

Notes on Advising:

CAPP issues.

- Some courses need to be manually coded to count for things like ICS or Global Studies or courses within the major or minor that needs special coding because they are topics courses.
 - Topics courses can have different content each term
 - Some courses taken with the IN prefix may need to count as a Literature or History or ICS...they need to be coded to count for these requirements.
 - The Registrar's Office keeps track of these corrections and updates them at the end of the term.
 - Courses currently enrolled in that need coding cannot be coded until after the class is completed. Example: an IN 350 that needs to count as an ICS.
- 'What-If Analysis' requires an Entry Date. That Term is the Term the student entered Millikin University with their current major or the term they declared a different (new) major.
 - Be sure to select the correct degree and major when you run the 'What-If Analysis'. The degree makes a difference in the University Wide Gen Ed requirements
 - Be careful if you choose a double major program. Some programs we created prior to the new general education curriculum and total hours required for degree (124)
- Credits 'Required' means total credits required for the degree. Credits under 'Used' are credits the student has completed, transferred and are currently registered for.
 - Do not add current hours to 'Used' hours they are already counted there.
 - If a course is being repeated, the credits will NOT be counted twice in the 'USED' column. The repeated credit replaces the previously earned credit.
- Coding on the CAPP report:
 - Source (far right on page): H- means course was taken at Millikin; T- means the course was transferred to Millikin; R- denotes a course in the current registration.
- Do not add credits from each area to determine total credits
- GPA listed on CAPP is current GPA.
- Courses may be recorded in more than one area. For example, the 300/400 level credit counts all 300 or 400 level courses the student completes. These courses will also show up in the major and in University Studies. Don't count them twice.
- CAPP is an interpretation of what the catalog indicates is required for the degree. It is not official. Final requirements will be determined by the department and the Registrar's office. CAPP is a guide.