

## Approving Electives

Unless a major or program only has specific, approved electives that are built into the course requirements, CAPP does not automatically “approve” electives for the major or program. It is the advisor’s responsibility to enter this information, once the approved elective course has been completed and graded. Here are some examples.

This major has specific approved electives. In this situation, the advisor would not need to take action, unless the advisor approves a course that is not on the list.

Minimum 5 credits from the following list			
Course	Grade	Credits Required	credits remaining
CSC 4151 <a href="#">Software Engineering I</a> (3)		6	6
CSC 4152 <a href="#">Software Engineering II</a> (3)			
CSC 4150 <a href="#">Software Engineering</a> (5)			
CSC 4760 <a href="#">Advanced Computer Architecture</a> (5)			
CSC 4820 <a href="#">Adv Issues in CSC: Project</a> (5)	5		5
CSC 4970 <a href="#">Directed Resrch in Comp Scienc</a> (5)			
SECTION CREDITS REQUIRED		5	5

In this example, the electives are not pre-designated. The advisor will need to add the approved course(s) once the student completes the requirement.

Psychology Electives	5	5
TOTAL CREDITS REQUIRED	62	53
TOTAL UPPER DIVISION CREDITS REQUIRED	36	32

We will start by clicking on the “plus” sign to the left of the “psychology electives” requirement. The substitution box will appear.

The dialog box is titled "Add Substitution for". It has a close button (X) in the top right corner. The form contains the following fields and controls:

- Subject: [Empty text box]
- Course Number: [Empty text box]
- Title: Psychology Electives
- Credits: [Empty text box]
- Grade: [Empty text box]
- Active:
- Upper Division:
- Comment: [Large text area]
- Buttons: Add Substitute, Close

At this point, it is critical that we very accurately enter the information, as inaccurate information can really mess things up! First, while we would normally want to enter the subject code and course number, adding an elective actually won’t allow us to do so. This has to do with the programming required for this category. The first thing that we’re allowed to enter is the number of credits. For this example, let’s assume that the student took PSY 4910 for 3 credits. Then we’ll enter the grade they got in the course. Because of this, it is important that an elective is only entered after the course is complete. Also, we must note if the course is upper division, so that CAPP can count them correctly in the credit totals. It is VERY IMPORTANT that you only check the “upper division” box if the course they took is upper division! Electives entered for graduate students won’t have an option for upper division.

Next, we'll want to put a note about the elective. This note must include the course information about the approved elective. This is where we'll put the subject code, course number, and course title. Also, if the elective was approved by someone other than the user entering the data, note of that fact can be made here. Here's what the information looks like now:

Now we simply click “add substitute”. It may take a second, but once CAPP saves the data and refreshes, we'll notice that the requirement now looks like this:

Psychology Electives	5	2
TOTAL CREDITS REQUIRED	62	54
TOTAL UPPER DIVISION CREDITS REQUIRED	36	33

Substitutions/General Comments

Major Group	Subject	Course	Credits	Grade	UD	Comment	User	Remove
Psychology Electives			3	B+	Y	PSY 4910: Special Topics in Newborn Psych. Approved by Dr M. Brown.	Serena Severance	

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In this example, the student has not yet completed the requirement. When the student takes an additional course, you can add another elective, by clicking on the green “plus” sign again. You'll be allowed to add another entry.

If you entered the elective in error, or need to make a correction, it is easy to remove by clicking the red “minus” sign to the right of the elective.

Substitutions/General Comments

Major Group	Subject	Course	Credits	Grade	UD	Comment	User	Remove
Psychology Electives			3	B+	Y	PSY 4910: Special Topics in Newborn Psych. Approved by Dr M. Brown.	Serena Severance	
Psychology Electives			5	A	Y	PSY 4885: Psych of Women	Serena Severance	

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