



UNIVERSITY
OF MANITOBA

Registrar's Office

**Apply a Course with
Auxiliary or Occasional
Grade Mode to a Program
Banner 9**

April 2018

A graduate student may request that a course taken outside of a program with a non-standard grade mode (e.g., X – Auxiliary Course, O – Occasional Course) be included (applied) in another program.

The course may be applied to the program and calculated in the GP, however, the grade mode will not change.

Apply the course to the appropriate program in SHADEGR. This will allow the course to be included in the GPA and hours counts. The original Grade Mode will stand.

- i. Open SHADEGR.
- ii. Enter the **student number** in the ID field.

- iii. If you do not know the degree sequence, click the LOOKUP button [. . .] and open the Degree Summary (SHADGMQ).
- iv. Double click the Sequence Number needed or click SELECT (bottom left corner).

ID:	Level:	Campus:	College:	Degree:	Term:	Program:	Field of Study Type:
▼ LEARNER OUTCOME SUMMARY							
Sequence Number *	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term			
4	SO	200990	2010				
3	NS	200690					
2	NS	200650					
1	AW	200200	2002				

- v. This will take you back to SHADEGR. Click GO (top right corner).
- vi. Click the INSTITUTIONAL COURSES tab.
- vii. Check off the box under Apply to Learner Outcome.

Apply to Learner Outcome		Term	Level	Subject	Course	Title	Hours	Grade	Part of Term	Section	Grading Mode
<input checked="" type="checkbox"/>		201310	GR	FREN	6000	FR READ TEST	0.000	PASS	1	A01	X

- viii. Click SAVE (bottom right corner)