



University of Regina

*ADVISOR (Degree
Audit)*

Student Manual

October 2023

Table of Contents

What is Advisor (Degree Audit)?.....	2
How to Login	2
How to Logout.....	3
How to Add a “What if” Goal	4
What is the Catalogue Term?	8
What is an Audit?.....	8
Courses Not Applied to Program	14
The Cloud: Updating your Information (Single Student Import)	14
Understanding Flags	16
How to Save an Audit as a PDF	16
Saving an Audit and the Audit History	17
How to Create Academic Plans using the Plan Manager	18
To plan a course:	18
To create a new plan:.....	21
How to Use the GPA Calculator	23
What is the Course History?	26
Non-numeric Grades.....	28
Help?	28
FAQ’s	28

What is Advisor (Degree Audit)?

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, or degree). This system allows 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 what their progress in a program would be if they changed their Faculty, program(s), major(s), and/or minor(s).




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 record; holds; final grades and academic history; charges and payments; request your U of R Photo ID card; apply to graduate; Request Converis Access **

[Academic Advising and Program Planning](#)

** Plan your program with Advisor; contact your faculty advisor; and plan your schedule. **

3. Select **Advisor (Degree Audit)**.

Academic Advising and Program Planning

[How to Use Advisor \(Degree Audit\)](#)

Access how-to videos, manuals, and more to experience the best of Advisor.

[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, please see the following link for assistance on how to get it reset. <https://www.uregina.ca/is/student/accounts/index.html>



Central Authentication Service (CAS)

Enter your uregina.ca username and password

For security reasons, please

Languages:
[English](#) | [Spanish](#) | [French](#) | [\(Traditional\)](#) | [Deutsch](#) | [Jap](#)

Useful links:
[Are you a new student?](#) | [F](#)

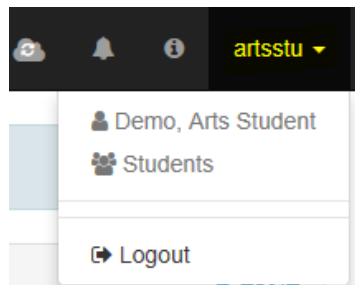
Username:

Password:

Warn me before logging me into other sites.

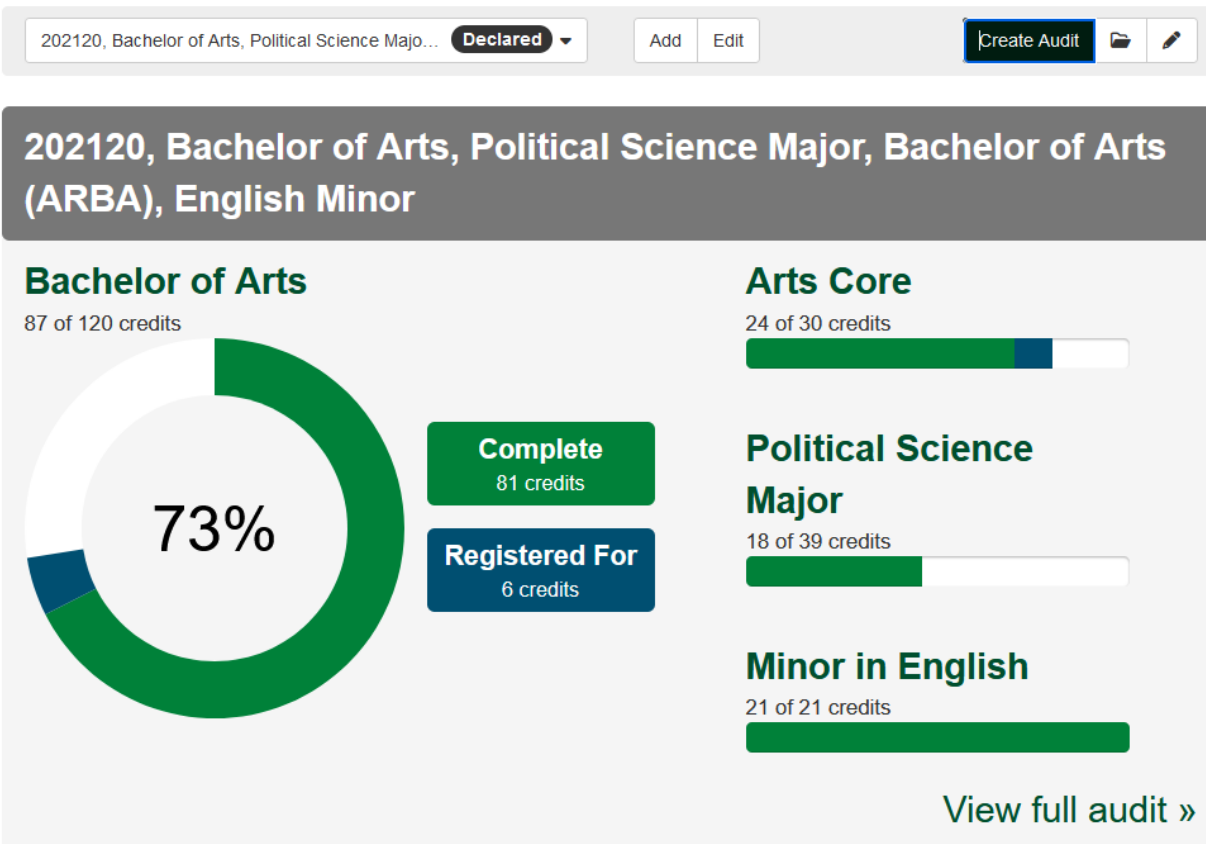
How to Logout

When you have completed your session, select your **username** in the top right hand corner and select Logout.



What is an Academic Goal?

An Academic Goal lists 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 **Declared** tag 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.

Students with multiple goals can switch between them by selecting the down arrow.



NOTE: If you have questions about your Declared Goal, please contact your Academic Advisor.

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.

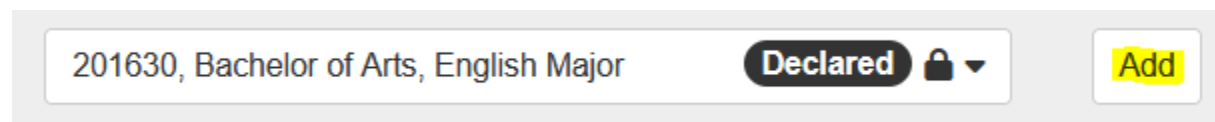
Using *Add* a goal, users can use the *Goal Editor* to view all of the programs available. Ultimately, you can select a combination of programs that provide a graduation path and then can save that new “what if” goal. You can also *Edit* or *Delete* any “what if” goals that you have created but you are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

NOTES:

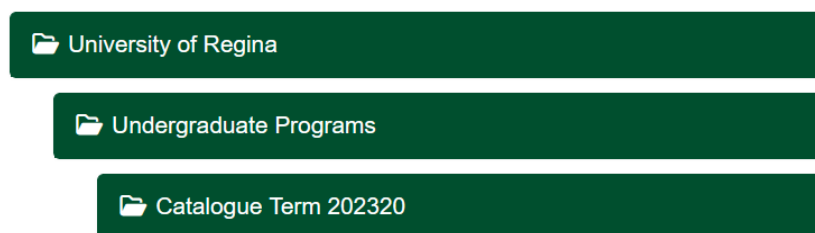
- *Many programs have prerequisites and restrictions not programmed in Advisor. Always be sure to verify your eligibility for a program with your advisor.*
- *Adding a “what if” goal in Advisor does not enroll you in the new and/or updated program. You must talk to your advisor or submit the appropriate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

To add a “what if” goal:

1. Click on **Add**



2. Click on **University of Regina**
3. Select either **Undergraduate Programs** or **Graduate Programs**
4. Select a **Catalogue Term**.
 - a. It is best to use the most current Catalogue Term. IE. If the term is Spring/Summer 2023, you should use 202320. Refer to the [Catalogue section](#) of this manual for more information.



5. Select the type of program: **Academic Support Programs, Undergraduate Certificates, Undergraduate Diplomas, Undergraduate Degrees, Masters Certificates, Masters Degrees, or PhD Programs.**
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 Chemistry can be found under *Science*.
 - 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.
- c. If you are a Computer Science major and wish to add a Minor in Visual Arts, select *Science*.
 - d. 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 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, refer to the [Undergraduate Calendar](#) or to the [Graduate 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, minor(s), concentration(s), 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 Programs.
4. Click on Catalogue Term 202330.
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)
14. Click on Minor in Visual Arts.

Bachelors Degrees

Arts

Business

Education

Engineering

Kinesiology & Health Studies

La Cite

Media, Art, and Performance

Nursing

Science

Bachelor of Medical Laboratory Science (BMLS)

Bachelor of Medical Radiation Technology (BMRT)

Bachelor of Science

Majors

Actuarial Science Major

Applied Mathematics and Statistics Major

Applied/Industrial Physics w/ Emphasis in Elec and Mod Physics

Biochemistry Major

Biology Major

Chemical Technology Major (Joint Program with Saskatchewan Polytechnic)

Chemistry Major

Computer Science Major

Standard Four-Year Program

Concentration (optional)

Co-op Option (optional)

Co-op Designation

What is the Catalogue Term?

The catalogue term is a set date or period of time that identifies which rules to follow. For example, a student admitted in the fall term may follow different program requirements than a student admitted in the winter term.

There are three terms every year at the university:

- Fall
- Winter
- Spring/Summer

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

- Fall 2023 = 202330
 - Year = 2023, Fall Term = 30
- Winter 2024 = 202410
 - Year = 2024, Winter Term = 10
- Spring/Summer 2024 = 202420
 - Year = 2024, 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 catalogue term is in UR Self Service. Check out our video on [how to find your catalogue 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 need to be completed before you can apply for graduation.

The audit will also contain exceptions made by your Faculty and provides 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:



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

- At the top of the audit you will find the details section. Here it lists your name, your program, your UGPA/CGPA, and other relevant information to your program, as well as the date and time that you ran your audit.

Name, Student (123456789)			
Student	Student Name (123456789)	Degree	Bachelor of Arts
Audit Name	201630, Bachelor of Arts, English Major, Aug 29, 2023	Major	English Major
Audit Date	29 Aug 2023, 10:47 am	UGPA/CGPA	83.72
Academic Goal	201630, Bachelor of Arts, English Major	Student Type	R
		Faculty	Faculty of Arts

- 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 the details section 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.

This is an unofficial audit. It has not been reviewed for accuracy and should be used for planning purposes only. This is not an Official Transcript. Official Transcripts can be requested through your UR Self Service account.
Flagged by: Unknown User

- 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 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. You can also select the **Back to Top** button to return to the top of the audit.

- ✗ Bachelor of Arts
- ✗ Arts Core Requirements
- ✗ Major in English
- ✓ Open Electives
- ⊖ Courses Not Applied To Program



Back to Top

- Beneath the notes, the audit will start to break down 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 [Catalogue term](#).*

✗ 1 Bachelor of Arts	COURSES	CREDITS	PGPA	
	27	90	86.92	⋮

- ✗ A minimum of 120 credit hours is required. Upon successful completion of current registration, you will require 30 more credit hours.
- ✓ A minimum UGPA of 60.00% is required for graduation. Your current UGPA is 84.15%.
- ✓ A minimum PGPA of 60.00% is required for graduation. Your current PGPA is 86.92%.
- ✓ A maximum of 48 credit hours may be in 100-level courses. 45 credit hours are applying to the program.
- ✓ A minimum of half of all programs, majors and minors must be taken at the University of Regina. 15 transfer credits are applying to the program.
- ✓ A maximum of 60 credit hours outside of Arts, MAP, and Science may apply toward this degree. 15 of these credits are applying to the program.

- 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.

Example of a **satisfied** requirement:

✓ 1.1.2 Communication and Literacy	COURSES	CREDITS	GPA	⬆
	1	3	78.00	
✓ 1 course and 3 credits required.				
— ENGL 100 - Critical Reading and Writing I	F/08	3	78	
Course Options ENGL 100 (show course titles)				

Example of a **pending satisfied** requirement:

◆ 1.2.3 ENGL 301 or 302	COURSES	CREDITS	GPA	⋮
	1	3	100.00	
✓ Students must complete ENGL 301 or 302.				
COURSE	TERM	CREDITS	GRADE	
— ENGL 301 - Shakespeare Comedies/Romances	F/18	3	100	



















Example of an **unsatisfied** requirement:

✗ 1.2.2 ENGL 221, 222, or 223	COURSES	CREDITS	GPA	⋮
	0	0		
✗ Students must complete ENGL 221, 222, or 223. You need 1 more of these courses.				
Course Options: ENGL 221, 222, 223 (show course titles)				

- Courses that cannot apply to the program will be collected at the bottom in [the Courses Not Applied to Program](#) 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:

Symbol	Meaning
	An unsatisfied item.
	A satisfied item.
	An optional unsatisfied item.
	An optional satisfied item.
	A requirement that will be complete based on current registration.
	An information item.
	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.
	A pinned course, meaning the course will not move unless manually moved by an advisor.
	A button to collapse a requirement. Click to use.
	A button to expand a requirement. Click to use.
	The presence of this button indicates that a course can be moved to this section. Click to use.
	The item is <i>planned</i> using the Planning Module, meaning the item has not been completed or registered in by the student.
	This button initiates a tour of the system. You can tour the home page, your audit(s), the Toolbar Area, and the Sidebar Area. Click to use.
	This button, called "The Cloud", will do a Single Student Import, meaning it will contact our student records system and update your record to have the most up to date information. Click to use.
	This is the notification button. Notifications regarding your audits will appear at certain events, however, the University is not currently using the notification system.
	The declared flag indicates the goal is what you have officially declared as the program you are seeking to complete.
	The official flag indicates the audit has been verified by your Faculty to be correct.
	The graduated flag indicates the audit has been verified for Graduation by your Faculty.

Font Colours and Superscripts	Meaning
Red Font	<ul style="list-style-type: none"> • 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 <i>Transfer Credit</i> , 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 <i>planned</i> to take the course.
Superscript ^T	Courses marked with the 'T' superscript indicate that the course is considered <i>Transfer Credit</i> , 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 <i>equivalent</i> to a course that is required in the requirement. Hover your mouse over the 'E' to see which course is the equivalent.
Superscript ^R	<ul style="list-style-type: none"> • Courses marked with the 'R' superscript indicate that the course is being <i>reused</i> 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 Program

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

🕒 Courses Not Applied To Program			
✓ Satisfactory Courses			
— ARTH 370 - Modern & Arts of East Asia	W/11	3	78
— CS 051 - CS Co-op Work Term #1	S/09	0	P
— CS 201 - Intro to Digital System	W/09	3	74
— CS 215 - Web Oriented Programming	W/10	3	72
— HIST 106 - Life & Death in Middle Ages	F/09	3	80
— HIST 256 - Modern Japan	W/11	3	80
— HIST 265 - Early Middle Ages 300-1100	F/11	3	80
— HIST 348 - Imperialism in Latin America	F/13	3	82
— HIST 370 - The European Reformations	W/15	3	76
— HIST 400 - Theories of History	F/12	3	77
— HIST 464 - Roman Social History	W/13	3	83
— HIST 466 - The Middle Ages in Film	F/14	3	76
— JAPN 102 - Introductory Japanese III	F/11	3	84
— MATH 221 - Proofs & Problem Solving	W/10	3	77
— SEP 119UO - Exch with York St John College	W/12	0	MC
— STAT 160 - Introductory Statistics	W/10	3	78
✗ Unsatisfactory Courses			
— ART 230 - Introduction to Drawing	W/11	0	W
— CS 320 - Intro Artificial Intelligence	F/10	0	W

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 Courses:** These courses are *unsatisfactory* in that they were not successfully 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. This means that the information you see in *Advisor* is up to date as of last night. For example, if you register for a class in the morning, it would not appear until the next day.





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 makes an exception to your audit. An example is when you are 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.

	COURSES	CREDITS	GPA	
✓ 1.1.8 Electives	6	18	61.00	
<p> Only 2 activity-based courses may apply.</p> <p>✓ Exactly 18 credits required.</p> <p> Exception: GEOL 102 has been forced here </p>				

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:

	COURSES	CREDITS	GPA	
✓ 1.1.8 Electives	6	18	61.00	
<p> Only 2 activity-based courses may apply.</p> <p>✓ Exactly 18 credits required.</p> <p> Exception: GEOL 102 has been forced here. By: On: Nov 22, 2017 1:53pm</p>				

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 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 unofficial. Otherwise, the audits can be flagged with any of the following:

- Official
 - Audits flagged with “Official” have been reviewed by your advisor, 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 register for, drop or withdraw, and complete more courses, your audit is considered unofficial until it is reviewed again

★ 201630, Bachelor of Arts, English Major, Bachelor of Arts (ARBA), Dec 17, 2018

Official Dec 17, 2018 11:21am

This audit has been verified by the proper Faculty, College, or Academic Unit. This is not an Official Transcript. Official Transcripts can be requested at the Registrar's Office.

- Graduated
 - Audits flagged with “Graduated” have been reviewed by your advisor, 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.

★ 201630, Bachelor of Arts, English Major, Bachelor of Arts (ARBA), Dec 17, 2018

Graduated Dec 17, 2018 11:23am

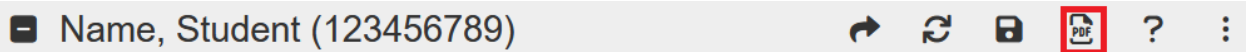
This is an official Graduation audit, approved for Graduation by the proper Faculty, College, or Academic Unit. This is not an Official Transcript. Official Transcripts can be requested at the Registrar's Office.

How to Save an Audit as a PDF

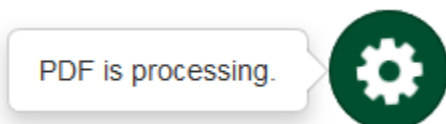
Audits can be converted to a PDF, allowing you to save the audit to your computer or print the audit for future reference (also refer to the [Audit History](#) for previously run audits).

To save the audit as a PDF:

1. Click on the PDF button in the details section at the top of the audit.



2. The system will create the PDF for you:



- Depending on your internet browser, you may receive a prompt to Open or Save the PDF, or the PDF may automatically download to your Downloads.

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**.

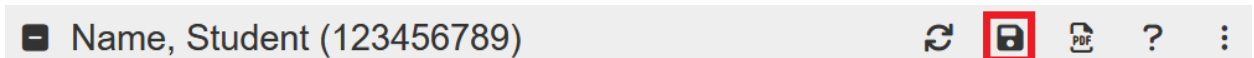


However, only your ten most recent audits of an academic goal will be saved. This means if you run 15 audits on your academic goal, then the first 5 audits you ran will no longer be available in your Audit History.

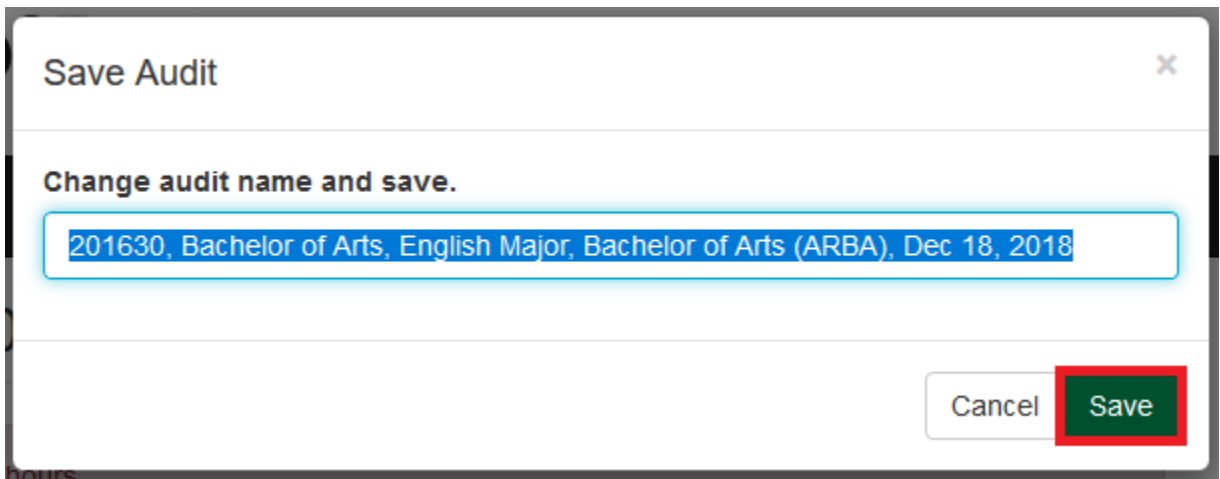
If there is an audit you do not want to lose as you run more audits, you can “save” it to *Advisor*. There are two ways to save an audit, from inside the audit or from in the audit history.

To save an audit in the audit view:

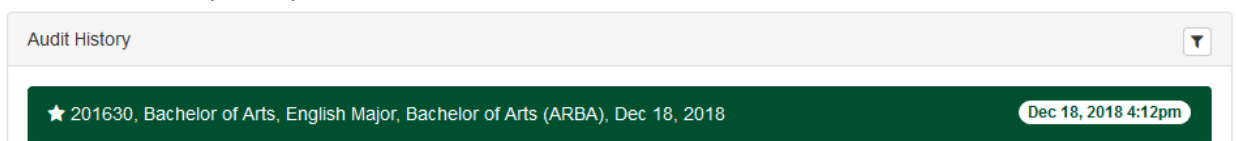
- Create an audit, if you have not already done so, by clicking the Create Audit button.
- Click the **Save** button in the Audit toolbar.



- Change the audit name or keep the default.
- Click **Save**.



- 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.



To save an audit in the audit history:

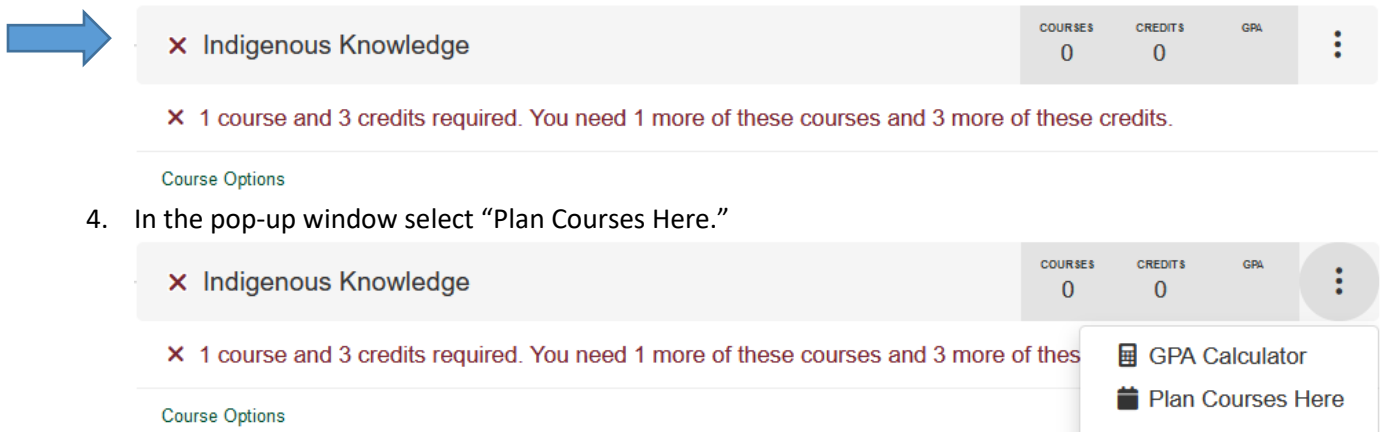
1. Click the **audit history** button to open your audit history.
2. Find the audit you wish to save and click on it.
3. Click the **save/rename** button on the bottom left corner of the screen.
4. Change the audit name or keep the default.
5. Click save.
6. The audit will appear in your audit history 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



✕ Indigenous Knowledge

COURSES	CREDITS	GPA
0	0	

✕ 1 course and 3 credits required. You need 1 more of these courses and 3 more of these credits.

Course Options

4. In the pop-up window select “Plan Courses Here.”

✕ Indigenous Knowledge

COURSES	CREDITS	GPA
0	0	

✕ 1 course and 3 credits required. You need 1 more of these courses and 3 more of these credits.

Course Options

GPA Calculator
Plan Courses Here

- a. You will see that your entire academic history is presented on the left side of the window, detailing every course you have taken to help you plan accordingly.

*NOTE: Using the **grid-view/list-view toggle** located to the right of the **+Update Max Year** button, you can choose to have your courses displayed in a linear list or a calendar-like grid.*

List view:

Planning - ENGL 221, 222, or 223

PDF + Update Max Year Grid View View Plan Details Legend

Winter

- ART 230	Introduction to Drawing	W 0
- ARTH 370	Modern & Arts of East Asia	78 3
- HIST 256	Modern Japan	80 3
- RLST 209	Japanese Religions	86 3
Term Total:		9

Fall

- HIST 255	Japan before 1868	92 3
- HIST 260	Earliest Civilizations	84 3
- HIST 265	Early Middle Ages 300-1100	80 3
- JAPN 102	Introductory Japanese III	84 3
Term Total:		12

2012

Winter

- SEP 119UO	Exch with York St John College	MC 0
Term Total:		0

Using plan **Default Plan** to complete goal **201630, Bachelor of Arts, English Major**

75%

Grid view:

Planning - ENGL 221, 222, or 223

PDF + Update Max Year List View View Plan Details Legend

	Winter	Spring & Summer	Fall																														
			Term Total: 15																														
2010	<table border="1"> <tr><td>- CS 215</td><td>Web Ori...</td><td>72 3</td></tr> <tr><td>- JAPN 100</td><td>Introducto...</td><td>87 3</td></tr> <tr><td>- MATH 221</td><td>Proofs & ...</td><td>77 3</td></tr> <tr><td>- STAT 160</td><td>Introducto...</td><td>78 3</td></tr> <tr><td colspan="2">Term Total:</td><td>12</td></tr> </table>	- CS 215	Web Ori...	72 3	- JAPN 100	Introducto...	87 3	- MATH 221	Proofs & ...	77 3	- STAT 160	Introducto...	78 3	Term Total:		12		<table border="1"> <tr><td>- ARTH 100</td><td>Introduction...</td><td>89 3</td></tr> <tr><td>- ARTH 270</td><td>Traditional ...</td><td>91 3</td></tr> <tr><td>- CS 320</td><td>Intro Artifici...</td><td>W 0</td></tr> <tr><td>- JAPN 101</td><td>Introductor...</td><td>88 3</td></tr> <tr><td colspan="2">Term Total:</td><td>9</td></tr> </table>	- ARTH 100	Introduction...	89 3	- ARTH 270	Traditional ...	91 3	- CS 320	Intro Artifici...	W 0	- JAPN 101	Introductor...	88 3	Term Total:		9
- CS 215	Web Ori...	72 3																															
- JAPN 100	Introducto...	87 3																															
- MATH 221	Proofs & ...	77 3																															
- STAT 160	Introducto...	78 3																															
Term Total:		12																															
- ARTH 100	Introduction...	89 3																															
- ARTH 270	Traditional ...	91 3																															
- CS 320	Intro Artifici...	W 0																															
- JAPN 101	Introductor...	88 3																															
Term Total:		9																															
2011	<table border="1"> <tr><td>- ART 230</td><td>Introduction...</td><td>W 0</td></tr> <tr><td>- ARTH 370</td><td>Modern & A...</td><td>78 3</td></tr> <tr><td>- HIST 256</td><td>Modern Jap...</td><td>80 3</td></tr> <tr><td>- RLST 209</td><td>Japanese ...</td><td>86 3</td></tr> <tr><td colspan="2">Term Total:</td><td>9</td></tr> </table>	- ART 230	Introduction...	W 0	- ARTH 370	Modern & A...	78 3	- HIST 256	Modern Jap...	80 3	- RLST 209	Japanese ...	86 3	Term Total:		9		<table border="1"> <tr><td>- HIST 255</td><td>Japan bef...</td><td>92 3</td></tr> <tr><td>- HIST 260</td><td>Earliest Ci...</td><td>84 3</td></tr> <tr><td>- HIST 265</td><td>Early Midd...</td><td>80 3</td></tr> <tr><td>- JAPN 102</td><td>Introductor...</td><td>84 3</td></tr> <tr><td colspan="2">Term Total:</td><td>12</td></tr> </table>	- HIST 255	Japan bef...	92 3	- HIST 260	Earliest Ci...	84 3	- HIST 265	Early Midd...	80 3	- JAPN 102	Introductor...	84 3	Term Total:		12
- ART 230	Introduction...	W 0																															
- ARTH 370	Modern & A...	78 3																															
- HIST 256	Modern Jap...	80 3																															
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Term Total:		12																															
2012	<table border="1"> <tr><td>- SEP 119UO</td><td>Exch wit...</td><td>MC 0</td></tr> <tr><td colspan="2">Term Total:</td><td>0</td></tr> </table>	- SEP 119UO	Exch wit...	MC 0	Term Total:		0		<table border="1"> <tr><td>- ENGL 304AO</td><td>Geor...</td><td>84 3</td></tr> <tr><td>- HIST 400</td><td>Theor...</td><td>77 3</td></tr> <tr><td>- HIST LV200</td><td>Histor...</td><td>T66 12</td></tr> <tr><td>- HIST LV300</td><td>Hist 3...</td><td>T64 3</td></tr> <tr><td colspan="2">Term Total:</td><td>21</td></tr> </table>	- ENGL 304AO	Geor...	84 3	- HIST 400	Theor...	77 3	- HIST LV200	Histor...	T66 12	- HIST LV300	Hist 3...	T64 3	Term Total:		21									
- SEP 119UO	Exch wit...	MC 0																															
Term Total:		0																															
- ENGL 304AO	Geor...	84 3																															
- HIST 400	Theor...	77 3																															
- HIST LV200	Histor...	T66 12																															
- HIST LV300	Hist 3...	T64 3																															
Term Total:		21																															

Using plan **Default Plan** to complete goal **201630, Bachelor of Arts, English Major**

75%

- On the right side of the pop-up planning box, find the course you wish to plan to take and click on it so that it is highlighted:

Plan a Course

Please note that planning a course does not constitute registration.

Search

ENGL 221, 222, or 223 ✕

←	ENGL	221	Poetry	(3)
←	ENGL	222	Fiction	(3)
←	ENGL	223	Drama	(3)

NOTE: By default 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.

- Click on the green arrow (←) beside course you wish to plan and options will appear for different terms when this course can be scheduled.

Indigenous Knowledge ✕

←	ENGL	214	Indigenous Canadian Lit.	(3)
← Add			unscheduled	W/24 3
← Add			unscheduled	S/24 3
← Add			unscheduled	F/24 3
← Add			unscheduled	W/25 3
← Add			unscheduled	S/25 3
← Add			unscheduled	F/25 3

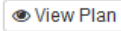
- Click the Add (← Add) button for the term that you want to plan the course for and it will be added to the left side of your screen.

📅

ENGL 214 Indigenous Car PC 3



Term Total: 3


2024

- The class will now appear as a part of your plan, which can be viewed by clicking the View Plan button ().

NOTE: viewing your plan opens your plan in a new tab.

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

 Indigenous Knowledge	COURSES 0	CREDITS 0	GPA	
--------------------------------------------------------------------------------------------------------	--------------	--------------	-----	-------------------------------------------------------------------------------------

 1 course and 3 credits required. You need 1 more of these courses and 3 more of these credits.

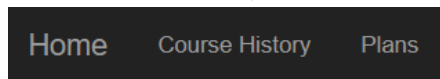
Planned Courses

COURSE	TERM	CREDITS	GRADE	
 ENGL 214 - Indigenous Canadian Lit.	W/24	3	PC	

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:

- On the home screen, click on **Plans**.



- Click on the **Add New Academic Plan** button. 












- A new window for you to add a name and description for the plan.

Academic Plan 

Name

Description

- Once you name and describe your plan, it will appear under your academic plans.

Academic Plans 						ADD NEW ACADEMIC PLAN		
								
<input type="checkbox"/>	Name 	Description 	Default	Approved	Workflow	Actions		
<input type="checkbox"/>	3 Courses Per Term	This plan details which courses I will take each term if I only take 3 courses each term.	no	—				
<input type="checkbox"/>	3 Courses Per Term	This plan details which courses I will take each term if I only take 3 courses each term.	no	—				

- To plan courses in your new plan, click the edit button ().

- In the menu, use the **Academic Plan** drop down menu to select your new plan.

Create Audit Settings... ✕

Audit Template

Default (Create Audit) ▼

Show outline numbering

Collapse satisfied requirements

Apply *Planned Course* courses

Apply *In Progress* courses

Apply *Registered For* courses

Apply *No Record* courses

Academic Plan


Default Plan ▼

Create Audit

- Click the Create Audit button.
- 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:

	Name ▲ 1	Description ◆	Default	Approved	Workflow	Actions
<input type="checkbox"/>	Default Plan		no	-		✎ ✕ ⋮

Use the Edit button  to edit the name and/or description.

Academic Plan ✕

Name

Renaming Plan

Description

Add a description.

Cancel
Save

Use the Delete button **X** to remove a plan.

Use the button **⋮** to do any of the following:

- Clone:
 - This will take the plan and clone it into a new plan.
- 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. The default plan cannot be deleted.
- Request Approval:
 - The plan approval is not functional at this time. Please contact your faculty advisor for approval of planned courses.

How to Use the GPA Calculator

The GPA Calculator can assist you in planning to achieve a certain GPA in three different ways.

1. 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.
2. You can specify how many courses of particular credits you intend to take and achieve a certain grade in, and the system will tell you what GPA you would end up with if you achieved those grades in those courses.
3. You can replace grades for courses you have already taken to see what your new average could be with a new grade in that course(s).

The GPA Calculator can be used 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.

 **X** 1 Bachelor of Arts

COURSES	CREDITS	GPA
27	90	86.54

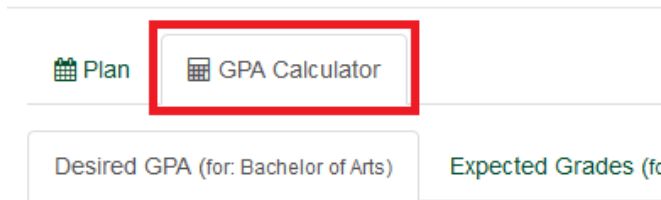


The total credits calculated may include successfully completed, in progress (IP), and registered (RE) courses.

X A minimum of 120 credit hours is required. Upon successful completion of current registration, you will require 30 more credit hours.

- In the pop-up window, make sure that the GPA Calculator tab is selected.

Bachelor of Arts



- 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 you 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.

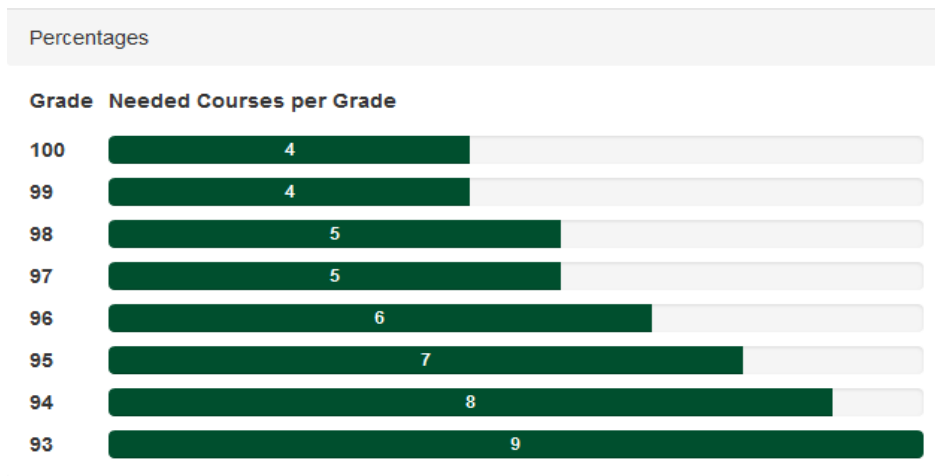
Example:

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:	<input type="text" value="90"/>	• Current Credits is set to 90 because that is how many credits they have completed for the program.
Current GPA:	<input type="text" value="86.54"/>	• Current GPA is set to their current GPA of 86.54%.
Additional Credits:	<input type="text" value="30"/>	• Additional Credits is set to 30 because that is how many credits are left for them to complete the program.
Course Credits:	<input type="text" value="3"/>	• Course Credits is set to 3 because that is how many credits are earned per course at the U of R.
Desired GPA:	<input type="text" value="88"/>	• 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 97-98% 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%.



- 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.

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.

Courses: Credits: Grade:

Courses: 1 Credits: 3 Grade: 87

Current GPA:

New Cumulative GPA:
86.55

Current Credits:

New Cumulative Credits:
93

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

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.

Courses: Credits: Grade:

Courses: 1	Credits: 3	Grade: 87	✖
Courses: 1	Credits: 3	Grade: 80	✖
Courses: 1	Credits: 3	Grade: 90	✖

Current GPA:

New Cumulative GPA:
86.46

Current Credits:

New Cumulative Credits:
99

- 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.

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

Field

Prefix = 'ENGL'

Prefix	2 [^] Number	3 [^] Suffix	4 [^] Title	Grade	Status	Credits	Year	Term	1 [^]
ENGL	100		Critical Reading and Writing I	78	Complete	3	2008	Fall	
ENGL	110		Critical Reading & Writing II	80	Complete	3	2009	Winter	
ENGL	304AO		George R.R. Martin	84	Complete	3	2012	Fall	
ENGL	211		Literature Survey I	81	Complete	3	2016	Fall	
ENGL	212		Literature Survey II	82	Complete	3	2017	Fall	

- You can add multiple types of search criteria, such as looking for 100 level ENGL courses.

Field

Prefix = 'ENGL'

Number like '1%'

Prefix	2 [^] Number	3 [^] Suffix	4 [^] Title	Grade	Status	Credits	Year	Term	1 [^]
ENGL	100		Critical Reading and Writing I	78	Complete	3	2008	Fall	
ENGL	110		Critical Reading & Writing II	80	Complete	3	2009	Winter	

- Below is a list of the logic operators and their function:

Operator	Function
=	Equal to
!=	Not equal to
<	Less than
>	Greater than
<=	Less than or equal to
>=	Greater than or equal to
Contains (% = wildcard)	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.
Not Contains (% = wildcard)	Similar to the Like function however only subjects that do not contain the entered subject code will be shown.
In List	Create a list of values, separated by commas, and all subjects containing a value from that list will be shown.

Non-numeric 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*.


Non-numeric Grade	Meaning
F	Failure
IP	In Progress
NP	Not Passed
NR	Not Yet Reported
RE	Registered For
W	Withdrew from Course


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.

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FAQ's

- Q: Why is the GPA column empty on certain completed classes/categories?
 - A: 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?
 - A: 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?
 - A: 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?
 - A: 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.
- Q: One of my courses isn't showing up where I think it should. Can I move my courses around?
 - A: While you cannot move your courses directly, the audit system may shuffle your courses each time an audit is created. You can click the re-run button () located at the top of the audit screen to rerun your audit. If this does not work, please contact your faculty advisor regarding the course.