

Academic Requirements (Replacement of Degree Navigator) is a tool that will replace the existing Degree Navigator (DN) program used to help determine academic requirements. The following is a list of frequently asked questions.

## 1. **What is Academic Requirements (AR)?**

AR is a planning tool within PeopleSoft that allows students to view their completed and pending course requirements for their degree. AR also allows students to plan future course selections and explore adding, removing, or entirely changing their degree program components.

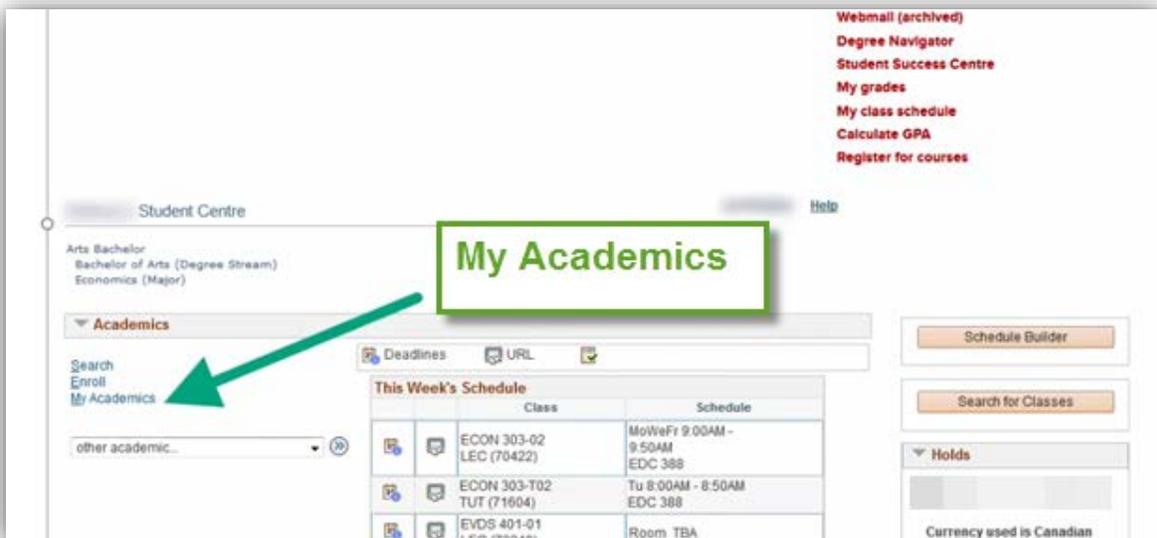
This tool will help students quickly verify that their courses, whether completed or in progress, are fulfilling their degree requirements.

## 2. **Who can use AR?**

AR is available to all University of Calgary students and to any University of Calgary staff working in an advising role.

## 3. **How do I access AR?**

On the My UofC Dashboard at [my.ucalgary.ca](http://my.ucalgary.ca), you can access AR through Quick Links or once logged into PeopleSoft you can navigate to Academic Advisement > Student Advisement > Request Advisement Report. Students can also access it through their My UofC Student Centre by clicking on My Academics and then selecting Academic Requirements.

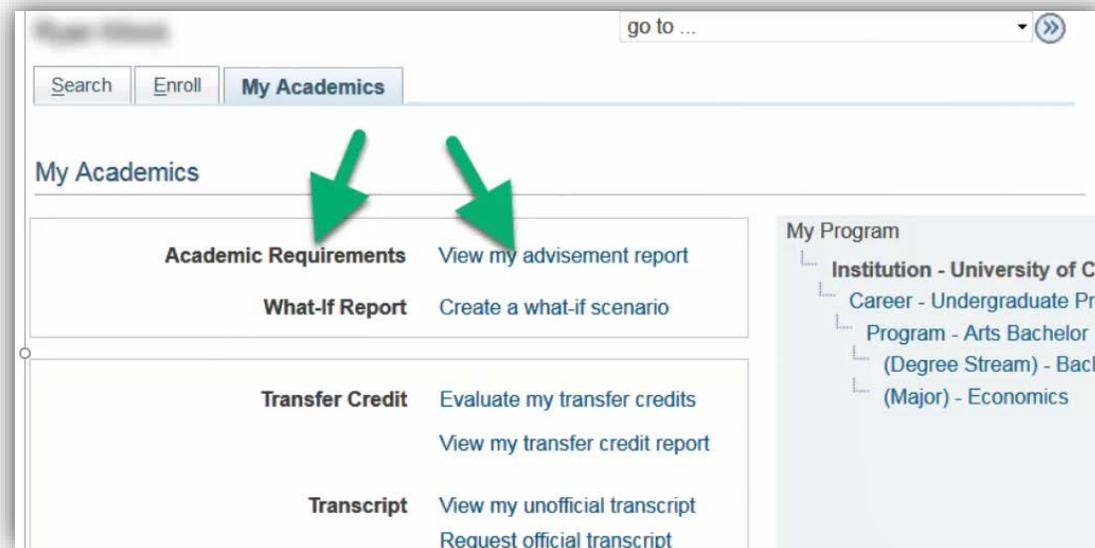


The screenshot shows the 'Student Centre' interface. At the top right, there is a list of quick links: Webmail (archived), Degree Navigator, Student Success Centre, My grades, My class schedule, Calculate GPA, and Register for courses. The main navigation area includes 'Academics' with sub-links for Search, Enroll, and My Academics. A green box highlights 'My Academics' with a green arrow pointing to it. Below the navigation, there is a 'This Week's Schedule' table and a 'Search for Classes' button.

This Week's Schedule	
Class	Schedule
ECON 303-02 LEC (70422)	MoWeFr 9:00AM - 9:50AM EDC 388
ECON 303-T02 TUT (71604)	Tu 8:00AM - 8:50AM EDC 388
EVDS 401-01 LEC (73240)	Room TBA

# Academic Requirements: Frequently Asked Questions

SA – Academic Advisement



#### 4. **When is it available?**

AR is available 24/7 (although occasional maintenance outages are anticipated). Check the IT Services website <https://ucalgary.service-now.com/it> for updates.

#### 5. **Does AR replace meeting with a program advisor?**

No. This tool is used to help students view their program requirements, but it cannot replace the benefits of speaking directly with an advisor to make sure they are on track with their degree.

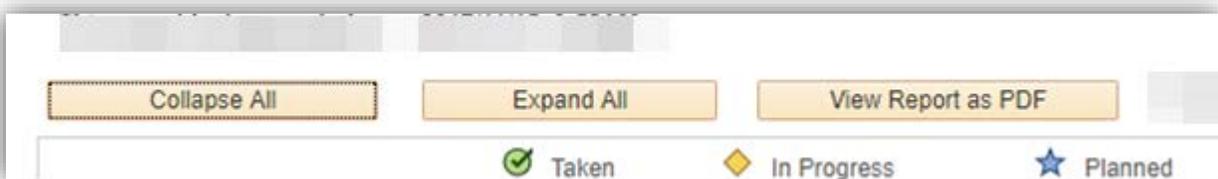
### ADVISEMENT REPORT FAQ's:

#### 6. **What are the common issues in AR?**

If an advisement report is not generated and an error is received then there is a possible issue to be reported.

#### 7. **When I open a report, there is a lot of information. Is there a way to clean it up?**

Yes. Click on the Collapse All button and then expand the areas you want by clicking the expand arrows.

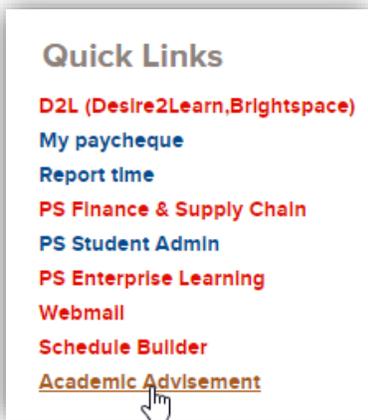




8. **Are there any shortcuts to reduce the number of clicks to generate an advisement report?**

Yes. You can set the Report Type to default to ADV so you do not need to manually enter it every time. Set this PeopleSoft default in Set Up SACR > User Defaults > User Defaults 4.

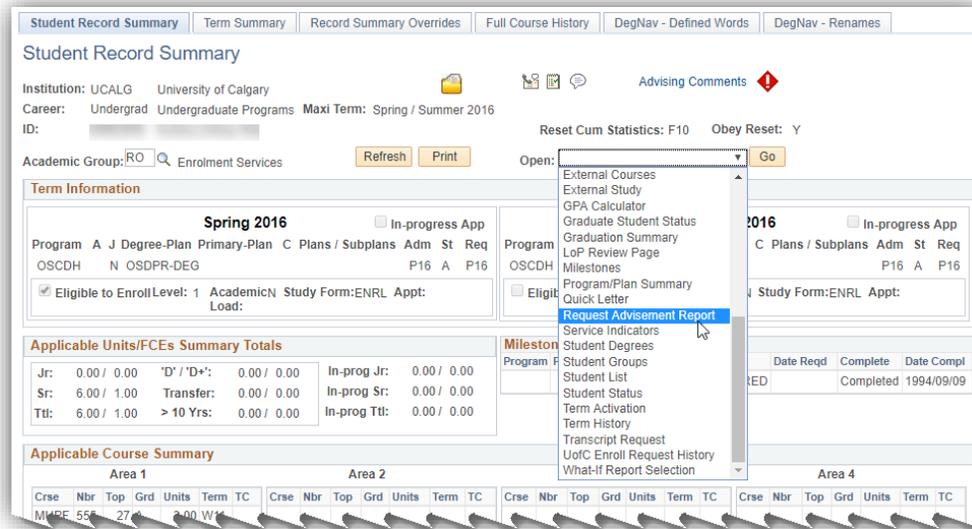
Yes. Direct navigation to the Academic Requirements Report can also be completed from the Quick Links in your staff portal (My UofC), select "Academic Advisement".



Yes. Direct navigation is available from the Academic Advising Summary > Academic Advisement > Academic Advising Summary... drop down menu. Select request Advisement report, click the go button.

# Academic Requirements: Frequently Asked Questions

## SA – Academic Advisement



9. **Is there a way to view a student's advisement report showing only courses that have been completed (i.e. ignore 'In Progress' courses)?**

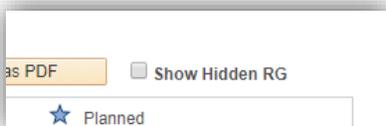
Yes. When generating the advisement report, select ADVIS as the Report Type (rather than ADV).

10. **What are RG's and RQ's?**

RG's are requirement groups comprised of multiple program requirements or regulations. RQ's are course requirements that are housed within the RG's.

11. **Can advising staff see additional information, not visible to students, in the advisement report?**

Yes. To keep the advisement report as straightforward and readable as possible, some of the RG's that are not relevant to students have been hidden from student view. Staff who want to view these more technical RG's can check the 'Show Hidden RG' checkbox at the top of the advisement report.



12. **What do EN/TR/TE etc. mean when listed in the 'Type' column beside individual courses in the advisement report?**

EN – Enrollment (course completed at UCalgary)

IP – In progress (student is registered for the course in a current or future term)

TR -- Transfer credit (courses transferred into a UCalgary degree program from an outside institution)

TE – Test credit (e.g. AP or IB courses)

OT – Other credit (e.g. generic OPTN credit granted for a completed diploma program)

WH – What-If credit. This only appears when a student has hypothetically selected courses as part of a What-If scenario

**13. When a student is granted an exception to a program requirement, will the exception be reflected in AR?**

Yes. As they did in Degree Navigator, advisors in faculty advising offices will enter approved exceptions so that amended courses and/or requirements appear correctly in AR.

**14. I need additional AR training where can I get help?**

All training, job aids and online learning are available at the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

**AR WHAT-IF REPORT FAQ'S:**

**1. What is a What-If report?**

A What-If report allows a student or advisor to view, hypothetically, how a student's past and current courses would be used toward requirements for either a different UCalgary degree program or for a component (e.g. a minor, concentration, or second major) added to their existing degree program. Students should always discuss potential changes to their program with an advisor in their faculty advising office.

**2. Are there any shortcuts to reduce the number of clicks to generate a What-If report?**

Yes. Direct navigation to the What-If Report can also be completed from Academic Advising Summary > Academic Advisement > Academic Advising Summary... drop down menu, select What-If Report Selection, click the go button.

