STUDENT REGISTRATION TUTORIAL: HOW TO READ AN UNDERGRADUATE CAPP REPORT
A Curriculum, Advising and Program Planning (CAPP) report is a degree evaluation tool that enables you to track your academic progress throughout your university career.

Your CAPP lists the degree requirements and summarizes progress based on your academic record, showing how your completed, transfer courses and in-progress courses apply toward your degree requirements.

All students with a declared program have access to their CAPP report through My page.
How to view your CAPP report

- Sign in to My page
- Go to Student services
- Click on Grades & records
- Select Degree evaluation
How to view your CAPP report

CAPP (Curriculum Advising & Program Planning) is an advising tool, which outlines the program requirements needed for degree completion and matches a student's course record against those requirements.

The CAPP report displays the degree requirements that have been completed as well as those that are yet to be completed. Allocation of cross-listed courses and individual course/program substitutions and waivers will require manual intervention from an academic adviser.

Students are responsible for the completeness and accuracy of their registrations and for the completion of all program requirements as specified in the Calendar. This requires careful attention to course selections, compliance with pre-requisite and co-requisite requirements. Students are solely responsible for checking the calendar description for each course registration and assigned transfer credit for any references to duplicate, mutually-exclusive or cross-listed relationships (e.g. "Formerly", "Not open to..."); credit will NOT be assigned more than once in these cases.

Your record may not be updated with references to duplicate and mutually-exclusive situations until end of term. At the end of term any duplicate and mutually-exclusive course will be removed from your list of eligible courses to fulfill your degree requirements. Courses that are not graded at the end of term will be held out until graded.

Read the Calendar (Academic Regulations/Faculty and Department entries) carefully and if in doubt about any of these regulations consult your advising centre.

If you have any question about your CAPP report, students in the Faculties of Education, Humanities, Science and Social Sciences should contact their Faculty Advising centre. Students in other Faculties should contact their academic adviser.

The CAPP report is an internal document used for advising purposes. It is NOT an official document of your academic record.

Please read the disclaimer in the report.

This CAPP report is only available for the program in the current term.

Please be patient while we generate your report.

• Click Generate report
Reading your CAPP report: degree overview

The top section of your CAPP report will identify your currently declared program, including your faculty and degree as well as the elements of your program (majors, minors, etc). The calendar year to which you have been assigned is noted in the right corner of your report with the heading "catalog term".

One of the following status messages will be displayed beneath the overview section, indicating the status of your degree progress:

- At least one requirement has not been satisfied
- All requirements complete or in progress (IP) subject to final check by Records Services
- All requirements complete subject to final check by Records Services

If you have one or more requirements outstanding, you'll see more information under the related section later in the report, including the number of outstanding units as well as any specific course (or courses) required to satisfy the requirement.
How your CAPP report is organised

After the overview, your CAPP report is made up of the following summary sections:

1. General information
2. Degree overview
3. Summary of transfer credit
4. Summary of UVic courses completed or in progress

As well as information regarding your specific program and degree requirements:

1. Satisfaction of the Academic Writing Requirement
2. Progress towards the residency, upper level unit and total unit requirements
3. Progress towards faculty requirements (if any)
4. Progress towards requirements for your program (honours, major, general, minor)
5. Courses which have not automatically been used to satisfy program requirements but will count as electives
How your CAPP report is organised & symbols used

Related requirements from the list above are grouped and presented as a series of "areas". Most areas will list the specific requirements or criteria for completion below the title. Once all of the requirements in an area are met, the area will display as complete, using the following indicators:

- ❌ Individual requirement not yet met
- ✔️ Individual requirement met
- ❌ Area not complete (at least one requirement not yet met)
- 🔴 Area will be complete once in-progress courses are finished
- ✔️ Area complete (all requirements met)
CAPP report: Areas common to all UVic degrees

- **ACADEMIC WRITING REQ**

- **RESIDENCY**
  - Require 30.0 units of credit taken from the University of Victoria
  - Completed/In Progress: 47.000 Units

- **21 UPPER-LVL UNITS**
  - Require 21.0 upper-level units with at least 18.0 units taken at UVic
  - Completed/In Progress: 12.000 Units
  - Needs: 9.000 Units

**Upper-Level UVic Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>201509</td>
<td>CENG355: MICROPROCESSOR-BASED SYST</td>
<td>1.500</td>
</tr>
<tr>
<td>201509</td>
<td>CENG356: ENGINEERING SYSTEM SOFTWARE</td>
<td>1.500</td>
</tr>
<tr>
<td>201509</td>
<td>CENG399: DESIGN PROJECT I</td>
<td>1.500</td>
</tr>
<tr>
<td>201501</td>
<td>CENG460: COMMUNICATION NETWORKS</td>
<td>1.500</td>
</tr>
<tr>
<td>201309</td>
<td>CSC349A: NUMERICAL ANALYSIS</td>
<td>1.500</td>
</tr>
<tr>
<td>201501</td>
<td>ELEC320: ELECTRONIC DEVICES:I</td>
<td>1.500</td>
</tr>
<tr>
<td>201501</td>
<td>ELEC330: ELECTRONIC CIRCUITS:I</td>
<td>1.500</td>
</tr>
<tr>
<td>201501</td>
<td>ELEC340: APPLD: ELECTRMAGNTCS+PHOTONCS</td>
<td>1.500</td>
</tr>
</tbody>
</table>
Example of rules being applied to an “Area”

- **Rule is met**
  - Course taken: ECON313, INTERMED MICROECONOMIC II

- **Area is not met**
  - Course required: ECON321, ECON327, ECON328, ECON337, ECON338, ECON407, ECON421

- **Courses you can choose from to satisfy this rule**
  - ECON321, ECON327, ECON328, ECON337, ECON338, ECON407, ECON421

- **Courses taken or in progress**
  - ECON345, ECON365

- **Courses you are not allowed to choose from**
  - ECON250, ECON251, ECON300, ECON301, ECON302, ECON303

- **Courses required**
  - ECON300 to 499, ECON300A to 499Z

- **Units completed/in progress**
  - 7.500 Units

- **Units required**
  - 15 Units with 12 Units completed at UVIC

- **Units needed**
  - 7.500 Units
Example of rules being applied to an "Area"

### ECONOMICS
Completed/In Progress: 4.500 Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200) Math</td>
<td>MATH102 CALC FOR SOCIAL+BIOL SCI</td>
<td>1.500</td>
<td>C+</td>
</tr>
<tr>
<td>1300) English:</td>
<td>ENGL146 INTRO LITERARY GENRES</td>
<td>1.500</td>
<td>B</td>
</tr>
<tr>
<td>1400) Social Sciences:</td>
<td>ECON381 ENVIRONMENTAL ECONOMICS I</td>
<td>1.500</td>
<td>A-</td>
</tr>
</tbody>
</table>

#### 21 UPPER-LVL UNITS
- Require 21.0 upper-level units with at least 18.0 units taken at UVic
- Student needs 3.0 units of upper-level courses

#### Upper-Level UVic Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>201201</td>
<td>ECON313 INTERMED MICROECONOMIC I</td>
<td>1.500</td>
<td>B-</td>
</tr>
<tr>
<td>201301</td>
<td>ECON317 ECON OF CDN HEALTH CARE</td>
<td>1.500</td>
<td>A</td>
</tr>
<tr>
<td>201109</td>
<td>ECON381 ENVIRONMENTAL ECONOMICS I</td>
<td>1.500</td>
<td>A-</td>
</tr>
<tr>
<td>201301</td>
<td>ECON382 NATURAL RESOURCE ECONOMICS I</td>
<td>1.500</td>
<td></td>
</tr>
<tr>
<td>201109</td>
<td>ECON416 COST BENEFIT ANALYSIS</td>
<td>1.500</td>
<td></td>
</tr>
<tr>
<td>201201</td>
<td>POLI300A ANCIENT+MEDI POLI THOUGHT</td>
<td>1.500</td>
<td></td>
</tr>
<tr>
<td>201101</td>
<td>POLI300B EARLY MODERN POLI THOUGHT</td>
<td>1.500</td>
<td>A-</td>
</tr>
<tr>
<td>201201</td>
<td>POLI317 POLITICS OF DEVELOPMENT</td>
<td>1.500</td>
<td>B+</td>
</tr>
<tr>
<td>201301</td>
<td>POLI349 ISSUES:INTNL POLITICS</td>
<td>1.500</td>
<td></td>
</tr>
<tr>
<td>201009</td>
<td>POLI360 CDN FEDERAL+PUBLIC POLICY</td>
<td>1.500</td>
<td>B</td>
</tr>
<tr>
<td>201201</td>
<td>POLI369 ISSUES: CANADIAN POLITICS</td>
<td>1.500</td>
<td>A+</td>
</tr>
</tbody>
</table>
Calculating your remaining electives

CAPP isn’t able to formulate all the possible adjustments that an academic adviser might see, so it can’t give you an accurate reading on electives. If you meet with an adviser, they can factor in electives (upper-level and any-level), or you can work it out yourself:

1. Look at the 60-unit requirement box, which will tell you how many units you still need, and then check the 21-unit requirement box, which will tell you how many of them must be at the upper-level (300- and 400-level). Don’t forget that CAPP is counting all in-progress courses even though they may not be graded yet.

2. Look at your program requirements. If your remaining upper-level program requirements don’t meet the minimum number of upper-level units required overall, you will need to add upper-level electives.

3. Add any remaining lower-level courses you still have left to do. If the total of the upper-level requirements, upper-level electives and lower-level program requirements doesn’t meet the minimum number of units you need to reach 60, you will need to add any-level electives.
If CAPP report says “Manual Check or Review”

For most manual checks, an adviser will clear the information once relevant grades are submitted.

For honours students who need a minimum GPA in upper-level courses and who have applied to graduate, Records Services will calculate your graduating GPA once final grades have been submitted. This likely won’t happen until the end of April or even the beginning of May. If you have questions about your GPA (Sessional, Cumulative or Graduating), please contact Records Services.
Are you ready to graduate?

If you think you will finish your requirements this year, ensure the courses you have selected fulfill the requirements for your degree by checking your CAPP report online through My Page. You should see the following message near the top of your report:

All requirements complete or in progress (IP) subject to final check by Records Services

Remember to re-check any time you add or drop a course! Also, make sure you haven’t registered in any duplicate or mutually exclusive courses; your record may not be updated until the end of term.

The CAPP reports are coded each year to exactly match the program entries in that year’s Academic Calendar, so each program will only include course numbers which are available for that year and previous years. If you have taken a new version of an old course, an adviser can make the adjustment to your CAPP report.

A graduating grade point average is calculated by Record Services once all the grades are posted and a minimum GPA of 2.00 is required. This GPA is the weighted average of the grade values assigned to ALL attempted 300 and 400 level courses taken or challenged at UVic regardless of when you took them.
CAPP report disclaimer

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Read the Calendar (Academic Regulations/Faculty and Department entries) carefully and if in doubt about any of these regulations consult your advising centre.

Graduation eligibility is subject to a final review and confirmation by a Records Officer which takes place immediately prior to the convocation date.

Minimum Degree Requirements for Graduation are completion of:

1. 60.0 units overall of which 30.0 are UVic units.
2. 21.0 upper-level units (300/400 level) of which 18.0 are UVic units.
3. Academic Writing requirement.
4. Specific degree and program requirements. (See Faculty and Department entries).
5. Minimum Graduation GPA of 2.00 (Higher in some programs).

CAUTION: If you have units which you plan to use in a future UVic degree you need the Dean’s approval prior to graduation to hold them from this degree.

NOTE: Courses taken outside the Faculty may be subject to restriction - see the calendar for details.

PROFESSIONAL YEAR STUDIES are not accepted in Humanities, Science or Social Sciences programs.

Review your record for outstanding requirements according to the Calendar at the beginning of each term.