# UM Achieve Student help

April 6, 2022

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## How do I read a degree audit?

The key to reading the degree audit is to scan for ✅, ❌ and 🔵 on the left side of the audit.

**Major: Psychology - Categories**
**Select one course from four of five categories**

| | | |
|---|---|---|
| EARNED: | 3 COURSES | |
| NEEDS: | 1 COURSE | |

✔ 1) Personality

| W 16 PSYC 2490 | 3.0 A+ | Abnormal Psychology |
|---|---|---|

SELECT FROM:   PSYC 2410  PSYC 2420  PSYC 2530

❌ 2) Developmental

SELECT FROM:   PSYC 2290

✔ 3) Learning

| S 16 PSYC 2440 | 3.0 A+ | Behaviour Modification Principles |
|---|---|---|

SELECT FROM:   PSYC 2470

IP:   🔵 4) Cognitive

| S 16 PSYC 2480 | 3.0 IP | Cognitive Processes |
|---|---|---|

❌ 5) Biological

SELECT FROM:   PSYC 2360

Most requirements will have sub-requirements associated with them. A ✅ beside a sub-requirement is complete. Requirements that will be completed if you successfully finish in-progress coursework will have a 🔵. Incomplete requirements will have ❌. There is a "Legend" at the end of each degree audit that explains symbols that are used on the audit. Your degree is not completed if you have any ❌ symbols.

## I have questions regarding the transfer credit that is appearing on my audit?

Transfer credit will display on your audit with the name of the institution that issued the course/grade. Any questions that you may have regarding your transfer credit should be addressed with an Academic Advisor in your Faculty.

# How do I read the charts?

The audit offers a bar graph that allows you to quickly view your progress towards some of your graduation requirements.

Some requirements are broken down into sections. (For example, major or minor) so you can see the progress you have made in each individual section.

The green colour indicates the requirements you have already met. The blue colour is the courses that are currently in progress and the salmon indicates the requirements that still need to be met.

If you hover over each bar, it will tell you how many credits are completed, in progress, and still needed in each section. The bar graph on the right-hand side may show the gpa for a section's completed courses.
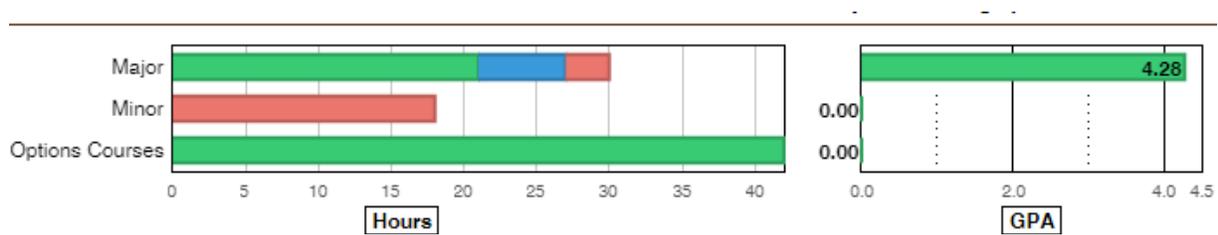


The pie graph displays Minimum Credits for Graduation. Please note that a completely green pie chart does NOT mean that you have completed all requirements for graduation.

All requirements within the audit need a ✅ next to them. In addition, you should contact an Academic Advisor in your faculty to ensure you have no outstanding requirements. To view your overall GPA (Program GPA) based on the credits contributing to the minimum needed to graduate, you need to look at the bar graph located beside the pie graph. By hovering over the bar graph, your actual Program GPA will appear.
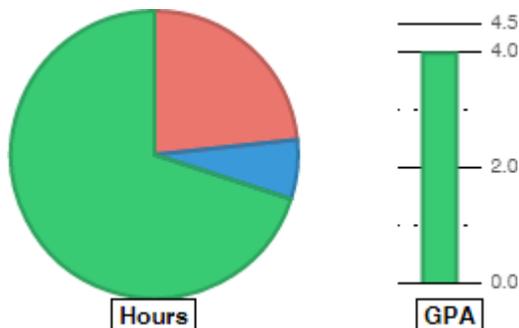
You should note that this GPA will not necessarily match your Aurora GPA. The Program GPA calculated in UM Achieve is based solely on the courses used in the audit; while the Aurora Degree GPA is based on all courses that can be applied to your degree.

For example, if your major requires 10 courses, the UM Achieve Program GPA would be based on the 10 courses only even if you have taken 12 courses. The Aurora Degree GPA would be based on all 12 courses.

## I thought I'd finished a specific requirement or sub-requirement / I think there is an error in my audit. How do I check on this?

If you feel that UM Achieve is not correctly analyzing certain requirements on your degree audit, or if you feel that there is an error, you should consult an academic advisor in your faculty/college /school.

## When I try to run a degree audit, I get an error message that tells me the "No degree program found matching". What does this mean?

Error during u.achieve audit report: BQ01S: No degree program found matching: INST( IDQ [UM] ID [UOFM ] CD [ ]) DPROG [06H-098G ] CATLYT [201590]

You will get this message because of the following reason(s):

- the degree audit has not been built yet
- non-degree students do not have degree audits
- your catalog term does not match with what is built in UM Achieve

  To obtain information on your course history, you may access your "Academic Transcript" in Aurora or visit an Academic Advisor.

## I don't understand the abbreviations for the terms.

W 15
F 08

W 15 means Winter Term 2015 or January to April 2015.
F 08 means Fall Term 2008 or September to December 2008.

S 09

S 09 is Summer 2009.
All summer terms use the 'S' with the year they occurred.

## What is an exception?

An exception reflects any changes, such as waivers or substitutions, applied to your academic program by an Academic Advisor in your Faculty.

## I am thinking about changing majors, can I get a degree audit that shows how my courses will fit into the new major?

Yes, UM Achieve gives you the opportunity to see how courses that you have taken could apply to different requirements in a different degree program. This is called a "What-if" audit.

If you are thinking of changing your program, major, minor, or concentration, the 'what-if' audit can be very beneficial for you. It will help you see how your audit will change once you switch. This is a useful tool in determining where your previous courses would count in the new degree to see if you are on the right track towards graduation.

For example, if you are currently enrolled in a Bachelor of Arts with a major in Psychology and you were thinking of changing your major to History, you can run a 'what-if' audit. This will allow you to see how your current credits would fit into a Bachelor of Arts with a major in History.

How to run and view a 'What-if' audit:

1. Go to umanitoba.ca, select Current Students and select the UM Achieve button.
2. On the 'Request an Audit' page, click 'Select a Different Program'.
3. Select a degree from the pull down. Use the same degree if you are considering a concentration or minor. Or a different degree is you are considering of a new direction from your current degree.
4. Select a catalog term - you will want to choose the catalog term for the next occurring Fall term (for example, September 2017 - whether you are selecting in December 2016 or June 2017.)

| I'm running a What-if Audit on…. | Use the following Catalog Year |
|---|---|
| Changing to a new program/degree | The year you plan to enter the program |
| Changing my major | The year you plan to begin the major |
| Adding/changing a second major, minor or concentration | Your original Catalog Year that displays in UM Achieve |

5. Choose the program elements you would like to change. Please note that some degrees require a minor or concentration. You must select one before you can click 'Run Different Program.

## If I have a current degree audit, do I still need to see my advisor?

The degree audit does not eliminate the need for advising. It is always advised that students meet with an advisor about their degree audit and degree requirements if there are any questions or concerns. Meeting with an advisor on a yearly basis is a good practice to make sure you are on track to graduate with your declared degree program.