CAPP Instructions for Students

1. Log in MyNOVA, select Student tab, and then double click CAPP – VSB, ENG, NUR, CP listed under the My Schedule and Registration block.

2. Select an appropriate term, and then click the Submit button.


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 “Questions? Please click here to fill out Student CAPP Inquiry Form” link at the bottom of the 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, 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 includes the earned credits that only count toward degree requirements.

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Steps to use the What-If Option: The What-If option is used to run an on-line audit against a different major, minor, or double major and/or minor combination.


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:

   CBA-ACC for ACC major   CBA-BUSA for BUSA co-major  CBA-ECC for ECC major
   CBA-FIN for FIN major   CBA-IB for IB co-major  CBA-MGT for MGT major
   CBA-MIS for MIS major   CBA-MKT for MKT major
   CBA-RES for REAL co-major  CBA-REST for REAL major – available for Class of 2021 and beyond
   CBA-SB for the undeclared SB major  CBBAH for HON Degree

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

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