

Current Undergraduates



Frequently-Asked Questions About CAPP Reports

(Faculties of Humanities, Science and Social Sciences)

Please note that if you visit CAPPY Hour you must take an up-to-date, printed copy of your CAPP report with you; the Advisers do not have access to a printer in the Library and cannot be responsible for information presented on your mobile devices.

1. I was told I needed more electives but I have lots in the last box. Can't I use those?

The last box on the CAPP report ("The following courses may have been applied to the University/Faculty requirements and/or Electives . . .") contains courses which haven't been used towards any of the specific program requirements, so they are already counting as electives towards the 60-unit total. See Question #12 for more information on how to calculate remaining electives.

2. I took an approved course I was told I could use as an upper-level Biology course. Why doesn't CAPP recognize it?

As mentioned in 1) above, the last box contains courses which haven't been applied to program requirements; however, CAPP doesn't have every acceptable course coded into those requirements, as long lists are hard to accurately maintain. So, if you have taken a course you believe can be used to satisfy a requirement, talk to one of our Academic Advisers. If you have already declared your program, you can drop in to CAPPY hour instead (or send us an e-mail at advising@uvic.ca).

3. I took two different sections of a Topics course but only one is showing up in my Major. What happened to the other one?

CAPP will only use each course once unless it is told to do otherwise, so if you have taken a different section of a Topics course or a Directed Study course, and it is showing up in the elective box, bring it to our attention and we'll move into the proper place.

4. The Calendar lists a course I took for one of my program's requirements, but CAPP isn't picking it up. Why?

If you declared your program a year or two ago, you may have taken a course which wasn't available at that time (new courses are added each year), so it wasn't programmed into CAPP. Again, talk to one of our Academic Advisers or visit CAPPY hour (or send us an e-mail at advising@uvic.ca) and we'll make the adjustment.

5. I've finished all my program requirements but the Adviser says I still need to take more courses. Why?

Don't forget that students completing a degree in Humanities, Science or Social Sciences need to complete 60 units in total, with 21 units of upper-level coursework. Although you may have completed all the required courses for your program, you won't be able to graduate if you have fewer than the minimum units necessary for the degree.

6. I declared my program a couple of years ago and since then some of the course numbers have changed. Why doesn't CAPP include the new courses I took?

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 Academic Adviser can do a manual adjustment on your CAPP report. If you don't have time to come in for an appointment, you can visit CAPPY hour or send us an e-mail at advising@uvic.ca.

7. I declared my program a couple of years ago and now the program has changed. My department adviser is telling me one thing but my CAPP report is telling me something different. What do I do?

If you look at the "General information" box at the very top of your CAPP report, you will be able to see which Calendar year you are following by looking at the "Catalog term." Both the First Term (September-December) and the Second Term (January-April) will follow the Calendar for that Winter Session (for example, the First Term: Sep-Dec in 2013 and the Second Term: Jan-Apr 2014 will both follow the 2013 Calendar). If the program you are following has changed since you declared your program there will be a disjunction between what is listed on the CAPP report and what is in the current Calendar. Don't panic! One of our Academic Advisers can get things sorted out for you; you can choose to switch to the new requirements or stay with the old. Either way, the Academic Adviser can explain your choices.

8. I talked with the department adviser and was told I could substitute another course for a requirement. Why is the requirement still not complete?

The department advisers cannot make changes to your CAPP report, so any waivers or substitutions they approve must be sent to the Advising Centre. In most cases where the student has been told that something has been approved but the CAPP report doesn't reflect the change, the department hasn't forwarded the information to us. First check to make sure that the department adviser has sent the information to the Advising office; if he or she has done so, then contact us to make sure that it has been received (advising@uvic.ca).

9. I took an upper-level course that is approved for both parts of my program (Major and Minor, or Double Major). Why can't it be used in both programs?

Upper-level program requirements cannot be "double-counted"; you must have 15 units of upper-level coursework for one Major, 15 different units of upper-level coursework for a second Major and 9 units of different upper-level coursework for a Minor. However, upper-level co-requisites in one program can be used as program requirements for another program; one of the Academic advisers can review your CAPP and explain how this works.

If a course is cross-listed (for example PSYC 370A and LING 370A) and it can be used in both programs (for example a Major in Linguistics with a Minor in Psychology), your CAPP report can be adjusted so that the course is used in one program (Linguistics), and a breadth requirement is satisfied in the other program (Social/Environmental in Psychology). You will need to take another upper-level Psychology course to replace the adjusted area, but you won't have to take another Social/Environmental course unless you want to.

10. I repeated a course to meet a minimum grade requirement but CAPP still says I need it. What do I do?

If you passed the course the first time, but did not meet the grade required, the course will show up as an elective. When you repeat the course, it will show up in the "Duplicate and mutually exclusive courses" box on the second page of your CAPP report. If the grade of the repeated course is acceptable, contact us at advising@uvic.ca or visit an Academic Adviser in CAPPY hour (or make a same-day appointment at the Advising Centre) so that your CAPP report can be updated.

11. I took some courses at another institution or on exchange but the credits aren't showing up. Why not?

Did you arrange to have an official transcript sent from the visiting institution to Undergraduate Records Services? Until Records has received this information, transfer credit won't be added to your UVic transcript. If you have had the transcript sent, and some time has passed, contact

Records Services to check on the delay.

12. I don't understand how to figure out how many electives I still need. Why doesn't CAPP tell me?

CAPP isn't able to formulate all the possible adjustments that the Academic Advisers might see, so it can't give you an accurate reading on electives. When you declare your program, or change your program, the Academic Adviser will factor in electives (upper-level and any-level) in the e-mail sent to you.

Here's how to do it yourself (the way an Academic Adviser does it!). First, 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. Then look at your program requirements. If your remaining upper-level program requirements don't meet the minimum number of upper-level units required over-all, you will need to add upper-level electives. Then add any remaining lower-level courses you still have left. If the total of the upper-level requirements, upper-level electives and lower-level program requirements don't meet the minimum number of units you need to reach 60, you will need to add any-level electives.

For example, a student doing a BA Major in Economics might calculate the following:

60-unit requirement: needs 16.5	ECON 345 or 365	1.5
(21-unit requirement: needs 7.5)	400-level ECON	1.5
	300/400-level ECON	<u>3.0</u>
		6.0
	300/400-level elective	<u>1.5*</u>
		7.5
	ECON 225	1.5
	ECON 246	<u>1.5</u>
		10.5
	Electives any level	<u>6.0**</u>
		16.5

*You need to add 1.5 units of upper-level electives, because your remaining upper-level Economics requirements don't total 7.5.

**You need to add 6.0 units of electives any level because the remaining program requirements (including upper-level electives) don't total 16.5, which is what you need to reach 60.

Note: If you need breadth requirements in a program (for example, Humanities or Fine Arts courses for a BA Major in Psychology, or science electives in a BSC Major in Biology) and you also need upper-level electives, if you choose upper-level Humanities or Fine Arts courses, or upper-level science electives for the breadth requirements, these courses will also reduce the

number of upper-level electives you still need by the same number of units, and give you more any-level electives instead.

13. I'm doing an Honours degree and 499B is showing up on my CAPP but 499A isn't, and I took it last term. How can I get it added?

499A and 499B are "tied" courses, which means that the grade for 499A won't be assigned until the grade for 499B is posted. In the meantime, 499A is showing up in the elective box at the end of the CAPP report, with a temporary grade of "INP", and the units aren't counting towards the over-all totals. Don't worry, 499A will move into the appropriate spot once 499B is completed and passed, and the units will be added to your total.

14. I transferred to UVic from another institution and have now finished all the courses for my program and have 60 units in total, but my Adviser says that I haven't met the residency requirements and need to take more electives. Why?

Because UVic is awarding a degree, the institution wants to make sure that students have done at least half of their coursework here to maintain academic integrity. After all, if a student had done 45 of the 60 units somewhere else, and then graduated with a UVic degree, most of the student's work would be based on the academic standards of another college or university.

There are several levels of residency: first, students must complete at least 30 of the 60 units overall at UVic. Second, 18 of the 21 units of upper-level coursework required must be done here. Third, 12 of the 15 units of upper-level department coursework for a Major Program, or 6 of the 9 units for a General/Minor program must also be completed at UVic.

Residency is one of the most confusing things to explain, so if you have questions, make an appointment with an Academic Adviser, or visit CAPPY hour if you have declared your program. You can also send an e-mail but it is often easier to understand in a one-on-one basis.

15. My CAPP report says I need a "Manual Check" or "Manual Review." Who does this?

That depends on the content of the check box. 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.

For other Manual Checks, one of the Academic Advisers will clear the information once relevant grades are submitted. This can be done at CAPPY hour or during a same-day appointment at the Advising Centre or, if you prefer, you can send an e-mail to advising@uvic.ca.