

Academic Advisement Report (AAR)

The Primary Contact for AAR enquires and exception requests in Arts and Science is Crystal Pigeau, email clp7@queensu.ca

Karen Scanlan is the Degree Coordinator for Arts and Science and will handle queries and exception requests for Graduating Students. Email: karen.scanlan@queensu.ca.

The Academic Advisement Report is an assessment of Program/Plan Requirements as they are presented in the Arts and Science Academic Calendar. All relevant courses a student has taken (or IP) are compared to the Program/Career and Plan requirements. The end result is an audit that shows what the student has completed and still needs to complete in order to qualify for their degree.

To request an AAR using People Soft:

Academic Requirements – Student Advisement – Request an Advisement Report

- Click on "Add a New Value" tab
- Enter the Student Number beside ID:
- Using the Looking Glass select the type of report you wish to use. The choices are listed below. (see screen view below)
- ADV is the primary one we use.
- To assess a student against a program in which s/he is not registered use the PWHIF (What-if Advisement Report).
- When you have selected a type Click Add
- Click Process Request (this gets you the **HTML version** of the AAR)
- Click Expand All to see everything on the AAR with the exception of all of the courses used in the career/program (total units required) if there are more than 10. To see all of the courses in this section click on "view all" at the bottom of the list of courses.
- To look at a **PDF version** of the report go to the bottom of the AAR and click on "Return to Report Request"

Click on "View Report as PDF". The PDF version is structured in the same way as the regular AAR version. There is a Requirement Summary after the Disclaimer on this version and also a "course history" at the end of the PDF version which does not appear on the HTML version.

Look Up Report Type

User ID: ADL1
Academic Institution: QUNIV
Transcript Type: begins with
Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

<u>Transcript Type</u>	<u>Description</u>
ADV	Academic Advisement Report
ASC1	No Shopping Cart courses
BNSC	BNSC
ENR	No Message Found
NSCIP	No Shopping Cart or IP courses
NURA	NURA
PPLNR	Advisement Report for Planner
PWHIF	What-if Advisement Report

As Of Date 3000/01/01 – When requesting an AAR Always “Add a New Value” and hit “Process Request” (**Never Change the “as of Date” on this screen from: 3000/01/01**)

Student View (SOLUS): The version students see is the same as the HTML version that we see using the ADV report type. Students get to their advisement reports on SOLUS through the Student Centre under Academics – Academic Requirements. At designated times students can add courses to their shopping carts before actually registering the courses. This gives them the opportunity to see how courses will fill their program and plan requirements before they register in the courses. See also, **Shopping Cart Courses and Courses in the Planner** and **Student view (SOLUS) additional information.**

The requirements for the Plan as they are listed in the Academic Calendar and the Academic Advisement Reports are in the same order. The AAR is designed to follow the Academic Requirements as they are laid out in the Calendar.

To see how the Plan in the Calendar compares to the AAR we have links to the Arts and Science [Calendar description of the ECON-G-BA plan](#), as well as a copy of an [AAR](#) belonging to a student in that plan and also the [PDF](#) version of the same AAR.

The following information is set up in the same order as an HTML AAR that has no additional warnings/issues. Following this are; descriptions of other warnings and messages that may appear on an AAR, information about exceptions, instructions on how to run batch reports and other information pertaining to AARs that may be useful.

At the top of the AAR is the student's name and student number followed by the

Disclaimer:

The Academic Advisement Report is an advising tool to assist students in planning their academic progress at Queen's University. We caution students that this report may not be entirely accurate, and it is the student's responsibility to contact the home Faculty or School Academic Advisor to ensure that the requirements are being met. The final authority for Degree information is the Faculty Calendar (<http://www.queensu.ca/learn/academiccalendars/>).

Important Note: Students who are enrolled in dual degree programs should be aware the Academic Advisement Report may not be accurate. Students in dual degree programs should contact their home Faculty or School Academic Advisor regarding degree requirements.

Requirement Status (on **PDF version** only) appears after the Disclaimer

The Undergraduate **Career** will show as "satisfied" if all of the requirements in the program and plan have been met.

The **program** will show as "satisfied" if a student has completed the correct number of units and has a satisfactory cumulative GPA.

The **plan** will show as "satisfied" if all of the plan requirements, including GPA, are met.

Note - False "Not Satisfied": If a student has "**courses not used in the total units required**" the undergraduate career and program will show as "not satisfied" even if a student has met all of the requirements to make them eligible for their degree. For more information about this and an AAR example please see "courses not used in the total units required" under **Other messages that may appear on an AAR** (below).

Status: (on **HTML version** only) under the "expand all" button is a band containing the meaning of each of the status symbols. The status symbols appear beside the Grade Column within each of the requirements.



Taken



In

Progress



Planned

Type: instead of a status column the **PDF version** has a type column which shows the course status with two letter codes. **EN** represents Enrollment which is a graded course, **TR** represents a transferred course, **IP** represents a course that is in progress, **SC** represents a course that is in the Shopping Cart, **WH** represents a course on a What-If Advisement Report.

Program: Total number of units required for a degree. This section of the AAR looks only for the total number of units necessary to qualify for the degree and does not look for plan requirements. The total number of units required for our degree programs are:

Bachelor of Arts (Honours) – [BAH]	120 units
Bachelor of Arts – [BA]	90 units
Bachelor of Computing – [BCMP]	90 units
Bachelor of Computing (Honours) – [BCMPH]	120 units
Bachelor of Fine Art – [BFA]	90 units
Bachelor of Fine Art (Honours) – [BFAH]	120 units
Bachelor of Music – [BMUS]	129 units
Bachelor of Physical and Health Education (Honours) – [BPHEH]	90 units
Bachelor of Physical and Health Education– [BPHE]	120 units
Bachelor of Science (Honours) – [BSCH]	120 units
Bachelor of Science – [BSC]	90 units

WARNING: Cumulative GPA too low: follows the section above if the cumulative GPA is too low (< 1.6 for general degrees and < 1.9 for Honours degrees)

Degree with Distinction: follows the section above if the cumulative GPA is = > 3.5 which is **one** of the criteria to qualify for a Degree with Distinction.

Cumulative GPA includes all graded courses taken at Queen's in the Undergraduate Career (this includes failed courses and courses taken in all other Faculties/Schools at Queen's). This GPA does not include transferred courses, Pass/Fail courses and courses with non-evaluative grades (CR, IN, GD). For Repeated/Equivalent courses the course with the highest grade is included and the lower grade is excluded. Here is an example of a student with a [cumulative GPA that is too low](#). This student has completed all of the courses required for the degree, but has been deemed not satisfied in the Career and Program because of the GPA. In order to see the student's actual cumulative GPA you need to look at the bottom of the student's [transcript](#) or the Term History component in PeopleSoft (PS) which is under Registration and Enrollment – Student Term Information – Term History. For more information and an example of an AAR for a student with a Degree with Distinction message please see **Degree with Distinction** under **Other messages that may appear on an AAR**.

Plan: The courses needed to satisfy the requirements for a particular area of study (a major, minor, medial, general or specialization). It's what used to be referred to as concentration. Elective courses are not included in the plan.

There are three types of Requirements that may be included in a plan. On the AAR and in the Calendar the Plan is structured as follows:

- 1. Core Courses:** These are the courses specifically required in a plan.
- 2. Option Courses:** These are the requirements in a plan that allow for choice from a list of courses. The amount of choice varies according to the Plan.
- 3. Supporting Courses:** These courses complement the core and option courses. Some Plans have required supporting courses (e.g. 12.0 units of Algebra and Calculus in PHYS-M-BSH); others do not. **Double Counting Supporting Courses in a Major and Minor Plan:** Supporting courses are the only Plan courses that may be shared. That is, a student registered in a Major Plan and Minor Plan may use a course in both Plans if it is a supporting course in at least one of the two. For example, if a Core/Option course in a Major Plan is a Supporting course in a Minor Plan it can be used in both. E.g. CHEM-M-BSH with a BIOL-Z-3. CHEM 112B will go to 1.A of the CHEM Plan as well as 3.A in the BIOL Plan. See this [student example](#).

Plan requirements are structured to ensure that students will complete a minimum number of units within the Core and Option courses as specified here:

Major – 60.0

General/Minor – 30.0

Medial – 42.0 in each of the two medial plans

Specialization – 84.0 to 111.0

Supporting courses are over-and-above the minimum requirements listed above.

- 4. Additional Requirements:** These are requirements that have to be met in order to satisfy the plan requirements, but are not specific to any one requirement. (e.g. 3.0 units from 2. Option Courses must be from PSYC_Labs in BIPS-P-BSH.) There are seven different requirements that fall under Option Courses for this plan and the Lab requirement may turn up in any of a number of those requirements. Many Plans do not have Additional Requirements. In some cases Additional Requirements are coded to show up on the AAR only if the

requirement is not satisfied. See more about Additional Requirements under **Warnings** (below)

5. **Substitutions:** This requirement is listed in the Calendar description of the Plan and does not appear on the AAR. Substitutions may be courses that are always accepted to replace the course specified for a requirement. For example, NURS 323 is always accepted as a substitution for KNPE 251 in PHED-P-BPH. However, in other instances substitutions listed in this requirement must receive departmental approval before they will be accepted. For example, MATH 126/6.0 may be substituted for MATH 121/6.0 or MATH 122/6.0 or MATH 120/6.0 with prior approval of the Chair of Undergraduate Studies in the Department of Biology in the BIOL-P-BSH plan. Where possible, substitutions are coded to be picked up automatically within the Core, Option and Supporting course requirements. Many plans do not have Substitution courses. Any substitutions that require departmental approval must be entered manually as an individual student exception.

6. **Notes:** This is the final Plan requirement and is included in the Calendar, but not on the AAR. The Notes contain additional information deemed appropriate by the department. E.g. Students wishing to continue to graduate studies in chemistry should consider as electives at least 6.0 further units in chemistry at the 300 and 400 level (including 300-level and 400-level BCHM offerings and PHYS 424/3.0 in CHEM –M-BSH. Another example is Minors are not required to take 300- or 400- level courses in DRAM-G-BA.

Total Unit and GPA check for Plan: The GPA for Plan includes all of the courses associated with the plan which are the Core Courses, Option Courses, Supporting Courses and Subplan courses. For Plans that do not include Supporting Courses or a Sub-Plan the Total Unit Count and GPA Check is at the beginning of the Plan requirements. However, for Plans that do include a SubPlan (applies only to LISC and COCA) or Supporting Courses the Total Unit Count and GPA Check will follow the Plan requirements. When this information appears at the end of the plan the courses used in the calculation are listed.

Other Messages and Warnings that may appear on an AAR (listed in the order they appear):

Exclusion Warnings: show up on the AAR above the program as a warning indicating that the student has completed two (or more) courses that are exclusions and only one may count in their degree program and plan. **The AAR does not automatically delete one or the other of the two courses from the program/plan.** This must be done

manually. We have repeat indicators which we can apply manually for exclusions that will display on the transcript. Therefore, when you see an exclusion warning on a student's record you may send an email to let us know about the excluded courses and to tell us which course to count and which to exclude. If there is no preference we will keep the one with the higher grade. Once the repeat indicators have been entered the warning will disappear from the AAR.

The grades for excluded courses are both used in the cumulative GPA. Here is an example of an AAR with [Warning of Exclusion courses](#) (repeat codes have not yet been entered). Here is an example of a student who had a warning like the one above before we added the repeat codes. Therefore, the AAR now uses only one of the two courses and you will see the [repeat codes on the transcript](#).

If there are circumstances that make it appropriate to allow a student to use two courses that are identified as exclusions we can make an exception to waive the warning which will include a note in the background (not on AAR) indicating the reason the two courses were allowed to count in this instance.

Course Maximum Limits: A warning appears when a student has exceeded the maximum number of units permitted in a subject area or in transfer courses. For example, students may use a maximum of 6.0 units from other faculties/Schools at Queen's. If they go over this limit a warning appears indicating they have too many courses from outside ASC and it lists the courses. When brought to the attention of the ASC office courses over-and-above the 6.0 units allowed will be bumped out of the total units (and plan if necessary) the Arts and Science program by individual exception. Then another individual exception will be made to waive the warning. There is an exception to this rule for students who have transferred to ASC from Queen's or another university with transferrable courses from other faculties/schools and for Dual Degree Students.

Course Minimum Requirements: When a student has not met a minimum requirement it will be flagged in the AAR with either a warning or a status of "not satisfied". Some examples are a student registered in a BSC program who does not have 48 units from ASC Math and Science or a student with a GPA lower than the specified minimum or a student who has not yet reached the total number of units required.

Degree with Distinction: This message will appear as "**satisfied**" on a student's AAR after the Total Units Required section (and after the Courses not used in the total units requirement if applicable) if the cumulative GPA is 3.5 or higher. It is a message to indicate that a student has met **one of the criteria** for Degree with Distinction (cum. GPA) and lists the other criteria that must also be met. It appears as:

You may have met the requirements for a degree with Distinction. You must have a Cumulative GPA of at least 3.50, as well as a Plan GPA of at least 3.50, with no failures, incompletes (IN), deferred grades (GD), or repeats on your academic record to be eligible for a degree with Distinction.

Departments/Faculty Office Staff must manually check to ensure that the remaining criteria indicated above have been met. This AAR contains the message about [Degree with Distinction](#).

Courses not used in the Total Units Required: This section was added at the request of departments who wanted to see all of the courses on a student's record, not just those used in the total units required, in order to assist them when advising students about their plan requirements. This section follows the Program - **Total number of units required** - section for students who have completed more courses than the number required for their program. The "extra" courses completed (or IP) that are not listed under **Total Units Required** will be listed here. Sometimes these extra courses are courses that do not apply to the Arts and Science program (such as B.Ed. courses) and sometimes the student has taken more than the minimum number of courses required for his/her degree. This section as with the one above is not checking for plan requirements and therefore, may or may not include courses that are used in the Plan requirements that follow. You cannot assume that a course in this category has not been used to fill a plan requirement. Likewise, you cannot assume that if there are no plan courses in this section that there is not a plan course available to replace a course currently filling a plan requirement. You must look at the **Total Units Required** section in conjunction with this one. *The messaging with this section is not good. If a student has courses for this category the status shows as "not satisfied". Since we can't have it removed or changed we added a note to indicate that this status **should be ignored**. This is not actually a requirement at all and therefore, cannot be satisfied or not satisfied, it is simply additional information. If every other requirement on a student's AAR shows as satisfied and all of the courses are completed ones (no IP) then the student is eligible to graduate. Here is an example of an AAR (PDF version) for a student who will qualify for a degree on completion of her current registration, but the requirement status is showing a [false not satisfied](#) for the reason noted above. Following is an example of a student who is not satisfied in career/program/plan. This student has "courses not used in the total number required", however, in this case the student is ["not satisfied" for a legitimate reason](#) as well.*

Bachelor of Science-Program (needs 48 Math & Science units): This warning shows up after the "Total Units Required" section and before the Plan requirements section if a student who is registered in a three-year Bachelor of Science program has not yet completed (or registered in) 48 units of Math and Science courses which is the minimum required in order to qualify for a degree in a Bachelor of Science program.

This is an example of an AAR with a [warning indicating fewer than 48 units from Math & Science](#).

Requirement 4 “Additional Requirements” in many cases is like a warning in that it alerts us to the fact that a requirement is “not satisfied” For example, in the 11-12 Calendar the DRAM medial and major has an “additional requirement” indicating 6.0 units in the plan must be at the 400-level. Since none of the Option Requirements (2.) specifically require a 400-level course it is possible that all of Requirement 2. can show as satisfied without 6.0 units at the 400-level. In this case Requirement 4. Is coded to show as “not satisfied” if nowhere on the record are there 6.0 units at the 400-level that are accepted in the DRAM plan. If there are 6.0 units at the 400-level in a DRAM eligible course(s) the requirement will either show as “satisfied” or will not appear on the AAR at all depending on how the plan has been coded. Here is a report that shows [Requirement 4 “satisfied”](#). It is a long report because the student is in a Concurrent Education program in addition to RELS-M-BAH-HIST-Y-1. Requirement 4 is near the bottom of the 4th page.

More About Courses

Course Ranking

In the **program** section (**total units required**) of the AAR HTML version courses are listed in alphabetical order taking completed courses over IP courses. This keeps all courses with the same 4-letter code together. In the PDF version these courses appear in the order they were taken (chronologically) with oldest at the top down to most recent at the bottom.

If there are **courses not being used in the total units required** they will be in alpha order on the AAR HTML version. With the exception of IP courses, you should expect them to be the courses on a student’s record that come alphabetically after the courses used in the requirement above. In the PDF version courses in this section are ones completed more recently than those in the total units required section.

Courses fill the **Plan** in sequential order by Requirement and are based on highest grade when there is more than one acceptable course. This is why the Plan requirements need to be organized so that the ones with the least amount of choice come before the ones with more choice where there is overlap. For example: 6.0 units in xxxx at the 400-level needs to come before 6.0 units in xxxx at the 200-level and above. Otherwise, based on the grade a 400-level course might go to the requirement that can take lower level courses and leave the 400-level requirement not satisfied. If there are two courses on a student’s record that can complete a requirement the one with the higher grade will be chosen.

Repeated/Equivalent courses - Unlike exclusion courses repeated/equivalent courses are handled by the AAR automatically. Only one of the two courses will be permitted in the program and plan. Both courses will be on the transcript identified with repeat indicators. The course with the highest grade is used and the course with the lower grade is excluded from both the total unit count and the GPA. If you find any instance where the lower grade for a repeated course is being included in the GPA please let us know.

Transfer Courses – courses transferred from other educational institutions appear on an AAR as TR. These courses are included in the total unit count, but not in the GPA.

LOP – courses completed on a Letter of Permission: A student who achieves less than C in a course at Queen’s may repeat it at another university by obtaining an LOP. When the course is transferred to their Queen’s record the repeat checking system will exclude the grade for the course taken at Queen’s from the cumulative GPA in the same way it does when the repeated/equivalent courses are both taken at Queen’s.

Courses Accepted from Other Faculties and Schools at Queen’s – When a student transfers from another Faculty or School at Queen’s University, Undergraduate Admission updates the AAR so that only courses accepted in an Arts and Science program show up under “Total Units Required”. They also adjust the units where appropriate. For example, courses that are worth 4.5 units in Engineering are worth 3.0 units in Arts and Science. After this process has been completed Undergraduate Admission sends the student names to the Arts and Science Office where we make similar necessary changes to the Plan. Note: Courses that appear under “Courses Not Used in the Total Units Required Section” will include courses taken that we do not accept in Arts and Science since it shows all courses on a student’s record that are not included in the “Total Units Required” section.

Dual Degrees - Are two degrees being completed concurrently that allow for some overlap between the two programs. One degree is from another Faculty or School at Queen’s and is considered to be the primary program. The second degree is an Arts and Science Program. The AAR does not assess the Arts and Science portion of a Dual Degree Program. Therefore, the Arts and Science program and plan must be manually assessed. Crystal Pigeau is the contact person in Arts and Science for questions concerning Dual Degrees. Her email is: clp7@queensu.ca.

Exceptions - In order to ensure that the AARs used by departments, Faculty Office and students are as accurate as possible it is important that we enter all exceptions approved for individual students. Any modification to a student’s existing requirements

(Plan/SubPlan) requires the request, approval and creation of a student exception. This exception will be reflected on the Advisement Report used by departments, the Faculty Office and the student.

When requesting an exception please provide the following information to clp7@queensu.ca (or karen.scanlan@queensu.ca if the student is receiving a degree at the upcoming graduation)

1. Student name;
2. Student number;
3. Student program and plan (e.g., LISC-P-BSH);
4. The relevant requirement (e.g., 1E);
5. The exception. (e.g., Allow ANAT 316/3.0 to be used in place of ANAT 216/3.0 in 1E);
6. Brief rationale for the exception;
7. A note indicating that the student is expected to graduate at the upcoming convocation where this is the case.

Note:

- Exceptions cannot be made for a course that has not yet been added to a student's record. The request needs to come to us after a student has added the course.
- Whenever possible exceptions should be made using courses that are already complete/passed. If an exception is made using an IP course and the student fails the course, the requirement will show as satisfied using the failed course because we specifically directed it to the requirement line.
- Please ensure that an exception is necessary before making the request. For example, don't request an exception to allow a course not specified as acceptable in a requirement if the student is going to be taking a course that will be automatically accepted.
- A specific course number should be supplied as part of the exception. The request to substitute any course at, for instance, the 200 level may lead to the use of an incorrect or inappropriate choice by the Faculty Office.
- If you find you are making the same exceptions repeatedly you might consider looking at the requirement to decide if a change is warranted that will reduce the number of exceptions that need to be made.
- Sometimes exceptions are required to direct a course to a requirement where it is already an approved course if the course is accepted in more than one requirement and has gone to the wrong one.

Course Splitting – We have set Requirements in 2. Option Courses (except for ENGL plans) to allow for course splitting. This means that should a requirement need 3 further units to be satisfied and a 6 unit courses is available it can split the course and use only 3 units. The remaining 3 units are free to be used elsewhere.

Overfilling - On occasion a requirement will overfill. This happens if the last course used to fill a requirement has more units than are required and those additional units cannot be used elsewhere in the plan. Until they are removed the extra units are included in the total unit count for plan making it appear as though the student requires fewer units than s/he actually needs. If you see an overfilled requirement please inform us so that we may remove the extra course units from the plans total unit count.

What-If Advisement Report – If a student is considering changing to a program/plan other than the one in which they are currently registered select this report type to input the information for the new program and run a report to see which of the Program and Plan requirements the student has and has not yet completed. This is a temporary report which will not affect the student’s current plan in any way.

Request an AAR report as indicated at the beginning of this document and select transcript type **PWHIF**. When you click **Add** it will bring you to the screen below where you need to click the box **“Use Career Simulation”** and then click on **“View/Change the Career Simulation**.

ID/Name		
Academic Institution	QUNIV	Queen's University
Report Type	PWHIF	What-if Advisement Report
Date Processed		Report Status Pending
*Report Date	<input type="text" value="2013/03/19"/>	*As of Date <input type="text" value="3000/01/01"/>
*Report Identifier	<input type="text" value="ADMIN"/>	Administrative Request

Actions

▼What-If Information

Use Career Simulation [View/Change the Career Simulation](#)
[Add a What-If Course](#)

At the Create [What-If Scenario Screen](#) click on **Copy** in order for the student’s information to fill in blanks on the new screen. The student’s current Plan will automatically be displayed. In the Plan What-If Data area replace the Academic Plan with the Plan you want to see. If you want to look at a Major/Minor plan put the Major

plan information in eg., POLS-M-BAH, then click on the + in the upper right corner of the Plan What-If-Data box. This will give you another line where you fill in the Minor information. Make sure to put the same Requirement Term here as for the Major plan. Add the Minor e.g., GNDS-Y-1. Then click on **OK**. This will take you back to the previous screen where you click on **Process Request** (under Actions) which will produce the AAR for the Plan - POLS-M-BAH-GNDS-Y-1.

Note that the Sub-Plan area is for LISC-P-BSH and COCA-P-BAH which are the only two Plans with sub-plans (formerly referred to as options).

GPA information

Cumulative GPA and Plan GPA

The Cumulative GPA is based on all the courses a student took in the Undergraduate Career at Queen's, it:

- includes failures
- does not include transferred courses, Pass/Fail courses and courses with no grade (CR, IN, GD, NG).
- does not include the lower grade of a repeated course (including any repeated equivalents)
- does include both grades in the case of excluded courses.

GPA too low

A student in a 3 year Plan needs a minimum Cum GPA of 1.6 in order to graduate.

A student in a 4 year Plan needs a minimum Cum GPA of 1.9 in order to graduate.

If their GPA falls below the required minimum a warning message will appear.

“WARNING: Cumulative GPA too low
Minimum Cumulative GPA of 1.9 required.”

Distinction

Students who obtain a Cum GPA equal to or higher than 3.5 may be eligible to graduate with Distinction.

This message will appear if the student's Cumulative GPA is equal to or above 3.5.

"You may have met the requirements for a degree with Distinction. You must have a Cumulative GPA of at least 3.50, as well as a Plan GPA of at least 3.50, with no failures, incompletes (IN), deferred grades (GD), or repeats on your academic record to be eligible for a degree with Distinction."

Departments/Faculty Office Staff must manually check to ensure that the other criteria have also been met.

Plan

A student in a 3 year Plan also needs a minimum GPA of 1.6 for the courses that are used to meet the requirements of the Plan.

A student in a 4 year Plan also needs a minimum GPA of 1.9 for the courses that are used to meet the requirements of the Plan.

The GPA check and the check for Total Units Required in the Plan are at the beginning of the Plan when there are no Supporting courses or a Sub Plan.

Plans that have Supporting courses and/or SubPlans have the Total Unit and GPA checks following the plan requirements

Transfer courses are left out of the GPA calculation.

Repeat Rules

The Faculty of Arts and Science uses the "Undergraduate Best Grade" repeat rule. For repeated courses and their equivalents the highest grade only will be included in the Cumulative and Plan GPA.

At the end of each term a repeat checking batch process is run to find repeated/equivalent courses and assign repeat codes to identify courses to be included and those to be excluded from the program/plan and GPA.

Student view (SOLUS) additional information – The AAR on SOLUS normally matches the ADV type AAR. However, we have encountered situations where **the Student view does not match the Faculty/Staff view**. We have found that the discrepancy may be caused by:

- Staff/Faculty looking at a type ASC1 AAR
- The student looking at "My Planner" instead of "Academic Requirements".

- A problem with the cache. The AAR is updated/correct on SOLUS after a student has emptied their cache. If they don't know how to clear the cache they can bring up the AAR using a different browser which will also fix the problem if it is a caching issue.
- A Faculty/Staff member has pulled up an older version of the AAR before the student requested it in SOLUS. Students will see whatever version was last viewed by a Faculty/Staff member. This should not happen often because the OUR is purging the old reports regularly.

Planner – on SOLUS students can plan for/choose courses they would like to take in current and future years using the Planner. This report will also use courses the student has in their shopping cart. Students may add and remove courses in their planner at any time; whereas they only have access to the shopping cart at designated times. The planner courses will also appear on the What-IF report (PWHIF) in both the student view and the faculty/staff view and are not purged by the OUR (shopping cart courses are purged each term after the last date to add a course).

Planned courses are represented with a blue star ★ on the html version and **PL** on the PDF version of My Planner in SOLUS and on the PWHIF report.

“This report is for Planning purposes only. “ For a student to get a current picture of how the courses they have **taken and enrolled in** will be used to meet their academic requirements they should run a fresh main report (Academic Requirements) with the shopping cart courses they do not intend on enrolling in removed. Students should keep their shopping carts “clean”.

Running Batch Reports – Batch reports can be run to produce AARs for students who have applied to graduate. An excel spreadsheet indicating the students who have applied to graduate is sent to departments before Spring and Fall Convocation. The information from this spreadsheet may be used to create a .txt file to run a batch report.

- To begin create a .txt file to run batch reports (selection tool = external file).
- To create a text file copy the student numbers from the excel spreadsheet.
- Paste the student numbers into notepad and save.

Make sure your .txt contains only student numbers line after line (no header row etc.). The student numbers must be 8 digits. Remember to include the “0” or “1” at the beginning.

The report generated will be one big .pdf file and students will be reported in the order you copied them into your text file.

Therefore, if you want them sorted A-Z, sort the name in excel first and then copy and paste them in the .txt file.

There is a page break between each student's report so, you will never see one student's report end and another's begin on the same page.
For testing/training purposes run a couple of jobs through using only a few student numbers.

You will find [detailed instructions for running batch reports](#) here.

[Click here for Glossary of Terms.](#)