

Use the GPA Calculator for admission and review of a student's academic standing. The following steps will outline how to use the GPA Calculator.

1. Click the **Academic Advisement** link.



2. Click the **Academic Advising Summary** link.

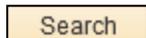


3. Enter the student ID number or any search criteria. Click the **Look up Maxi Term** button.



4. A list of Maxi Terms will display. Enter the desired term, scroll down or **use Look up** to enter the term. Click the applicable **Maxi Term** (e.g. 2135 Fall 2013).

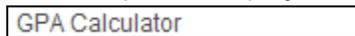
5. Click the **Search** button.

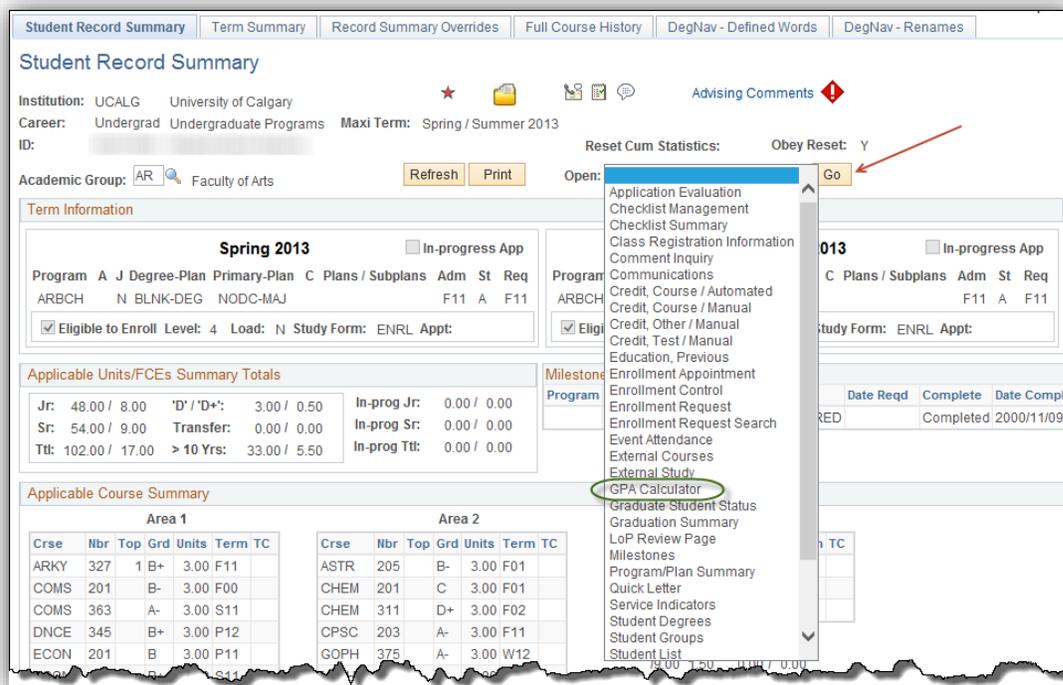


6. The Student Record Summary displays. Click on the drop down list for a list of options. Click the **Open** list.



7. Several options display including GPA Calculator. Click the **GPA Calculator** list item.





The screenshot shows the 'Student Record Summary' page for a student at the University of Calgary. The page includes fields for Institution, Career, Maxi Term, and Academic Group. A dropdown menu is open, showing various options, with 'GPA Calculator' highlighted. A red arrow points to the 'Go' button next to the dropdown.

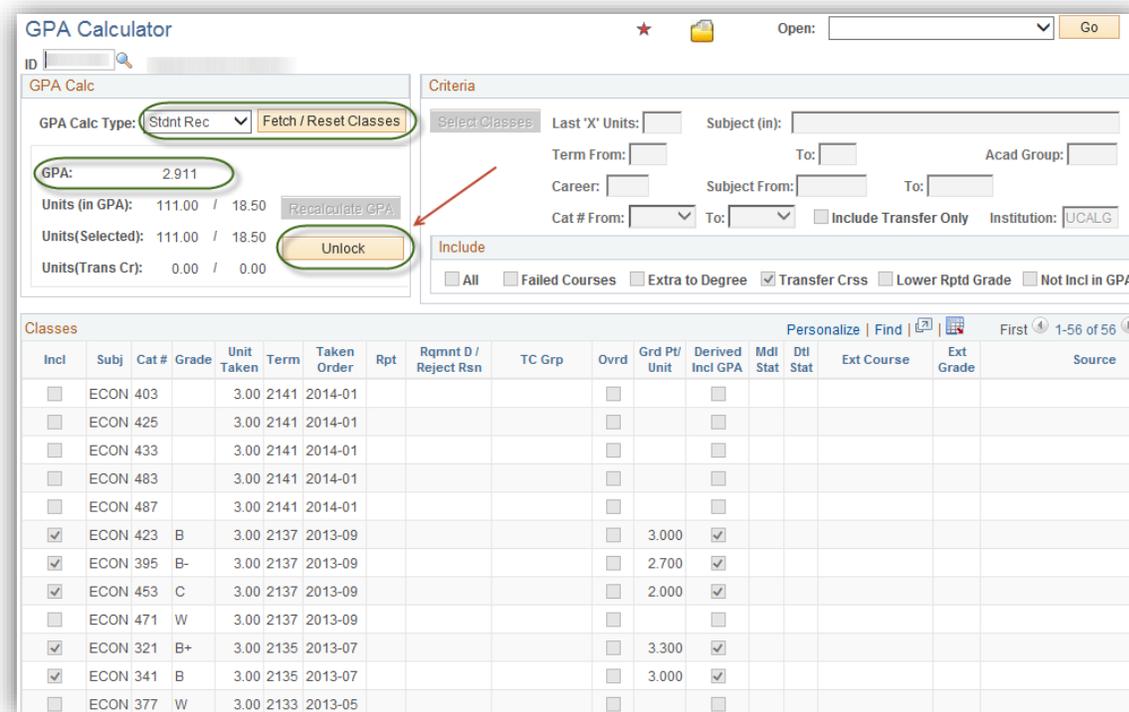
Area 1	Area 2												
Crse	Nbr	Top	Grd	Units	Term	TC	Crse	Nbr	Top	Grd	Units	Term	TC
ARKY	327	1	B+	3.00	F11		ASTR	205		B-	3.00	F01	
COMS	201		B-	3.00	F00		CHEM	201		C	3.00	F01	
COMS	363		A-	3.00	S11		CHEM	311		D+	3.00	F02	
DNCE	345		B+	3.00	P12		CPSC	203		A-	3.00	F11	
ECON	201		B	3.00	P11		GOPH	375		A-	3.00	W12	

8. After selecting GPA Calculator you must press Go to transfer to the new window. Click the **Go** button.



9. The GPA Calculator opens in a new window. The default **Stdnt Rec** displays. The other GPA Calc Types, Admissions, may include other courses (e.g. high school courses, rejected transfer credit) that

would be used by admissions staff to evaluate a potential student's application. When using the Admissions GPA only use the credits you need. If you switch from one type to another, click **Fetch/Reset Classes** to re-load the courses and credits. Click the **Unlock** button.

The screenshot shows the GPA Calculator interface. The GPA is 2.911. The units section shows 111.00 units in GPA and 18.50 units selected. The 'Unlock' button is highlighted with a red circle and an arrow. The 'Criteria' section includes fields for 'Last X Units', 'Subject (in)', 'Term From', 'To', 'Acad Group', 'Career', 'Subject From', 'To', 'Cat # From', and 'To'. The 'Include' section has checkboxes for 'All', 'Failed Courses', 'Extra to Degree', 'Transfer Crss', 'Lower Rptd Grade', and 'Not Incl in GPA'. The 'Classes' table below shows a list of courses with checkboxes for selection.

Incl	Subj	Cat #	Grade	Unit Taken	Term	Taken Order	Rpt	Rqmnt D / Reject Rsn	TC Grp	Ovrd	Grd Pt/ Unit	Derived Incl GPA	Mdl Stat	Dtl Stat	Ext Course	Ext Grade	Source
<input type="checkbox"/>	ECON	403		3.00	2141	2014-01											
<input type="checkbox"/>	ECON	425		3.00	2141	2014-01											
<input type="checkbox"/>	ECON	433		3.00	2141	2014-01											
<input type="checkbox"/>	ECON	483		3.00	2141	2014-01											
<input type="checkbox"/>	ECON	487		3.00	2141	2014-01											
<input checked="" type="checkbox"/>	ECON	423	B	3.00	2137	2013-09					3.000	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	ECON	395	B-	3.00	2137	2013-09					2.700	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	ECON	453	C	3.00	2137	2013-09					2.000	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	ECON	471	W	3.00	2137	2013-09											
<input checked="" type="checkbox"/>	ECON	321	B+	3.00	2135	2013-07					3.300	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	ECON	341	B	3.00	2135	2013-07					3.000	<input checked="" type="checkbox"/>					
<input type="checkbox"/>	ECON	377	W	3.00	2133	2013-05											

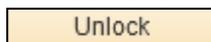
10. When you click Unlock it allows you to recalculate the GPA according to specific parameters. You may now select courses from the classes grid or by specifying criteria. Click the **Course** option to deselect the checkbox beside the course indicating you do not want it to count toward the GPA.



11. Click the **Recalculate GPA** button.

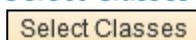


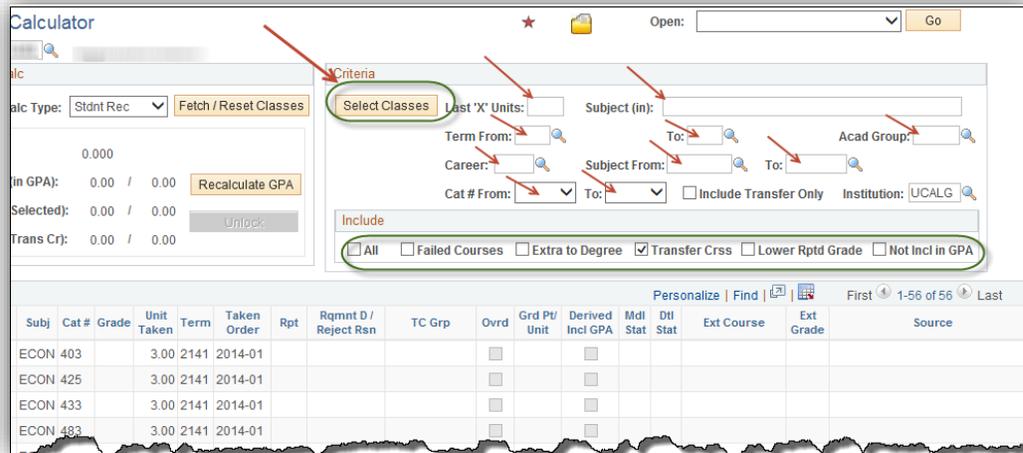
12. If you wish to calculate GPA based on specific criteria, remember to click Unlock and make applicable selection criteria. Click the **Unlock** button.

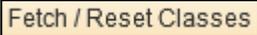


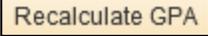
13. The GPA maybe calculated based on several criteria options. Click the **Extra to Degree** option.

14. Include items may also be used. **Note** that Include Transfer Only affects what results will be generated when selecting other options. If you select the last 30 units and the Include Transfer Only option you will get the last 30 units of transfer credit (not just the transfer credit with the last 30 units). Click the **Select Classes** button.





15. A new GPA will be displayed based on the criteria selected. There will be a checkmark beside all courses included in the new GPA. Ensure the GPA displays all desired courses. If it does not, click Unlock, select the courses desired for the GPA and Recalculate GPA.
16. To display the default GPA, click Fetch/Reset Classes and then Select Classes **without** selecting any criteria. Click the **Fetch / Reset Classes** button.

17. If you only wish to count part of a course grade toward GPA you may temporarily override the number of units. To make this temporary change click Unlock. Click the **Unlock** button.

18. Click the checkbox for the course in question. Click the **Ovr** option.
19. Click the **Unit Taken** link (e.g. 3.00)
20. Enter the temporary change to the weight of the course in question (e.g. 1.50). Click the **Recalculate GPA** button.

21. To display the default GPA again and restore the courses original weight click the **Fetch/Reset Classes** and Select Classes without selecting any criteria. The original GPA should now be displayed. Click the **Fetch / Reset Classes** button. The original default will be displayed.

Fetch / Reset Classes

End of Procedure.

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