



VILLANOVA School of Business

Senior Audit Form

Student Name: _____ Major (s): _____
 Student ID #: _____ Minor (s): _____
 Catalog Year: _____ Advisor: _____
 Current Cum GPA: _____ Study Abroad Experience (Term): _____
 Current Tech GPA: _____

1. Credits earned to date: _____
2. Credits enrolled in the Fall: _____
3. Total credits by the end of the Fall (*Total of Items #1 and #2*): _____
4. Credits to be taken after the Fall (**Maximum credits per semester are 18 cr.**) _____

| Requirement | Course Title | Credits | To Be Taken | |
|-------------|--------------|---------|-------------|--------------|
| | | | Spring | After Spring |
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5. Anticipating credits from a completed Study Abroad program or Summer School: _____

| College | Requirement | Course Title | Credits |
|---------|-------------|--------------|---------|
| | | | |
| | | | |
| | | | |
| | | | |

6. Grand Total (*Total of Items #3, #4 and #5*): _____

Participation in Graduation Ceremonies: *Students within nine (9) credits of fulfilling their degree requirements may participate in the University Graduation and the VSB Recognition Ceremony; their names will not be listed in the graduation programs.*

Please also note: It is the responsibility of the student to know and comply with all academic policies and regulations of the University and the Villanova School of Business. Please run an on-line audit after your spring registration to make sure all areas are "MET". Please check in with the Clay Center immediately (Bartley Hall, Room 1054) if there is a discrepancy.

Student's Signature: _____ Date: _____

Clay Center Advisor Signature: _____ Date: _____

For Official Use Only: *Please list any special circumstances here:* _____

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.