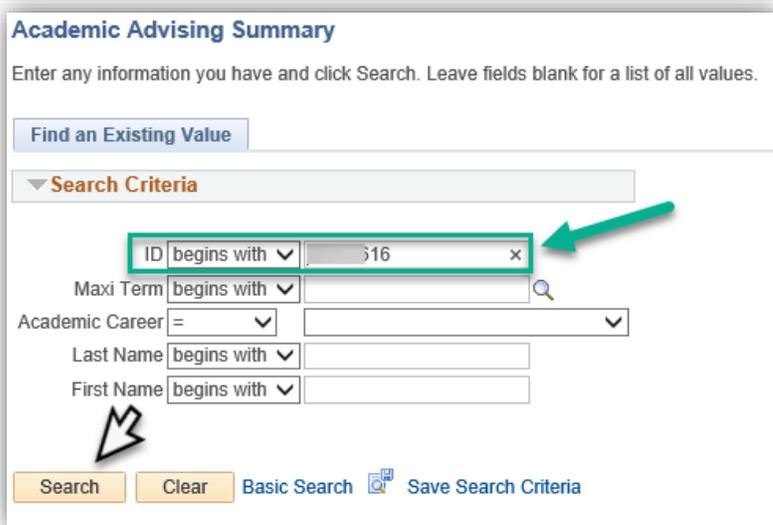


The following lesson outlines the process for making a UofC course Extra to Degree. When a University of Calgary credit should not count toward a student's degree, you can make it "extra" to the degree.

1. Click the [Academic Advisement](#) link.
[Academic Advisement](#)
2. Click the [Academic Advising Summary](#) link.
[Academic Advising Summary](#)
3. Enter the student ID number and press Search or Enter. **Note:** Some information is removed for FOIP reasons. Click the [Search](#) button.



Academic Advising Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID begins with ▼ 616 x

Maxi Term begins with ▼

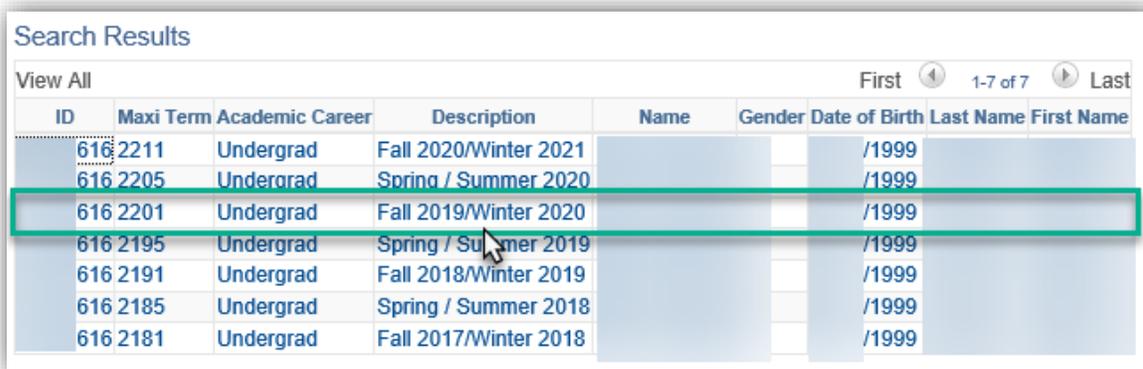
Academic Career = ▼

Last Name begins with ▼

First Name begins with ▼

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. A list of Maxi Terms will display in the grid. Select the applicable Maxi Term. For this example, select Fall 2019/Winter 2020. Click the [Fall 2019/Winter 2020](#) link.



Search Results

View All First 1-7 of 7 Last

ID	Maxi Term	Academic Career	Description	Name	Gender	Date of Birth	Last Name	First Name
616 2211	Undergrad	Undergrad	Fall 2020/Winter 2021			/1999		
616 2205	Undergrad	Undergrad	Spring / Summer 2020			/1999		
616 2201	Undergrad	Undergrad	Fall 2019/Winter 2020			/1999		
616 2195	Undergrad	Undergrad	Spring / Summer 2019			/1999		
616 2191	Undergrad	Undergrad	Fall 2018/Winter 2019			/1999		
616 2185	Undergrad	Undergrad	Spring / Summer 2018			/1999		
616 2181	Undergrad	Undergrad	Fall 2017/Winter 2018			/1999		

Making UofC Courses Extra to Degree

SA –Academic Advising



- The **Student Record Summary** displays specific details about the student's career and the Maxi Term selected (Fall 2019/Winter 2020). Note specifically the term in which the course you wish to make extra to degree is correct. Click the **Open** list.

Student Record Summary

Institution: UCALG University of Calgary
 Career: Undergrad Undergraduate Programs
 ID: 616
 Academic Group: AR Faculty of Arts

Maxi Term: Fall 2019/Winter 2020

Reset Cum Statistics: Obey Reset: Y

Open: [dropdown] Go

Term Information

Fall 2019 In-progress App
 Program A J Degree-Plan Primary-Plan C Plans / Subplans Adm St Req
 ARBCH N BA-DEG CMDS-MAJ C [COOP-COI] F17 A F17
 Eligible to Enroll Level: 2 Academic Load: Study Form: ENRL Appt: 2019/03/27

Winter 2020 In-progress App
 Program A J Degree-Plan Primary-Plan C Plans / Subplans Adm St Req
 ARBCH N BA-DEG CMDS-MAJ C [COOP-COI] F17 A F17
 Eligible to Enroll Level: 3 Academic Load: Study Form: ENRL Appt: 2019/03/27

Applicable Units/FCEs Summary Totals

Jr:	36.00 / 6.00	'D' / 'D+':	0.00 / 0.00	In-prog Jr:	3.00 / 0.50
Sr:	27.00 / 4.50	Transfer:	0.00 / 0.00	In-prog Sr:	9.00 / 1.50
Ttl:	63.00 / 10.50	> 10 Yrs:	0.00 / 0.00	In-prog Ttl:	12.00 / 2.00

Milestones

Program	Plan	Nbr	Milestone	Level	Date Reqd	Complete	Date Compl

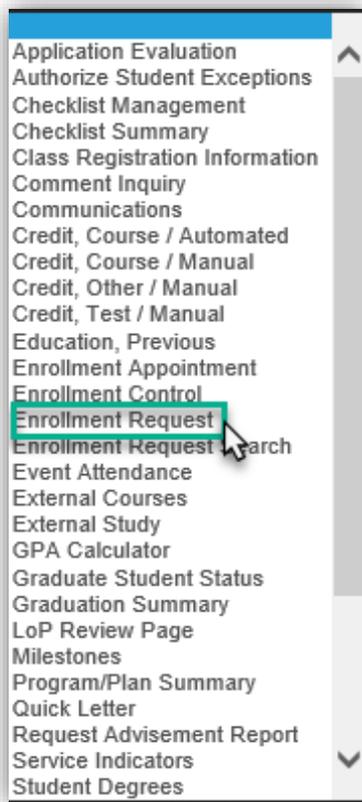
Applicable Course Summary

Area 1						Area 2						Area 3					
Crse	Nbr	Top	Grd	Units	Term TC	Crse	Nbr	Top	Grd	Units	Term TC	Crse	Nbr	Top	Grd	Units	Term TC
ARHI	201			3.00	F17	ASTR	207			3.00	F19						
ARHI	203			3.00	W18	CPSC	203			3.00	W18						
ART	251			3.00	W20												
CMCL	201			3.00	F18												
COMS	201			3.00	F17												
COMS	203			3.00	P18												
COMS	313			3.00	W19												
	3F3			3.00													

Passed: 6.00 / 1.00 In-progress: 0.00 / 0.00

Passed: 0.00 / 0.00 In-progress: 0.00 / 0.00

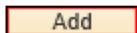
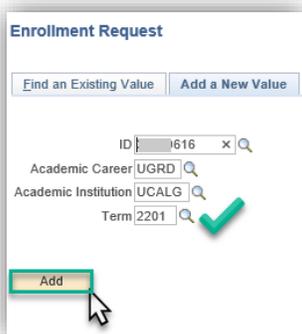
6. There are many options on the Open list. Click the **Enrollment Request** list item.



7. After making a selection from the Open list, click the **Go** button to navigate to the component. Click the **Go** button.



8. On Enrollment Request, ensure the Term is correct (e.g. 2201). Click the **Add** button.

A screenshot of the "Enrollment Request" form. At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these are four input fields: "ID" with the value "0616", "Academic Career" with the value "UGRD", "Academic Institution" with the value "UCALG", and "Term" with the value "2201". A green checkmark is visible next to the "Term" field. At the bottom left, there is an "Add" button with a mouse cursor pointing to it.

Making UofC Courses Extra to Degree

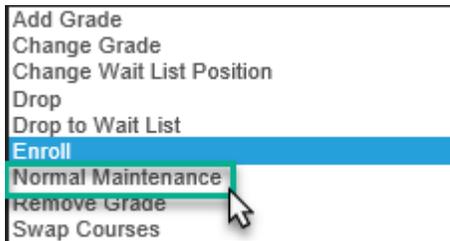
SA –Academic Advising



9. From Enrollment Request Details, click the **Action** list.



10. Click the **Normal Maintenance** list item.



11. Click the **Class Nbr look up** button.

12. Enrollment Listing displays allowing selection of the course you wish to make extra to degree. For this example, click the checkbox for COMS 473. Click the **Enrollment Select** button.



Enrollment Request
Enrollment Listing

Request ID 0000000000 ID : 616
Undergrad Institution: UCALG Term: W20

Enrollment List									
Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade	Session
<input checked="" type="checkbox"/>	COMS	473	01	3.00	19730	Enrolled	Enrolled	Graded	Regular Academic
	Lecture								
	Popular Culture								
<input checked="" type="checkbox"/>	COMS	401	02	3.00	21301	Enrolled	Enrolled	Graded	Regular Academic

13. The class number will populate confirming the selection on Enrollment Request. In order to indicate the Designation, click Override. Click the **Ovrd Requirement Designation** option.

Override



14. Click the **Look up Designation** button.

Override



Grading Basis Graded

Units Taken 

Designation 

Take Requirement Designation

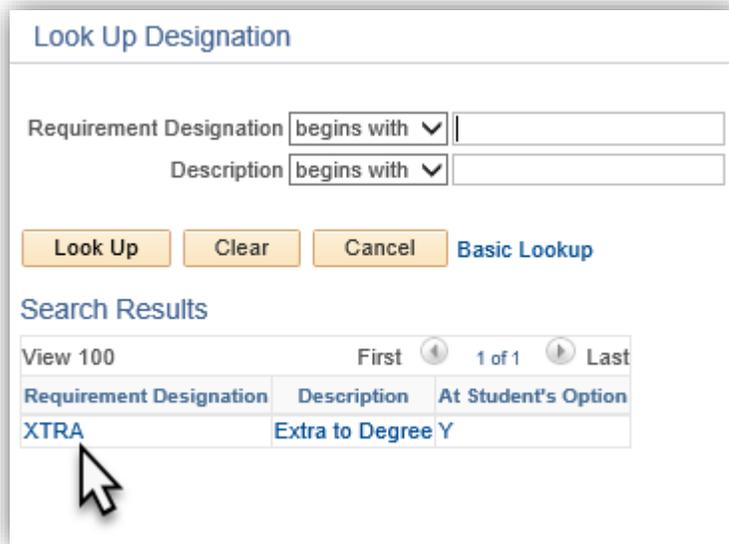
Grade Input

Course Count

RD Grade

15. Extra to Degree displays on Look Up Designation. **Note:** If you wish to reverse the Extra to Degree change, repeat all the previous steps to this point removing the "XTRA" from the Designation field. Click the **XTRA** link.

XTRA



Look Up Designation

Requirement Designation begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Requirement Designation	Description	At Student's Option
XTRA	Extra to Degree Y	

16. Click the **Take Requirement Designation** option.

Take Requirement Designation

17. Note an Enrollment Request ID will be assigned. When all changes have been made, click the **Submit** button to submit the Extra to Degree change.

Enrollment Request

16

Undergraduate Programs Arts Bachelor

University of Calgary
Winter 2020

Enrollment Request ID 0010927513

Status Pending

Operator Enrollment Access

Submit

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr 1 Pending

*Action Normal Maintenance ✓ Action Reason

Override Action Date Action Date

Wait List Okay

✓ Class Nbr 19730 COMS 473 01 Lecture Popular Culture

Regular Academic Undergraduate Programs

Related Class 1

Related Class 2

Instructor ID

Repeat Code Transcript Note ID

Override

 Grading Basis GRD Graded Grade Input

 Units Taken 3.00 Course Count 1.00

✓ Designation XTRA Extra to Degree RD Grade

Take Requirement Designation

Making UofC Courses Extra to Degree

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18. To confirm the designation has been included, navigate back to the Academic Advising Summary and scroll down to Ungrouped Courses (Not Applicable) to see **XTRA** in the Designation column for the course extra to degree (e.g. COMS 473).

Academic Advising Summary

Course	Nbr	Top_ID	Grd	Units	Term	TC	Repeat	Designation
COMS	313			3.00	W19			
COMS	363			3.00	F19			
COMS	367			3.00	F19			
COMS	369			3.00	W19			
COMS	371			3.00	F18			
COMS	381			3.00	F18			
COMS	401	59		3.00	W20			
COMS	481			3.00	W20			
DNCE	201			3.00	W19			
DRAM	360			6.00	P19			
ECON	201			3.00	F17			
JPNS	205			3.00	F18			
JPNS	207			3.00	W19			
JPNS	317.01			3.00	F19			
SPAN	201			3.00	P18			

Passed: 57.00 / 9.50 **In-progress:** 9.00 / 1.50

Ungrouped Courses (Not Applicable)								Academic Standing Summary			
Course	Nbr	Top_ID	Grd	Units	Term	TC	Repeat	Designation	Term	Primary Program	Academic Standing
ANTH	201			3.00	W19				W19	ARBCH	Continues in Good Standing
COMS	473			3.00	W20			XTRA			
ECON	203			3.00	W18						
GEOG	205			3.00	F17						
MATH	211			3.00	W19						
SOCI	201			3.00	W18						

In-progress: 3.00 / 0.50 **W's:** 15.00 / 0.50

For the corresponding online learning, consult the Student and Enrolment Services (PeopleSoft) Training website.

End of Procedure.