PeopleSoft automatically keeps track of a number of statistics for each student, both term by term and on a cumulative basis. These statistics are maintained separately for each career within the system.

One of the totals tracked is number of courses a student has completed and, for the Undergraduate Career, this total is generally used to automatically determine the students 'level' (year of program).

The first time a student registers in further courses, after completing a degree at U of C, these cumulative statistics are re-set to 0 and the system starts over, tracking the courses the student takes from that point on. However, when a student moves from one program to another within the Undergraduate group, the statistics are not automatically reset. Therefore when the student enters either the Faculty of Law or Veterinary Medicine from a U of C undergraduate program before graduation, these statistics must be reset manually in the term for which they were admitted so the student starts with a new total.

1.   Click the **Records and Enrollment** link.

    Records and Enrollment

2.   Click the **Student Term Information** link.

    Student Term Information

3.   Click the **Term History** link.

    Term History

4.   Enter the student ID number and press Search or Enter. Click the **Search** button.
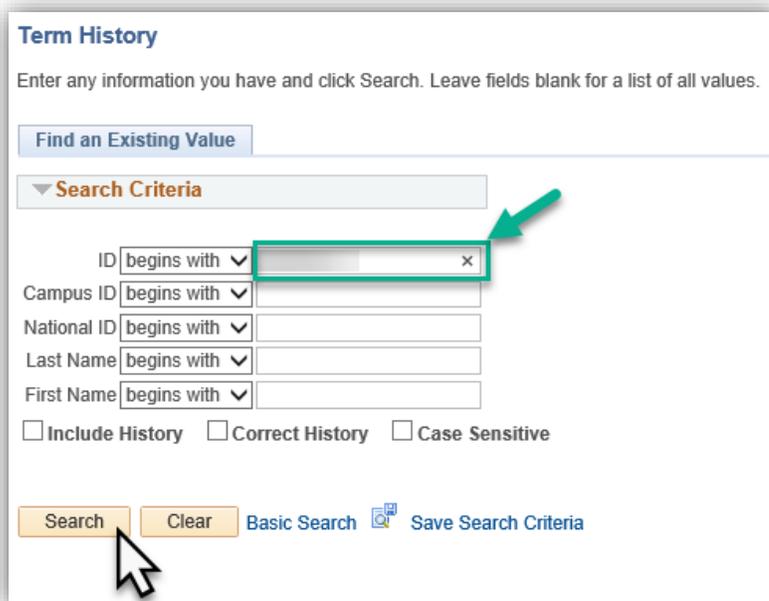
5. The Term History displays for the student. The cumulative stats can be reset from the Cumulative Statistics tab. Click the **Cumulative Statistics** tab.
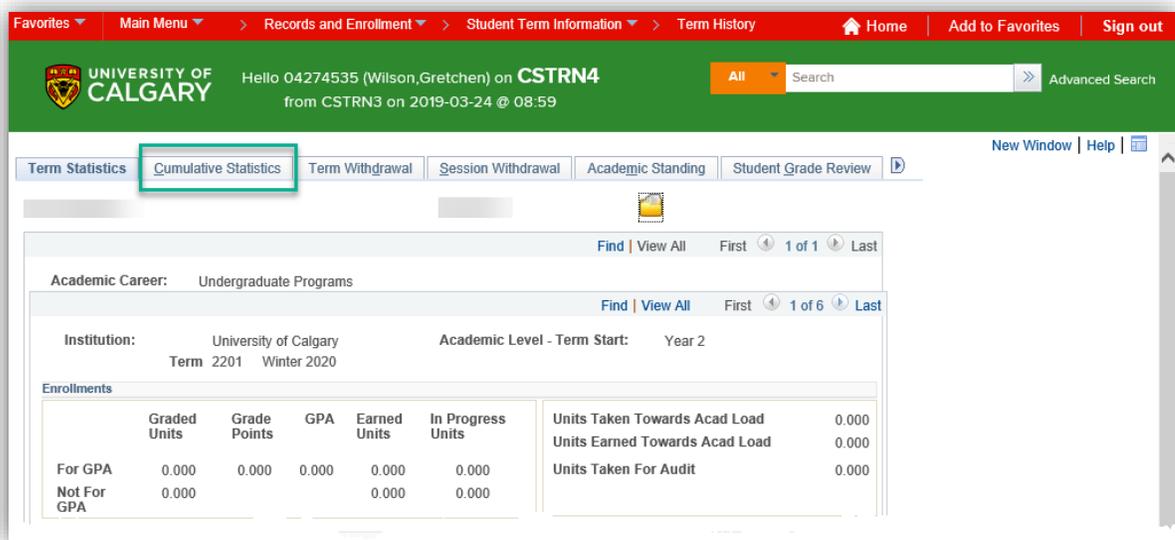
6. The Cumulative Statistics tab displays the accumulated stats for this student. The first time a student registers in further courses, after completing a degree at U of C, these cumulative statistics are re-set to 0 and the system starts over, tracking the courses the student takes from that point on. However, when a student moves from one program to another within the undergraduate group, the statistics are not automatically reset. Therefore when the student enters either the Faculty of Law or Veterinary Medicine from a U of C undergraduate program before graduation, these statistics must be reset manually in the term for which they were admitted so the student starts with a new total. Click the **Reset Cum Stats at Term Start** option.
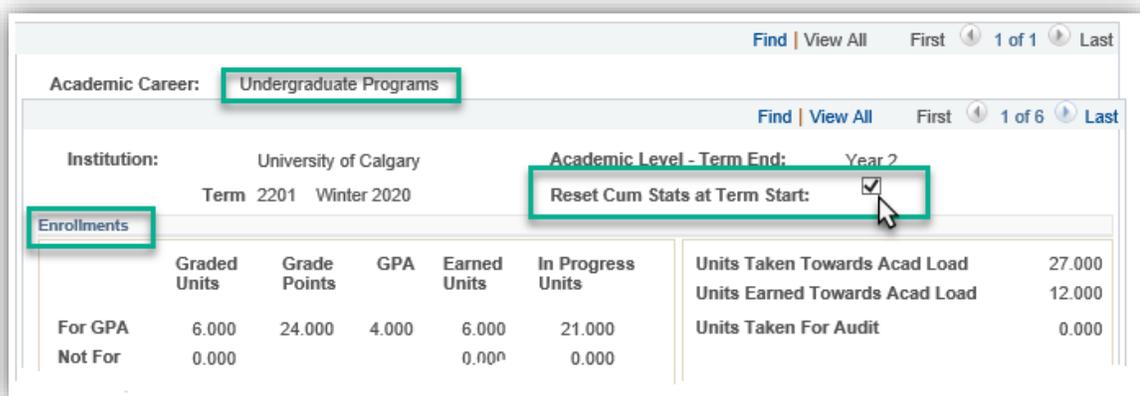
7. Click the **Save** button. After pressing Save, note the values are all equal to zero (0.000) thus resetting the cumulative statistics.

🖫 Save

| Term Statistics | Cumulative Statistics | Term Withdrawal | Session Withdrawal | Academic Standing | Student Grade Review |

Find | View All   First ◀ 1 of 1 ▶ Last

Academic Career: Undergraduate Programs

Find | View All   First ◀ 1 of 6 ▶ Last

| Institution: | University of Calgary | Academic Level - Term End: | Year 1 |
| | Term 2201 Winter 2020 | Reset Cum Stats at Term Start: | ☑ |

Enrollments

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units		
For GPA	0.000	0.000	0.000	0.000	0.000	Units Taken Towards Acad Load	0.000
						Units Earned Towards Acad Load	0.000
Not For GPA	0.000			0.000	0.000	Units Taken For Audit	0.000

Transfer Credit

	Graded Units	Grade Points	GPA	Earned Units		
For GPA	0.000	0.000	0.000	0.000	Graded Transfer Units GPA / No GPA	0.000
					For Units Only	0.000
Not For GPA	0.000			0.000	Units Adjustment	0.000
					>>> Total Adjusted Transferred Units	0.000

Combined (Enrollment + Transfer Credit Units)

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units		
For GPA	0.000	0.000	0.000	0.000	0.000	Combined Earned Units GPA / No GPA	0.000
						Transfer Credit For Units Only	0.000
Not For GPA	0.000			0.000	0.000	Transfer Credit Units Adjustment	0.000
						>>> Total Cumulative Units	0.000

🖫 Save   ↻ Return to Search   ✉ Notify   ⊞ Update/Display   ⊡ Include History   ✏ Correct History

Consult the Student Administration training website for the corresponding online learning. **End of Procedure.**