

Metropolitan College CAPP* Requirement: Career & Academic Survey



30 – 59 CREDIT HOURS

What is the Career & Academic Survey Requirement?

You will complete an on-line survey that will record information about where you think you are in the process of choosing a major, what careers you might be interested in exploring, your interest in pursuing an internship or co-op opportunity, and your plans after graduation. We may periodically communicate with you based on your answers to the survey.

When do I need to complete this and how long will it take?

- You will complete this requirement in the 30-59 credit hour block on the CAPP pyramid.
- Allow at least 10-15 minutes to complete the survey.
- **REMINDER: This must be completed before signing the 60 hour contract.**

How do I complete this requirement?

- **NOTE:** you will need to know your school email address and the approximate number of credit hours you have earned before you begin the survey. If you are unsure, you can link to your school information or contact a Metropolitan College Student Development Counselor from your MY MC page.
- Go to the Metropolitan College website: www.metro-college.com, and click on the MY MC tab at the top of the page. Log-in by entering your UPS Employee ID# and Date of Birth.
- Click on the CA icon, the Career & Academic Survey button, on the left of the page and follow the instructions.
- Complete the survey.
- When you have answered all the questions, click the Submit button to record your responses.
- After you click on Submit your browser will be directed back to the MY MC page where you will be able to print a Confirmation Page to confirm that your survey has been successfully submitted. Bring the Confirmation Page with you when you sign your contract as proof of completion.

Frequently Asked Questions:

- ***What will the information on the survey be used to determine?***
The Student Development Team will use summarized information from this survey to identify services that will help our students persist and obtain career and academic goals.
- ***Will UPS have access to any of my personal information?***
No, information gathered from this survey will only be published and discussed in summary format. No individual information will be disclosed.

*CAPP is required for students who attended the Spring 2007 Student Transition Program, as well as students new to Metropolitan College in the Fall 2007 and beyond. All Metropolitan College students are encouraged to participate.

CAPP 30-59 Hours Checklist

Listed below are the suggested and required activities for this credit hour block. Please review the activities and complete the ones that are relevant to your situation.



30-59 Hours Checklist

- Update Your Resume
- Review Educational Blueprint
- Choose a Major
- Declare Major
- Take on a Campus Leadership Position
- Arrange an Informational Interview
- Explore an Internship
- Meet with an ULtra Advisor (JCTC)
- Complete On-line Career and Academic Survey***

* This activity is required before signing your contract and moving to the next credit-hour block.