UNIVERSITY OF CALGARY

Use the GPA Calculator for admission and review of a student's academic standing. The following steps will outline how to use the GPA Calculator.

1. Click the **Academic Advisement** link.

   ▸ Academic Advisement

2. Click the **Academic Advising Summary** link.
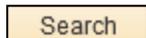
   Academic Advising Summary

3. Enter the student ID number or any search criteria. Click the **Look up Maxi Term** button.

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4. A list of Maxi Terms will display. Enter the desired term, scroll down or **use Look up** to enter the term. Click the applicable **Maxi Term** (e.g. 2135 Fall 2013).
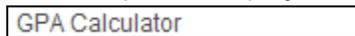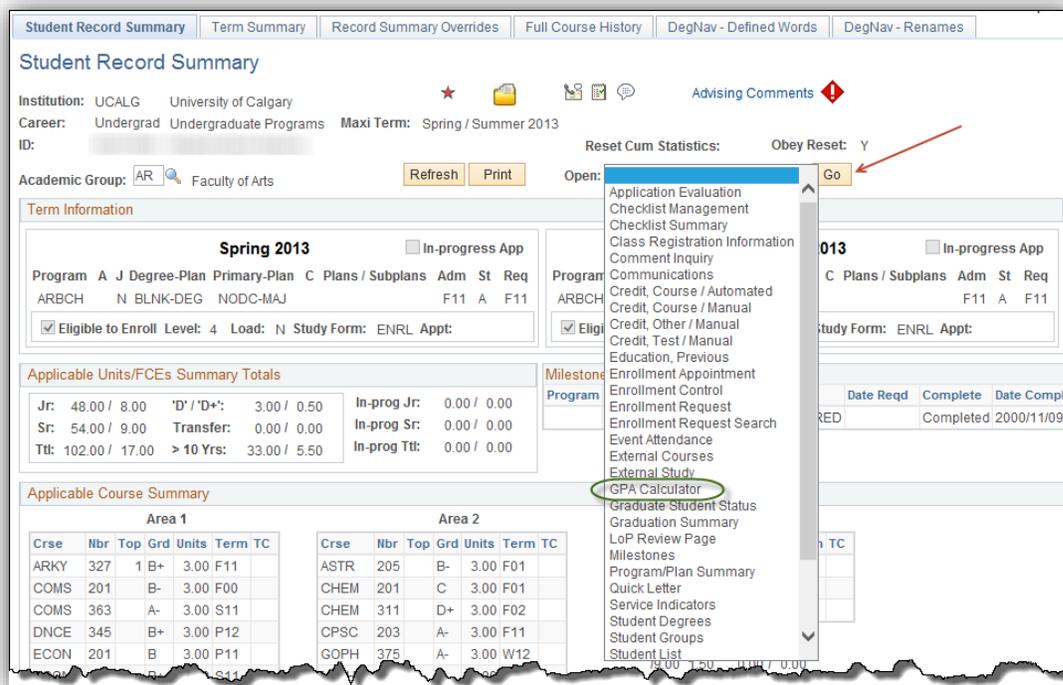
5. Click the **Search** button.

   Search

6. The Student Record Summary displays. Click on the drop down list for a list of options. Click the **Open** list.

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7. Several options display including GPA Calculator. Click the **GPA Calculator** list item.

   GPA Calculator

8. After selecting GPA Calculator you must press Go to transfer to the new window. Click the **Go** button.

   Go

9. The GPA Calculator opens in a new window. The default **Stdnt Rec** displays. The other GPA Calc Types, Admissions, may include other courses (e.g. high school courses, rejected transfer credit) that

would be used by admissions staff to evaluate a potential student's application. When using the Admissions GPA only use the credits you need. If you switch from one type to another, click **Fetch/Reset Classes** to re-load the courses and credits. Click the **Unlock** button.


10. When you click Unlock it allows you to recalculate the GPA according to specific parameters. You may now select courses from the classes grid or by specifying criteria. Click the **Course** option to deselect the checkbox beside the course indicating you do not want it to count toward the GPA.

    ☑ Selected ☐ Deselected

11. Click the **Recalculate GPA** button.

12. If you wish to calculate GPA based on specific criteria, remember to click Unlock and make applicable selection criteria. Click the **Unlock** button.
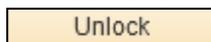
13. The GPA maybe calculated based on several criteria options. Click the **Extra to Degree** option.

14. Include items may also be used. **Note** that Include Transfer Only affects what results will be generated when selecting other options. If you select the last 30 units and the Include Transfer Only option you will get the last 30 units of transfer credit (not just the transfer credit with the last 30 units). Click the **Select Classes** button.
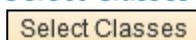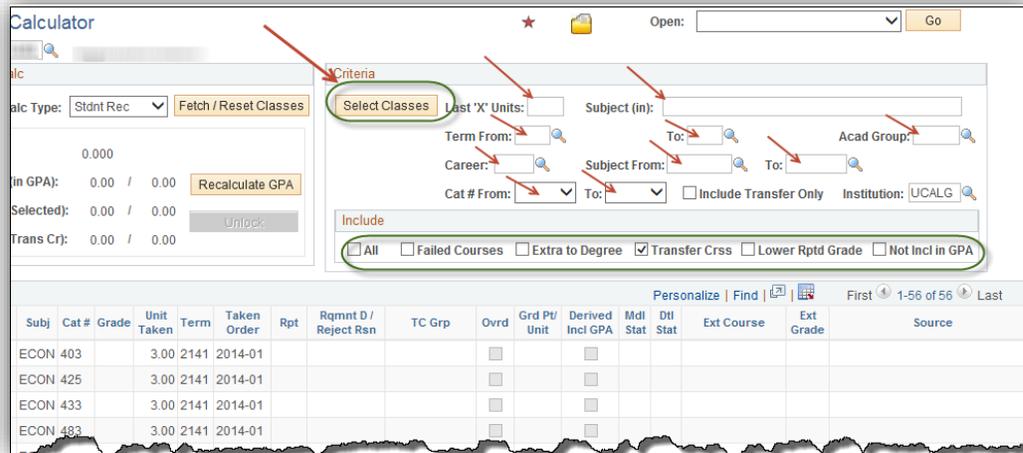
15. A new GPA will be displayed based on the criteria selected. There will be a checkmark beside all courses included in the new GPA. Ensure the GPA displays all desired courses. If it does not, click Unlock, select the courses desired for the GPA and Recalculate GPA.

16. To display the default GPA, click Fetch/Reset Classes and then Select Classes **without** selecting any criteria. Click the **Fetch / Reset Classes** button.

    Fetch / Reset Classes
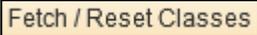
17. If you only wish to count part of a course grade toward GPA you may temporarily override the number of units. To make this temporary change click Unlock. Click the **Unlock** button.

    Unlock

18. Click the checkbox for the course in question. Click the **Ovrd** option.

19. Click the **Unit Taken** link (e.g. 3.00)

20. Enter the temporary change to the weight of the course in question (e.g. 1.50). Click the **Recalculate GPA** button.

    Recalculate GPA
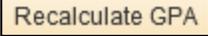
21. To display the default GPA again and restore the courses original weight click the **Fetch/Reset Classes** and Select Classes without selecting any criteria. The original GPA should now be displayed. Click the **Fetch / Reset Classes** button. The original default will be displayed.

    Fetch / Reset Classes

    End of Procedure.

    For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.