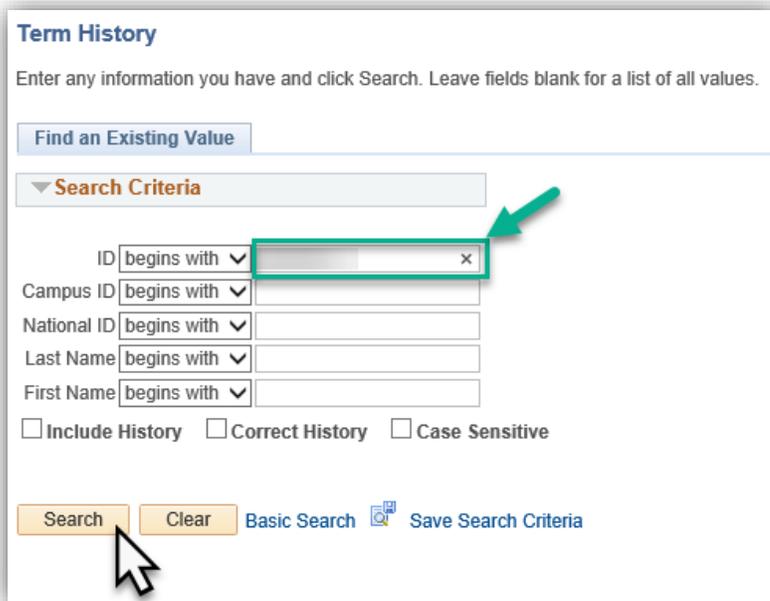


PeopleSoft automatically keeps track of a number of statistics for each student, both term by term and on a cumulative basis. These statistics are maintained separately for each career within the system.

One of the totals tracked is number of courses a student has completed and, for the Undergraduate Career, this total is generally used to automatically determine the students 'level' (year of program).

The first time a student registers in further courses, after completing a degree at U of C, these cumulative statistics are re-set to 0 and the system starts over, tracking the courses the student takes from that point on. However, when a student moves from one program to another within the Undergraduate group, the statistics are not automatically reset. Therefore when the student enters either the Faculty of Law or Veterinary Medicine from a U of C undergraduate program before graduation, these statistics must be reset manually in the term for which they were admitted so the student starts with a new total.

1. Click the **Records and Enrollment** link.
[Records and Enrollment](#)
2. Click the **Student Term Information** link.
[Student Term Information](#)
3. Click the **Term History** link.
[Term History](#)
4. Enter the student ID number and press Search or Enter. Click the **Search** button.



Term History

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID begins with

Campus ID begins with

National ID begins with

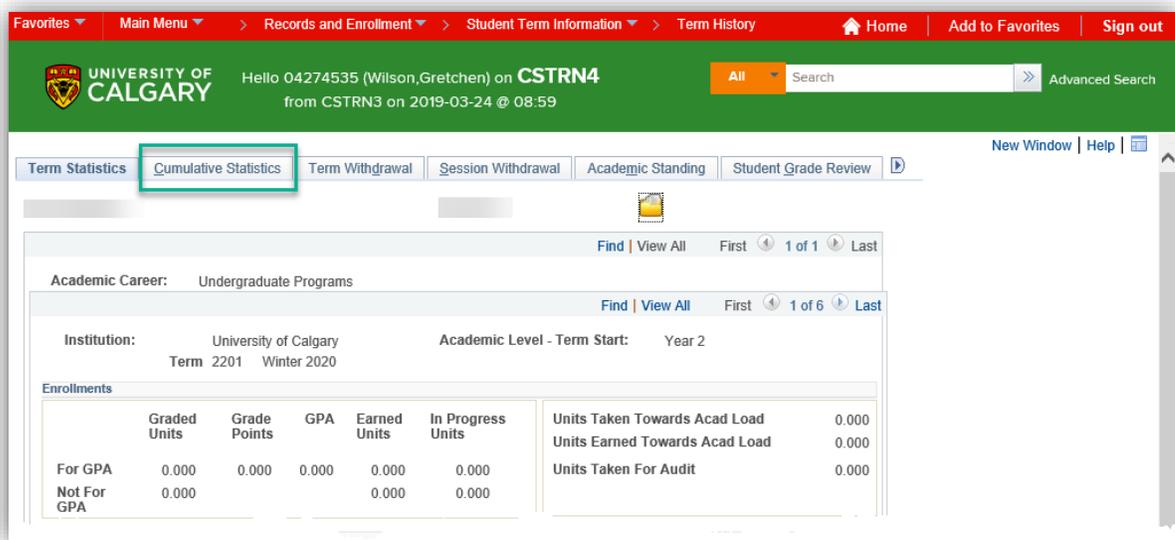
Last Name begins with

First Name begins with

Include History Correct History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

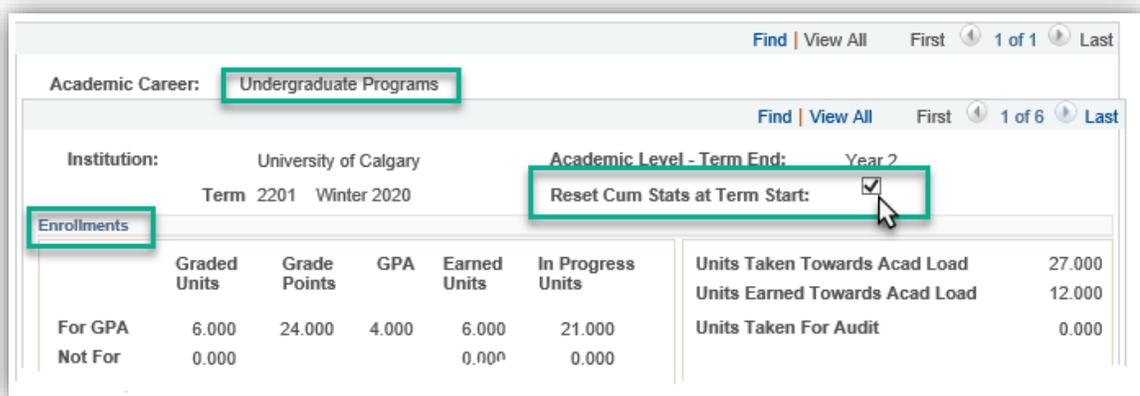
5. The Term History displays for the student. The cumulative stats can be reset from the Cumulative Statistics tab. Click the **Cumulative Statistics** tab.



The screenshot shows the University of Calgary student portal. The top navigation bar includes 'Favorites', 'Main Menu', 'Records and Enrollment', 'Student Term Information', and 'Term History'. The user is logged in as 'CSTRN4' (Wilson, Gretchen) on '2019-03-24 @ 08:59'. The 'Cumulative Statistics' tab is highlighted with a green box. Below the navigation, there are sections for 'Academic Career: Undergraduate Programs', 'Institution: University of Calgary', and 'Academic Level - Term Start: Year 2'. The 'Enrollments' table shows the following data:

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Units Taken Towards Acad Load	
For GPA	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Not For GPA	0.000			0.000	0.000	0.000	

6. The Cumulative Statistics tab displays the accumulated stats for this student. The first time a student registers in further courses, after completing a degree at U of C, these cumulative statistics are re-set to 0 and the system starts over, tracking the courses the student takes from that point on. However, when a student moves from one program to another within the undergraduate group, the statistics are not automatically reset. Therefore when the student enters either the Faculty of Law or Veterinary Medicine from a U of C undergraduate program before graduation, these statistics must be reset manually in the term for which they were admitted so the student starts with a new total. Click the **Reset Cum Stats at Term Start** option.



The screenshot shows the same student portal as above, but with the 'Reset Cum Stats at Term Start' checkbox checked. The 'Enrollments' table now shows the following data:

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Units Taken Towards Acad Load	
For GPA	6.000	24.000	4.000	6.000	21.000	27.000	12.000
Not For	0.000			0.000	0.000	0.000	

7. Click the **Save** button. After pressing Save, note the values are all equal to zero (0.000) thus resetting the cumulative statistics.



Term Statistics	Cumulative Statistics	Term Withdrawal	Session Withdrawal	Academic Standing	Student Grade Review		
Find View All First 1 of 1 Last							
Academic Career: Undergraduate Programs							
Find View All First 1 of 6 Last							
Institution: University of Calgary		Academic Level - Term End: Year 1					
Term 2201 Winter 2020		Reset Cum Stats at Term Start: <input checked="" type="checkbox"/>					
Enrollments							
	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Units Taken Towards Acad Load	0.000
						Units Earned Towards Acad Load	0.000
For GPA	0.000	0.000	0.000	0.000	0.000	Units Taken For Audit	0.000
Not For GPA	0.000			0.000	0.000		
Transfer Credit							
	Graded Units	Grade Points	GPA	Earned Units		Graded Transfer Units GPA / No GPA	0.000
						For Units Only	0.000
For GPA	0.000	0.000	0.000	0.000		Units Adjustment	0.000
Not For GPA	0.000			0.000		>>> Total Adjusted Transferred Units	0.000
Combined (Enrollment + Transfer Credit Units)							
	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Combined Earned Units GPA / No GPA	0.000
						Transfer Credit For Units Only	0.000
For GPA	0.000	0.000	0.000	0.000	0.000	Transfer Credit Units Adjustment	0.000
Not For GPA	0.000			0.000	0.000	>>> Total Cumulative Units	0.000
Save Return to Search Notify Update/Display Include History Correct History							

Consult the Student Administration training website for the corresponding online learning.

End of Procedure.