

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 Advisement**.



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

2. Click the **Student Advisement** link.

3. Click the **Request Advisement Report** link.

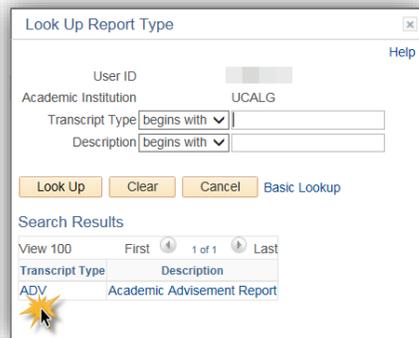
4. Click the **Add a New Value** tab.

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


Academic Requirements Report – Single Degree

SA – Academic Advisement

6. Note: The report type will always be ADV. You can enter it directly or select it. **Tip:** Add ADV to Report Type in Setup SACR > User Defaults > User Defaults 4 tab. Click the [ADV Academic Advisement Report](#) link.



Look Up Report Type

User ID: []

Academic Institution: UCALG

Transcript Type: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Transcript Type	Description
ADV	Academic Advisement Report

7. Click the **Add** button.

Add



Request Advisement Report

Find an Existing Value Add a New Value

ID: []

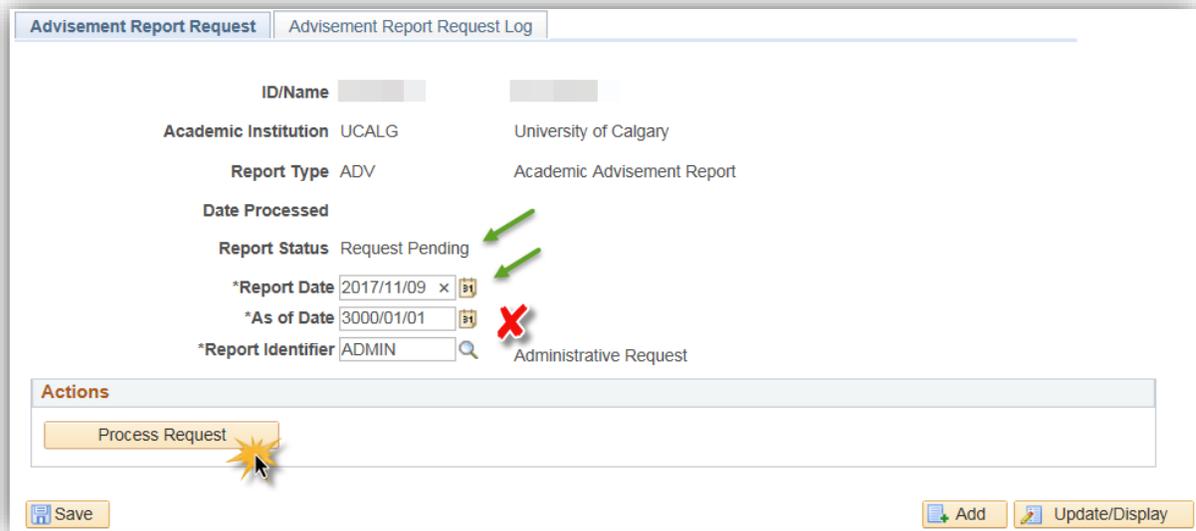
Academic Institution: UCALG

Report Type: ADV

Add

8. On Report Request, the ID/Name of the student will display. The Report Status will indicate Request Pending and the current date displays (e.g. 2017/11/09). The As of Date is defaulted to 3000/01/01 and the Report Identifier is defaulted to ADMIN (Administrative Request). Do not adjust these values. To generate an Advisement Report press the Process Request button. **Note:** It can take up to 30 seconds to generate an advisement report if changes have been made to the student's registration since the last advisement report was generated. Click the [Process Request](#) button.

Process Request



Advisement Report Request | Advisement Report Request Log

ID/Name

Academic Institution UCALG University of Calgary

Report Type ADV Academic Advisement Report

Date Processed

Report Status Request Pending

*Report Date 2017/11/09 x

*As of Date 3000/01/01

*Report Identifier ADMIN Administrative Request

Actions

Process Request

Save Add Update/Display

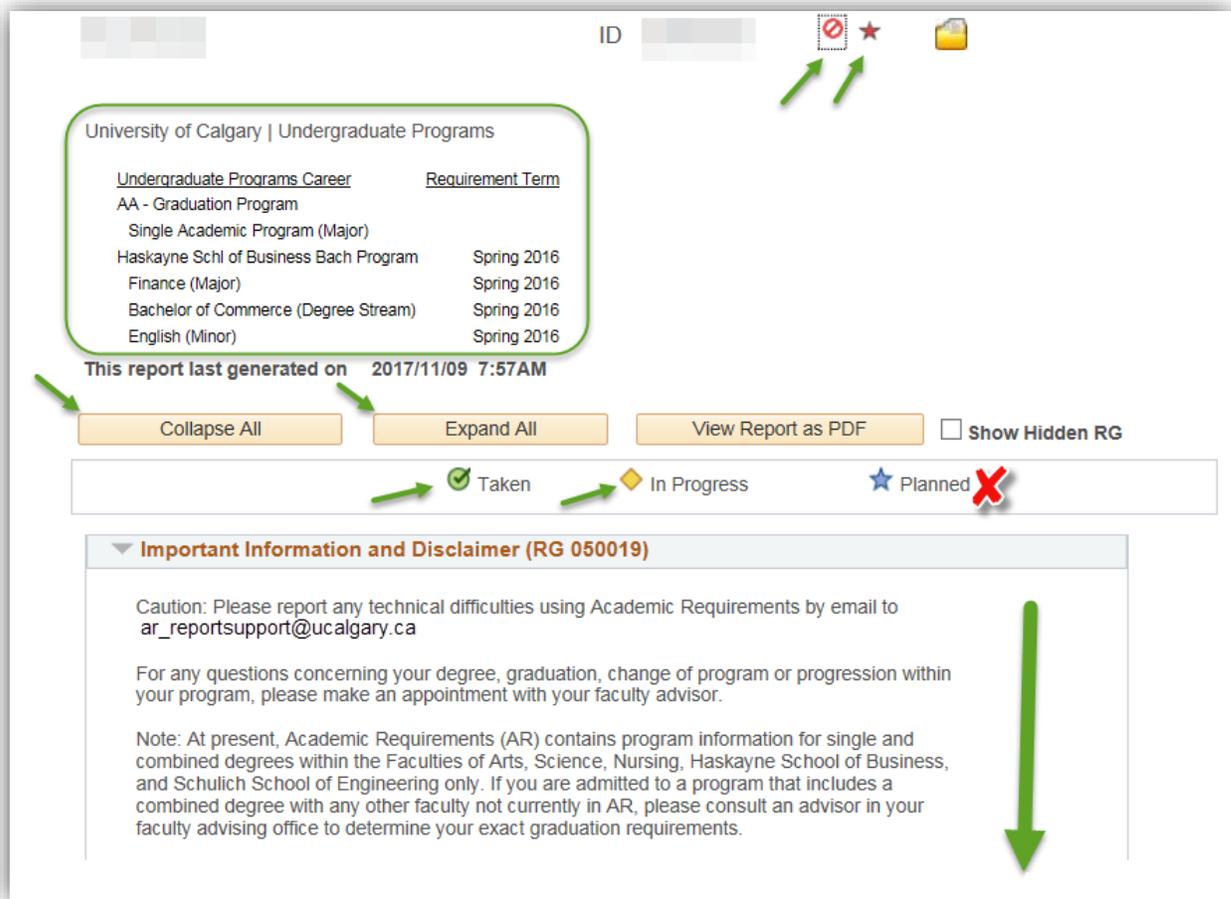
- The Academic Requirements Report will display the student name and ID and any service indicators. The student program and the Academic Calendar regulation year (Requirement Term e.g. Spring 2016).

The Academic Requirements Report will display in an expanded format (default) featuring the requirements that are **not satisfied**. The legend indicates status icons for courses that are Taken or In Progress. Note: the "Planned" icon is a PeopleSoft function that is currently not in use at the U of C.

Scroll down through the report to view the requirements that are not satisfied. If desired, you may use the Collapse All and Expand All buttons to change the level of detail visible in the Advisement report.

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University of Calgary | Undergraduate Programs

<u>Undergraduate Programs Career</u>	<u>Requirement Term</u>
AA - Graduation Program	
Single Academic Program (Major)	
Haskayne Schl of Business Bach Program	Spring 2016
Finance (Major)	Spring 2016
Bachelor of Commerce (Degree Stream)	Spring 2016
English (Minor)	Spring 2016

This report last generated on 2017/11/09 7:57AM

Show Hidden RG

Taken In Progress Planned

Important Information and Disclaimer (RG 050019)

Caution: Please report any technical difficulties using Academic Requirements by email to ar_reportsupport@ucalgary.ca

For any questions concerning your degree, graduation, change of program or progression within your program, please make an appointment with your faculty advisor.

Note: At present, Academic Requirements (AR) contains program information for single and combined degrees within the Faculties of Arts, Science, Nursing, Haskayne School of Business, and Schulich School of Engineering only. If you are admitted to a program that includes a combined degree with any other faculty not currently in AR, please consult an advisor in your faculty advising office to determine your exact graduation requirements.

- Note the Requirement Group, BCOMM Course Requirements, shows as **Not Satisfied**. Scroll down within the requirements to see specific course requirements that have not yet been completed. The next part of the lesson will demonstrate how to investigate each requirement group.

▼ **BCOMM Course Requirements (RG 060317)**

➔ **Not Satisfied:** Bachelor of Commerce Course Requirements

• Units: 120.00 required, 90.00 taken, 30.00 needed

Haskayne Courses Common to all Concentrators (RQ 035794)

➔ **Not Satisfied:** A total of 45 units from the following, with a minimum 'C-' grade in each course (or 'C' if the course(s) serve(s) as the concentration prerequisite(s)):

• Units: 45.00 required, 36.00 taken, 9.00 needed

- ▶ **MGST 217 (3 units)**
- ▶ **SGMA 217 (3 units)**
- ▶ **ACCT 217 (3 units)**
- ▶ **ACCT 323 (3 units)**
- ▼ **BSEN 395 (3 units)**

• Units: 3.00 required, 0.00 taken, 3.00 needed

▶ **BTMA 317 (3 units)**

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

Collapse All

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). Click the **Expand section** link.

▼ Important Information and Disclaimer (RG 050019)

Caution: Please report any technical difficulties using Academic Requirements by email to ar_reportsupport@ucalgary.ca

For any questions concerning your degree, graduation, change of program or progression within your program, please make an appointment with your faculty advisor.

Note: At present, Academic Requirements (AR) contains program information for single and combined degrees within the Faculties of Arts, Science, Nursing, Haskayne School of Business, and Schulich School of Engineering only. If you are admitted to a program that includes a combined degree with any other faculty not currently in AR, please consult an advisor in your faculty advising office to determine your exact graduation requirements.

Disclaimer: Academic Requirements is designed to help students make informed decisions regarding their academic programs. Every effort has been made to ensure that the information contained in Academic Requirements conforms with the official degree requirements as stated in The University of Calgary Calendar. However, Academic Requirements should be used in conjunction with the Calendar and with advice from an advisor in the appropriate faculty advising office, particularly by those students nearing graduation.

The University of Calgary makes no representation, either expressed or implied, about the suitability of this software and shall not be liable for any damages suffered as a result of using this software.

▼ Haskayne School of Business Degree Audit Information (RQ 051138)

The online University of Calgary Academic Calendar contains the official Bachelor of Commerce (BComm) requirements and takes precedence over this degree audit tool. It is your responsibility to be aware of all Academic Calendar regulations associated with the BComm program and courses, and to seek advice early on and often from the Haskayne Undergraduate Office (SH343), with regards to registration suitability and degree progression. Additional requirements will apply to an enhanced program (e.g. combined degree, after degree, minor field).

14. When completed with this particular Requirement Group you can collapse the area for ease of viewing. Click the **Collapse section** link.
15. Expand the requirement group to view information for the courses required for graduation in the Requirement Group BCOMM Graduating and Limiting Requirements. Click the **Expand section** link. Displayed are the specific requirements related to BCOMM Graduating and Limiting Requirements for Haskayne School of Business. In some cases this requirement group highlights the total number of courses that must be completed for the credential to be awarded. When completed viewing collapse the section. Click the **Collapse section** link.
16. To investigate the BCOMM Course Requirements expand the section. Click the **Expand section** link. Note that the units are 120.00 required; 90.00 taken and 30.00 are needed. There are several groups in this section (Haskayne Courses Common to All Concentrators). By default the not satisfied requirement group is expanded. Scroll down to view.

▼ **BCOMM Course Requirements (RG 060317)**

Not Satisfied: Bachelor of Commerce Course Requirements

• Units: 120.00 required, 90.00 taken, 30.00 needed

Haskayne Courses Common to all Concentrators (RQ 035794)

Not Satisfied: A total of 45 units from the following, with a minimum 'C-' grade in each course (or 'C' if the course(s) serve(s) as the concentration prerequisite(s)):

• Units: 45.00 required, 36.00 taken, 9.00 needed

- ▶ MGST 217 (3 units)
- ▶ SGMA 217 (3 units)
- ▶ ACCT 217 (3 units)
- ▶ ACCT 323 (3 units)
- ▶ BSEN 395 (3 units)
- ▶ BTMA 317 (3 units)
- ▶ ENTI 317 (3 units)
- ▶ FNCE 317 (3 units)
- ▶ MGST 391 (3 units)
- ▶ MKTG 317 (3 units)
- ▶ OBHR 317 (3 units)

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

Concentration in Finance (RQ 029576)

Not Satisfied: A total of 18 units from the following, with a minimum 'C-' grade in each course:

• Units: 18.00 required, 6.00 taken, 12.00 needed

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

A screenshot of a requirement section for FNCE 451 (3 units). The section title is "FNCE 451 (3 units)". Below the title, there is a status line: "Units: 3.00 required, 0.00 taken, 3.00 needed". A green arrow points from the "3.00 needed" text to a small square icon in the top left corner of the section header, which is used to collapse the section.

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.

A screenshot of a requirement section for "FNCE Courses at the 400 or 500-level* (12 units)". The section title is "FNCE Courses at the 400 or 500-level* (12 units)". Below the title, there is a status line: "Units: 12.00 required, 6.00 taken, 6.00 needed". A green arrow points from the "6.00 needed" text to a small square icon in the top left corner of the section header, which is used to expand the section. Below the status line, there is a table of courses used to satisfy the requirement.

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type
FNCE 443	Security Analysis Investments	3.00	Fall 2017		◆	IP
FNCE 467	Financial Risk Management	3.00	Winter 2018		◆	IP

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.

A screenshot of a requirement section for "ECON301, ECON303, ECON341, ECON373, ECON387 or ECON395 (3 units)". The section title is "ECON301, ECON303, ECON341, ECON373, ECON387 or ECON395 (3 units)". Below the title, there is a status line: "Units: 3.00 required, 0.00 taken, 3.00 needed". A green arrow points from the "3.00 needed" text to a small square icon in the top left corner of the section header, which is used to expand the section.

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.

Senior Options (RQ 051003)

Not Satisfied: Additional units, as specified, at the Senior (300 or higher) level from the following:

Senior Commerce or Non-Commerce Options (9 units)

- Units: 9.00 required, 0.00 taken, 9.00 needed

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).

English Minor (RG 022870)

English Minor Program Requirements

The department strongly encourages all English Minors, particularly those planning to enter the teaching profession, to take at least one course at the 400 level or above.

English Minor (RQ 000027458)

Not Satisfied: Minor Program Requirements

Students must successfully complete at least 30 units and not more than 36 units from the field of English, including at least 18 units labelled English at the 300 level and above.

- Units: 30.00 required, 24.00 taken, 6.00 needed

- ▶ **Foundation Program**
- ▶ **Foundation Program**
- ▶ **ENGL205, ENGL311**
- ▶ **Field of English**

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.

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▼ **Foundation Program**

Satisfied: Min 6 units from ENGL302 OR
6 units from ENGL303, ENGL426, ENGL481, ENGL515, ENGL517

• Units: 6.00 required, 6.00 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

		Personalize	View All	First	1-6 of 6	Last
Course	Description	Units	When	Grade	Status	Type
ENGL 302B	Intro Contemporary Theory	6.00	Winter 2018		◆	IP
ENGL 303	View Course Details					
ENGL 481	Literary Theory Pre-1900	3.00				
ENGL#426	View Course Details					
ENGL#515	View Course Details					
ENGL#517	View Course Details					

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.

► **Foundation Program**

▼ **Foundation Program**

Satisfied: Min 6 units from ENGL340 (discontinued) ←
OR ENGL305, ENGL307

• Units: 6.00 required, 6.00 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

		Personalize	View All	First	1-3 of 3	Last
Course	Description	Units	When	Grade	Status	Type
ENGL 305	Literature Before 1700	3.00				
ENGL 307	Literature After 1700	3.00				
ENGL 340B	Lit in Engl Middle Ages Pres	6.00	Winter 2017		✓	EN

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

▼ ENGL205, ENGL311

Not Satisfied: Min 3 units from ENGL205, ENGL311

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type
ENGL 205	Foundations: Shakespeare	3.00				
ENGL 311	Shakespeare and Performance	3.00				

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.

▼ Field of English

Not Satisfied: Min 15 units from the field of English

- Units: 15.00 required, 12.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Type
ENGL	View Course Details						
ENGL 201	Approaches to Literature	3.00	Fall 2015			✓	EN
ENGL 265	Introductory Creative Writing	3.00	Winter 2016			✓	EN
ENGL 395	Speculative Fiction II: Fantasy	3.00	Fall 2017			◆	IP
ENGL 399	Detective Fiction	3.00	Winter 2018			◆	IP
LING 381	(ENGL381) TheHistoryofEnglish	3.00					

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.

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 **BCOMM Summary of Applied Courses (RG 060246)**

Courses counting towards the BComm course requirements and, where applicable, language proficiency and/or the Co-op program: 

 **Course Requirements (RQ 051129)**

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.

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type
ACCT 217	Introductory Financial Acct	3.00	Fall 2016			EN
ACCT 323	Introductory Managerial Acct	3.00	Spring 2017			EN
ASTR 209	Intro To Astr II - The Cosmos	3.00	Winter 2016			EN
BTMA 317	Intro Business Technology Mgmt	3.00	Winter 2018			IP
ECON 201	Principles Of Microeconomics	3.00	Fall 2015			EN
ECON 203	Principles Of Macroeconomics	3.00	Winter 2016			EN
ENGL 201	Approaches to Literature	3.00	Fall 2015			EN
ENGL 265	Introductory Creative Writing	3.00	Winter 2016			EN
ENGL 302B	Intro Contemporary Theory	6.00	Winter 2018			IP
ENGL 340B	Lit in Engl Middle Ages Pres	6.00	Winter 2017			EN
ENGL 395	Speculative Fiction II:Fantasy	3.00	Fall 2017			IP
ENGL 399	Detective Fiction	3.00	Winter 2018			IP
ENTI 317	Entrepreneurial Thinking	3.00	Fall 2017			IP
FNCE 317	Financial Management	3.00	Winter 2017			EN
FNCE 443	Security Analysis Investments	3.00	Fall 2017			IP
FNCE 467	Financial Risk Management	3.00	Winter 2018			IP
GRST 209	ClassicalMythologyLiterature	3.00	Fall 2016			EN
HROD 317	Organizational Behaviour	3.00	Fall 2016			EN
MATH 265	University Calculus I	3.00	Fall 2015			EN
MGST 217	Intro to Business Analytics	3.00	Winter 2016			EN
MGST 391	Business Analytics	3.00	Fall 2016			EN
MGST 451	Corp Gov & Ethical Dec-Making	3.00	Spring 2017			EN

Courses taken (green circle)

Courses in progress (yellow diamond)

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** link.

▼ **BCOMM Unused Courses (RG 060250)**

Courses not applied towards the BComm degree requirements:

▼ **Repeats / Not for Credit / 1xx Levels / F and W Grades (RQ 051013)**

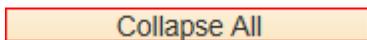
The following courses were used to satisfy this requirement:

		Personalize	View All	First	1-2 of 2	Last
Course	Description	Units	When	Grade	Status	Type
ACCT 217	Introductory Financial Acct	3.00	Winter 2016		✓	EN
ECON 373	GameTheorStratThinkForSosc	3.00	Summer 2017	W		EN

30. Show Hidden RG may be useful for more advanced AA staff users to understand how the system is interpreting a student’s record of course work. In most cases, this additional information is not essential to the use of AA. In a few cases, the hidden RG’s may yield answers behind why courses are or are not appearing in the report as expected. Note: Students do not see the Show Hidden RG checkbox in their advisement report. Click the **Show Hidden RG** option at the top of the report.



31. By default the requirement groups all expand. For ease of viewing collapse all. Click the **Collapse All** button.



32. Note the additional Requirement Groups that display. To re-hide the hidden requirement groups deselect the Show Hidden RG group. Click the **Show Hidden RG** option.



- ▶ [Important Information and Disclaimer \(RG 050019\)](#)
- ▶ [Common Unused: HS, Min D, ETD, AftDeg,NFC \(RG 021043\) Hidden](#)
- ▶ [Co-op/Internship Course\(s\) \(RG 050026\) Hidden](#)
- ▶ [BCOMM Unused Courses Below Min Grade and/or N/A \(RG 027001\) Hidden](#)
- ▶ [BCOMM Run1 Pre-Limiting Requirements \(RG 060283\) Hidden](#)
- ▶ [2015-1st Pull of Undergrad programs that start with the letter "E" \(RG 020236\)](#)
- ▶ [BCOMM Graduation and Limiting Requirements \(RG 060282\)](#)
- ▶ [Max Major/Minor Field Course Units - ARBCH programs\(RG 021057\)](#)
- ▶ [Max Extra Major/Minor Field Course Units - ARBCH programs \(RG 021058\)](#)
- ▶ [BCOMM Unused Courses Exceeding Limiting Requirements \(RG 060251\) Hidden](#)
- ▶ [BCOMM Course Requirements \(RG 060317\)](#)
- ▶ [English Minor \(RG 022870\)](#)
- ▶ [BCOMM Summary of Applied Courses \(RG 060246\)](#)
- ▶ [BCOMM Unused Courses \(RG 060250\)](#)

33. If desired, you may view the report in a .pdf format by clicking on the View Report as PDF at 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.

[View Report as PDF](#)

34. The .PDF document 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.

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**UNIVERSITY OF
CALGARY**

Academic Advisement Report
For [REDACTED] prepared on 11/09/2017

<u>Undergraduate Programs Career</u>	<u>Requirement Term</u>
Haskayne Schl of Business Bach Program	Spring 2016
Finance (Major)	Spring 2016
Bachelor of Commerce (Degree Stream)	Spring 2016
English (Minor)	Spring 2016
AA - Graduation Program	
Single Academic Program (Major)	

Important Information and Disclaimer (RG 050019)
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Disclaimer: Academic Requirements (AR) is a tool used by students and faculty to assist in determining their academic programs. Every effort has been made to ensure that the information displayed in AR conforms with the official degree requirements. AR should be used in conjunction with the Calendar and with advice from an advisor in the appropriate faculty advising office, particularly by those students nearing graduation.



35. The .PDF report displays the requirement groups in colour (e.g. Not Satisfied/Satisfied).

Academic Requirements Report – Single Degree

SA – Academic Advisement



English Minor (RQ 000027458)
Not Satisfied: Minor Program Requirements

Students must successfully complete at least 30 units and not more than 36 units from the field of English, including at least 18 units labelled English at the 300 level and above.

· Units: 30.00 required, 24.00 used, 6.00 needed

Foundation Program
Satisfied : Min 6 units from ENGL302 OR
 6 units from ENGL303, ENGL426, ENGL481, ENGL515, ENGL517

· Units: 6.00 required, 6.00 used

Courses Used

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
W18	ENGL	302B	Intro Contemporary Theory		6.00	IP

Foundation Program
Satisfied : Min 6 units from ENGL340 (discontinued)
 OR ENGL305, ENGL307

· Units: 6.00 required, 6.00 used

Courses Used

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
W17	ENGL	340B	Lit in Engl Middle Ages Pres		6.00	EN

ENGL205, ENGL311
Not Satisfied: Min 3 units from ENGL205, ENGL311

· Units: 3.00 required, 0.00 used, 3.00 needed

Field of English
Not Satisfied: Min 15 units from the field of English

· Units: 15.00 required, 12.00 used, 3.00 needed

Courses Used

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.