# Table of Contents

*Advisor User Information and Tips* .......................................................... 2

  What is Advisor? ......................................................................................... 2

  How to Login ............................................................................................... 2

  How to Logout ............................................................................................. 3

  What is a Goal? ........................................................................................... 4

  How to Add a “What if” Goal................................................................. 4

  What is the Catalog Term? ....................................................................... 8

  What is an Audit? ....................................................................................... 9

  Courses Not Applied To Degree ............................................................ 14

  The Cloud: Updating your Information (Single Student Import) ............ 15

  Understanding Exceptions ........................................................................ 15

  Understanding Flags ................................................................................ 16

  How to Save an Audit as a PDF .............................................................. 17

  Saving an Audit and the Audit History .................................................... 18

  How to Create Academic Plans using the Plan Manager ..................... 19

    To plan a course: ..................................................................................... 19

    To create a new plan: ............................................................................. 21

  How to Use the GPA Calculator ............................................................. 24

  What is the Course History ................................................................. 28

  Alphabetic Grades .................................................................................. 29

  Help? .......................................................................................................... 30

  FAQ’s .......................................................................................................... 30
Advisor User Information and Tips

What is Advisor?
Advisor is a Degree Audit tool to help Faculty, staff, and students track and plan academic progress in the student’s chosen program (certificate, diploma, degree, etc). The system allows registered students to see how their completed courses fit in their program, what requirements still need to be completed, and run “what if” scenarios to see their progress in a program if they changed their Faculty, program(s), major(s), minor(s), etc.

While the system allows you to work independently, everything you see on Advisor must be reviewed and verified by your faculty. We strongly recommend that you meet with your Academic Advisor throughout your program to discuss your academic goals; this system is for planning purposes only.

How to Login
Logging in is simple:

1. Login to your UR Self Service account.

User Login

Enter your User ID/staff/student NUMBER, (consisting of nine digits) and PIN (minimum
** If you do not know your PIN, enter your User ID below then select “Forgot PIN?” **
** To request a link to reset your PIN via e-mail, click here. **
** If a student has granted you access to their financial records, as an authorized user

When you are finished using UR Self-Service, please Exit (top, right corner) and close your browser to protect your privacy.

User ID:  
PIN:  
Login  Forgot PIN?

2. Select ‘Academic Advising and Program Planning’.

Student Services

Student Records  
** View your student records: holds; final grades and academic history; and charges and payments. **
Academic Advising and Program Planning  
** Plan your program with Advisors; contact your faculty advisor; and plan your schedule. **
Registration  
** Search for, register and/or drop classes; check your registration status; display your class schedules; and much more. **
3. Select ‘Advisor (Degree Audit)’.

**Academic Advising and Program Planning**

- **Advisor (Degree Audit)**
  - **View outstanding program requirements, explore your academic options, and review your current and future academic goals with an advisor.**
- **Academic Advisors**
  - **Contact your Academic Advisor for assistance with registration and program planning.**
- **Visual Schedule Builder**
  - **Choose your desired courses, see all of your options presented in a visual format and customize your schedule.**

4. Use your uregina.ca credentials to login. If you forget your password, contact IT Support for assistance.

**How to Logout**

When you have completed your session, select your username in the top right hand corner and select Logout.
What is an Academic Goal?
The Academic Goals list the program(s), the degree(s), certificate(s), or diploma(s), you have chosen to complete at the University of Regina.

The goal(s) that appear with the flag beside them indicate which goals you are officially registered in with your Faculty. This is referred to as your Declared Goal. Students in concurrent programs will have both of their programs appear as individual Declared Goals.

Other goal(s) that may appear are referred to as “what if” goals. These are hypothetical programs, to see how far along you would be in completing the “what if” program without formally registering for the goal.

NOTE: If your Declared Goal is incorrect, please contact your Faculty.

How to Add a “What if” Goal
“What if” goals allow you to see how far along you would be in any program offered at the university. Whether you wish to change your major, add a minor, or completely change your program, the “what if” goal can hypothetically show how the courses you have already taken will satisfy the requirements of another program.

Using Add a goal, users can use the Goal Editor to view all of the programs available. Ultimately you can select a combination of programs that provide a graduation path, and then can save that new “what if” goal. You can also Edit or Delete any “what if” goals that you have created but you are unable to Edit or Delete your declared goal or any “what if” goals added by your advisor.

NOTES:

- Many programs have prerequisites and restrictions not programmed in Advisor. Always be sure to verify a program with your advisor.
- Adding a “what if” goal in Advisor does not enroll you in the new and/or updated program. You must talk to your advisor or submit the appropriate readmission/transfer form to formally change your program.
To add a “what if” goal:

1. Click on Add

![Univeristy of Regina](image)

2. Click on University of Regina
3. Select Undergraduate Programs
4. Select a Catalog Term.
   a. It is best to use the most current Catalog Term. IE. If the term is Winter 2019, you should use 201910, if it is available. Refer to the Catalog section of this manual for more information.

5. Select Undergraduate Certificates, Undergraduate Diplomas, or Undergraduate Degrees.
6. Select the appropriate Faculty for the program you are creating.
   a. For example, English, History, Psychology, and Human Justice programs can be found under Arts, whereas Engineering programs can be found under Engineering.
   b. If you are adding or changing your major and/or minor to your current program, select your current Faculty. Even if the minor you wish to add exists under a different Faculty than your current Faculty, you will need to add the minor as a part of your current Faculty.
      i. If you are a Computer Science major and wish to add a Minor in Visual Arts, select Science.
c. If you do not know which Faculty to use, contact your Faculty or refer to the Undergraduate Calendar.

7. Select the Faculty's Program.
   a. This may be a Bachelor of Arts, Bachelor of Science, Bachelor of Education, Certification in Administration – Level I, Diploma of Liberal Arts, etc. depending on what Faculty and type of Undergraduate Program you selected.
   b. If you do not know which program to use or cannot see the program you are looking for, contact your Faculty or refer to the Undergraduate Calendar.

8. Select the Major(s), Minor(s), or Concentration(s) if required.
   a. Note: Many programs have Co-op or Internship options that you may wish to include in your “What if” goal.
b. Once you have the proper options, the headers within the tree will turn green, indicating that enough information has been provided to create a goal.

9. Once you have selected the desired major, minors, concentrations, and other options, scroll to the top of the major and click on **Save**.
   a. This will add the ‘what if’ goal to the *Academic Goals* section.
   b. If you cannot click on the Save button, it means you either have not provided enough information to create a goal or you have selected an impossible combination of options.

Example:

To create a Bachelor of Science, Computer Science Major, Co-op option, with a Minor in Visual Arts, follow the below steps:
1. Click on Add.
2. Click on University of Regina.
3. Click on Undergraduate Degrees.
4. Click on Catalog Term 201630.
5. Click on Bachelor Degrees
6. Click on Science.
7. Click on Bachelor of Science.
8. Click on Computer Science Major.
9. Click on Standard Four-Year Program.
10. Click on Co-op Option (optional).
11. Click on Co-op Designation.
12. Scroll down and click on Minors (optional).
13. Click on Media, Arts, and Performance Minors (depending on the catalog term, this may be Fine Arts Minors)

What is the Catalog Term?
The catalog term determines what rules your program(s) follow in Advisor; programs change over time and the catalog term ensures that you are following the correct requirements.

There are three catalog terms every year at the university:

- Fall
- Winter
- Spring/Summer

Each term is associated to a catalog term code where the first four digits indicate the term’s year and the last two digit indicate whether the term is Fall, Winter, or Spring/Summer, as follows:

- Fall 2018 = 201830  
  - Year = 2018, Fall Term = 30
- Winter 2019 = 201910  
  - Year = 2019, Winter Term = 10
- Spring/Summer 2019 = 201920  
  - Year = 2019, Spring/Summer Term = 20

Often this term reflects when you were admitted to the university, your Faculty, or when you changed programs.

You can find out what your catalog term is in UR Self Service. Check out our video on how to find your catalog term.
What is an Audit?
The audit contains detailed information about your academic progress, outlining how courses apply to your program and what requirements still remain to be completed before you can apply for graduation.

The audit will also contain exceptions made by your Faculty, and provide a tool for you and your Faculty to plan how you will complete the remainder of the program.

How to run an audit:

1. From the Home screen, click on the Academic goal you wish to run an audit for.
2. Click the Create Audit Button:

   ![Create Audit Button]

Students who are in a program that does not lead to a credential at the University of Regina such as exchange, visiting, or pre-professional, you will receive the following error message:

A template is not available for your program. Please contact your academic advisor for further information.

There is a lot of information present on the audit, so let’s break it down:

- At the top of the audit you will see your Name and Student ID, as well as the time and date the audit was run.

**Student Name (Student ID)** ✨ Nov 14, 2018 11:43 am

- This is important as your audit is a “snap shot” of your progress to completing your academic goal. This will continue to change as you progress through your program, so be sure to pay attention to the time and date. It says that, “At this time on this day, you have completed this much of your program”.
  - Be sure to always run a new audit, especially during the registration periods and finals so that your courses and grades are updated appropriately on the audit. Refer to The Cloud section to ensure you are looking at the most up to date information.
Beneath that you will then see some alerts and notes, which will vary depending on several factors. Be sure to pay attention to these as your Faculty has designed them with the sole purpose of getting your attention. Often these notes and alerts require some action on your part. Be sure you contact your Faculty if you have any questions.

- The most important note is the one in yellow, stating that the audit is not official until it has been reviewed and verified by your Faculty. Keep in mind that the audit is to help you plan, but is not a verified record of your progress until marked as official.

To the right side of the screen you will see a progress bar. This shows you how far you are into your program. You can also select any of the hyperlinked requirements and it will take you to that specific section on the audit. For example, if you select ‘Open Electives’ the audit will automatically jump down to that section.

- To free up some real estate on your screen, click on the Details button to collapse this section.

Beneath the alerts and notes, you will find the details section. Here it again lists your name, your program, your UPGA, and other relevant information to your program.

- To free up some real estate on your screen, click on the Details button to collapse this section.
• Beneath the details section, the audit will start to break down into the requirements needed to complete the program. In general, each program will list how many credits and the average(s) needed to graduate. From there it will break down into the individual courses required. Be sure to carefully read each requirement and note, as they vary depending on your Faculty, program, and Catalog term.

For each requirement, it will state how many credits and/or course(s) that are needed. If you have one of these specified course(s), it will automatically map to this section for you, marking the requirement as completed. If you have not taken a course that automatically fits in the requirement, use the Course Options to see which courses could be taken to satisfy the requirement.

  o Example of a satisfied requirement:

  o Example of an unsatisfied requirement:

Courses that cannot apply to the program will be collected at the bottom in the Courses Not Applied to Degree section.
The audit can be quite complicated depending on your program, so do not hesitate to contact your Faculty if you have any questions.

Below are helpful legends to assist with reading your audit:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>An unsatisfied item.</td>
</tr>
<tr>
<td>✔</td>
<td>A satisfied item.</td>
</tr>
<tr>
<td>❌</td>
<td>An optional unsatisfied item.</td>
</tr>
<tr>
<td>✅</td>
<td>An optional satisfied item.</td>
</tr>
<tr>
<td>🔄</td>
<td>An information item.</td>
</tr>
<tr>
<td>⚫</td>
<td>Courses or requirements with this symbol are not included in calculated course, credits, and/or GPA totals. Hover your mouse over the asterisk for more information.</td>
</tr>
<tr>
<td>🟢</td>
<td>A pinned course, meaning the course will not move unless manually moved by an advisor.</td>
</tr>
<tr>
<td>⬇️</td>
<td>A button to collapse a requirement. Click to use.</td>
</tr>
<tr>
<td>⬆️</td>
<td>A button to expand a requirement. Click to use.</td>
</tr>
<tr>
<td>📚</td>
<td>The presence of this button indicates that a course can be moved to this section. Click to use.</td>
</tr>
<tr>
<td>🗂️</td>
<td>The item is <em>planned</em> using the Planning Module, meaning the item has not been completed or registered in by the student on the official database system, Banner.</td>
</tr>
<tr>
<td>🏕️ Tour</td>
<td>These buttons initiate tours of the system. You can tour the home page, your audit(s), the Toolbar Area, and the Sidebar Area. Click to use.</td>
</tr>
<tr>
<td>🚨  🌊 This button, called “The Cloud”, will do a Single Student Import, meaning it will contact our student records and update your record to have the most up to date information. Click to use.</td>
<td></td>
</tr>
<tr>
<td>☑️</td>
<td>This is the notification button. Notifications in regards to your audits will appear at certain events, however, the University is not currently using the notification system.</td>
</tr>
<tr>
<td>🌟 Declared</td>
<td>The declared flag indicates the goal is what you have officially declared as the program you are seeking to complete.</td>
</tr>
<tr>
<td>📜 Official</td>
<td>The official flag indicates the audit has been verified by your Faculty to be correct.</td>
</tr>
<tr>
<td>📜 Graduated</td>
<td>The graduated flag indicates the audit has been verified for Graduation by your Faculty.</td>
</tr>
<tr>
<td>Font Colours and Superscripts</td>
<td>Meaning</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| **Red Font**                 | • Items in this colour indicate that a requirement has not been met.  
• Courses in this colour indicate that they are considered as an unsuccessful attempt and must be retaken or replaced with a different course. |
| **Orange Font**              | Items in this colour indicate that an advisor has made an exception. |
| **Blue Font**                | Courses in this colour indicate that the course is considered *Transfer Credit*, meaning the course was taken at another institution. |
| **Green Font**               | Courses in this colour indicate that the course has not yet been completed, but the student has registered for the course or has *planned* to take the course. |
| **Superscript T**            | Courses marked with the ‘T’ superscript indicate that the course is considered *Transfer Credit*, meaning the course was taken at another institution. Hover your mouse over the ‘T’ to see which institution the course was taken at. |
| **Superscript E**            | Courses marked with the ‘E’ superscript indicate that the course is considered to be *equivalent* to a course that is required in the requirement. Hover your mouse over the ‘E’ to see which course is the equivalent. |
| **Superscript R**            | • Courses marked with the ‘R’ superscript indicate that the course is being *reused* somewhere else in the audit.  
• Generally, courses marked with the ‘R’ will only be counted in the courses, credits, and GPA totals once.  
• These courses will appear twice or more on the audit, but only in one of these instances will the superscript indicator appear. |
| **(repeat)**                 | Courses that appear with this notation after the course title indicate that the course has either been repeated, is a repeat of a course, or is in the process of being repeated. |
Courses Not Applied To Degree

Courses not applied to your program will fall through to the bottom, in the Courses Not Applied to Degree Section. This section is broken down into two categories:

1. Satisfactory Courses: These courses are *satisfactory* in that they were successfully completed with a passing grade. They are not used in the audit because they either cannot be applied to the program or because a course with a higher grade is being used instead.

   **NOTE:** Courses here may be an indication that you are taking course(s) that are considered extra to your program and are not required. Please consult with your academic advisor.

2. Unsatisfactory or Uncompleted Courses: These courses are *unsatisfactory* in that they were not successful completed either due to a withdrawal or a failing grade.
The Cloud: Updating your Information (Single Student Import)

Every night, information is sent over to Advisor from our student information system, Banner. This means that the information you see in Advisor is up to date as of last night, and, for example, if you have registered for a class this morning, it will not show up in Advisor.

Luckily, we have a way to update your information almost immediately. All you need to do is click on The Cloud, located on the main navigation bar. This will pull your most up to date information from Banner to Advisor.

Understanding Exceptions

There may be occasions where your Faculty and advisors need to make an exception to your audit. This may happen in a variety of scenarios, but an example would be when a student is given permission to take a different class from what is specified in a program.

In these scenarios, your advisor can manipulate your audit to ensure courses map where they need to go and all requirements are satisfied as approved.

Exceptions will be distinguishable on your audit in an orange colour.

The exception will describe what type of exception is being made. In the example above, GEOL 102 is being forced to map into 1.1.8 Electives. The course has to be forced here either because the course normally is not permitted in the requirement or because the grade is not satisfactory.

You can also click on the Exception to see more information:

After, clicking on the exception you can see which advisor made the exception, the date and time the exception was made, and, if applicable, there may be a comment explaining why the exception is being made.

If you have a question about any of the exceptions made on your audit, do not hesitate to contact your Faculty.
Understanding Flags
Audits can be assigned flags. These flags identify whether your audit has been reviewed and verified by your Faculty.

By default, all audits have no flag, and are therefore, considered unofficial. Otherwise, the audits can be flagged with any of the following:

- **Official**
  - Audits flagged with “Official” have been reviewed by your Faculty, College, or Academic Unit where it was verified that everything presented on the audit is correct. It is important to remember that official audits are a snapshot of your academic progress. As you complete more courses you will have to have your program verified again.

- **Graduated**
  - Audits flagged with “Graduated” have been reviewed by your Faculty, College, or Academic Unit where everything has been verified as meeting the requirements of the program(s) you are seeking to complete. This flag indicates that your Faculty has completed the first step in approving your degree for graduation.
How to Save an Audit as a PDF

Audits can be converted to a PDF, allowing you to save the audit to your computer or print the audit for future reference (also refer to the Audit History for previously run audits).

To save the audit as a PDF:

1. Click on the PDF button

2. The system will create the PDF for you:

3. Click on the checkmark when the “PDF is complete.”:

4. In the menu that appears, click on “PDF: PDF Audit”:

5. Save the PDF file where desired on your computer.
Saving an Audit and the Audit History

Every time an audit is created, it is saved in Advisor and can be viewed in the Audit History.

However, only your ten most recent audits of an academic goal will be saved. This means if you run 15 audits on your academic goal, then the first 5 audits you ran will no longer be available in your Audit History.

If there is an audit you do not want to lose as you run more audits, you can “save” it to Advisor.

To save an audit:

1. Create an audit, if you have not already done so, by clicking the Create Audit button.
2. Click the Save button in the Audit toolbar.
3. Change the audit name, or keep the default.
4. Click Save.
5. The saved audit will appear in the Audit History with a star icon beside it. This audit will remain in the audit history until you delete it.
How to Create Academic Plans using the Plan Manager

There are tools built into Advisor that you can use to plan your next term or even your entire program.

To plan a course:

1. Create an audit, if you have not already done so, by clicking the Create Audit button.
2. Navigate to an unsatisfied requirement.
3. Click on the requirement title bar.
4. In the pop-up window, make sure the Plan tab is selected.

5. Click on +Add Year
6. Enter the year you wish to plan to take courses. For example, if you wish to plan to take a course in 2019, enter 2019.

7. Click Save.

8. The three terms for the year you entered will appear:
9. On the right side of the pop-up planning box, find the course you wish to plan to take and click on it so it is highlighted:

NOTE: Only courses that can satisfy this requirement will appear in the list. Additionally, students are responsible for ensuring they have the prerequisites for every course. More information for courses can be found in UR Self-Service.

10. Click on the Plan Here button (Plan Here) beside the term you wish to plan to take the course:
   a. Winter
   b. Spring & Summer
   c. Fall
11. Click on Plan as Unscheduled.

![Plan as Unscheduled]

**NOTE:** The planning module in Advisor is in no way connected with scheduling or registering for classes. It is a planning tool only. Please refer to UR Self Service to see when classes are offered and to register for classes. Any questions can be directed to your Faculty.

12. The class will now appear as a part of your plan, which you can view by clicking the View Plan button.

![View Plan]

13. The class will also appear in your audit as a planned course.

![Indigenous Knowledge]

Advisor also allows you to have multiple plans. Each student is assigned a “Default Plan”, but you can create as many plans as you would like to help you plan out your academic career.

**To create a new plan:**

1. On the home screen, click on Plan Manager.

![Plan Manager]

2. Click on the Add Plan button.
3. A “New Plan” will appear in the list of plans available.

4. Use the Edit buttons to name your new plan and give your plan a description. *This is optional, but it is recommended that you name and describe the plan in a way that is meaningful to you.*

5. To plan courses in your new plan, click the down arrow beside the Create Audit button.

6. In the menu, use the Academic Plan drop down menu to select your new plan.
7. Click the Create Audit button.
8. In the audit, plan as many courses as you would like using the instructions on how to plan a course.

For each plan in the plan manager you have the following options:

① Use the Edit button 📝 to edit the name
② Use the Edit button 📝 to edit the description
③ Use the View button 📜 to view the courses planned in a plan.
④ Use the Functions button 🛢️ to do any of the following

- Make Default:
  - This will set the plan as the default. The plan set as the default will be used automatically, meaning you will not have to use the drop down menu beside the create audit button to select the academic plan.
- Clone:
  - This will take the plan and clone it into a new plan.
- Delete:
  - This will delete the plan from the plan manager. Once deleted, plans cannot be used or restored.
How to Use the GPA Calculator

The GPA Calculator can assist you in planning to achieve a certain GPA. There are two sides of the GPA Calculation coin. First, you can specify a target GPA, and the system will tell you how many courses/credits of each possible grade it would take for you to achieve that target GPA.

Second, you can specify how many courses of particular credits you intend to take and achieve a certain grade, and the system will tell you what GPA you would end up with if you achieved those grades in those courses.

You can use the GPA Calculator to plan a GPA goal within a certain requirement or you can use the GPA Calculator to plan a GPA goal for the entire program.

To use the GPA Calculator:

1. Create an audit, if you have not already done so, by clicking the Create Audit button.
2. Click on the requirement title bar where you wish to use the GPA Calculator, either a requirement where you still need to take courses or the top most requirement bar.
3. In the pop-up window, make sure the GPA Calculator tab is selected.
4. Click on the Desired GPA tab if you want to know how many courses/credits of each possible grade it would take for you to achieve a desired GPA.
   - How to use the Desired GPA tab:
     - The Current Credits field displays how many credits are already applying to the requirement you clicked on. You do not need to change this amount.
     - The Current GPA field displays the GPA of the requirement you clicked on. You do need to change this amount.
     - The Additional Credits field displays the maximum additional credits you may apply to this requirement. You typically only need to change this if you have limited credits left to take for the requirement.
- The Course Credits field displays how many credits there are per course. Typically, U of R courses are 3 credits per course, so you will want to enter 3 here.
- The Desired GPA field displays your desired GPA. This needs to be higher than the Current GPA.

Example:

A student has completed 90 credits with a current GPA of 86.54% and they wish to know how they could achieve a GPA of 88%.

- Current credits is set to 90 because that is how many credits they have completed for the program.
- Current GPA is set to their current GPA of 86.54%.
- Additional Credits is set to 30 because that is how many credits are left for them to complete the program.
- Course Credits is set to 3 because that is how many credits are earned per course at the U of R.
- Desired GPA is set to 88% because that is the GPA the student wishes to achieve.

The GPA Calculator then states the following:

- Four courses between 99-100% are needed to get a GPA of 88%.
- Five courses between 9-98% are needed to get a GPA of 88%.
- Six courses at 96% are needed to get a GPA of 88%.
- Seven courses at 95% are needed to get a GPA of 88%.
- Eight courses at 94% are needed to get a GPA of 88%.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Needed Courses per Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>99</td>
<td>4</td>
</tr>
<tr>
<td>98</td>
<td>5</td>
</tr>
<tr>
<td>97</td>
<td>5</td>
</tr>
<tr>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>95</td>
<td>7</td>
</tr>
<tr>
<td>94</td>
<td>8</td>
</tr>
<tr>
<td>93</td>
<td>9</td>
</tr>
</tbody>
</table>
5. Click on the Expected Grades tab if you want to know what your GPA would be if you know how many courses of particular credits you intend to take and achieve a certain grade.

- How to use the Expected Grades tab:
  - In the Courses field enter 1 for 1 course.
  - In the Credits field enter 3, or the number of credits you will receive for the course you are taking.
  - In the Grade field enter the grade you are anticipating on getting.

Example:

A student with a current GPA of 86.54% with 90 credit hours earned towards their program, anticipates that they are going to get 87% in one of the courses they are currently taking and they want to see how that grade will affect their GPA.

The GPA Calculator states that if the student earns 87% in one course of 3 credit hours, their new GPA will be 86.55%.

- You can add as many courses to the calculator as you would like. For example, the above student anticipates getting 87% in one course, 80% in another course, and 90% in another course.
- Or, if the above student anticipates getting 87% in all three of their course, they can enter the information into the GPA calculator as need below:

<table>
<thead>
<tr>
<th>Desired GPA (for Bachelor of Arts)</th>
<th>Expected Grades (for Bachelor of Arts)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add expected courses/credits/grades to create scenarios**

**Hint:** Enter a 'scenario' of number of courses, per-course credits, and expected grade, then click the 'Add' button.

<table>
<thead>
<tr>
<th>Courses: 3</th>
<th>Credits: 3</th>
<th>Grade: 87</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Current GPA:** 86.54

**New Cumulative GPA:** 86.58

**Current Credits:**

**New Cumulative Credits:**

99
What is the Course History

The course history provides a list of all the courses you have taken at the University, along with the Transfer Credit you have been awarded and any courses you are currently registered in for future terms.

To see your course history:

- From the Home page, click on Course History.

- Sort through your courses by:
  - Clicking on the header of each column to sort the list of courses.
  - OR
  - Use the filters to sort through the list of courses.

- For example to search for all courses of a specific subject:
  - In the Field drop down menu, select Prefix.
  - Leave the logic operator as =
  - In the criteria field, enter in the subject code you are looking for, such as ENGL

- You can add multiple types of search criteria, such as looking for 100 level ENGL courses.
Below is a list of the logic operators and their function:

<table>
<thead>
<tr>
<th>Operator</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>=</td>
<td>Equal to</td>
</tr>
<tr>
<td>!=</td>
<td>Not equal to</td>
</tr>
<tr>
<td>&lt;</td>
<td>Less than</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than</td>
</tr>
<tr>
<td>&lt;=</td>
<td>Less than or equal to</td>
</tr>
<tr>
<td>=&gt;</td>
<td>Greater than or equal to</td>
</tr>
<tr>
<td>Like (% = wildcard)</td>
<td>Enter a fraction of a subject code followed by the % symbol, only subjects containing what has been entered will be shown. For example, entering 1% will show only 100 level courses.</td>
</tr>
<tr>
<td>Not Like (% = wildcard)</td>
<td>Similar to the Like function however only subjects that do not contain the entered subject code will be shown.</td>
</tr>
<tr>
<td>In List</td>
<td>Create a list of values, separated by commas, and all subjects containing a value from that list will be shown.</td>
</tr>
</tbody>
</table>

**Alphabetic Grades**

There may be a variety of grades seen in your audit and in your course history. Please refer to our [Official Transcript webpage](#) for more information.

Below is a table of the most common grades that may appear in your academic history on Advisor.

<table>
<thead>
<tr>
<th>Alphabetic Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>NP</td>
<td>Not Passed</td>
</tr>
<tr>
<td>NR</td>
<td>Not Yet Reported</td>
</tr>
<tr>
<td>RE</td>
<td>Registered For</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew from Course</td>
</tr>
</tbody>
</table>
Help?
If you need assistance with your audit or using Advisor, please contact your Faculty. To find your Faculty contact information, please select the “Contact U of R link” on the bottom of the page.

FAQ’s

- **Q: Why is the GPA column empty on certain completed classes/categories?**
  - In certain requirements the Faculty has elected not to show the GPA for the requirement. Please contact your faculty if you have any further questions.

- **Q: I registered for a class, but it’s not appearing in Advisor. Why and can I fix it?**
  - The information on your Advisor refreshes every night, this means if you just registered for a class in the morning it will not show until the night. You can also force your Advisor to update by clicking on the cloud icon ( ) in the top right of the page.

- **Q: My final grades for the term are up in UR Self Service, but my classes in Advisor are still green and have a grade of NR. Why?**
  - Once grades have been put into UR Self Service, these grades still need to be processed before they appear into the Advisor. Remember, you can also force your Advisor to update by clicking on the cloud icon ( ) in the top right of the page.

- **Q: There is a message saying this is an unofficial audit, how do I get an official audit?**
  - For your audit to be considered official, you must have it reviewed by an advisor to assure that all the information is correct and in the right places.