



**University** | **Registrar's Office**  
of Manitoba

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## **UM Achieve Advisor Help**

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## Advisor/Staff Help

### **DISCLAIMER (Bottom of Audit):**

**DISCLAIMER:** This is not an official university document. UM Achieve is an advising tool only. The degree audits run in UM Achieve do not guarantee that students have satisfied the requirements for graduation. Students planning to apply for graduation should visit an Academic Advisor in their faculty to ensure they have completed all requirements. UM Achieve GPA will not necessarily match the Aurora GPA. The UM Achieve GPA is based solely on the courses used in the audit.

In the event of a discrepancy between UM Achieve and the Academic Calendar, the Academic Calendar shall prevail.

### **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
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**SELECT FROM:** [PSYC 2410](#) [PSYC 2420](#) [PSYC 2530](#)

 2) Developmental

**SELECT FROM:** [PSYC 2290](#)

 3) Learning

S 16 PSYC 2440	3.0 A+
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**SELECT FROM:** [PSYC 2470](#)

IP:  4) Cognitive

S 16 PSYC 2480	3.0 IP	Cognitive Processes
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 5) Biological

**SELECT FROM:** [PSYC 2360](#)

A **requirement** is a bolded heading. This could include additional information/instructions for the student.

A **sub-requirement(s)** is numbered sections that include course lists associated with the degree requirements of a program.

Most requirements will have sub-requirements associated with them:

- A  beside a sub-requirement shows that the coursework in that list is completed.
- Requirements that will be completed if you successfully completed with a passing grade 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 anywhere in the audit.

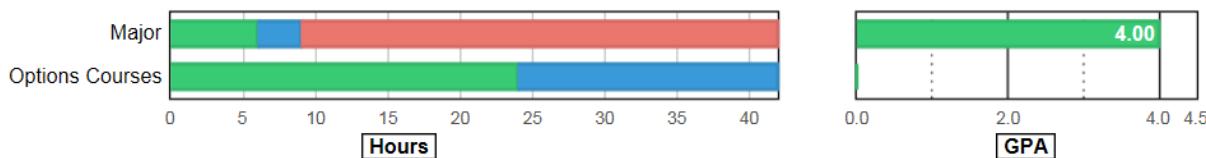
### How do I read the charts?

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.

- **Green** colour indicates the requirements you have already met.
- **Blue** colour is the courses that are currently in progress
- **Salmon** colour indicates the requirements that still need to be met.

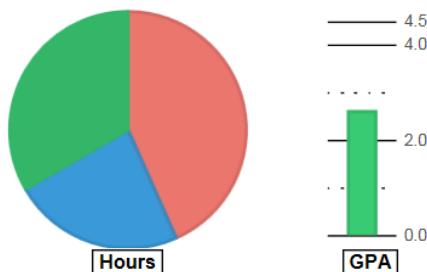
If you hover over each bar, it will tell you how many credits are completed, in progress, and still needed in each section. The bar graph on the right-hand side may show the GPA for a section's completed courses depending on the degree and the faculty.



The pie graph displays **Minimum Credits for Graduation**.

**\*IMPORTANT NOTE:** A completed green pie chart does NOT mean that you have completed all requirements for graduation. Ensure you check all the sections of the audit\*

All requirements within the audit need a next to them. To view 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.



**NOTE:** The GPA in UM Achieve will not necessarily match the 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. How do I check on this?**

The degree audit does not eliminate the need for advising. Rather, the degree audit serves to enhance advising and encourage student contact with an advisor for further academic and career counselling.

**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-If Audits**

What-if audits provide the student or advisor an opportunity to run hypothetical audits. It will take all the courses completed by the student and run an audit. For example, if a student is in a General BA Arts program and would like to know what requirements they would need and have completed in a Advanced BA Arts program.

**What do I do if there's an error in the audit?**

If you think there is an error in the audit, please contact the encoding team to review and resolve the issue.

**When I try to run a degree an audit I get an error message that tells me "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):

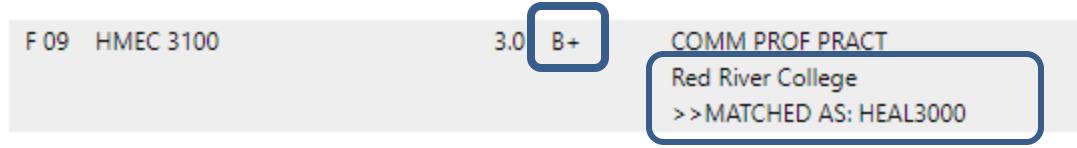
- The degree audit has not been built yet
- Non-degree students do not have degree audits
- Your catalog term does not match with what is built in UM Achieve

To obtain information on course history, you may access the "Academic Transcript" in Aurora.

## Transfer Credits

Transfer credit will display on your audit with the name of the institution that issued the course/grade.

Example:



3.0 HOURS ADDED

F 09 HMEC 3100 3.0 B+

NEEDS: 6.0 HOURS

SELECT FROM: [HNSC 2000](#) OR [PSYC 2250](#) [HEAL 2600](#)

## How does repeated courses work?

A course that has been repeated can be identified by a letter grade and 0.00 credit hours. Repeated courses will always fall into the Excess Courses section at the bottom of the audit.

## Why do spanned courses appear twice in the audit?

Spanned courses enter a student's course history as being taken in the term for which the student has completed Part A. In the example, of a 6 credit hour spanned course, Part A will carry 6.00 credit hours whereas Part B will have 0.00 credit hours.

## Where are legacy courses displayed in the audit?

Legacy courses automatically fall into the Excess Courses section. They can be identified by a term 'R' (ex. R89 for Regular session 1989) as well as short title displaying in all capitals and using the numerical system for the subject.

Legacy courses will not flow into any requirements unless an exception is entered into UM Achieve.

## What does it mean when a course says, "MATCHED AS: XXXX XXXX" on the audit?

The "MATCHED AS" notation is used when a course is an equivalent and may be used in lieu of the required course in graduation requirements. Mutually exclusive courses will not be "Matched As" because they are not equivalent courses.

If you believe a mutually exclusive course is displaying incorrectly as "Matched As" or is not matching when it should, please contact the encoding team.

## Excess Courses

Excess courses are available at the bottom of the audit. This section will list courses that are not being used in the degree requirements.

There are two sections:

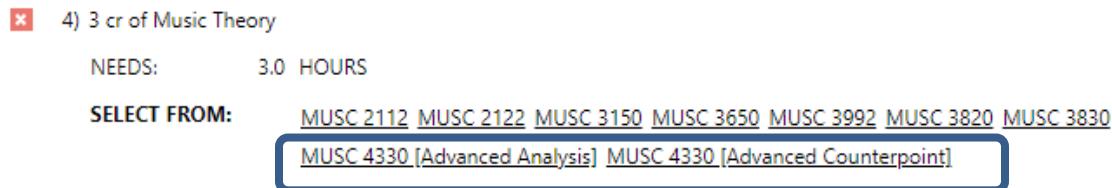
- VW's, AW, AU, D and F's courses
- Transfer courses

At times, students will ask questions about their excess courses. For example, there may be a course in excess that they feel should fall into their audit. Please review this request from the student and if you are unsure, please contact the encoding team at [um.achieve@umanitoba.ca](mailto:um.achieve@umanitoba.ca) for assistance.

## Topics Courses

Topics courses will appear in the audit with the course title/number and title.

For example:



At times, a topics course will not automatically come into an audit. In these cases, please contact the encoding team by e-mail at [um.achieve@umanitoba.ca](mailto:um.achieve@umanitoba.ca) to discuss this further. An encoding change may be required or an exception request form.

## What is an exception?

An exception reflects any changes in an academic program. Such as waivers or substitutions. Most exceptions require faculty approval such as Faculty Council, Student Standing Committee or any other governing body that makes decisions for student academic programs within the faculty unit.

## Why doesn't the Banner INB GPA match the GPA in UM Achieve?

In some cases, you may see a GPA in UM Achieve that does not coincide with the Banner GPA for the same student. This is because the UM Achieve GPA is a 'Program GPA'. It uses only the courses that are selected for the requirements in the audit. This means that GPA may differ from Banner/Aurora when a student has courses applied in SHADEGR that exceed what is used in UM Achieve.

## Where are Voluntary and Authorized Withdrawals, and Audit (VW (AW or AU) courses?

These courses will always fall into the Excess Courses section at the bottom of the audit.

**If a student has a current degree audit, should they contact an advisor?**

The degree audit does not eliminate the need for advising. Rather, the degree audit serves to enhance advising and encourage student contact with an advisor for further academic counselling.

**Can we add a URL link in the audit?**

It is a possibility to have a link added to an audit. First step would be to discuss this change with a lead advisor in your unit or your student services coordinator/supervisor. This decision needs a consensus before it is brought to the attention of the encoding team. Once a faculty unit decision is made, please e-mail [um.achieve@umanitoba.ca](mailto:um.achieve@umanitoba.ca) to begin the process.