

CAPP Instructions for Students

1. Log in **MyNOVA**, select **Student** tab, and then double click **CAPP** listed under the **My Schedule and Registration** block.
2. Choose an appropriate term, and then click the **Submit** button.
3. Select [**Generate New Evaluation – Engr., VSB, NU, PTS, GS**] at the bottom of the page.
4. Click on the *program* radio button, and then click the **Generate Request** button.
5. Choose **Detail Requirements** from the three available options, and then click the **Submit** button.

*If you have any questions regarding your CAPP audit, please click on the **Student CAPP Inquiry Form** link at the bottom of **Detail Requirements** page to submit your questions. You will be contacted shortly.*

- **Detail Requirements** displays all courses completed to date, current and next semester registration, and the remaining requirements that have not yet been fulfilled.
- To view a list of all courses completed to date, and current and next semester registration, please choose **General Requirements**.
- To view all in-progress courses (*current and next semester*) and any unused courses, please select **Additional Information**.

IMPORTANT INFORMATION:

- ❖ In both **Detail Requirements** and **General Requirements** views, the general info about your degree program is listed first, followed by the areas of study: *primary major (must always be listed as the first area), business core, arts & science core, non-business(if appropriate), and free electives*.

If you have a secondary major and/or any VSB minor(s), your secondary major area and/or your minor areas(s) are listed after free electives.

- ❖ The **Used** column listed on the top of the first page *only* includes the earned credits that count toward degree requirements.

STEPS TO USE WHAT-IF OPTION: **What-If Option** is used to run an on-line audit against a *different* major, minor, or double major combination.

1. Choose [**What-If Analysis – Engr, GS, NU, VSB, PTS**] at the bottom of the **Degree Evaluation Record** page.
2. Select an appropriate **Entry Term** (also known as *Catalog Term*), then click on the **Continue** button. *To find out your Catalog Term, please click on the **Current Enrollment** link at the bottom of the page.*
3. Select an appropriate **Program** code and **Major** code, ******then click the **Submit** button and the **Generate Request** button. Example:

CEC for ECC major (<i>up to Class # 2011</i>)	CACC for ACC major
CBA-ECC for ECC major (<i>starting Class # 2012</i>)	CBA-FIN for FIN major
CBA-IB for IB co- major	CBA-MGT for MGT major
CBA-MKT for MKT major	CSB for Undeclared SB major

****** To include a *secondary major and/or any VSB minor(s)*, please keep clicking on the **Add More** button until you add the appropriate *secondary major and/or minor(s)*, and then click the **Generate Request** button.

4. Choose **Detail Requirements**, and then click the **Submit** button.