

MYCAP REGISTRATION FOR GRADUATE STUDENTS

CENTER FOR EXCELLENCE IN LEARNING AND TEACHING

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



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.

[Academics](#) · [Student Planning](#) · [Planning Overview](#)

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Her...

Search for courses...



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.

Click

[Go to Plan & Schedule](#)

Programs

Cumulative GPA

Progress

Master of Business Administration

4.000 (3.000 required)

2020 FALL SEMESTER Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							

BEFORE YOU DO ANYTHING ELSE:

Students have a financial agreement that they need to authorize before registering.

Need to Accept This!



Please accept the Required Agreements under User Options on the left menu. ×

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers



2020 FALL SEMESTER

Click "User Options" then "Required Agreements"



Filter Sections



Save to iCal



Print

Students have a financial agreement that they need to authorize before registering.



Financial Information



Employment



Academics



Daily Work



User Options

Click "User Options"

User Profile

Emergency Information

Student View/Add Proxy Access

Required Documents

Required Agreements

Click "Required Agreements"



Please accept the Required Agreements under User Options on the left menu.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< 2020 FALL SEMESTER +

Change to the Semester that You are Registering For

Filter Sections

Save to iCal

Print

Planned: 0 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

MBA-710-01: Marketing Management

✓ Registered

Credits: 3 Credits
Grading: Graded
Instructor: Flood, W
8/24/2020 to 12/3/2020

Meeting Information

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							



Type Course Number and Click Enter

MBA 500



Schedule

Timeline

Advising

Petitions & Waivers



2021 SPRING SEMESTER



Filter Sections

Save to iCal

Print

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits



No Courses Selected For This Term

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							

Search for Courses and Course Sections

Search for courses...

[Back to Course Catalog](#)

Filter Results

Hide

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

- Master of Business Admin (16)

Terms

- 2021 FALL SEMESTER (13)
- 2021 SPRING SEMESTER (12)
- 2021 SUMMER TERM (11)

Days of Week

Filters Applied: Master of Business Admin X

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.

Requisites:

None

Locations:

Main Campus

[View Available Sections for MBA-500](#)

Click the semester that you want!

MBA Pilot Course

Requisites:

None

Locations:

Search for Courses and Course Sections

[Back to Course Catalog](#)

Search for courses...



Filter Results

Hide

Availability

-
- Open and Waitlisted Sections
-
-
- Open Sections Only

Subjects

-
- Master of Business Admin (13)

Terms

-
- 2021 FALL SEMESTER (13)

Days of Week

-
- Monday (6)

Filters Applied: Master of Business Admin X 2021 FALL SEMESTER X

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.

Requisites:

None

Locations:

Main Campus

[View Available Sections for MBA-500](#)[View Available Sections](#)

MBA-611 Analytical Methods (3 Credits)

Managers must understand the basic mathematical underpinnings of finance, economics and operations. Quantitative and Analytic Methods provides students an opportunity to learn, practice and apply these essential quantitative skills used to formulate sound decisions in complex environments. The course begins with an exploration of maximization. Students learn how to model resource maximization and interpret the results. It then examines statistical methods for interpreting and analyzing data including regression analysis

Filters Applied: 2021 SPRING SEMESTER x

Filter Results

Hide

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

- Master of Business Admin (12)

Terms

- 2021 SPRING SEMESTER (12)

Days of Week

- Monday (5)
- Tuesday (1)

Time of Day

Select time range...

MBA-843 Adv Tpcs in Leadership (3 Credits)

Add Course to Plan

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

How the course is offered:

- HYBRID = Online and In Person
- ONLN = Online Only
- LEC = In Person

View Available Sections

2021 SPRING SEMESTER

MBA-843-01

Attracting & Retaining Talent

Add Section to Schedule

Seats	Times	Locations	Instructors
	T 6:00 PM - 9:00 PM 1/11/2021 - 5/4/2021	Main Campus HYBRID	Scholz Mellum, J

Course Days and Times

Academics · Course Catalog

Search for Courses

[Back to Course Catalog](#)

Filter Results

[Hide](#)

Availability

Open and Waitlist

Open Sections Only

Subjects

Master of Business Administration

Terms

2021 SPRING SEMESTER

Days of Week

Monday (5)

Tuesday (1)

Thursday (5)

Time of Day

[Add Course to Plan](#)

Leadership. Specific topics and areas of emphasis will vary depending on instructor and semester. Prospective students should contact the course instructor for additional details.

[Section to Schedule](#)

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](#)

Close

✓ MBA-843-01 has been planned on the schedule.

Search for Courses and Course Sections

[Back to Course Catalog](#)

Search for courses...



Filter Results

Hide

Availability

- Open and Waitlisted Sections
- Open Sections Only

Subjects

- Master of Business Admin (12)

Terms

- 2021 SPRING SEMESTER (12)

Days of Week

- Monday (5)
- Tuesday (1)

Filters Applied: 2021 SPRING SEMESTER x

MBA-843 Adv Tpcs in Leadership (3 Credits)

Add Course to Plan

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

Add Section to Schedule

Seats	Times	Locations	Instructors

TO VIEW YOUR SCHEDULE

- Click on Home
- Re-enter Student Planning

Plan your Degree and Schedule your courses

Search for courses...

Add More Classes, If Desired

Schedule Timeline Advising Petitions & Waivers

2021 SPRING SEMESTER

Change to the Semester that You Want to See

Filter Sections

Save to iCal

Print

Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

MBA-843-01: Attracting & Retaining Talent

Planned

Credits: 3 Credits
Grading: Graded
Instructor: Scholz Mellum, J
1/11/2021 to 5/4/2021
Seats Available: 10

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

MBA-843-01

< > 2021 SPRING SEMESTER -

Remove Planned Courses

Register Now

Filter Sections

Save to iCal

Print

Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

[MBA-843-01: Attracting & Retaining Talent](#) X

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Scholz Mellum, J
1/11/2021 to 5/4/2021
Seats Available: 10

Meeting Information

Register

View other sections

[MBA-900-01: Business Policy & Strategy](#) X

✓ Planned

Credits: 3 Credits
Grading: Graded

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm			MBA-843-01 X		MBA-900-01 X		
7pm							
8pm							
9pm							
10pm							

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

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am		<u>BIOL-170-01</u>		<u>BIOL-170-01</u>		<u>BIOL-170-01</u>	
12pm							
1pm		<u>MATH-215-03</u>	<u>UC-120-13</u>	<u>MATH-215-03</u>	<u>UC-120-13</u>	<u>MATH-215-03</u>	
2pm		<u>PSYCH-121-04</u>		<u>PSYCH-121-04</u>		<u>PSYCH-121-04</u>	
3pm				<u>BIOL-170L-02</u>			
4pm			<u>RELIG-382-01</u> ✕		<u>RELIG-382-01</u> ✕		
5pm							

Registered classes are GREEN

Planned classes are SANDSTONE