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.
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
Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here...
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”
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 Scheduling For
Click on the Semester that You Are Scheduling For
No PHIL 204 sections available for this semester. Choose another class.
When You Find the Class You Want in the Semester You Want

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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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

Add Section
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

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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.
AFTER ADVISOR APPROVES CLASSES, STUDENT RECEIVES EMAIL

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.
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

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Registered classes are GREEN

Planned classes are SANDSTONE