STUDENT REGISTRATION TUTORIAL:
HOW TO READ AN UNDERGRADUATE CAPP REPORT

University of Victoria

Curriculum, Advising and Program Planning 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
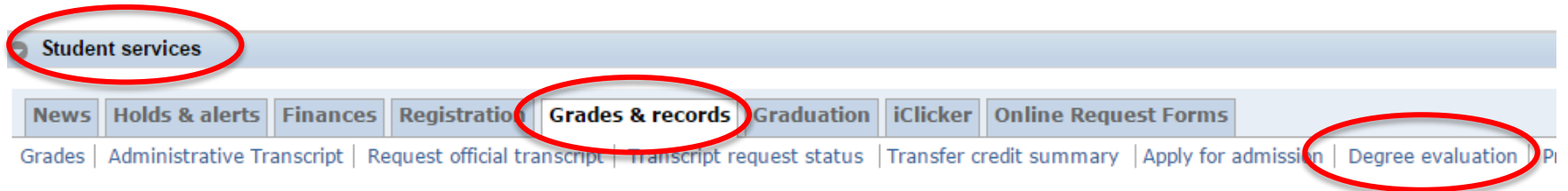
- Sign in to My page
- Go to Student services
- Click on **Grades & records**
- Select **Degree evaluation**

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.

Generate Report

Release: 8.10

- 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 rop 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:			
	12.000 Units / 8 Courses Taken			
201509	CENG355	MICROPROCESSOR-BASED SYST	1.500	
201509	CENG356	ENGINEERING SYSTEM SOFTWARE	1.500	
201509	CENG399	DESIGN PROJECT I	1.500	
201501	CENG460	COMMUNICATION NETWORKS	1.500	A-
201309	CSC349A	NUMERICAL ANALYSIS	1.500	B
201501	ELEC320	ELECTRONIC DEVICES:I	1.500	B-
201501	ELEC330	ELECTRONIC CIRCUITS:I	1.500	A-
201501	ELEC340	APPLD: ELECTRMAGNTCS+PHOTONCS	1.500	B+

Example of rules being applied to an "Area"

Rule is met

Area is not met

⊗ **ECONOMICS**

REQUIRED: 15 UNITS WITH 12 UNITS COMPLETED AT UVIC
Completed/In Progress: 7.500 Units
Needs: 7.500 Units

Courses you can choose from to satisfy this rule

✔ 1000)	Economics:				
	1.500 Units / 1 Course Taken				
	201201	ECON313	INTERMED MICROECONOMIC II	1.500	B–
✘ 1100)	Economics:				
	You need:	1 Course			
	Select from:	ECON321, ECON327, ECON328, ECON337, ECON338, ECON407, ECON421			
✘ 1200)	Economics:				
	You need:	1 Course			
	Select from:	ECON345, ECON365			
✘ 1300)	Economics:				
	6.000 Units / 4 Courses Taken				
	201201	ECON317	ECON OF CDN HEALTH CARE	1.500	A
	201301	ECON320	ECONOMIC DEVELOPMENT	1.500	
	201301	ECON382	NATURL RESOURCE ECONMCS I	1.500	
	201301	ECON416	COST BENEFIT ANALYSIS	1.500	
	You need:	4.500 Units			
	Not from:	ECON250 , ECON251 , ECON300 , ECON301 , ECON302 , ECON303			
	Select from:	ECON300 to 499, ECON300A to 499Z			

Courses taken or inprogress

Rule is not met

Courses you are not allowed to choose from

Example of rules being applied to an "Area"

Area is met

⊘ ECONOMICS

Completed/In Progress: 4.500 Units

✓ 1200)	Math				
	201101	MATH102	CALC FOR SOCIAL+BIOL SCI	1.500	C+
✓ 1300)	English:				
	200909	ENGL146	INTRO LITERARY GENRES	1.500	B
✓ 1400)	Social Sciences:				
	201109	ECON381	ENVIRONMENTAL ECONOMICS I	1.500	A-

All the rules are met

⊗ 21 UPPER-LVL UNITS

Require 21.0 upper level units with at least 18.0 units taken at UVic
Completed/In Progress: 18.000 Units ← **Student has 18.0 units of courses**
Needs: 3.000 Units ← **Student needs 3.0 units of upper-level courses**

Area is not met

Upper-Level UVic Courses:

18.000 Units / 12 Courses Taken

201201	ECON313	INTERMED MICROECONOMIC II	1.500	B-
201201	ECON317	ECON OF CDN HEALTH CARE	1.500	A
201301	ECON320	ECONOMIC DEVELOPMENT	1.500	
201109	ECON381	ENVIRONMENTAL ECONOMICS I	1.500	A-
201301	ECON382	NATURL RESOURCE ECONMCS I	1.500	
201301	ECON416	COST BENEFIT ANALYSIS	1.500	
201109	POLI300A	ANCIENT+MEDI POLI THOUGHT	1.500	B+
201101	POLI300B	EARLY MODERN POLI THOUGHT	1.500	A-
201201	POLI317	POLITICS OF DEVELOPMENT	1.500	B+
201301	POLI349	ISSUES:INTN'L POLITICS	1.500	
201009	POLI360	CDN FEDERAL+PUBLIC POLICY	1.500	B
201201	POLI369	ISSUES:CANADIAN POLITICS	1.500	A+

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 over-all, 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:

(i) **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.