

The Academic Advising Summary displays courses that are automatically grouped into Faculty-defined areas to assist in the advising process. The following is how to move courses from one advisement area to another.

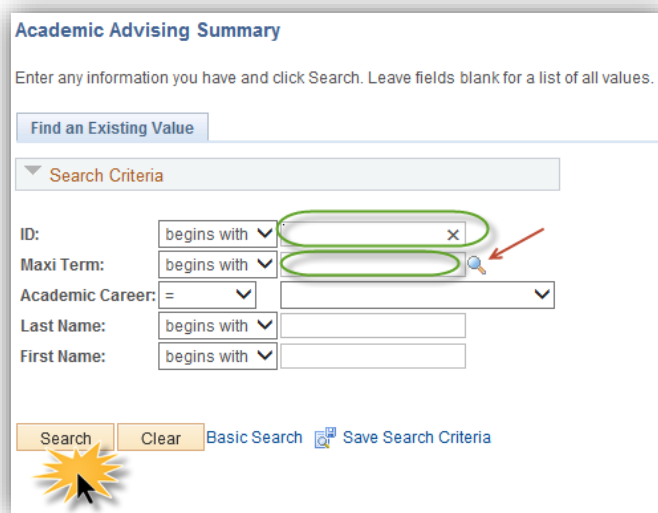
1. Click the [Academic Advisement](#) link.

[▶ Academic Advisement](#)

2. Click the [Academic Advising Summary](#) link.

[Academic Advising Summary](#)

3. Enter the ID number and select the Maxi Term press Search or Enter. Click the [Search](#) button.



4. If a Maxi Term is not selected a grid may display. For example, select Fall 2014/Winter 2015 for the Maxi Term. Click the [Fall 2014 / Winter 2015](#) link.



| ID | Maxi Term | Academic Career | Description | Name | Gender | Date of Birth | Last Name | First Name |
|------|-----------|-----------------|-------------------------|------|--------|---------------|-----------|------------|
| 2151 | | Undergrad | Fall 2014 / Winter 2015 | | M | 06/30/1991 | | |
| 2145 | | Undergrad | Spring / Summer 2014 | | M | 06/30/1991 | | |
| 2141 | | Undergrad | Fall 2013 / Winter 2014 | | M | 06/30/1991 | | |
| 2135 | | Undergrad | Spring / Summer 2013 | | M | 06/30/1991 | | |
| 2131 | | Undergrad | Fall 2012/Winter 2013 | | M | 06/30/1991 | | |

5. The Student Record Summary displays the Faculty-defined areas. Scroll down to view the entire areas in the Applicable Course Summary.

Record Summary Overrides

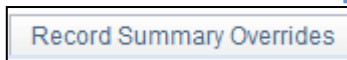
SA – Academic Advising



6. There are three areas displayed. For this example, we will move AMAT 311 from Area 2 to Area 3.

| Area 1 | | | | | | | Area 2 | | | | | | | Area 3 | | | | | | | |
|--------|-----|-----|-----|-------|------|----|--------|-----|-----|-----|-------|------|----|--------|-----|-----|-----|-------|------|----|--|
| Crse | Nbr | Top | Grd | Units | Term | TC | Crse | Nbr | Top | Grd | Units | Term | TC | Crse | Nbr | Top | Grd | Units | Term | TC | |
| ECON | 201 | | A+ | 3.00 | F08 | | AMAT | 311 | | A | 3.00 | F13 | | | | | | | | | |
| ECON | 203 | | A | 3.00 | W09 | | AMAT | 413 | | | 3.00 | P14 | | | | | | | | | |
| ECON | 301 | | A+ | 3.00 | F09 | | AMAT | 425 | | | 3.00 | W14 | | | | | | | | | |
| ECON | 303 | | A | 3.00 | F09 | | MATH | 211 | | A+ | 3.00 | F08 | | | | | | | | | |
| ECON | 311 | | A+ | 3.00 | F09 | | MATH | 251 | | A+ | 3.00 | W09 | | | | | | | | | |
| ECON | 341 | | A+ | 3.00 | W10 | | MATH | 253 | | A+ | 3.00 | F09 | | | | | | | | | |
| ECON | 345 | | A | 3.00 | W13 | | MATH | 311 | | A | 3.00 | W10 | | | | | | | | | |
| ECON | 357 | | A | 3.00 | W10 | | MATH | 321 | | A+ | 3.00 | F13 | | | | | | | | | |
| ECON | 359 | | A | 3.00 | W10 | | MATH | 349 | | A+ | 3.00 | P13 | | | | | | | | | |

7. Click the **Record Summary Overrides** tab.



8. Find the desired course in Course Details. Click the **Override** option.



9. A drop-down menu will appear beside the course in the Advisement Area column. Select the new area you wish to move the course to (e.g. Area 3). These areas may be numbered or named as defined by the Faculty. Click the **Advisement Area** list.

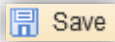


| Override | Area | Course | Nbr | Top ID | Grade | Units | Term | Taken Order | TC | TC Grp | Articulation Term | Source Term | Earn Credit | Include in GPA | Add Dt | Repeat Code | Designation | C ID |
|-------------------------------------|-----------|--------|-----|--------|-------|-------|----------|-------------|----|--------|-------------------|-------------|-------------|----------------|------------|-------------|-------------|------|
| <input checked="" type="checkbox"/> | Area 1 | AMAT | 311 | LEC 01 | A | 3.00 | 2137 F13 | 2013-09 | | | | | Y | Y | 2013/06/19 | | | 10 |
| <input type="checkbox"/> | Area 2 | AMAT | 413 | LEC 01 | | 3.00 | 2143 P14 | 2014-05 | | | | | Y | Y | 2014/03/14 | | | 10 |
| <input type="checkbox"/> | Ungrouped | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Area 3 | AMAT | 425 | LEC 01 | | 3.00 | 2144 W14 | 2014-01 | | | | | Y | Y | 2013/12/20 | | | |

10. **Note:** If you wish to remove this override in the future, you **must** remove the checkmark from the Override checkbox. Selecting the blank option from the drop-down menu will not remove the override. Click the **Area 3** list item.



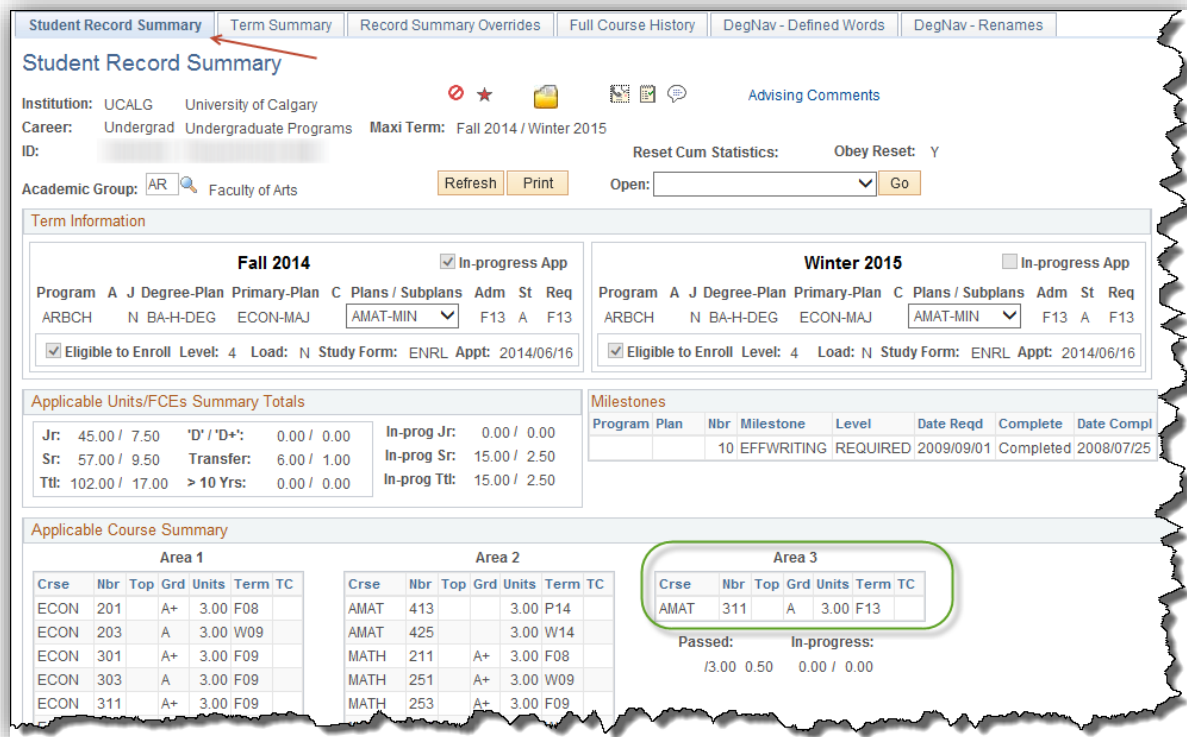
11. After changing the Advisement Area, save the change. Click the **Save** button.



12. To view the updated change, return to Student Record Summary. Click the **Student Record Summary** tab.



13. The change will not be displayed until this page is refreshed. Press F5 to refresh or use the breadcrumbs to repeat the navigation. The course will be displayed in the new area (e.g. AMAT 311).



Student Record Summary | Term Summary | Record Summary Overrides | Full Course History | DegNav - Defined Words | DegNav - Renames

Student Record Summary

Institution: UCALG University of Calgary
 Career: Undergrad Undergraduate Programs **Maxi Term:** Fall 2014 / Winter 2015
 ID: [Redacted] **Reset Cum Statistics:** **Obey Reset:** Y

Academic Group: AR Faculty of Arts **Refresh** **Print** **Open:** [Dropdown] **Go**

Term Information

Fall 2014 In-progress App
 Program A J Degree-Plan Primary-Plan C Plans / Subplans Adm St Req
 ARBCH N BA-H-DEG ECON-MAJ **AMAT-MIN** F13 A F13
 Eligible to Enroll Level: 4 Load: N Study Form: ENRL Appt: 2014/06/16

Winter 2015 In-progress App
 Program A J Degree-Plan Primary-Plan C Plans / Subplans Adm St Req
 ARBCH N BA-H-DEG ECON-MAJ **AMAT-MIN** F13 A F13
 Eligible to Enroll Level: 4 Load: N Study Form: ENRL Appt: 2014/06/16

Applicable Units/FCEs Summary Totals

| | | | | | |
|-----|----------------|-------------|-------------|-------------|--------------|
| Jr: | 45.00 / 7.50 | 'D' / 'D+': | 0.00 / 0.00 | In-prog Jr: | 0.00 / 0.00 |
| Sr: | 57.00 / 9.50 | Transfer: | 6.00 / 1.00 | In-prog Sr: | 15.00 / 2.50 |
| Tt: | 102.00 / 17.00 | > 10 Yrs: | 0.00 / 0.00 | In-prog Tt: | 15.00 / 2.50 |

Milestones

| Program | Plan | Nbr | Milestone | Level | Date Reqd | Complete | Date Compl |
|---------|------|-----|---------------------|-------|------------|-----------|------------|
| | | 10 | EFFWRITING REQUIRED | | 2009/09/01 | Completed | 2008/07/25 |

Applicable Course Summary

| Area 1 | | | | | | Area 2 | | | | | | Area 3 | | | | | |
|--------|-----|-----|-----|-------|---------|--------|-----|-----|-----|-------|---------|--------|-----|-----|-----|-------|---------|
| Crse | Nbr | Top | Grd | Units | Term TC | Crse | Nbr | Top | Grd | Units | Term TC | Crse | Nbr | Top | Grd | Units | Term TC |
| ECON | 201 | A+ | | 3.00 | F08 | AMAT | 413 | | | 3.00 | P14 | AMAT | 311 | A | | 3.00 | F13 |
| ECON | 203 | A | | 3.00 | W09 | AMAT | 425 | | | 3.00 | W14 | | | | | | |
| ECON | 301 | A+ | | 3.00 | F09 | MATH | 211 | A+ | | 3.00 | F08 | | | | | | |
| ECON | 303 | A | | 3.00 | F09 | MATH | 251 | A+ | | 3.00 | W09 | | | | | | |
| ECON | 311 | A+ | | 3.00 | F09 | MATH | 253 | A+ | | 3.00 | F09 | | | | | | |

Passed: 3.00 0.50 In-progress: 0.00 / 0.00

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

End of Procedure.