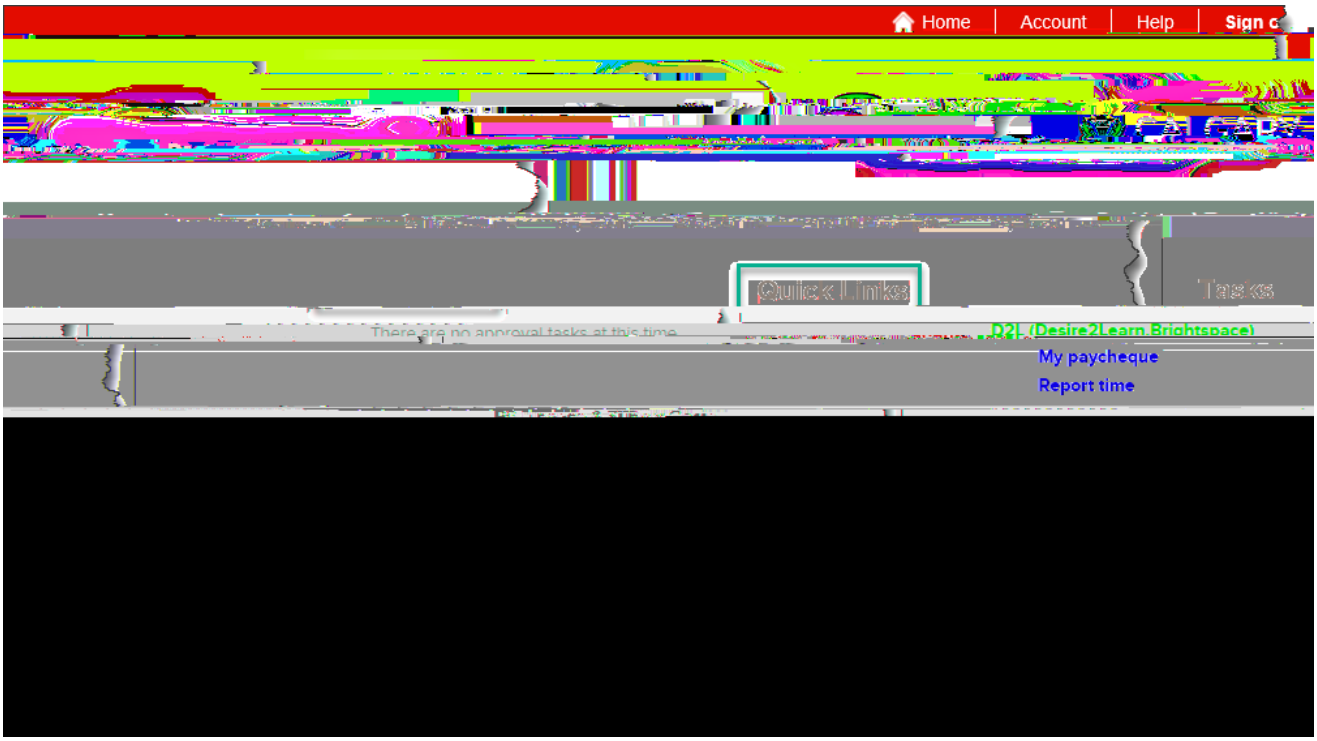
Academic Requirements Report – Single Degree

SA – Academic Advisement

The following is the process to complete a request for an Academic Requirements Report(AR Report) to aid in performing a degree audit for undergraduate students. This is an example of a student pursuing a single degree.

Tip: Direct navigation to the Academic Requirements Report can also be completed from the My UofC Portal > Quick Links > Academic Ad visement .



1. Click the Academic Advisement link if already logged into PeopleSoft.

2. Click the Student Advisement link.

3. Click the Request Advisement Report link.

4. Click the Add a New Value tab.

5. Enter the desired student ID number. Click the Look up Report Type button.

9. The Academic Requirements Report will display the student name and ID and any service indicators. The student program and the Academic Calendar regulation year (Requirement Term e.g. Spring 2016).

Academic Requirements Report – Single Degree

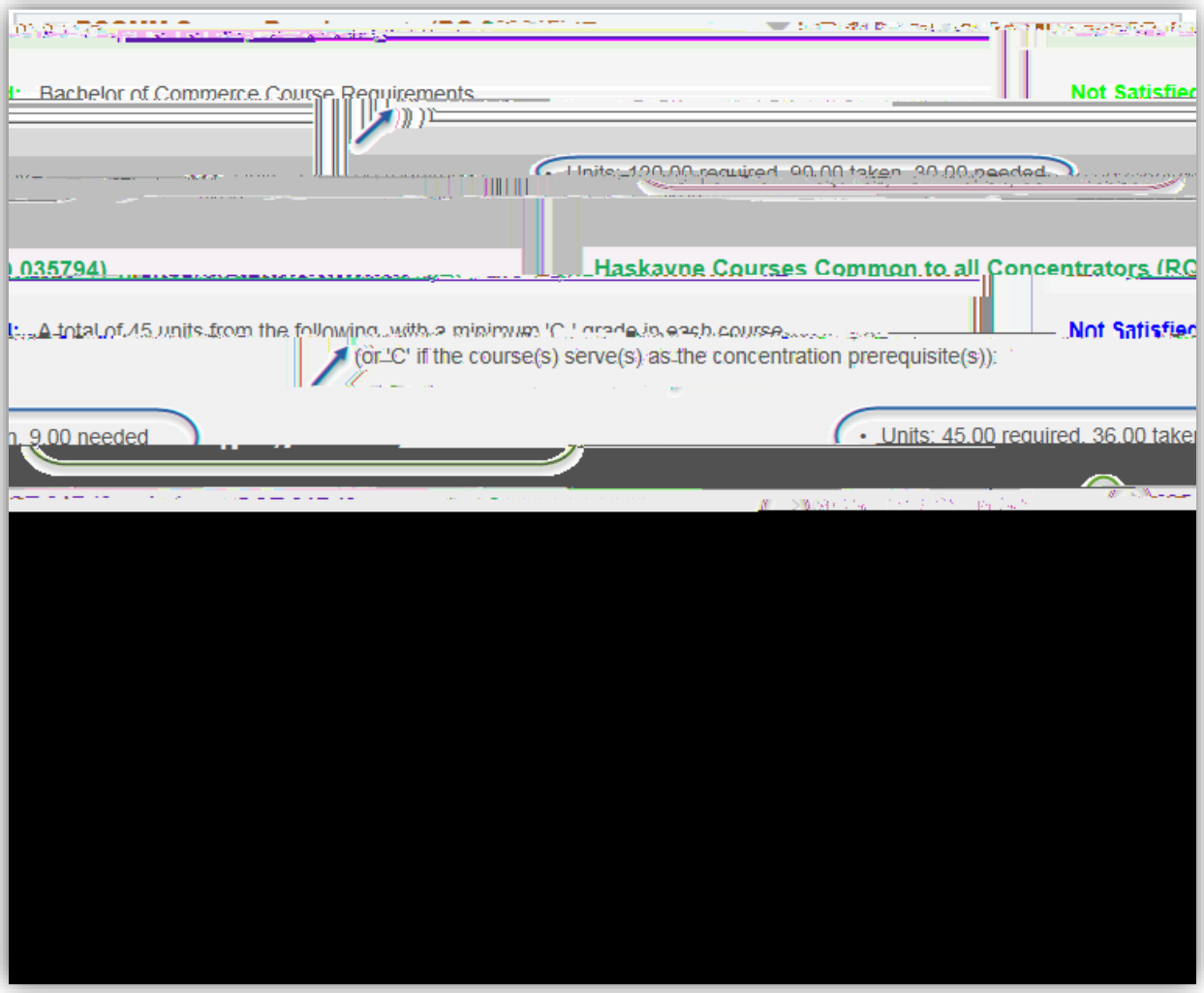
11. Next we will process through each requirement group individually. For ease of viewing click Collapse All. Click the Collapse All button.

12. Note the requirement groups are now collapsed. Click the Expand section link.

13. The Important Information and Disclaimer requirement group contains generic information and explains how to report technical problems to ar_reportsupport@ucalgary.ca It also provides information on how to use the report.

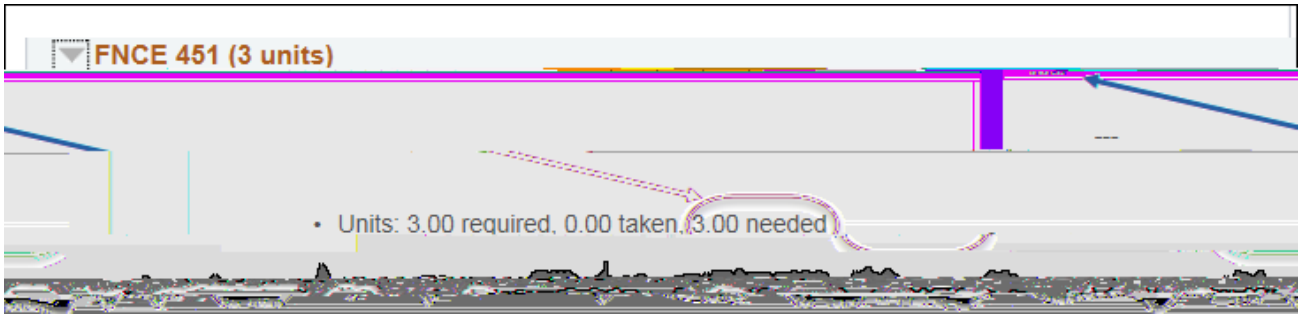
    Additional information is relative to the specific details for the program in which the student is enrolled (e.g. Haskayne School of Business Degree Audit Information)Additional information displays in the expanded area specific to the program (e.g. Haskayne School of Business)

Academic Requirements Report –



17. Note the Concentration in Finance has not been satisfied; 12.00 units are stillneeded. Click the Expand section link.

18. Note FNCE 451 is needed. Click the Collapse section link.

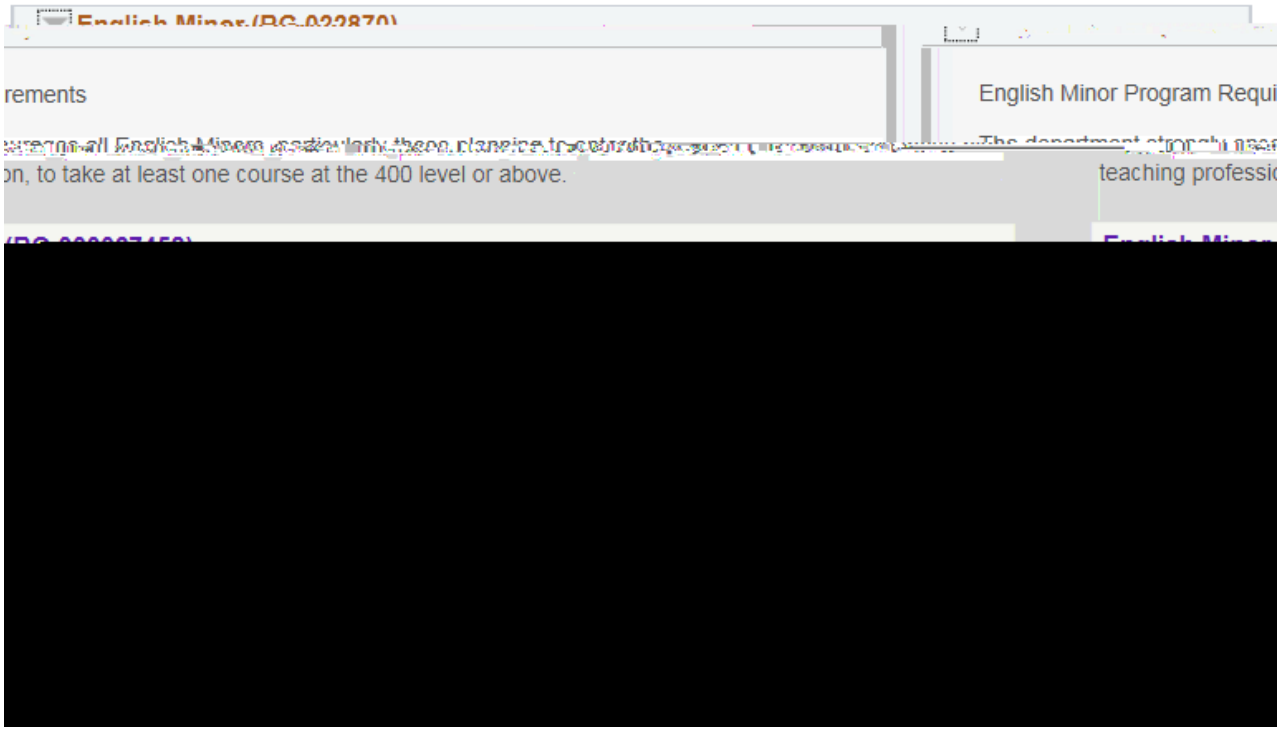


19. To investigate the FNCE Courses at the 400 or 500 level, click the Expand section link. Note the 2 FNCE courses that are in progress (FNCE 443 and 467). Units are counted when a course is in progress. When completed viewing, click the Collapse Section link.

20. To investigate the ECON 301, etc. requirements, click the Expand section link. Note 3.00 units are needed. When completed viewing, click the Collapse section link.

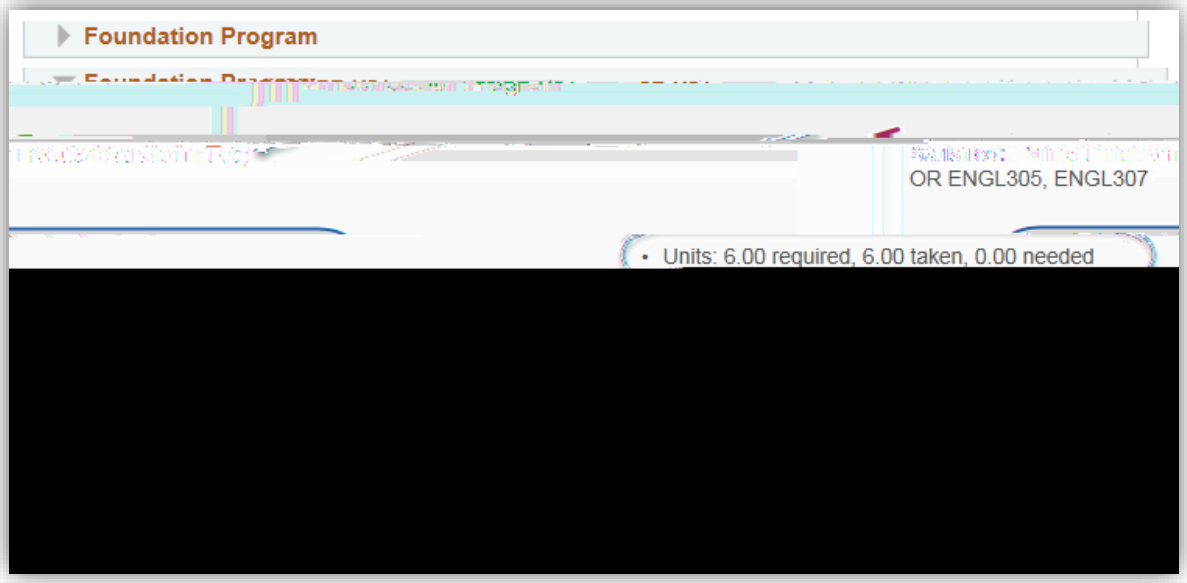
21. Further investigation displays Senior Options are not satisfied. 9.00 Units are still needed. When completed collapse the requirement group. Click the Collapse section link.

22. Now we will investigate the English Minor requirement group. Click the Expand section link and note the English Minor requirements that are still required (6.00 needed).

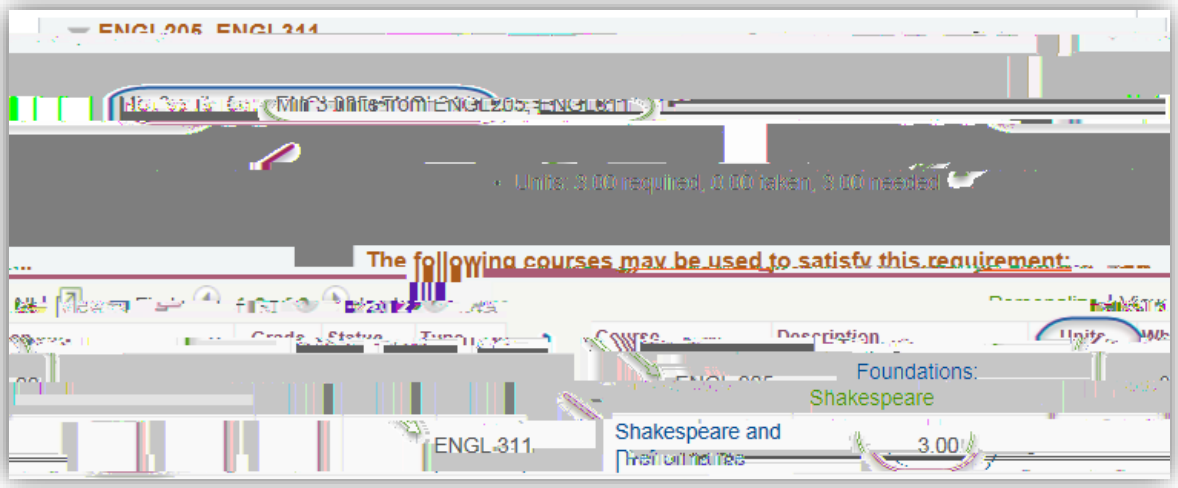


23. Note the units have been satisfied for the first line of the Foundation Program (6.00 taken).When completed viewing, click the Collapse section link.

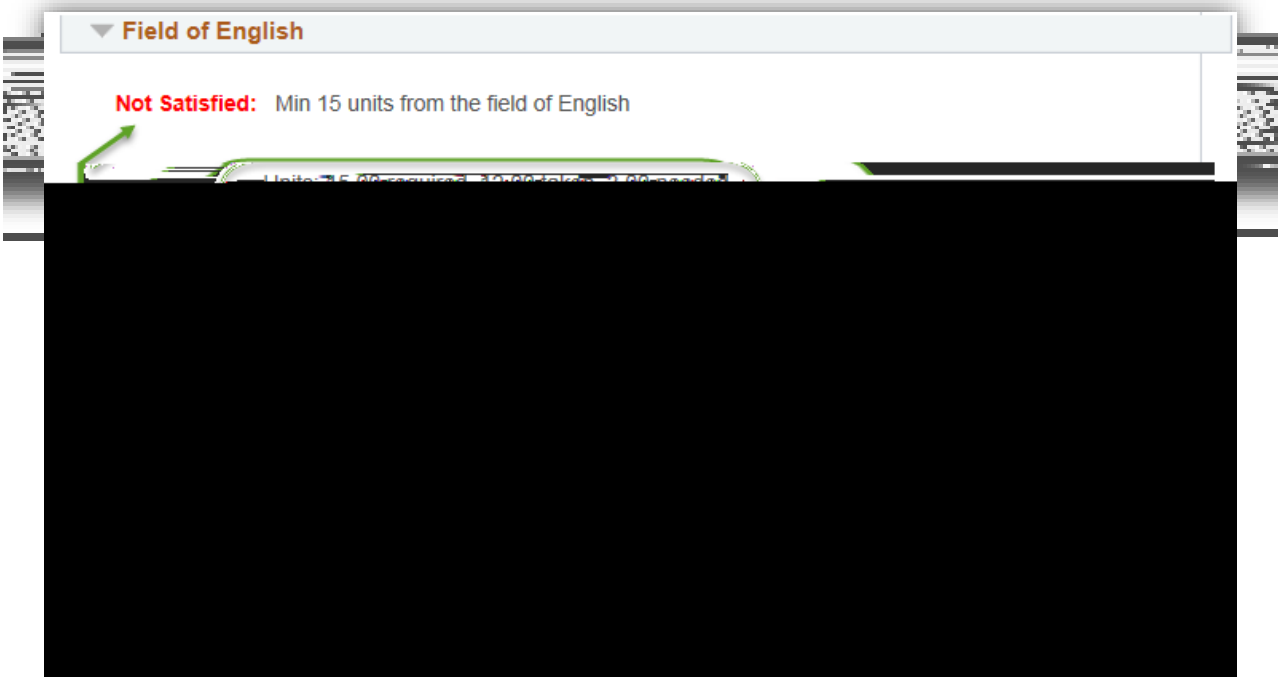
24. Note the units are satisfied for the second line of the Foundation Program. ENGL340 has been discontinued, but it is honoured, even though it's no longer offered. When completed viewing, click the Collapse section link.



25. Note that there are outstanding units (3.00 needed) for ENGL205 or ENGL311. When completed viewing, click the Collapse section link.



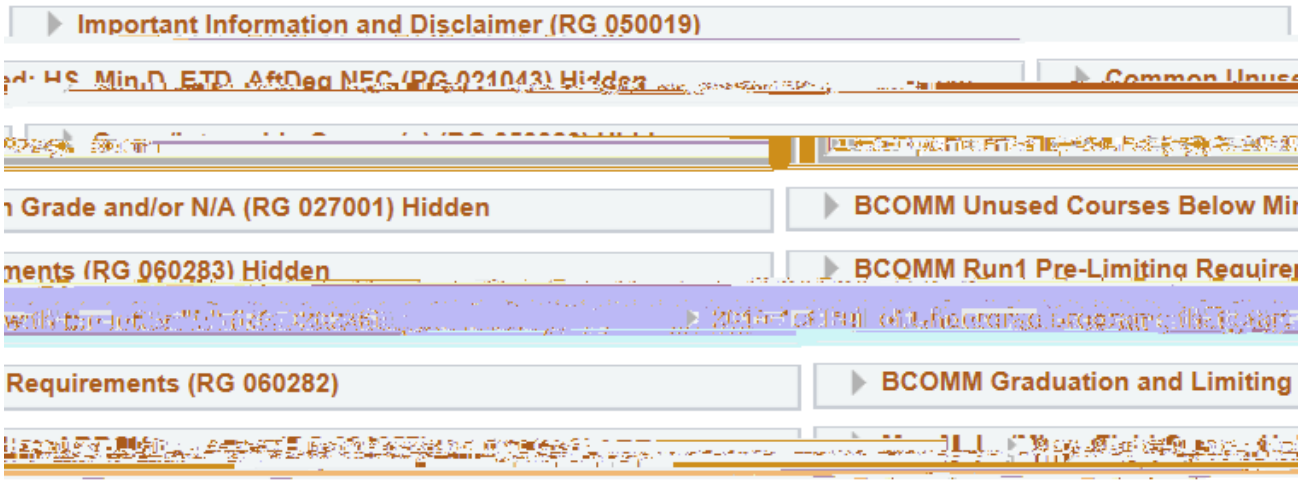
26. Note the requirements are not satisfied for this requirement group (15.00 required, 12.00 taken and 3.00 units needed).When completed viewing, click the Collapse section link.



27. Next we will investigate the BCOMM Summary of Applied Courses.Click the Expand section link. Note the information regarding course requirements (language proficiency, etc.). Click the Expand section link.

28. A list of course requirements display. Remember to click View All to see the entire list of courses. Note for FOIP reasons some information has been removed.Click the View All link. Scroll down to view the courses taken (green circle) and in progress (yellow diamond). When completed viewing, collapse the section. Click the Collapse section link.

29. Now we will investigate the BCOMM Unused Courses requirement group. Click the Expand section link. Note: Categories of unused courses can vary by academic program and only appear when applicable to the student (e.g. the Repeated Courses section only appears if the student has actually repeated courses). This example displays a "W" grade. When completed viewing, click the Collapse section



33. If desired, you may view the report in a .pdf format by clicking on the View Report as PDFat the top of the report . Note this may take a few seconds Ensure your popup blocker is turned off.
Click the View Report as PDF button.

34. The PDFdocument displays. Note the simplicity of the view. Note the length of the document (e.g. 1 of 9) however this can vary in length depending on the student's academic program. Note: For FOIP reason some information has been removed.

J

For the corresponding online learning, consult the