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
Spring Schedule Available in myCAP November 6
**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.

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

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

- Course Catalog
  Here you can view and search the course catalog.

- Graduation Overview
  Here you can view and submit a graduation application.

- Transcript Requests
  Here you can view and request a transcript.

- Financial Aid
  Here you can access financial aid data, forms, etc.

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

- Grades
  Here you can view your grades by term.

- Enrollment Verifications
  Here you can view and request an enrollment verification.

- 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.

Go to Plan & Schedule

<table>
<thead>
<tr>
<th>Programs</th>
<th>Cumulative GPA</th>
<th>Progress</th>
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<tbody>
<tr>
<td>Math (Integrated Math)</td>
<td>(2.750 required)</td>
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2020 FALL SEMESTER Schedule

<table>
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<tr>
<th></th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
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<td>7am</td>
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</table>
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 2021 SPRING SEMESTER!
Search for Courses and Course Sections...

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
- 2020 FALL SEMESTER (10)
- 2021 SPRING SEMESTER (9)
- 2020 SUMMER TERM (1)

PHIL-170 Classical Greek Philosophy (3 Credits)
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

PHIL-204 Phil & the Arts (3 Credits)
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?

- Requisites:
  - None
- Locations:
  - Main Campus

View Available Sections for PHIL-204

Click 2021 SPRING SEMESTER!
No PHIL 170 sections available for this semester. Choose another class.
RELIG-321 Reformation & Enlightenment (3 Credits)
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

<table>
<thead>
<tr>
<th>Seats</th>
<th>Times</th>
<th>Locations</th>
<th>Instructors</th>
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<tbody>
<tr>
<td>22</td>
<td>T/Th 12:30 PM - 1:45 PM</td>
<td>Main Campus, Ruff Learning Ctr 103</td>
<td>Schroeder, J</td>
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</table>
RELIG-321-01 Reformation & Enlightenment
2021 SPRING SEMESTER

Instructors
Schroeder, J (jschroed@capital.edu, 614-236-6437)

Meeting
T, Th 12:30 PM 1:45 PM

Information
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

Add Section
RELIG-321-01 has been planned on the schedule.
Student clicks “Request Review”. Email sent to Academic Advisors.

Helpful Hint: Plan all of your classes before you “Request Review” so your Academic Advisor can see everything at one time.
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.
AT THE STUDENT’S REGISTRATION TIME

Change to 2021 SPRING SEMESTER
**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

Registered classes are GREEN

Planned classes are SANDSTONE

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<tr>
<th>Time</th>
<th>Sun</th>
<th>Mon</th>
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