



**UNIVERSITY OF
CALGARY**

Student Administration

Training Guide

Academic Advising

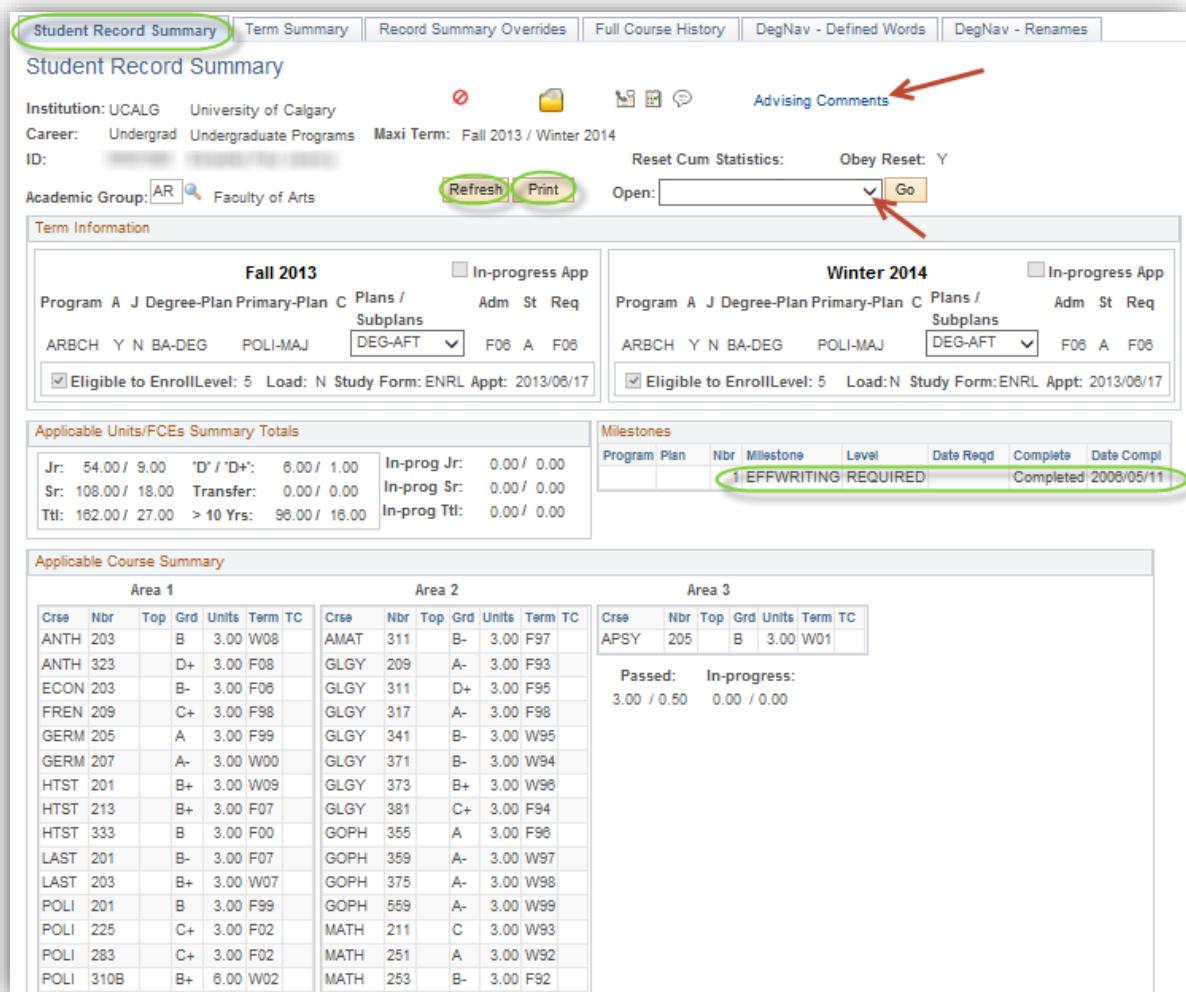
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Academic Advising Summary

This component displays summary information about a student program and course information. Information displayed on this page is outlined below.

Navigation: [Academic Advising](#) > [Academic Advising Summary](#)
(also available on the [Open List](#))



Student Record Summary

Institution: UCALG University of Calgary
 Career: Undergrad Undergraduate Programs Maxi Term: Fall 2013 / Winter 2014
 ID: [REDACTED]
 Academic Group: AR Faculty of Arts

Reset Cum Statistics: Obey Reset: Y
 Open: [Dropdown] Go

Term Information

Fall 2013 In-progress App
 Program A J Degree-Plan Primary-Plan C Plans / Adm St Req
 Subplans
 ARBCH Y N BA-DEG POLI-MAJ DEG-AFT F06 A F06
 Eligible to Enroll Level: 5 Load: N Study Form: ENRL Appt: 2013/06/17

Winter 2014 In-progress App
 Program A J Degree-Plan Primary-Plan C Plans / Adm St Req
 Subplans
 ARBCH Y N BA-DEG POLI-MAJ DEG-AFT F06 A F06
 Eligible to Enroll Level: 5 Load: N Study Form: ENRL Appt: 2013/06/17

Applicable Units/FCEs Summary Totals

Jr:	54.00 / 9.00	'D' / 'D+':	6.00 / 1.00	In-prog Jr:	0.00 / 0.00
Sr:	108.00 / 18.00	Transfer:	0.00 / 0.00	In-prog Sr:	0.00 / 0.00
Ttl:	162.00 / 27.00	> 10 Yrs:	96.00 / 16.00	In-prog Ttl:	0.00 / 0.00

Applicable Course Summary

Area 1							Area 2							Area 3						
Crse	Nbr	Top	Grd	Units	Term	TC	Crse	Nbr	Top	Grd	Units	Term	TC	Crse	Nbr	Top	Grd	Units	Term	TC
ANTH	203		B	3.00	W08		AMAT	311		B-	3.00	F97		APSY	205		B	3.00	W01	
ANTH	323		D+	3.00	F08		GLGY	209		A-	3.00	F93								
ECON	203		B-	3.00	F06		GLGY	311		D+	3.00	F95								
FREN	209		C+	3.00	F98		GLGY	317		A-	3.00	F98								
GERM	205		A	3.00	F99		GLGY	341		B-	3.00	W95								
GERM	207		A-	3.00	W00		GLGY	371		B-	3.00	W94								
HTST	201		B+	3.00	W09		GLGY	373		B+	3.00	W96								
HTST	213		B+	3.00	F07		GLGY	381		C+	3.00	F94								
HTST	333		B	3.00	F00		GOPH	355		A	3.00	F96								
LAST	201		B-	3.00	F07		GOPH	359		A-	3.00	W97								
LAST	203		B+	3.00	W07		GOPH	375		A-	3.00	W98								
POLI	201		B	3.00	F99		GOPH	559		A-	3.00	W99								
POLI	225		C+	3.00	F02		MATH	211		C	3.00	W93								
POLI	283		C+	3.00	F02		MATH	251		A	3.00	W92								
POLI	310B		B+	6.00	W02		MATH	253		B-	3.00	F92								

Passed: 3.00 / 0.50 In-progress: 0.00 / 0.00

Milestones

Program	Plan	Nbr	Milestone	Level	Date Req'd	Complete	Date Compl
		1	EFFWRITING REQUIRED			Completed	2008/05/11

Training Guide

SA – Academic Advising



POLI 313	C+	3.00	W01	Passed: 45.00 / 7.50 In-progress: 0.00 / 0.00
POLI 321	B	3.00	W03	
POLI 343	A-	3.00	F05	
POLI 359	B	3.00	W01	
POLI 375	A	3.00	F03	
POLI 381	B-	3.00	W03	
POLI 385	B-	3.00	F03	
POLI 399	C	3.00	W04	
POLI 405	B-	3.00	W05	
POLI 413	B	3.00	F11	
POLI 429	A-	3.00	W06	
POLI 431	B	3.00	W04	
POLI 435	B-	3.00	P11	
POLI 437	B+	3.00	W06	
POLI 441	A-	3.00	W05	
POLI 483	C	3.00	W09	
POLI 485	B+	3.00	W06	
POLI 473	C+	3.00	W12	
POLI 503	B+	3.00	W07	
POLI 577	A-	3.00	F05	
POLI 597.74	B	3.00	F04	
RELS 203	B	3.00	F02	

Passed: 114.00 / 19.00 **In-progress:** 0.00 / 0.00

Ungrouped Courses (Not Applicable)								Academic Standing Summary									
Course	Nbr	Top_ID	Grd	Units	Term	TC	Repeat	Designation	Term	Primary Program	Academic standing	(SLA) GPA	(SLA) Units	/ FCE	(CRSE) GPA	(CRSE) Units	/ FCE
ANTH 201			F	3.00	F08				W12	ARBCH	Continues in Good Standing	2.088	21.000	3.50			
ANTH 203			B	3.00	F06		LOW		W08	SSBCH	Continues in Good Standing	3.043	21.000	3.50			
POLI 223			W	3.00	W00				W06	CCUN	Continues in Good Standing	3.390	24.000	4.00			
POLI 310B			W	6.00	W00				W04	CCUN	Continues in Good Standing	2.780	27.000	4.50			
POLI 426			W	3.00	W10				W02	CCUN	Continues in Good Standing	2.980	18.000	3.00			
POLI 428			F	3.00	F12				W00	CCUN	Continues in Good Standing	3.450	30.000	5.00			
POLI 428			W	3.00	F09												
POLI 439			W	3.00	F09												
POLI 477			W	3.00	F10												

In-progress: 0.00 / 0.00 **W's:** 21.00 / 3.50

Open:

Student Record Summary page

- Current program information for the selected **Maxi Term**
- Current **Milestone** information (this will include effective writing information)
- Courses grouped into identified categories, or **Areas**, for the selected Faculty
- Provides course counts based on the identified categories
- **Academic Standing Summary**
 Watch out for rulings in the **Academic Standing** section of the summary worded with "subject to ..." This means that the official decision to enforce the ruling is still pending and therefore a student's academic standing for the term has yet to be finalized.
 (To see a more in-depth history of a student's academic standing, go to the **Term History** page which is available from the drop down list on the **Student Record Summary**.)
- Link to **Advising Comments** summary
- Repeat Indicators
 Be aware of the Potential Repeat indicator (shown below). The system will only pick up that a course has been repeated when the grades come in. Therefore, the potential repeat indicator will pick up duplicate courses across the four columns prior to that.

Area 3									
TC	Crse	Nbr	Top	Grd	Units	Term	TC	C	
	BIOL	231		B	3.00	F05			
	BIOL	233		C-	3.00	W06			
	BIOL	313			3.00	W07			
	CHEM	204		C+	3.00	F05			
	CHEM	203			3.00	W07			
	CHEM	203		D+	3.00	W06			
	CPSC	204		D+	3.00	F05			
	MATH	211		D	3.00	W06			
	MATH	249		C+	3.00	F05			
	MATH	253			3.00	W07			
	PHYS	211		B-	3.00	F06			
	STAT	213		D+	3.00	F06			
Passed:		In-progress:		Potential Repeat:					
27.00 / 4.50		9.00 / 1.50		Y					

Potential Repeat

Area 1									
Crse	Nbr	Top	Grd	Units	Term	TC	C		
	ENGL	202B			6.00	W07			
	FREN	245			3.00	W07			
	RELS	201		B	3.00	F06			
	SPAN	205			3.00	W07			
	SPAN	301			3.00	P07			
Passed:		In-progress:							

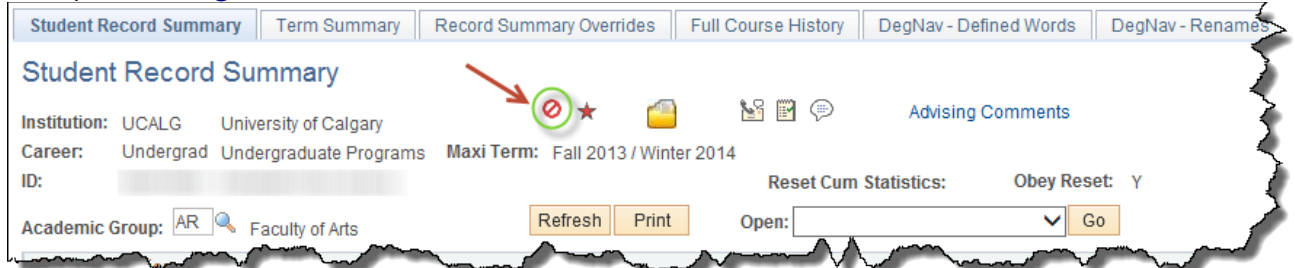
Multi-term course

- **Refresh** Button
This button only refreshes **Record Summary Overrides, Academic Group, Service Indicator** and **Advising Comments** (a link for **Advising Comments** and **Service Indicator** icons will appear). All other changes made to a student's record, as displayed on the **Student Record Summary** screen, will not appear until you return to search and reload the student (e.g. An approved change of program and making a course extra to degree will not show up until the student is reloaded).
- **Multi-term courses**
You will only see part **B** of multi-term courses on the **Student Record Summary** screen, unless the student withdrew during the part **A** time frame, in which case it will show up with the **W** grade and the full weight.
- **Reset Cum Statistics**
These statistics re-set the first time a student registers after completing a degree at the University of Calgary. On the **Student Record Summary** page, you will see all the courses a student has completed from then on (since the statistics have been re-set) and any **XAFT** credit (after degree credit) awarded from the first degree.
- **Communications**
Available from the drop down list. This screen gives a summary of all communications sent to the student.
- **Print** Button
Clicking the **Print** button will provide you with a printable version of the **Student Record Summary** page. If you wish to prepare a batch of **Student Record Summaries** (i.e. to review multiple summaries), you may run a **Student Record Summary Report**
- Refer to Guide: *Student Record Summary Report*

Service Indicators

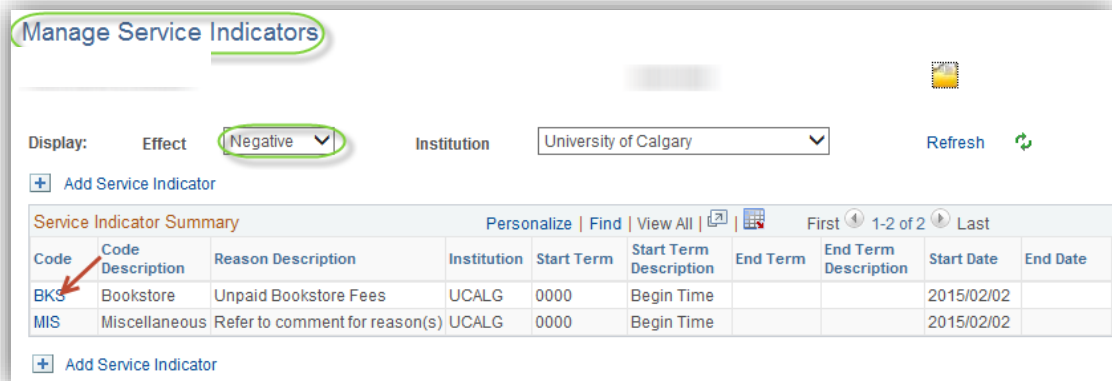
- Students can be assigned **Service Indicators** to either block specified services and/or alert staff to special circumstances about the students. Icons will display on the top of most student pages to alert staff.

Example of a **Negative Service Indicator**



The screenshot shows the 'Student Record Summary' page for a student at the University of Calgary. The page includes navigation tabs, student information (Institution: UCALG, Career: Undergrad), and a 'Service Indicators' icon (a red circle with a slash) highlighted by a red arrow. Other icons for a star, folder, and printer are also visible.

- Clicking the negative Service Indicator icon displays the **Manage Service Indicators** page which lists the negative Service Indicators assigned.
- To view the services impacted, click the desired **Service Indicator** code



The screenshot shows the 'Manage Service Indicators' page. The 'Display' dropdown is set to 'Negative'. The table below lists the assigned indicators:

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
BKS	Bookstore	Unpaid Bookstore Fees	UCALG	0000	Begin Time			2015/02/02	
MIS	Miscellaneous	Refer to comment for reason(s)	UCALG	0000	Begin Time			2015/02/02	

- The **Services Impacted** also displays the Indicator **Date Time** and the **User ID** of the person who assigned the Service Indicator.

[Release](#)

*Institution: University of Calgary

*Service Indicator Code: Bookstore

*Service Ind Reason Code: Unpaid Bookstore Fees

Description:

Effect: **Negative**

Effective Period

Start Term: Begin Time End Term:

Start Date: End Date:

Assignment Details

*Department: SES Communications

Reference:

Amount: Currency:

Contact Information

Contact ID: Contact Person:

Placed Person ID: Placed By:

Placed Method: Manual Release Process:

Comments

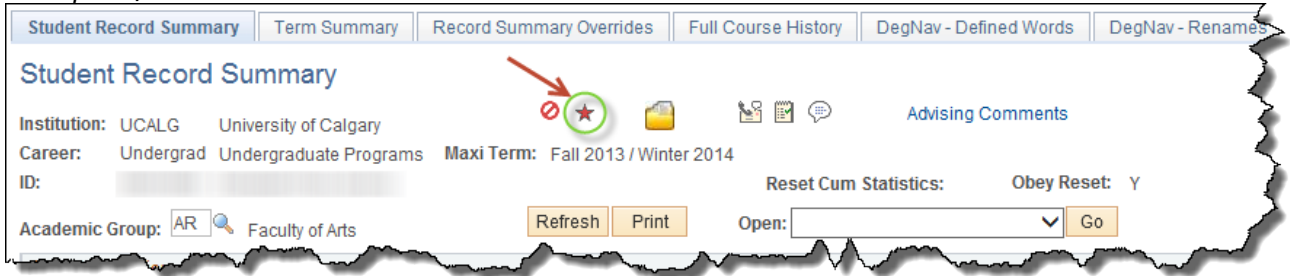
Services Impacted Personalize | Find | View All | | First 1-2 of 2 Last

Impact	Description	Basis - Date	Basis - Term	Term Category
1 AENR	Allow drop only; no add actvty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2 TRAN	Do not issue transcript	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Service Indicator Date Time: **2015/02/02 10:49:20AM**

User ID:

Example of a **Positive Service Indicator**



Student Record Summary | Term Summary | Record Summary Overrides | Full Course History | DegNav - Defined Words | DegNav - Renames

Student Record Summary

Institution: UCALG University of Calgary

Career: Undergrad Undergraduate Programs **Maxi Term:** Fall 2013 / Winter 2014

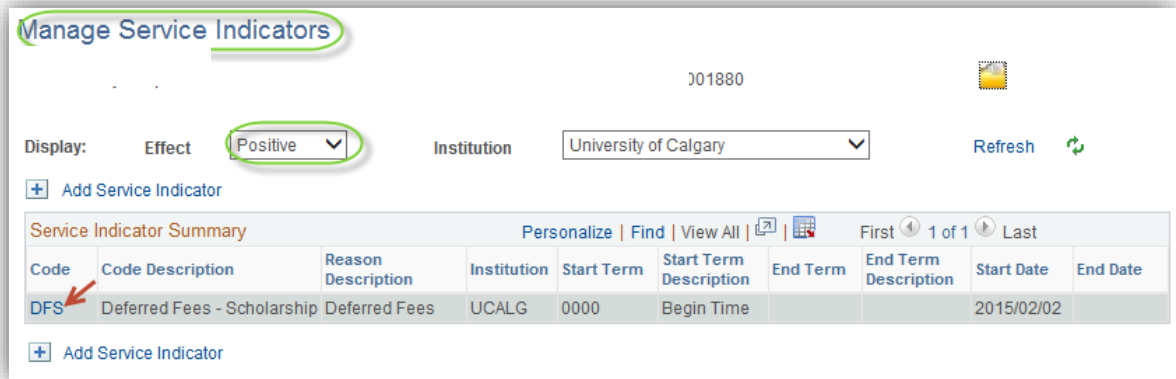
ID: [Redacted]

Academic Group: AR Faculty of Arts

Reset Cum Statistics: Obey Reset: Y

Refresh Print Open: [Dropdown] Go

- Clicking the positive Service Indicator icon displays the list of positive Service Indicators assigned on the **Manage Service Indicators** page.
- Click the desired **Service Indicator Code** to view the services impacted.



Manage Service Indicators

001880

Display: Effect **Positive** Institution: University of Calgary Refresh

+ Add Service Indicator

Service Indicator Summary		Personalize	Find	View All	First	1 of 1	Last		
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
DFS	Deferred Fees - Scholarship	Deferred Fees	UCALG	0000	Begin Time			2015/02/02	

+ Add Service Indicator

- **Services Impacted** also displays the **Service Indicator Date Time** and the **User ID** of the person who assigned the Service Indicator.

*Institution: University of Calgary

*Service Indicator Code: Deferred Fees - Scholarship

*Service Ind Reason Code: Deferred Fees

Description:

Effect: Positive

Effective Period

Start Term: Begin Time End Term:

Start Date: End Date:

Assignment Details

*Department: Financial Reporting Ops

Reference:

Amount: Currency:

Contact Information

Contact ID: Contact Person:

Placed Person ID: Placed By:

Placed Method: Manual

Placed Process: Release Process:

Comments

Services Impacted Personalize | Find | View All | |

Impact	Description	Basis - Date	Basis - Term	Term Category
1 DEF	Deferred Fee Payment	☑	☑	

Service Indicator Date Time: 2015/02/02 10:49:41AM

User ID:

Term Summary page

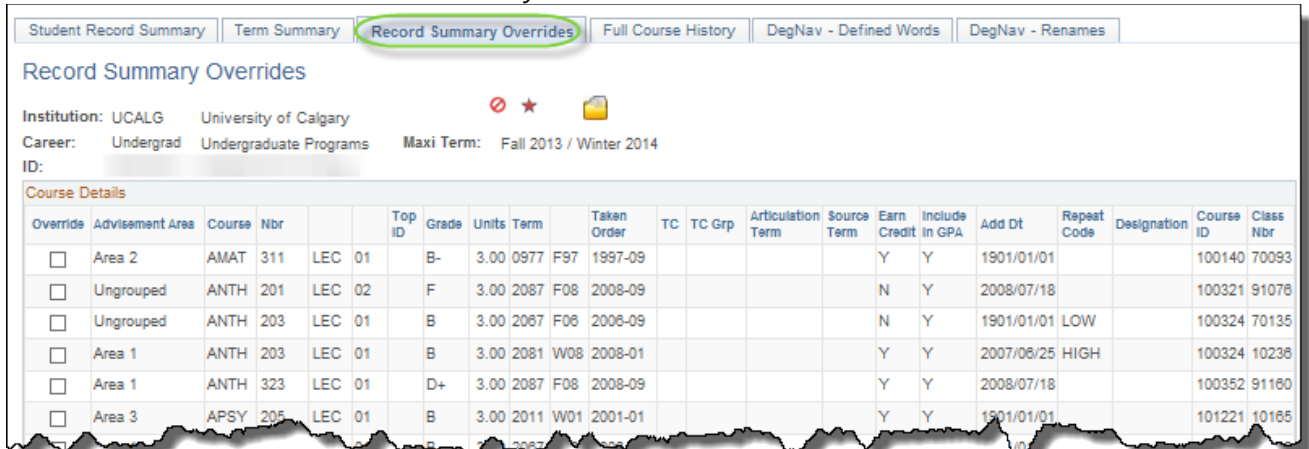
- Summary of all Term Registrations
- Number of units **Attempted** and **Earned** in a term
- **Academic Load** (Full/Part Indicator) and Academic Level (Year of Program - **YR**) for a term
- **Academic Standing** ruling
- **Term GPA**

Be aware that the **Term GPA** displayed on this screen is a running GPA therefore, the GPA will be updated every time a new grade comes in. Check the unit columns to make sure all the grades from the term are in before using the **Term GPA** displayed on this screen.

Term Summary																		
Institution: UCALG University of Calgary																		
Career: Undergrad Undergraduate Programs																		
Maxi Term: Fall 2013 / Winter 2014																		
ID:																		
Term Totals / Academic Standing Summary																		
Term	Primary Program	YR	Cum Reset	Transfer Units (Arctic Term)	Term GPA	UC Units (In GPA)	/FCE	UC Units (in Progress)	UC Units (Attempted)	UC Units (Earned)	Acad Load	Academic Standing	(SLA) GPA	(SLA) Units	/FCE	(CRSE) GPA	(CRSE) Units	/FCE
W14	ARBCH	5	N	0.000				0.000	0.000	0.000	N							
F13	ARBCH	5	N	0.000				0.000	0.000	0.000	N							
S13	ARBCH	5	N	0.000				0.000	0.000	0.000	N							
P13	ARBCH	5	N	0.000				0.000	0.000	0.000	N							
W13	ARBCH	5	N	0.000				0.000	0.000	0.000	N		0.000	3.000	0.50			
F12	ARBCH	5	N	0.000	0.000	3.000	0.50	0.000	3.000	0.000	P							
S12	ARBCH	5	N	0.000				0.000	0.000	0.000	N							
P12	ARBCH	5	N	0.000				0.000	0.000	0.000	N							
W12	ARBCH	5	N	0.000	2.300	3.000	0.50	0.000	3.000	3.000	P	Continues in Good Standing	2.088	21.000	3.50			
F11	ARBCH	5	N	0.000	3.000	3.000	0.50	0.000	3.000	3.000	P							
S11	ARBCH	5	N	0.000				0.000	0.000	0.000	N							
P11	ARBCH	5	N	0.000	2.700	3.000	0.50	0.000	3.000	3.000	P							
W11	ARBCH	5	N	0.000				0.000	0.000	0.000	N							
F10	ARBCH	5	N	0.000				0.000	0.000	0.000	N							
S10	SSBCH	5	N	0.000				0.000	0.000	0.000	N							
P10	SSBCH	5	N	0.000				0.000	0.000	0.000	N							
W10	SSBCH	5	N	0.000				0.000	0.000	0.000	N							
F09	SSBCH	5	N	0.000				0.000	0.000	0.000	N							
S09	SSBCH	5	N	0.000				0.000	0.000	0.000	N							
P09	SSBCH	5	N	0.000				0.000	0.000	0.000	N							
W09	SSBCH	5	N	0.000	2.850	6.000	1.00	0.000	6.000	6.000	P		1.850	12.000	2.00			
F08	SSBCH	5	N	0.000	0.850	6.000	1.00	0.000	6.000	3.000	P							
S08	SSBCH	5	N	0.000				0.000	0.000	0.000	N							
P08	SSBCH	5	N	0.000				0.000	0.000	0.000	N							
W08	SSBCH	5	N	0.000	3.000	3.000	0.50	0.000	3.000	3.000	P	Continues in Good Standing	3.043	21.000	3.50			
F07	SSBCH	5	N	0.000	3.000	6.000	1.00	0.000	6.000	6.000	P		3.000	18.000	3.00			
S07	SSBCH	5	N	0.000				0.000	0.000	0.000	N							
P07	SSBCH	5	N	0.000				0.000	0.000	0.000	N							
W07	SSBCH	3	N	0.000	3.300	6.000	1.00	0.000	6.000	6.000	P		3.075	12.000	2.00			
F06	SSBCH	3	N	0.000	2.850	6.000	1.00	0.000	6.000	3.000	P							
W06	CCUN	O	N	0.000	3.430	9.000	1.50	0.000	9.000	9.000	F	Continues in Good Standing	3.390	24.000	4.00			
F05	CCUN	O	N	0.000	3.700	6.000	1.00	0.000	6.000	6.000	P							

Record Summary Overrides page

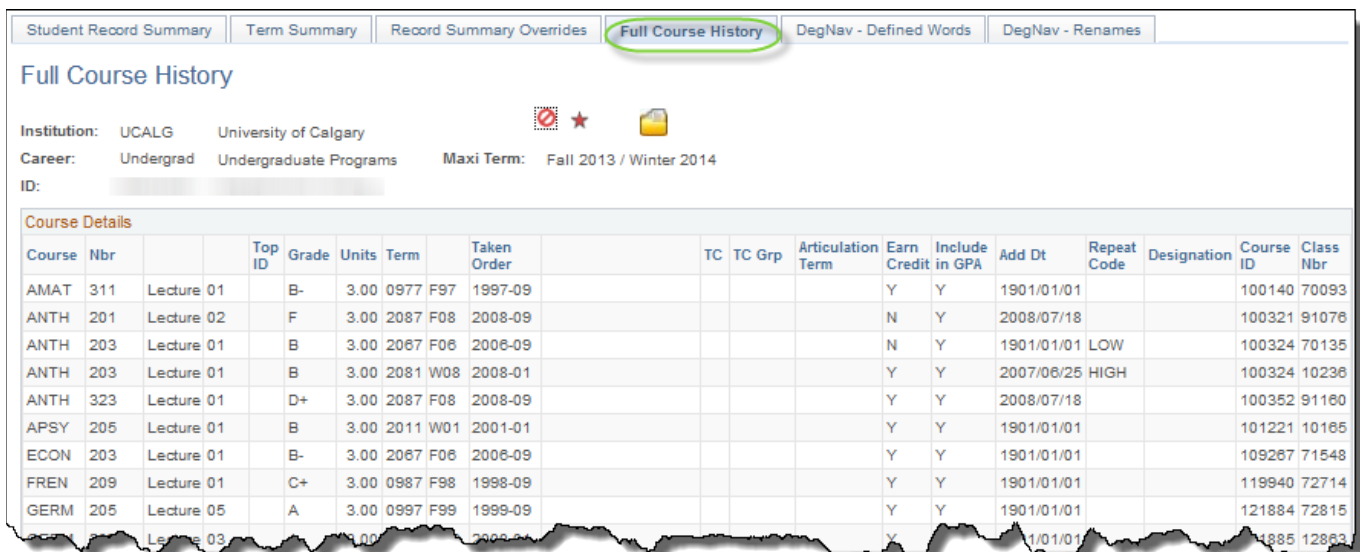
- Existing overrides to the assignment of advisement areas on the **Student Record Summary** page
- Refer to Job Aid: *Record Summary Overrides*



Override	Advisement Area	Course Nbr	Top ID	Grade	Units	Term	Taken Order	TC	TC Grp	Articulation Term	Source Term	Earn Credit	Include in GPA	Add Dt	Repeat Code	Designation	Course ID	Class Nbr
<input type="checkbox"/>	Area 2	AMAT 311	LEC 01	B-	3.00	0977	F97	1997-09				Y	Y	1901/01/01			100140	70093
<input type="checkbox"/>	Ungrouped	ANTH 201	LEC 02	F	3.00	2087	F08	2008-09				N	Y	2008/07/18			100321	91078
<input type="checkbox"/>	Ungrouped	ANTH 203	LEC 01	B	3.00	2087	F08	2008-09				N	Y	1901/01/01	LOW		100324	70135
<input type="checkbox"/>	Area 1	ANTH 203	LEC 01	B	3.00	2081	W08	2008-01				Y	Y	2007/06/25	HIGH		100324	10238
<input type="checkbox"/>	Area 1	ANTH 323	LEC 01	D+	3.00	2087	F08	2008-09				Y	Y	2008/07/18			100352	91180
<input type="checkbox"/>	Area 3	APSY 205	LEC 01	B	3.00	2011	W01	2001-01				Y	Y	1901/01/01			101221	10185

Full Course History page

- Includes a full list of all courses taken at the University of Calgary in addition to all courses that the student has received credit for
- This page does not obey the **cum reset**, so the student's full course/credit record always shows
- The only exceptions are O-type credit if it is a prerequisite, or "dummy" credit (these kinds of credits do not appear on the GPA calculator screen either – in fact the "prereq chk" type credit does not appear anywhere except on the transfer credit model).



Course Nbr	Top ID	Grade	Units	Term	Taken Order	TC	TC Grp	Articulation Term	Earn Credit	Include in GPA	Add Dt	Repeat Code	Designation	Course ID	Class Nbr
AMAT 311	Lecture 01	B-	3.00	0977	F97				Y	Y	1901/01/01			100140	70093
ANTH 201	Lecture 02	F	3.00	2087	F08				N	Y	2008/07/18			100321	91078
ANTH 203	Lecture 01	B	3.00	2087	F08				N	Y	1901/01/01	LOW		100324	70135
ANTH 203	Lecture 01	B	3.00	2081	W08				Y	Y	2007/06/25	HIGH		100324	10238
ANTH 323	Lecture 01	D+	3.00	2087	F08				Y	Y	2008/07/18			100352	91180
APSY 205	Lecture 01	B	3.00	2011	W01				Y	Y	1901/01/01			101221	10185
ECON 203	Lecture 01	B-	3.00	2087	F08				Y	Y	1901/01/01			109287	71548
FREN 209	Lecture 01	C+	3.00	0987	F98				Y	Y	1901/01/01			119940	72714
GERM 205	Lecture 05	A	3.00	0997	F99				Y	Y	1901/01/01			121884	72815

Overriding Generic Transfer Credits

- When overriding generic transfer credits, if there are two generic credits with the same name/number, first check the **Transfer Credit Model** to see which one the override should be done for, then use the **Model, Group** and **Sequence Number** to match the override to that credit.

Adding a Hidden Credit for Prerequisite Purposes (O-type)

- Refer to Job Aid: *Adding a Hidden Credit for Prerequisite Purposes*

How to Make a Course Extra to Degree or Remove Extra to Degree Status

- Type of credits – U of C, Manual, Automated, Other, and Test.
- Refer to Job Aids: *Making U of C Courses Extra to Degree*; and *Making Transfer Credits Extra to Degree*
- Note that **XTRA** is now tied to the course alone and not to the course and the program under which it was taken. This means that you cannot remove an **XTRA** indicator put on by another faculty, even if it was in a prior degree, as that removes all record of the fact that the course was **XTRA**. In this case, add a “dummy” credit that duplicates the **XTRA** course.

Quick Letters

- **Quick Letter** templates are available to create specific letters or correspondence.
- Refer to Guide: *Quick Letters*

GPA Calculator

- Refer to Guide: *GPA Calculator*

Person Comment Summary

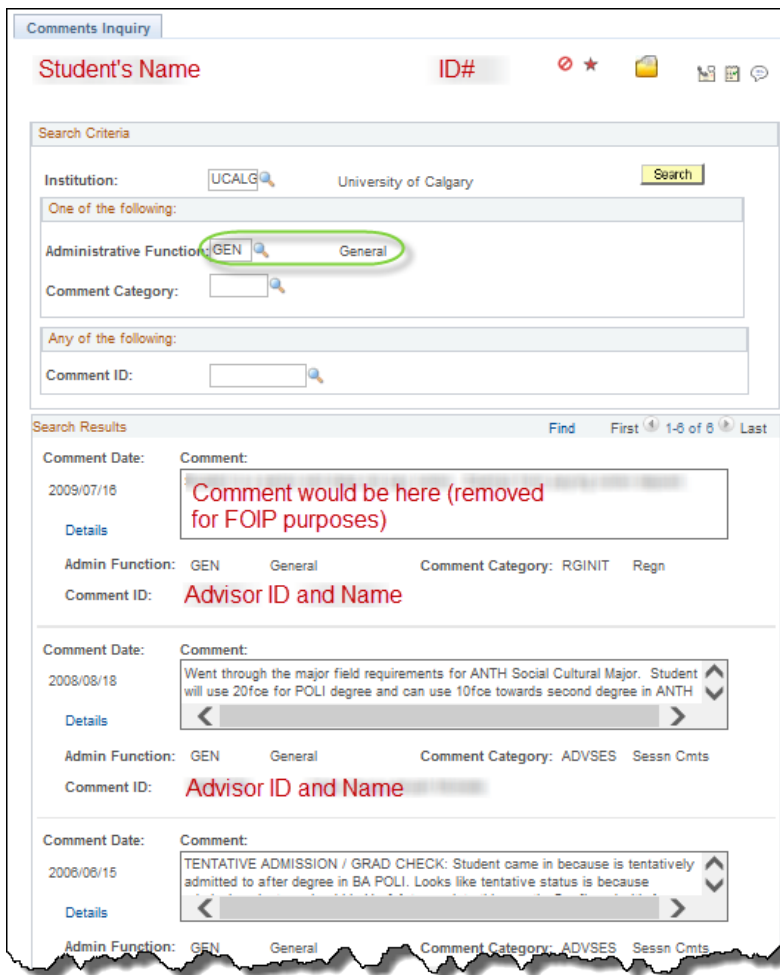
Allows staff to look at comments associated to a student, using search criteria to limit the returned comments based on either the Administrative Function (Area) or Comment Category.

Navigation: **Campus Community** > **Comments** > **Comments - Person** > **Comment Inquiry**

(Also available on the **Open List**)

This screen may be accessed from the **Student Record Summary** page, by clicking on **Advising Comments** link. If student does not have any advising comments, no link will appear.

- Refer to job aid: *Recording, Editing and Deleting Advising Session Comments*



Comments Inquiry

Student's Name ID#

Search Criteria

Institution: University of Calgary

One of the following:

Administrative Function: General

Comment Category:

Any of the following:

Comment ID:

Search Results Find First 1-6 of 6 Last

Comment Date: 2009/07/16 Comment: Comment would be here (removed for FOIP purposes)

Details

Admin Function: GEN General Comment Category: RGINIT Regn

Comment ID: Advisor ID and Name

Comment Date: 2008/08/18 Comment: Went through the major field requirements for ANTH Social Cultural Major. Student will use 20fce for POLI degree and can use 10fce towards second degree in ANTH

Details

Admin Function: GEN General Comment Category: ADVSES Sessn Cmts

Comment ID: Advisor ID and Name

Comment Date: 2006/06/15 Comment: TENTATIVE ADMISSION / GRAD CHECK: Student came in because is tentatively admitted to after degree in BA POLI. Looks like tentative status is because

Details

Admin Function: GEN General Comment Category: ADVSES Sessn Cmts

Class Registration Information

The **Class Registration Information** page displays information for a course in a given term. It includes links to course level requisites (by **Course Requirement**), to class level requisites (under the **Class Requirement** column), and to **Reserve Capacities**.

Navigation: **Curriculum Management** > **Enrollment Requirements** > **Class Registration Information**

(Also available on the **Open List**)

Class Registration Information

Academic Institution: UCALG
 Term: 2157
 Academic Career: Undergrad
 Subject Area: PSYC
 Catalog Nbr: 439
 Course ID: 134426
 Course Offering Nbr: 1

Course Requirement: [PSYC439](#)
 Consent Required: No Consent

Personalize Find														
Class	Crse Topic	Class Nbr	Status	Cap Enrl	Tot Enrl	Assoc Class	Class Requirement	Catlg Rqs	Res Cap Seq	Capacity Requirement	Start Date	Rsrv Cap	Rsrv Cap Used	Consent Required
1	LEC 01	74186	Open	40		1	None	Y	1	3rd & 4th Yr PSYC Majors Only	2014/04/01	40		N
2									1	3rd & 4th Yr PSYC Majors Only	2014/07/07	1		N
3									2	PSYC & HSOC Majors PSYC Conc	2014/07/07	39		N

Save
 Return to Search
 Notify

U of C Enroll Request History

The **U of C Enroll Request History** page displays information for each enrolment transaction for a given student in a specified term (including **Status** and links to other information).

Navigation: **Records and Enrollment** > **Enroll Students** > **UofC Enroll Request History**
(Also available on the **Open List**)

UofC Enroll Request History

Student's Name ID# ★ 📄

Academic Institution: UCALG Academic Career: UGRD 📄 📄 🗨️

Term: 2147 Academic Program: SWBCH

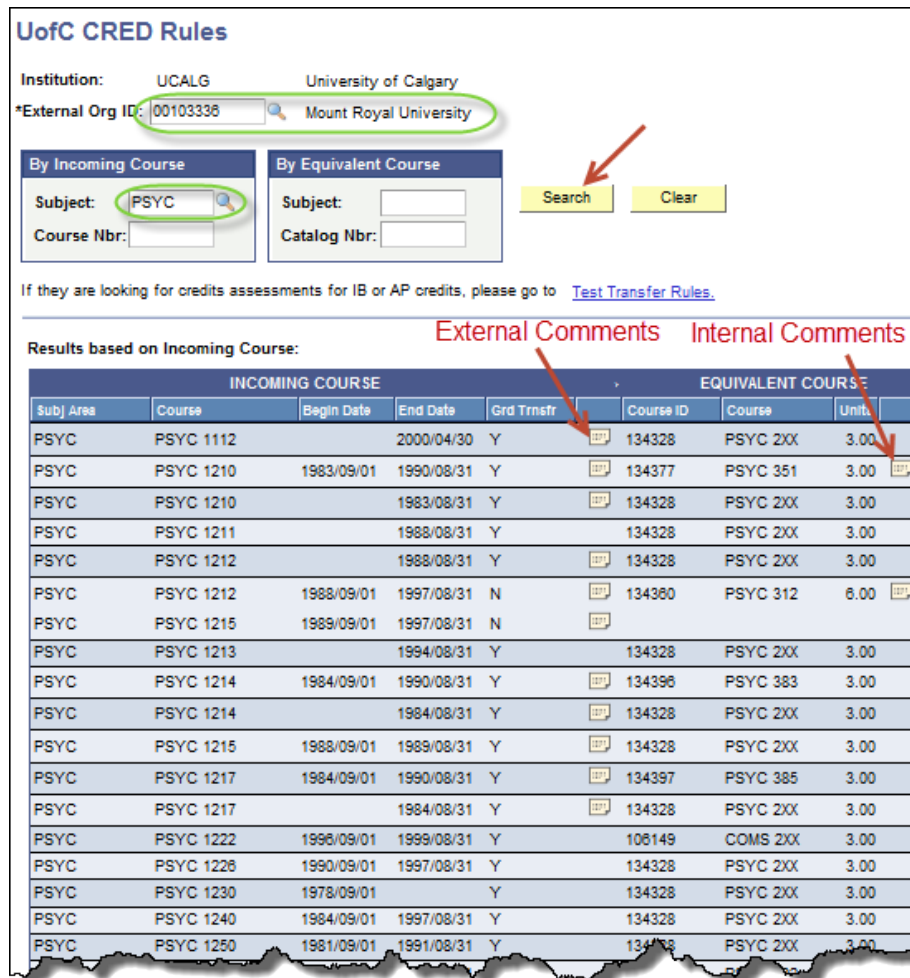
Enrollment History Personalize | Find | View All | 📄 📄 First 1-23 of 23 Last

Enrollment Info	Overrides	Class Info	Additional Info	⌄									
Subject	Catalog Nbr	Class Section	Last Update DateTime	Action	Grade Input	Status	Message Text	Detail	OPRID	Enrollment Request Source			
1	SOWK	383	SEM S01	14/07/07 11:15:44AM	Enroll		Success		Detail 00209088	SS Enroll			
2	SOWK	410	LAB B01	14/09/12 2:33:32PM	Enroll		Success		Detail 04112063	Quick Enrl			
3	SOWK	410	LAB B01	14/09/02 11:46:27AM	Enroll		Errors	Hold on record, Add not processed.	Detail 04112063	Quick Enrl			
4	SOWK	410	LAB B01	14/08/25 10:28:12AM	Enroll		Errors	Hold on record, Add not processed.	Detail 04112063	Quick Enrl			
5	SOWK	411	SEM S01	14/09/12 2:34:32PM	Enroll		Success		Detail 04112063	Quick Enrl			
6	SOWK	411	SEM S02	14/09/12 12:26:58PM	Enroll		Errors	Class 71972 is full.	Detail 00209088	SS Enroll			
7	SOWK	411	SEM S01	14/09/12 12:26:58PM	Enroll		Errors	Class 71899 is full.	Detail 00209088	SS Enroll			
8	SOWK	411	SEM S02	14/09/08 3:27:51PM	Enroll		Errors	Class 71972 is full.	Detail 00209088	SS Enroll			
9	SOWK	411	SEM S01	14/09/08 3:27:51PM	Enroll		Errors	Class 71899 is full.	Detail 00209088	SS Enroll			
10	SOWK	411	SEM S01	14/09/02 11:46:27AM	Enroll		Errors	Hold on record, Add not processed.	Detail 04112063	Quick Enrl			
11	SOWK	411	SEM S02	14/09/02 9:53:52AM	Enroll		Pending		Detail 00209088	SS Enroll			
12	SOWK	411	SEM S01	14/09/02 9:53:52AM	Enroll		Pending		Detail 00209088	SS Enroll			
13	SOWK	411	SEM S01	14/09/02 8:39:03AM	Enroll		Errors	Class 71899 is full.	Detail 00209088	SS Enroll			
14	SOWK	411	SEM S02	14/08/30 1:13:18PM	Enroll		Errors	You are unable to add this class at this time.	Detail 00209088	SS Enroll			
15	SOWK	411	SEM S01	14/08/30 1:13:18PM	Enroll		Errors	Class 71899 is full.	Detail 00209088	SS Enroll			
16	SOWK	411	SEM S02	14/08/30 1:06:47PM	Enroll		Errors	You are unable to add this class at this time.	Detail 00209088	SS Enroll			
17	SOWK	411	SEM S01	14/08/30 1:06:47PM	Enroll		Errors	Class 71899 is full.	Detail 00209088	SS Enroll			
18	SOWK	411	SEM S02	14/08/30 1:05:58PM	Enroll		Pending		Detail 00209088	SS Enroll			
19	SOWK	411	SEM S01	14/08/30 1:05:58PM	Enroll		Pending		Detail 00209088	SS Enroll			
20	SOWK	411	SEM S01	14/08/25 10:28:12AM	Enroll		Errors	Hold on record, Add not processed.	Detail 04112063	Quick Enrl			
21	SOWK	411	SEM S02	14/08/22 12:02:18PM	Enroll		Errors	You have a hold on your record.	Detail 00209088	SS Enroll			
22	SOWK	411	SEM S01	14/08/22 12:00:05PM	Enroll		Errors	Class 71899 is full.	Detail 00209088	SS Enroll			
23	SOWK	411	SEM S01	14/07/07 11:16:03AM	Enroll		Errors	Unable to add as you do not meet the pre-, co-, or anti-requisite requirement for this course.	Detail 00209088	SS Enroll			

U of C CRED Rules

The **U of C CRED Rules** page displays transfer credit rules used to determine what the equivalent course at the university would be for a course from transferred from another institution. This page may also be used to search by course equivalency, if you wish to see what course(s) from a specified institution would transfer as PSYC 205, for example. This page may only be used to evaluate courses that the university has existing rules for. Other courses may be transferable, but would need to be evaluated separately.

Navigation: **Records and Enrollment > Transfer Credit Rules > UofC CRED Rules**



UofC CRED Rules

Institution: UCALG University of Calgary
 *External Org ID: 00103336 Mount Royal University

By Incoming Course
 Subject: PSYC
 Course Nbr:


By Equivalent Course
 Subject:
 Catalog Nbr:

Search Clear

If they are looking for credits assessments for IB or AP credits, please go to [Test Transfer Rules](#).

Results based on Incoming Course: External Comments Internal Comments

INCOMING COURSE					EQUIVALENT COURSE		
Subj Area	Course	Begin Date	End Date	Grd Trnsfr	Course ID	Course	Units
PSYC	PSYC 1112		2000/04/30	Y	134328	PSYC 2XX	3.00
PSYC	PSYC 1210	1983/09/01	1990/08/31	Y	134377	PSYC 351	3.00
PSYC	PSYC 1210		1983/08/31	Y	134328	PSYC 2XX	3.00
PSYC	PSYC 1211		1988/08/31	Y	134328	PSYC 2XX	3.00
PSYC	PSYC 1212		1988/08/31	Y	134328	PSYC 2XX	3.00
PSYC	PSYC 1212	1988/09/01	1997/08/31	N	134360	PSYC 312	6.00
PSYC	PSYC 1215	1989/09/01	1997/08/31	N			
PSYC	PSYC 1213		1994/08/31	Y	134328	PSYC 2XX	3.00
PSYC	PSYC 1214	1984/09/01	1990/08/31	Y	134396	PSYC 383	3.00
PSYC	PSYC 1214		1984/08/31	Y	134328	PSYC 2XX	3.00
PSYC	PSYC 1215	1988/09/01	1989/08/31	Y	134328	PSYC 2XX	3.00
PSYC	PSYC 1217	1984/09/01	1990/08/31	Y	134397	PSYC 385	3.00
PSYC	PSYC 1217		1984/08/31	Y	134328	PSYC 2XX	3.00
PSYC	PSYC 1222	1996/09/01	1999/08/31	Y	108149	COMS 2XX	3.00
PSYC	PSYC 1226	1990/09/01	1997/08/31	Y	134328	PSYC 2XX	3.00
PSYC	PSYC 1230	1978/09/01		Y	134328	PSYC 2XX	3.00
PSYC	PSYC 1240	1984/09/01	1997/08/31	Y	134328	PSYC 2XX	3.00
PSYC	PSYC 1250	1981/09/01	1991/08/31	Y	134328	PSYC 2XX	3.00

Note: Group credits are shown in a single block. You may view notes regarding a transfer course or U of C equivalent by clicking on the **External Comments** or Internal Comments Icons .



Appendices

Program and Plan Summary



This page allows staff to see a summary of a student's application and program/term information. It also allows staff to quickly link to the associated application/student status/student program information.

Navigation: **Records and Enrollment** > **Career and Program Information**
> **Program and Plan Summary**
(Also available on the **Open List**)

Program and Plan Summary

Student Name ID#  

Display canceled program status data rows.

Personalize | Find |   First 1-27 of 27 Last

Term	Appl Nbr	Prg#	Chc	Car#	Jnt	Pri	Prog	Degree	Aft	Plan	R	DG	Lvl	Load	Type	Adm	St	Prg St	Reason	COI	Standing
0997	40076380	0	1		N		CCBCH	BLNK-DEG		UNDC-IFA			1		HS			AP			
2007	40076381	0	1		N		NDNDU	UNCL-DEG					0		OSN	A		AC			
2007-U				U-0	N	P	NDNDU	UNCL-DEG					0	P							
2011-U				U-0	N	P	NDNDU	UNCL-DEG					0	P							
2013-U				U-0	N	P	NDNDU	UNCL-DEG					0	P							
2015-U				U-0	N	P	NDNDU	UNCL-DEG					0	P							
2017-U				U-0	N	P	NDNDU	UNCL-DEG					0	P							
2021-U				U-0	N	P	NDNDU	UNCL-DEG					0	W							
2027	40076382	0	1		N		HUBCH	BLNK-DEG		NODC-MAJ			2		TRN	A		AC			
2027-U				U-1	N	P	HUBCH	BLNK-DEG		NODC-MAJ			2	F							
2031-U				U-1	N	P	HUBCH	BLNK-DEG		NODC-MAJ			2	F							GOOD
2037	40076383	0	1		Y		HABCH	BCOMM-DEG		HR0D-MAJ			3		CF2			CN	2X		
2037	40076383	1	1		Y		SSBCH	BA-DEG		SOCI-MAJ			3		CF2			CN	2X		
2037	40076383	2	1		N		SSBCH	BA-DEG		SOCI-MAJ			3		CF2	A		AC			
2037-U				U-2	N	P	SSBCH	BA-DEG		SOCI-MAJ			3	F							
2041	40076384	0	1		N		SSBCH	BA-DEG		SOCI-MAJ	...		3		CF3			CN	AUTO		
2041	40076384	1	1		N		SSBCH	BA-DEG		SOCI-MAJ	...		3		CF3	A		AC			
2041-U				U-3	N	P	SSBCH	BA-DEG		SOCI-MAJ	...		3	F							GOOD
2043-U				U-3	N	P	SSBCH	BA-DEG		SOCI-MAJ	...		3	P							
2045-U				U-3	N	P	SSBCH	BA-DEG		SOCI-MAJ	...		3	C							
2047	40076385	0	1		N		SSBCH	BA-DEG		SOCI-MAJ	...		4		CF3	A		AC			
2047-U				U-4	N	P	SSBCH	BA-DEG		SOCI-MAJ	...		4	F							
2051-U				U-4	N	P	SSBCH	BA-DEG		SOCI-MAJ	...		4	F							GOOD
2053-U				U-4	N	P	SSBCH	BA-DEG		SOCI-MAJ	...		4	N							
2055-U				U-4	N	P	SSBCH	BA-DEG		SOCI-MAJ	...		4	N							
2057-U				U-4	N	P	SSBCH	BA-DEG		SOCI-MAJ	...		4	F							
2061-U				U-4	N	P	SSBCH	BA-DEG		SOCI-MAJ	...	AW	4	P							

Note: Removing the checkmark from the **Display canceled program status data rows** Checkbox will allow users to see only those programs that the student was successfully admitted into.

Trouble-Shooting with the Program and Plan Summary

Due to the fact that the Student Administration System allows a student to be active in multiple programs at once, there are times when a manual or automated process will fail to prevent a student from being incorrectly enrolled in more programs than what is allowed at U of C. It is important to fix these problems as quickly as possible when they arise. The best way to discover these problems is by using the **Program and Plan Summary**.

1	2	3	4	5					
2077	42007738	U	N	GSMTH	MSC-DEG	MDCH-AOS	1	REG A	AC
2077-G		G-0	N P	GSMTH	MSC-DEG	MDCH-AOS	1	F	
2081-G		G-0	N P	GSMTH	MSC-DEG	MDCH-AOS	1	F	
2083-G		G-0	N P	GSMTH	MSC-DEG	MDCH-AOS	1	F	
2085-G		G-0	N P	GSMTH	MSC-DEG	MDCH-AOS	1	F	
2087-G		G-0	N P	GSMTH	MSC-DEG	MDCH-AOS	2	F	
2087-M		M-1	N P	MDPST	POST-DEG	INTE-M-MAJ	...	7	F
2091-G		G-0	N P	GSMTH	MSC-DEG	MDCH-AOS	2	F	
2091-M		M-1	N P	MDPST	POST-DEG	INTE-M-MAJ	...	7	F
2093-G		G-0	N P	GSMTH	MSC-DEG	MDCH-AOS	2	F	-
2095-G		G-0	N P	GSMTH	MSC-DEG	MDCH-AOS	2	F	
2097-G		G-0	N P	GSMTH	MSC-DEG	MDCH-AOS	3	N	
2097-M		M-1	N P	MDPST	POST-DEG	INTE-M-MAJ	...	7	F
2101-G		G-0	N P	GSMTH	MSC-DEG	MDCH-AOS	3	N	
2101-M		M-1	N P	MDPST	POST-DEG	INTE-M-MAJ	...	7	F
2103-G		G-0	N P	GSMTH	MSC-DEG	MDCH-AOS	3	N	
2105-G		G-0	N P	GSMTH	MSC-DEG	MDCH-AOS	3	N	

The large outlined numbers (1-5) at the top of the figure (above) are used for reference purposes in the trouble-shooting steps outlined below.

- **1** (from figure above):

Begin here. Under the **Term** column, there will be one student career term listed per career. The career is indicated by the letter following the term (G = graduate, M = medicine, U = undergraduate). In the above example, the student has two student career term records for W09, one for graduate and one for medicine. However, the grid displays one line per active program per student career term, which is why you see two rows for W09.

- **2** (from figure above):

Each program on a student's record has a unique **Career Number** (the first program created for a student will be **Car# 0**, the next one will be **Car# 1**, etc.). This field displays the number after a letter indicating the career of the program. In the above example, the student's medicine program is **Car# 1** and their graduate program is **Car# 0**. The **Car#** is essential for finding the correct record when using the **Student Program/Plan** component.

- **3** (from figure above):

The **Joint Degree Indicator** flag (**Jnt**) indicates whether the program is part of a joint degree or not. Use this flag in conjunction with the **Primary Program Indicator** (**Pri**) to determine if the number of active programs is correct.

- **4** (from figure above):

There will be one of four values in the **Primary Program Indicator** (**Pri**) field:

- P = this is the Primary program for this student career term. **There must always be one and never more than one Primary program for a student career term.**
- S = any Secondary (or non-primary) program for the same student career term and career as the Primary
- D = any non-primary program for the same student career term and a **Different** career from the Primary
- N = when there is no program on a line the flag will be set to N

- **5** (from figure above):

Normally, a student should be eligible to enroll in only one career per term. The **Load** column contains a value to indicate the student's registration status for the term (e.g. **F** = full-time course load, **P** = part-time course load). This is followed by the **Eligible to Enrol** flag, which may be one of two values:

- Blank = indicates that the student is eligible to enroll in this program for this term
- **N** = indicates that the student is NOT eligible to enroll in their program for this term

How to identify problems:

1. For each student career term, ensure that there is only one program and that it is marked as Primary (**P** under the column labelled **4** above).
2. If there is more than one program, ensure that the joint flag is set to Yes (**Y** under the column labelled **3** above), that one of the programs is marked Primary and the other Secondary (if they're from the same career) or Different (if they are from separate careers), and that there are no more than 2 programs.
3. If neither #1 nor #2 is true, you will have to investigate to see if any of the active programs should have been discontinued. In most cases, when a student is admitted to their latest program, all previous programs should be cancelled. Check the **Car#** to see if a program from prior to the row containing the most recent **Application Number** is still active (e.g. in the screen shot above, you can see that the student has an application for Fall 2007. The active program prior to F07 is **Car# M-1**. You can see that M-1 is STILL active for F07 and beyond, which indicates a potential problem). If the previous program is still active:
 - a. Check to see if the student will be graduating from that program prior to starting the new program. If so, it is acceptable to leave it since the program will be cancelled once they are cleared to graduate (**NOTE**: Only leave the record as-is if it is okay for the student to continue in the new program after graduating from the old one. This is NOT the case when a change of program for the same career is processed on the assumption that the student would NOT be graduating – see **Change of Program** documentation for how to avoid and/or correct this problem).
 - b. Check to see if the previous program was cancelled, but with the wrong effective date.
 - c. Check the status of the new program, as another possibility is that a failed attempt was made to cancel the application to the new program. If the status is **CN**, follow-up to make sure the program is properly cancelled.

Transcript Requests

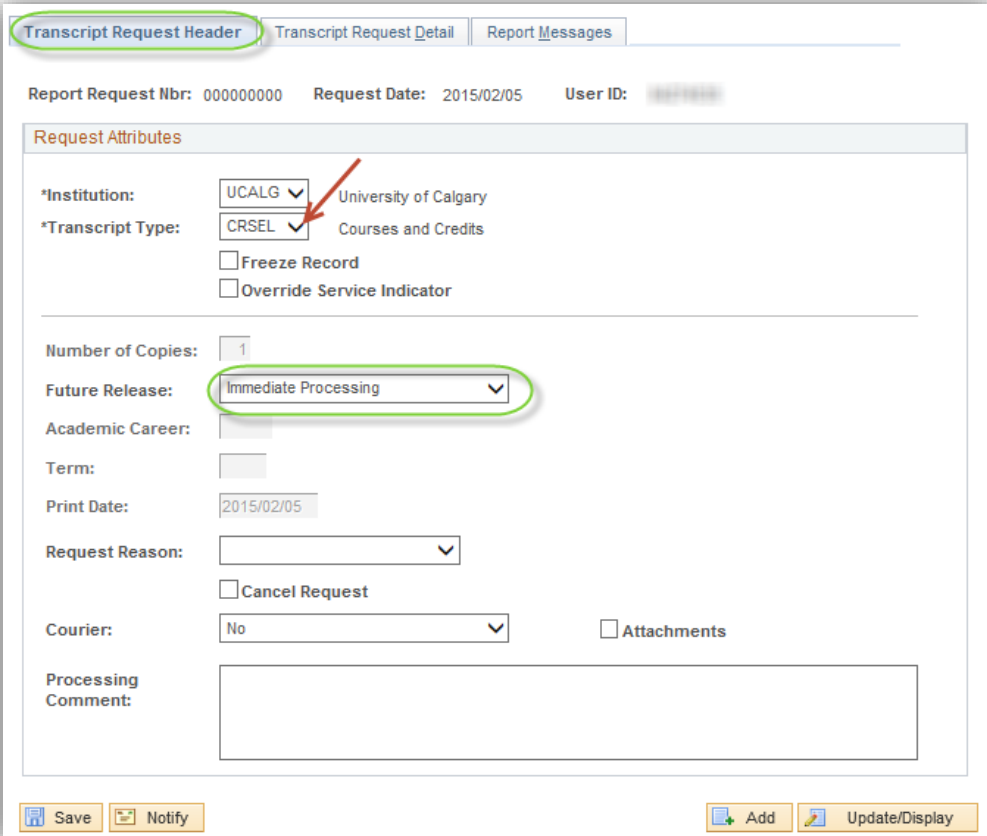
The Transcript Request can be used to request unofficial transcripts an individual student or for multiple students at the same time.

Navigation: **Records and Enrollment** > **Transcripts** > **Requests on/after Oct29/09**
(Also available on the **Open List**)

Notes:

When using the navigation shown above, an additional link for **Requests on/prior to Oct28/09** displays. This link is used for viewing historical transcript requests prior to October 28th, 2009.

User defaults may be preset so that the required information will automatically appear on the first page. Users will only need to enter the required student EmplID.



Transcript Request Header | Transcript Request Detail | Report Messages

Report Request Nbr: 000000000 Request Date: 2015/02/05 User ID: [REDACTED]

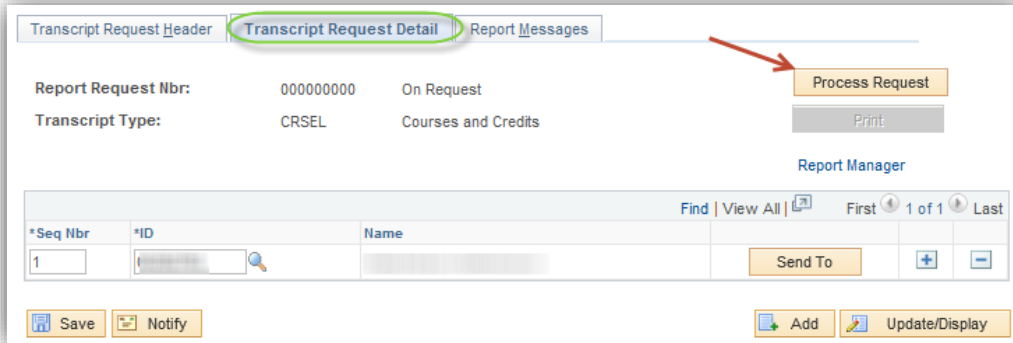
Request Attributes

*Institution: UCALG University of Calgary
 *Transcript Type: CRSEL Courses and Credits
 Freeze Record
 Override Service Indicator

Number of Copies: 1
 Future Release: Immediate Processing
 Academic Career: [REDACTED]
 Term: [REDACTED]
 Print Date: 2015/02/05
 Request Reason: [REDACTED]
 Cancel Request
 Courier: No Attachments
 Processing Comment: [REDACTED]

Save Notify Add Update/Display

The **Transcript Request Detail** page is used to specify the students ID for processing.



Transcript Request Header **Transcript Request Detail** Report Messages

Report Request Nbr: 00000000 On Request

Transcript Type: CRSEL Courses and Credits

Process Request
Print

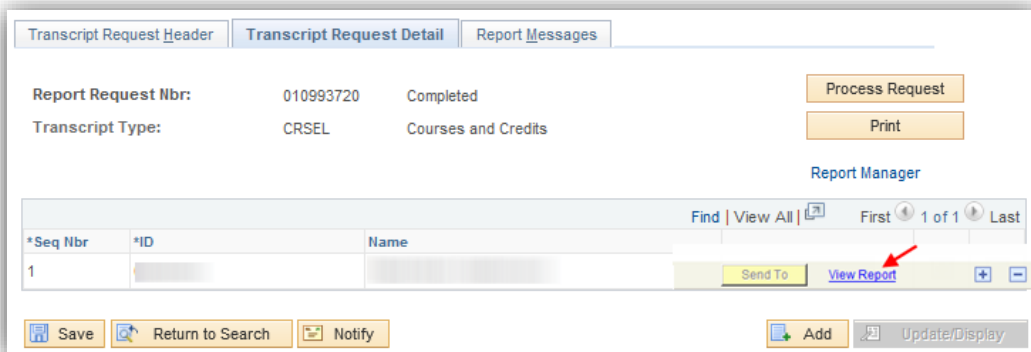
Report Manager

*Seq Nbr	*ID	Name
1		

Send To + -

Save Notify Add Update/Display

Once the request is processed, the **View Report** link displays.



Transcript Request Header **Transcript Request Detail** Report Messages

Report Request Nbr: 010993720 Completed

Transcript Type: CRSEL Courses and Credits

Process Request
Print

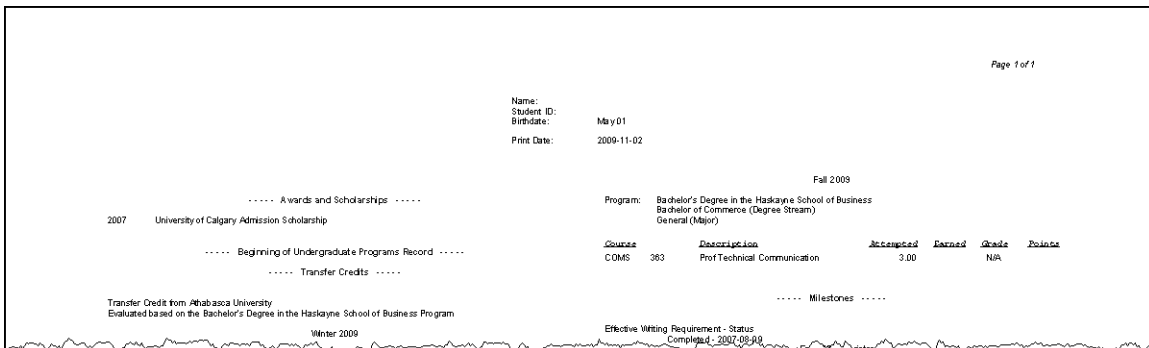
Report Manager

*Seq Nbr	*ID	Name
1		

Send To View Report + -

Save Return to Search Notify Add Update/Display

Clicking the link opens a new browser window or tab where the transcript can be viewed .pdf format. The pdf file can also be saved or printed.



Page 1 of 1

Name:
Student ID:
Birthdate: May 01
Print Date: 2009-11-02

Fall 2009

Program: Bachelor's Degree in the Haskayne School of Business
Bachelor of Commerce (Degree Stream)
General (Major)

Course	Credits	Description	Accepted	Earned	Grade	Points
COMS 363		Prof Technical Communication	3.00		N/A	

..... Awards and Scholarships
2007 University of Calgary Admission Scholarship

..... Beginning of Undergraduate Programs Record
..... Transfer Credits

Transfer Credit from: Athabasca University
Evaluated based on the Bachelor's Degree in the Haskayne School of Business Program

..... Milestones

Winter 2009

Effective Writing Requirement - Status
Completed - 2007-08-08

Student Services Center

The Student Services Centre provides staff with a similar view that student's have of their Student Centre and provides information about a student's record in one place. This page can be used to view the following information about a student:

Academic Information

- Class Schedule for current terms
- Enrollment Shopping Cart
- Exam Schedule
- Grades for current terms
- Transfer Credit Report
- View Courses and Credits

Financial Information

- Account Summary
- Payments
- T2202A Tax Form Data

Personal Information

- Current address, phone number and email

Admissions

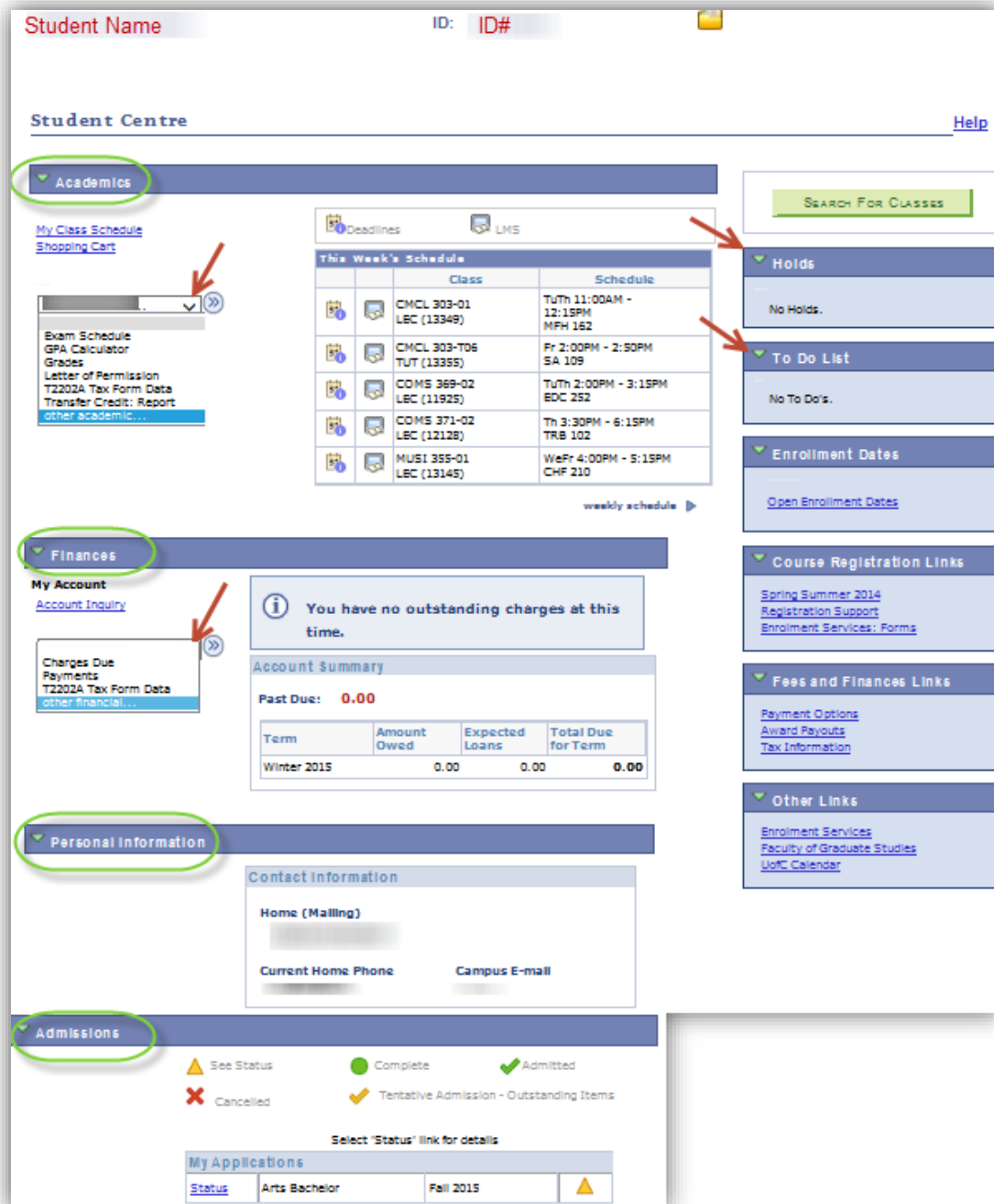
- Status of Current Applications
- Accept/Decline Admission

Other Information

- Search for Classes – to view currently scheduled classes
- Holds – any negative service indicators
- Enrollment deadlines

Navigation: **Campus Community > Student Services Center**

Below is screen shot of the main page of the Student Services Centre.



Student Name ID: ID#

Student Centre [Help](#)

Academics

[My Class Schedule](#)
[Shopping Cart](#)

Exam Schedule
GPA Calculator
Grades
Letter of Permission
T2202A Tax Form Data
Transfer Credit: Report
other academic...

Search For Classes

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Course Registration Links
[Spring Summer 2014 Registration Support](#)
[Enrolment Services: Forms](#)

Fees and Finances Links
[Payment Options](#)
[Award Payouts](#)
[Tax Information](#)

Other Links
[Enrolment Services](#)
[Faculty of Graduate Studies](#)
[UofC Calendar](#)

Finances

My Account
[Account Inquiry](#)

Charges Due
Payments
T2202A Tax Form Data
other financial...

You have no outstanding charges at this time.

Account Summary

Past Due: **0.00**

Term	Amount Owed	Expected Loans	Total Due for Term
Winter 2015	0.00	0.00	0.00

Personal Information

Contact Information

Home (Mailing)

Current Home Phone **Campus E-mail**

Admissions

▲ See Status ● Complete ✓ Admitted
✗ Cancelled ✓ Tentative Admission - Outstanding Items

Select 'Status' link for details

My Applications			
Status	Arts Bachelor	Fall 2015	▲

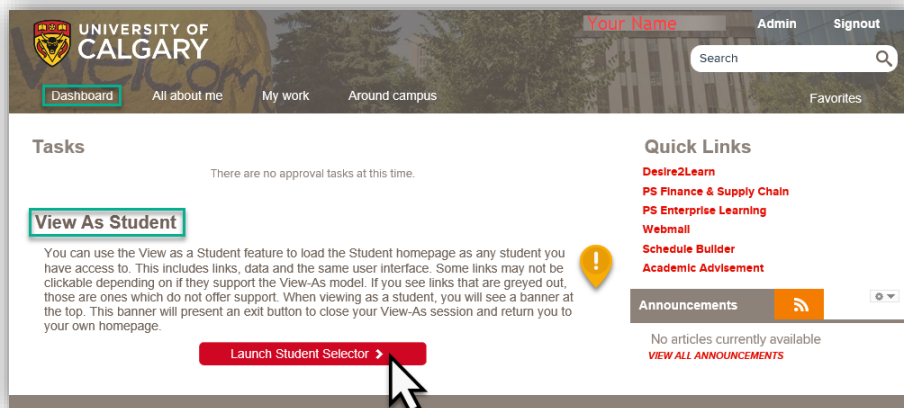
Student Services Center – View As

The Student Services Centre – View As allows you to use the **View As** component and navigate in the Student Centre to view as an undergraduate, graduate, alumni or applicant student and also use View As simulating viewing on a mobile device. As the Student Centre interface has a different look when launched by the student, this function allows you to see the screen as it presents to the student.

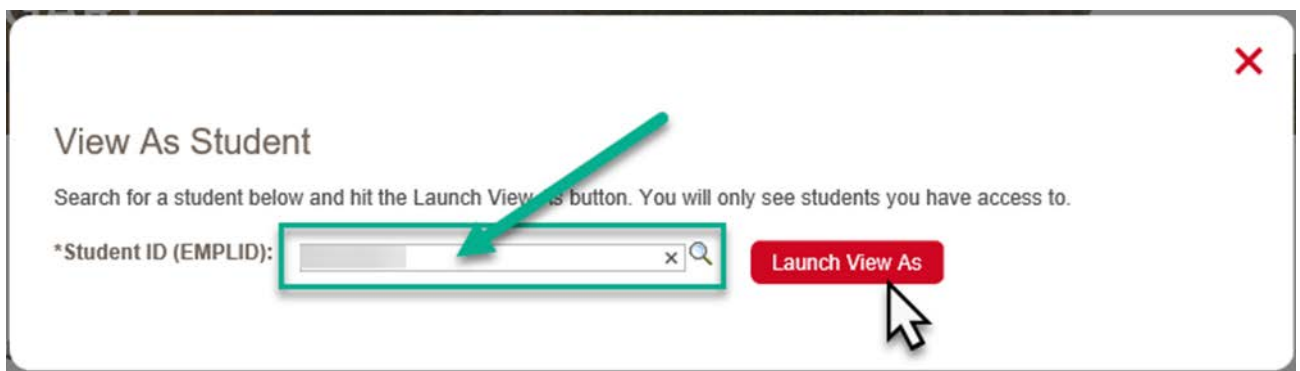
How to Use View As

Step 1: Launching View As

- Log into the My UofC Portal with your securID
- **Dashboard** will display **View As Student** and **Launch Student Selector** button.
- Click the **Launch Student Selector** button.



- Enter the student's ID number and press the **Launch View As** button

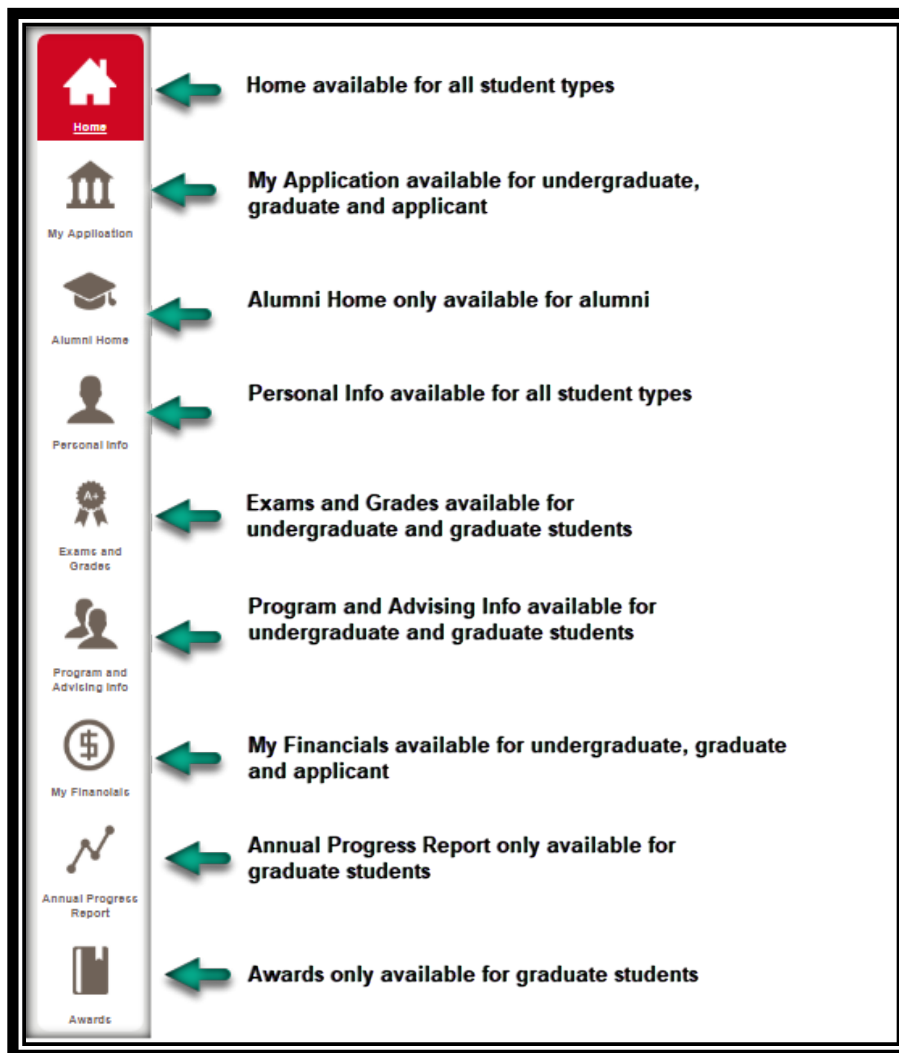


Step 2: Navigating the Student Centre using View As

A student's view of their academic information in the Student Centre is determined by their active status - undergraduate, graduate, alumni or new applicant. Depending on what type of student you are viewing, the pages will differ. For example, the new Alumni Home page is only viewable by an alumni student.

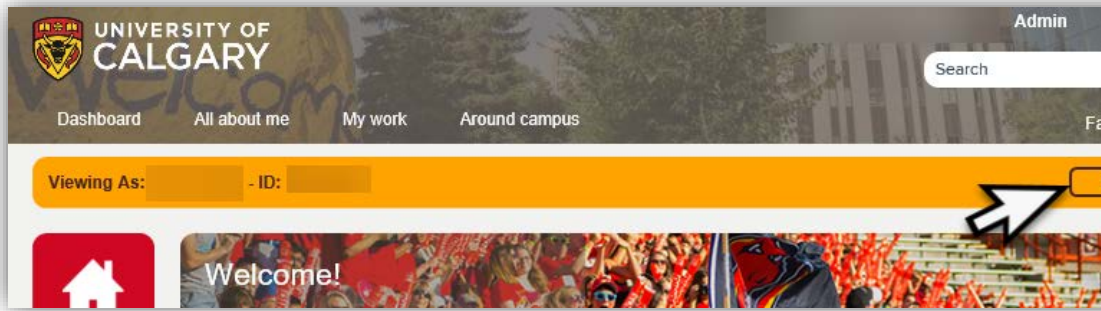
See what the Student Sees - Finding the Student's View

Using the graphical menu bar, navigate the Student Centre to find the student's view of the Student Centre.



Step 3: Exiting View As

To end the **View As** session and close the window, Click the **Exit** button. You will remain logged into the MyUofC Portal. If desired, you can enter another student ID and continue the process.



For complete job aids, guides and online learning for Student Services Centre – View As, consult the student administration training website.