Managing Academic History
Banner 9

May 2018
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Searching Transfer Course Articulation – SHATATR

SHATATR is a searchable transfer credit page.

- Go to SHATATR.
  - The INSTITUTION field is searchable (it will pull data from SOISBG/STVSBGI) by clicking the LOOKUP [. . .] button and searching for the code needed. Otherwise, enter the institution code; click GO.

- Complete the appropriate filters or select another from the dropdown menu and click GO.
- Double click the code needed, this will take you back to the SHATATR key block; click GO.

- The TRANSFERRING COURSE section indicates the originating institutions course information.
- You may use the FILTER option to include more than one searchable field. The ‘%’ can be used as a wildcard.
• In the FILTER section:
  o GROUP: not used
  o PRIMARY: not used
  o SUBJECT: indicates the originating course subject code
  o COURSE: indicates the originating course number code
  o TITLE: indicates the originating course title
  o TERM: indicates the term of evaluation
  o EQUIVALENT EXISTS: indicates information in the Equivalent Course section – values used: ‘Yes’ or ‘No’
  o TRANSFER CATALOG: not used.
• Once the appropriate information has been entered, click GO.

![Image of the FILTER section with the following entries: Group, Subject, Course, Title, Term, Equivalent Exists, Transfer Catalog.]

• The results will be displayed as follows:

![Image of the results display showing the course articulation table with entries for each column: Group, Subject, Course, Title, Term, Equivalent Exists, Transfer Catalog. The table includes five rows with data entries for each column.]

• The TRANSFERRING COURSE DETAILS section indicates additional transfer course information.
  o LEVEL: undergraduate (UG) or graduate (GR) or Non Degree (ND)
  o STATUS: indicates whether course is active (AC), inactive (IN), expired (EX) or withdrawn from catalog by Senate (CW) **Subject to Change
  o MINIMUM GRADE: not used
  o TRANSFERRED CREDIT LOW/HIGH: associated credit hours
  o CONVERTED HOURS: system calculate comparable hours (e.g. ECTS to Semester Hours 2:1)

<table>
<thead>
<tr>
<th>TRANSFERRING COURSE DETAILS</th>
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<tbody>
<tr>
<td>Details</td>
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<td>Level</td>
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<td>Credits Low</td>
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<td>Protect from Import</td>
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<td>Converted</td>
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</table>

• In the EQUIVALENT COURSE section, the information here indicates our equivalent course information.
  o AND/OR indicator: “And” – transferring course is equal to more than one of our courses; “Or” – there is an option in equivalency.
  o SUBJECT: indicates equivalent departmental subject
  o COURSE: indicates equivalent course number
  o TITLE: indicates equivalent course title
  o CATALOG LOW/HIGH: indicates associated catalog credit hours
  o CREDITS USED: indicates equivalent hours awarded

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<tr>
<th>EQUIVALENT COURSE</th>
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<tr>
<td>And/Or</td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td>And</td>
</tr>
</tbody>
</table>

• The COURSE ATTRIBUTES section captures attributes associated with the equivalent course(s).
• The EQUIVALENT COURSE COMMENTS section captures comments associated with the equivalent course(s).

Note: when the desired course is found, always verify the course Status is Active (AC) and the Effective Term range corresponds with the student’s year of study. A new effective term is created in SHATATR once the 5-year limit on assessment has lapsed. **NEW** However, the course assessment will remain valid towards academic history records for those students that completed the course within the Effective Term identified. A semi-annual process updates the Status of courses dropped through Senate to Course Withdrawn – UM (CW)

Transfer Course Evaluation

Transfer courses are evaluated and awarded one of the following values:

- **Direct equivalency:**
  PSYC 1200 INTRODUCTION TO PSYCHOLOGY 6.0
  - Catalog equivalents share the same properties as University of Manitoba courses and are subject to the same minimum performance requirements or program restrictions.

- **Direct equivalency with a reduction in credit hours:**
  PSYC 1200 Introduction to Psychology 3.0
  - Awarded for external introductory courses where course content is sufficient to grant direct equivalency to our full courses but the associated credit hours are insufficient (a minimum 3.0 hours can be awarded).

- **General (unallocated) credit:**
  PSYC 1XXX TRANSFER 1000 LVL 3.0
  - No direct equivalent but equivalent to a 1000 level U of M course

For the purposes of tracking evaluations and updating new course evaluations tied to students, the following values will also be loaded and maintained within the system:

- **No credit:**
  PSYC 9999 NO CREDIT 0.0
  - Course content is insufficient to award any transfer credit

- **No credit unless additional information is provided:**
  PSYC 9994 NO CREDIT-INSUFFICIENT INFO 0.0
  - No credit unless additional information is provided

- **Individual Evaluation Required:**
  ENGL 9993 INDIVIDUAL EVALUATION REQUIRED 0.0
  - Loaded when course content may vary significantly

- **Elective credit specific to a faculty/school:**
Managing Academic History
Created May 2018

For tracking the evaluation process, the following values are loaded on SHATATR and/or on SHATRNS (visible on SHADEGR and Aurora Self-Service: Statement of Transfer Credit):

- **Sent to department:**
  - ENGL 9997 08/31 SENT TO DEPARTMENT 0.0
    - Course sent to department including date (MM/DD)

- **Evaluation information requested from student:** (SHATAEQ/SHATRNS only)
  - TR 9996 08/31 INFO REQ-STUDENT 0.0
    - Evaluation requested from student including date (MM/DD)

- **Evaluation information requested from Institution:** (SHATAEQ/SHATRNS only)
  - TR 9995 08/31 INFO REQ-INSTITUTION 0.0
    - Evaluation information requested from previous institution including date (MM/DD)

*ELEC Elective credit is credit assigned within a specific faculty/school based on recognized work completed. With the exception of Military Credit, should a student change degree programs, this coursework will be assessed independently of course credit earned in prior degree program.*

**9998 NO CURRENT EVALUATION – used for data conversion and should not be maintained for new course evaluations.

*Note: courses with no Equivalent Course section information (blank) are placeholders pending course amterial submission and have not been evaluated.*

**Viewing/Generating Statement of Transfer Credit – Aurora Self-Service**

The Statement of Transfer Credit is a single view that will display all external courses attached to a student’s Academic History, including courses with established equivalencies, courses assessed as no credit, and courses pending an assessment decision. The Statement is accessible via Self-Service by staff for new applicants to the University of Manitoba (No Program Defined), and staff and students with an Admissions and Degree Sought Record. **Subject to Change**
• Go to Aurora and click ENTER SECURE AREA.

Welcome to Aurora. Click on Enter Secure Area to log in.

Former Student? If you cannot remember your Student Number or PIN, contact the Registrar's Office at 204-474-9420 (Toll free in N. America 1-877-474-9420).

Ordering a transcript? Enter Secure Area or complete a Transcript Order Form.

Looking to Apply? Undergraduate Application, Graduate Studies Application.

Questions? - Just askumanitoba

Enter Secure Area
Course Catalog
Class Schedule
Transfer Credit Equivalencies

RELEASE: 8.5.1

• Enter your user ID in the USER ID field and your password in the PIN field; click LOGIN.

Welcome to Aurora. Follow these steps to log in:

1. User ID:
   - Students - Enter your seven digit student number.
   - Staff - Enter 'E' and your six digit employee number.

2. PIN:
   - First time users - Enter your date of birth (YYMMDD).
   - Returning users - Your PIN is 6-10 characters long and is case sensitive. It MUST contain numbers and MAY contain letters and symbols.

   New Student? As a new student, you will be able to log in to Aurora the day after accepting your offer of admission.

   Forgotten PIN? Don’t get locked out! Reset your PIN by entering your User ID and clicking ‘Forgot PIN’. You will be locked out after 5 unsuccessful login attempts.


   New:
   Are you a Canadian Indigenous Student? You can now self-declare by updating your personal information in Aurora under the Declarations Tab. You also have the option to receive communications about UofM’s Indigenous community.

   User ID: [ ]

   PIN: [ ]

   Log in [ ]

   Forgot PIN [ ]

   RELEASE: 8.5.1

• Select STATEMENT OF TRANSFER CREDIT under the ADVISOR SERVICES tab.
• Enter the nine-digit student number; click SUBMIT.

• Confirm the name of the student and click SUBMIT.

• Select the appropriate program and click SUBMIT.
### Statement of Transfer Credit

Student #: 000509647  
Student Name: Jeff Huston  
Effective Term: Fall 2007  
Program: Env, Earth & Res, Env St-Major

The University of Manitoba evaluates external courses for possible transfer credit on a course-by-course basis. Credit is determined based on review of detailed course outlines/syllabi by the applicable department or teaching unit, and is subject to final approval by the program of admission.

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<tr>
<th>Course No.</th>
<th>Description</th>
<th>Grade</th>
<th>Course No.</th>
<th>Description</th>
<th>Cr Hrs</th>
<th>R</th>
<th>Grade</th>
<th>Applied</th>
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</thead>
</table>
| C48811 - Brandon University  
CHEM 15.150 | GENERAL CHEMISTRY I | F | CHEM 1200 | STRUCTURAL MODEL (TEST) | 3.0 | E | M | F |
| C48811 - University of Alberta  
MEC 101 | INTRO TO RECREATION MGMT | G | MEC 1200 | INTRO TO TRAVEL | 3.0 | C | | |
| C58611 - University of British Columbia  
CHEM 151 | INTRO CHEM | B | CHEM 1300 | STRUCTURAL MODEL | 3.0 | I | M | B |
| CHEM 251 | INTRO TO PHYSICAL CHEM | D | CHEM 2250 | CHEMISTRY I | 3.0 | A | M | D |
| CHEM 251 | INTRO TO PHYSICAL CHEM | B | CHEM 2250 | CHEMISTRY I | 3.0 | I | M | B |
| JNG 320 | LINGU THE & ANALYSIS I | B | LING 1200 | INTRO TO LINGU | 3.0 | | | |

**Courses Pending an Assessment Decision:**

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<th>Grade</th>
<th>Course No.</th>
<th>Description</th>
<th>Cr Hrs</th>
<th>R</th>
<th>Grade</th>
<th>Applied</th>
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</thead>
</table>
| C48811 - Brandon University  
TEST 105 | TEST UPLOAD 105 | B+ | TR 9995 | INFO Req (STUDENT) | 0.0 | | | |
| TEST 105 | TEST UPLOAD 105 | B | TR 9995 | INFO Req (STUDENT) | 0.0 | | | |
| TEST 105 | TEST UPLOAD 105 | B | TR 9995 | INFO Req (STUDENT) | 0.0 | | | |

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<tr>
<th>Course No.</th>
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<th>Grade</th>
<th>Course No.</th>
<th>Description</th>
<th>Cr Hrs</th>
<th>R</th>
<th>Grade</th>
<th>Applied</th>
</tr>
</thead>
</table>
| C48901 - University of Alberta  
TEST 106 | TEST TR 9998 | B | TR 9995 | INFO Req (STUDENT) | 0.0 | | | |
| TEST 109 | TEST TR 9997 | B | TR 9997 | SENT TO DEPT TR 9997 | 0.0 | | | |

**Courses Not Awarded Credit:**

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<tr>
<th>Course No.</th>
<th>Description</th>
<th>Grade</th>
<th>Course No.</th>
<th>Description</th>
<th>Cr Hrs</th>
<th>R</th>
<th>Grade</th>
<th>Applied</th>
</tr>
</thead>
</table>
| C48901 - University of Alberta  
TEST 106 | TEST TR 9998 | B | GEOG 9990 | NO CREDIT | 0.0 | | | |
| TEST 106 | TEST TR 9993 | B | TR 9993 | INFO Req TR 9993 | 0.0 | | | |
| TEST 104 | TEST TR 9994 | B | TR 9994 | INFO Req TR 9994 | 0.0 | | | |
| TEST 106 | TEST TR 9998 | B | TR 9998 | NO CREDIT | 0.0 | | | |

Where sufficient overlap in course content does not exist, courses may be assigned unspecified (general) credit (e.g. PSYC 1XXX TRANSFER 1000 LVL).

The R (Repeat) column is used to indicate courses that have been assessed against the University of Manitoba's Course Repeat regulations. External transfer courses with subsequent repeats prior to Fall 2016 should have an indicator of ‘E’ (exclude) on all but the most recent attempt. An active course registration effective Fall 2016, forward, will have an ‘A’ (exclude in GPA) repeat indicator applied to all but the highest attempt. M (manual) or S (system) simply identifies how the repeat indicator was applied.
Viewing Transfer Course Articulation – SHATRNS

SHATRNS (Transfer Course) allows the user to view a student’s transfer credit information.

Note: this functionality exists in Self-Service for external institution courses, including Letter of Permission/Exchange.

The student number will be entered into the ID field.

- Once key block information has been input; click GO. TRANSFER INSTITUTION and TRANSFER ATTENDANCE PERIOD blocks will populate according to values entered in to SHATRNS.
- To view the student’s transfer credits, use the Next Section arrows twice to access TRANSFER COURSE DETAIL (external courses) section, EQUIVALENT COURSE DETAIL (UM course equivalency) section and COURSE ATTRIBUTES section.
- Use the arrows to view all transfer courses.

TRANSFER INSTITUTION NUMBER is a searchable field that displays a list of all transfer credit institutions loaded to the student’s record. Click the LOOKUP [. . .] button to see what exists.

The ATTENDANCE PERIOD NUMBER is a searchable field that corresponds with transfer institution attendance. Click the LOOKUP [. . .] button to see what exists.
Applying Transfer Credits – SHADEGR

SHADEGR captures information for all degrees being sought or awarded, and allows the user to determine whether a particular transfer credit will be applied towards the student’s program of study.

Go to SHADEGR. Enter the student number in the ID field and the degree sequence number in the DEGREE SEQUENCE field.

If unsure of the degree sequence number, click the LOOKUP button [. . .]. This will produce SHADGMQ (Degree Summary) query form; find the degree needed and double click the sequence number (this will take you back to SHADEGR). Then click GO.

Note: Those courses that have the Count in GPA box check are applied towards the Cumulative GPA and can be applied to the student’s Degree GPA.
Once in SHADEGR, click the TRANSFER COURSES tab. This will display all transfer credits for the student. 
Note: Only those courses that have the APPLY TO LEARNER OUTCOME box checked will be applied to the student’s DGPA.

Apply any applicable courses to the Degree Sought Record using the Apply to Learner Outcome column.

Applying/Un-Applying Transfer Course – Aurora Self-Service

- Select UPDATE at the bottom of the form to make changes to the Statement of Transfer Credit, including applying/un-applying courses or updating repeat indicator based on institutional regulations. Courses Pending an Assessment Decision or Courses Not Awarded Credit sections should not be applied.

Courses transferred from external institutions (other than Department of English courses) do not satisfy the University of Manitoba’s Written English Requirement or Engineering Written Requirement list (WE), except by individual assessment. Further information regarding individual assessment of the Written English Requirement can be obtained by contacting the Dean’s Office, Faculty of Arts, 3rd Floor Patter Building. See Section 2.2 General Academic Regulations and Requirements in the Undergraduate Calendar.

Where sufficient overlap in course content does not exist, courses may be assigned unspecified (general) credit (e.g. PSYC 3XXX TRANSFER 1000 LVL). The R (Repeat) column is used to indicate courses that have been assessed against the University of Manitoba’s Course Repeat regulations. External transfer courses with subsequent repeats prior to Fall 2016 should have an indicator of E (exclude) on all but the most recent attempt. An active course registration effective Fall 2016, forward, will have an A (include in GPA) repeat indicator applied to all but the highest attempt. M (manual) or S (system) simply identifies how the repeat indicator was applied.
• Once applicable changes have been made, select SAVE and OK to commit changes.

• PRINT THIS PAGE will allow you to print a copy. The Printing to “Adobe PDF” option (if available in your print settings) will allow you to save an electronic version (.pdf).

• To “Select Another Program” for the current student, or to “Select Another ID”, simply use the links at the bottom of the Self-Service page.

• Students will be able to view a similar version of the Statement of Transfer Credit report under the Enrolment and Academic Records tab (minus edit options). See Student Records, then Statement of Transfer Credit.

• A Statement of Transfer Credit can also be viewed by staff for new applicants that have had transfer credit loaded, but have not yet been formally admitted to the University of Manitoba.
  o Enter the nine-digit student number; click SUBMIT.
  o Confirm the name of the student; click SUBMIT.
  o Select NO PROGRAM DEFINED.
  o The Statement of Transfer Credit is visible, but courses cannot be applied until the Degree Sought Record is created in INB.
Appendix A: Institutional Code Information

Canadian Institutions begin with “C” followed by a 2-digit Stats Canada Provincial Code

- 48 Alberta (AB)
- 46 Manitoba (MB)
- 10 Newfoundland & Labrador (NF)
- 61 Northwest Territories (NT)
- 11 Prince Edward Island (PE)
- 24 Quebec (QC)
- 60 Yukon Territories (YT)

- 59 British Columbia (BC)
- 13 New Brunswick (NB)
- 12 Nova Scotia (NS)
- 62 Nunavut (NU)
- 35 Ontario (ON)
- 47 Saskatchewan (SK)

US Institutions begin with “U” followed by a 2-alpha character State Code

- AK Alaska
- CA California
- DE Delaware
- IA Iowa
- KS Kansas
- MD Maryland
- MO Missouri
- ND North Dakota
- NM New Mexico
- OK Oklahoma
- SC South Carolina
- UT Utah
- WI Wisconsin

- AL Alabama
- CO Colorado
- FL Florida
- ID Idaho
- KY Kentucky
- ME Maine
- MS Mississippi
- NE Nebraska
- NV Nevada
- OR Oregon
- SD South Dakota
- VA Virginia

- AR Arkansas
- CO Connecticut
- GA Georgia
- IL Illinois
- LA Louisiana
- MI Michigan
- MT Montana
- NH New Hampshire
- NY New York
- PA Pennsylvania
- TN Tennessee
- VA Virginia

- AZ Arizona
- DC District of Columbia
- HI Hawaii
- IN Indiana
- MA Massachusetts
- MN Minnesota
- NC North Carolina
- NJ New Jersey
- OH Ohio
- RI Rhode Island
- TX Texas
- WA Washington

Non-US International institutions begin with a 2-alpha character Nation Code

- AD Andorra
- AG Antigua and Barbuda
- AM Armenia
- AR Argentina
- AU Australia
- BA Bosnia and Herzegovina
- BE Belgium
- BH Bahrain
- BM Bermuda
- BR Brazil
- BV Bouvet Island
- BZ Belize

- AE United Arab Emirates
- AI Anguilla
- AN Netherlands Antilles
- AS American Samoa
- AW Aruba
- BB Barbados
- BF Burkina Faso
- BI Burundi
- BN Brunei Darussalam
- BS Bahamas
- BW Botswana
- CC Cocos (Keeling) Islands

- AF Afghanistan
- AL Albania
- AO Angola
- AT Austria
- AZ Azerbaijan
- BD Bangladesh
- BG Bulgaria
- BJ Benin
- BO Bolivia
- BT Bhutan
- BY Belarus
- CD Congo (Democratic Republic of)
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<td>LY</td>
<td>Libya</td>
<td>LV</td>
<td>Latvia</td>
<td></td>
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</tr>
<tr>
<td>MD</td>
<td>Moldova (Republic of)</td>
<td>MC</td>
<td>Monaco</td>
<td></td>
<td></td>
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<tr>
<td>MK</td>
<td>Macedonia (FYROM)</td>
<td>MH</td>
<td>Marshall Islands</td>
<td></td>
<td></td>
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<td>MN</td>
<td>Mongolia</td>
<td>MM</td>
<td>Myanmar</td>
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<td></td>
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<tr>
<td>MQ</td>
<td>Martinique</td>
<td>MP</td>
<td>Northern Mariana Islands</td>
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<tr>
<td>MT</td>
<td>Malta</td>
<td>MS</td>
<td>Montserrat</td>
<td></td>
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</tr>
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<td>MW</td>
<td>Malawi</td>
<td>MV</td>
<td>Maldives</td>
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<td>MZ</td>
<td>Mozambique</td>
<td>MY</td>
<td>Malaysia</td>
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<td>ND</td>
<td>Northern Ireland</td>
<td>NC</td>
<td>New Caledonia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NG</td>
<td>Nigeria</td>
<td>NF</td>
<td>Norfolk Island</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td>Norway</td>
<td>NL</td>
<td>Netherlands</td>
<td></td>
<td></td>
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<tr>
<td>NU</td>
<td>Niue</td>
<td>NR</td>
<td>Nauru</td>
<td></td>
<td></td>
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<tr>
<td>PA</td>
<td>Panama</td>
<td>OM</td>
<td>Oman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PG</td>
<td>Papua New Guinea</td>
<td>PF</td>
<td>French Polynesia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PK</td>
<td>Pakistan</td>
<td>PH</td>
<td>Philippines</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Apply Credit to Programs

**Academic History Overview: SHADEGR**

SHADEGR allows the look up of academic history information for a student.

It is important to distinguish the differences between what is included in the Cumulative GPA (CGPA) and Degree GPA (DGPA). The CGPA now includes *all* courses taken by the student while at the University of Manitoba, as well as all approved external transfer credits from other institutions. The DGPA includes only the courses applied to the program.

<table>
<thead>
<tr>
<th>GPA</th>
<th>INCLUDES</th>
<th>DOES NOT INCLUDE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cumulative GPA</strong></td>
<td>• All U of M courses</td>
<td>• n/a</td>
</tr>
<tr>
<td></td>
<td>• All courses transferred to the U of M.</td>
<td></td>
</tr>
<tr>
<td><strong>Degree GPA</strong></td>
<td>• All courses acceptable for credit</td>
<td>• Courses that are deemed</td>
</tr>
<tr>
<td></td>
<td>towards the current degree</td>
<td>not applicable to the current degree</td>
</tr>
<tr>
<td><strong>Term GPA</strong></td>
<td>• All courses completed in a term of study</td>
<td>• Courses from any other terms.</td>
</tr>
<tr>
<td></td>
<td>at the U of M.</td>
<td>• Any external transfer credits</td>
</tr>
</tbody>
</table>
Load SHADEGR. Enter the **student number** in the ID field and the **Degree Sequence Number** in the DEGREE SEQUENCE field. If unsure of the degree sequence number, click the LOOKUP button [. . .]. This will produce SHADGMQ (Degree Summary) query form; find the degree needed and double click the sequence number (this will take you back to SHADEGR). Then click GO.

![Degree and Other Formal Awards SHADEGR 9.3.10 (BANUATTI)](image)

Select the **INSTITUTIONAL COURSES** tab to show all courses the student has taken while at the University of Manitoba. It also shows all levels (i.e. if the student has taken Undergraduate, Graduate or Non-Degree courses, they will be listed here with the applicable level).

![INSTITUTIONAL COURSES](image)

Note: If APPLY TO LEARNER OUTCOME is check, the course counts towards the DGPA for the Degree Sequence selected.
Student Level to Match Course Level

The STUDENT LEVEL (UG, GR, ND) must match the course level to be able to include in the DGPA.

For example, if a graduate student takes an undergraduate course, that course needs to reflect “GR” in the LEVEL field at registration in order for it to be included in the DGPA.

The course level will automatically default to the student’s level upon registration if the appropriate level (either UG or GR) is noted under the course level in SCACRSE.

The examples below are for the above student (a graduate student).

Example 1: Student registers for GRMN 6000 which has the GR – Graduate level distinction in SCACRSE. Hence, the LEVEL field in SFAREGS will automatically populate with GR.

Example 2: Student registers for GRMN 2140, which is only designed as a UG – Undergraduate level distinction in SCACRSE. Hence, although the student is a Graduate student, the course will default to UG and not count towards the DGPA. If a student is to have it in their Graduate GPA, the course needs to be graded and changed to GR level to count towards the Graduate GPA.

Example 3: Student registers for GRMN 4540, which has both the GR – Graduate level and UG – Undergraduate level distinction to SCACRSE. For any undergraduate student, the LEVEL field will default to UG. For Graduate students, the level will automatically default to GR in SFAREGS, matching the student’s level.
Un-applying Courses

Institutional Courses

If there is a course that should not be calculated in the DGPA (i.e. IMS special student courses, occasional courses, auxiliary courses), you would un-apply this course from the INSTITUTIONAL COURSES section.

- Uncheck the course that is not applicable to this degree sequence.
- SAVE (bottom right corner).
- Once you’ve unchecked the course that is not applied to the program, saving your changes will recalculate the DGPA. To view the DGPA, click on CALCULATE DEGREE GPA button.
  - This will take you to Degree GPA Calculation (SHQDEGR). If necessary, double check that everything is accurate.

Transfer Courses

1. Go to SHADEGR. Enter the student number in the ID field and the appropriate degree sequence in the DEGREE SEQUENCE field. If needed, click the LOOKUP button [. . .] in the Degree Sequence field to see a list of degree sequences. Double click the sequence number; Click GO.
2. Once in SHADEGR, select the TRANSFER COURSES tab.

3. To un-apply a transfer course from a student’s degree sequence, uncheck the appropriate box under the APPLY TO LEARNER OUTCOME field. This means the course will not count towards the Degree GPA.

4. SAVE (bottom right corner).

Courses with an “equivalent” University of Manitoba credit, either direct or general transfer (unallocated credit), should have the COUNT IN GPA box checked. These courses are included in the cumulated transfer GPA. Courses that are applicable to the faculty and count towards the Degree GPA should also have the APPLY IN LEARNER OUTCOME box checked.

When applying transfer courses to the program and Degree GPA, ensure that the LEVEL field is applicable to the program being updated.

Note: When the COUNT IN GPA box is unchecked, the courses are removed from the Cumulative GPA.

Updating Program Information – SGASTDN

Program changes must first be made in SGASTDN then SHADEGR to reflect the changes made in SGASTDN.

Refer to the protocol: Changes to Student’s Program – Updating SGASTDN and SHADEGR for information and instructions on updating SGASTDN on the Registrar’s Office How To page.
All Awarded Degrees (AW degree) were converted from IMS to INB. Courses applied to the degree sequence in IMS do not have the APPLY TO LEARNER OUTCOME box checked in Banner. These courses will be reflected on the IMS (Legacy) transcript.

Only the most recent Sought Degree (SO degree) was converted from IMS to INB. The sought degree sequence in SHADEGR must match the current effective SGASTDN record.

Going forward with Aurora:

Students must have a SHADEGR record for every program they have in SGASTDN. The pairing of SGASTDN with a specific SHADEGR allows for the correct application of institution courses and transfer credit, as well as the calculation of a student’s degree GPA. Mismatched information in SGASTDN and SHADEGR can cause confusion when the information is viewed on INB or Aurora Self-Service.

When program changes are made in SGASTDN, the SHADEGR record is affected.

- If a change is made to a student’s major, minor or concentration, a new SHADEGR record is not required. Instead, the existing SHADEGR record for the program must be updated to reflect the change.
- If a student’s program is changed (i.e. admission to a new faculty or change to a new program within the same faculty), a new SHADEGR record is required.

University 1 students who transit to Arts or Science through Aurora Self-Service will have a new SHADEGR created automatically. All courses that were applied to University 1 will be applied to the new degree sequence.

**Updating SHADEGR**

**Roll to Outcome**

Update or create a SHADEGR record from SGASTDN by using the ROLL TO OUTCOME button.

1. In SGASTDN, enter the student ID in the ID field and the term field blank; Click GO.
2. Under the CURRICULA tab, click ROLL TO OUTCOME.

![Image showing the CURRICULA tab with Roll to Outcome highlighted]

3. A “Manual Learner to Outcome Roll” message will appear in the top right corner. Click YES.

![Image showing the confirmation prompt for Manual Learner to Outcome Roll]

4. The curriculum will be rolled to SHADEGR. Either the existing SHADEGR will be updated or a new SHADEGR will be created. The applicable SHADEGR sequence number will be displayed:

![Image showing the message that the curriculum has been rolled to degree 3]

5. Apply all courses to the new SHADEGR.

**Automated Process**

SHADEGRs will be updated or created by a process run by the Registrar’s Office after the revision deadline in both the Fall and Winter Term(s). This will update or create SHADEGR records where necessary. No action is required by the faculty to create or update the SHADEGRs. Faculties will be notified when the process is complete so courses can be applied.
Manual Creation
SHADEGRs can be created manually. Although this option exists, using the ROLL TO OUTCOME button on SGASTDN or allowing the process to be run by the Registrar’s Office are the preferred options.

1. Go to SHADEGR; enter the student number in the ID field. Click the LOOKUP button [. . .] in the Degree Sequence field. Review the existing SHADGER sequence numbers and click the X to go back to SHADEGR.

2. Enter the next sequence number in the DEGREE SEQUENCE field then click GO.
3. Fill in the OUTCOME STATUS field and the STUDENT RECORD TERM field (the new effective term for the updates made).
4. Click on the CURRICULA tab.
5. Enter the new program information in the PROGRAM field and enter the appropriate campus in the CAMPUS field (as on the new SGASTDN record) The LEVEL, COLLEGE and DEGREE will automatically populate.
6. Click Next Section arrow (bottom left corner) to navigate to the FIELD OF STUDY section.
7. Add to applicable Major/Minor/Concentration (as on the new SGASTDN record). If necessary, click the LOOKUP button [. . .] to view a list of All Codes applicable to the TYPE being input, make the selection and click OK.

a. To update Major: Select ATTACHED MAJORS/DEPARTMENTS from the Option List, and choose the appropriate Major. Click OK; SAVE.

b. To update Minor: Select ATTACHED MINORS from the Option List. Click OK; SAVE.
c. To update Concentration: Select ATTACHED MINORS from the Option List. Click OK; SAVE.

8. Update the CATALOG term if applicable.
9. Click SAVE (bottom right corner).
10. Apply appropriate courses to the new SHADEGR.

If a SHADEGR record is not created or updated by any of the methods above, it will be created/updated on the first grade roll. As a result, the courses applied to the previous SHADGER sequence will not be applied to the new degree sequence. The student will have multiple Sought degrees with incorrect application of courses.

Degree Sequences No Longer Sought (NS)
Generally, students should have only one degree sequence record (SHADEGR) with the status Sought (SO). However, students who change programs will have two degree sequences with the status Sought for a period of time. After the Revision Deadline in Fall and Winter terms, the Registrar’s Office will run a process that will change the oldest SHDEGR with the status SO to the status NS – No Longer Seeking. This will leave their current SHADEGR record with the status SO.

Holds That Affect Graduation
If a student has a hold that affects graduation, when accessing SHADEGR, the following message will appear:

The following holds affect graduation:

- DA – Discipline Pending
- DH – Discipline Hold
- DI – Under Discipline Investigation
You can still access the SHADEGR record and make changes by overriding the hold. Enter Y in the OVERRIDE HOLD field and click GO. Make the appropriate changes then SAVE (bottom left corner).

**Mid-Session Program Transfers**

Students allowed to transfer programs in the middle of term spanning courses need to be manually reviewed at the end of term to ensure their courses are applied correctly in SHADEGR. Once the first Winter Term grade rolls, and is applied in the new SO-SHADEGR, the “No Longer Sought” process will prevent courses from the ‘Part A’ term from being applied to the old NS-SHADEGR. This process may take place as early as the end of Revision Period for the Part A term (when a VW is incurred in the term spanning course). Therefore, these students should be put in a ‘Bring Forward’ file for review at the end of the term spanning session (i.e. Fall/Winter, Winter/Summer) to ensure courses for these time periods were correctly applied to the affected SHADEGRs. This issue arises when a student changes faculty or changes program within a faculty.

**Examples:**

A. A General Science (02-G) student is allowed to do a mid-session transfer to the Honours program (02-H). The student has a term spanning course over the Fall Term and Winter Term. When the term spanning course is graded, the NS code is placed on the 02-G – SHADEGR. Any subsequent Fall Term grade(s) will not be applied to the 02-G – SHADEGR. The review at the end of Fall Term and Winter Term ensures the appropriate courses are applied to either the NS - 02-G – SHADEGR or the 02-H – SHADEGR.

B. A student in the Advanced – Arts program for the 201790 term, but is required to withdraw in 201810. The newly created SGASTDN record will be effective for 201810, and will reflect the new General program. SHADEGR must be updated to reflect the program change. When grades are rolled for 201810, Aurora looks for an Advanced Program – SHADEGR corresponding with the 201810 SGASTDN record. Aurora will not find an appropriate SHADEGR and will create a new General Program SHADEGR because the SHADEGR was changed to correspond with the new General Program. The student record will contain multiple Sought Degrees for the same faculty with the incorrect application of courses to the SHADEGR. Therefore, the multiple SHADEGR records require clean-up by the faculty (in consultation with the Records Advisor, if necessary).

**Start Afresh Students**

**Update SGASTDN Record**

1. Go to SGASTDN. Enter the **student number** in the ID field, leave the TERM field blank, and click GO.
2. Click the LOOKUP button [...] next to the NEW TERM field and select CREATE NEW EFFECTIVE TERM.

3. Enter the **start afresh** term in the NEW TERM field.
4. Update the STUDENT STATUS field to **AS** (Active).
5. Select the CURRICULA tab.

Note: Specific faculty policy dictates whether or not the CATALOG TERM and/or the ADMIT TERM will need to be updated. If no changes are required, proceed to step 7.

6. Click UPDATE.
7. To update the CATALOG TERM, type over the existing catalog term with the correct term.
8. To update the admit term, select the STATUS DETAILS tab and type over the existing ADMISSION TERM with the correct term.

![Update Catalog Term](image1.png)

9. If needed, update the Major/Minor. Click **Next Section** arrow (bottom left corner) to navigate to the FIELD OF STUDY section.
10. Type the Major/Minor code in the FIELD OF STUDY field. Alternatively, click the LOOKUP button [. . .] to see attached Major/Minor codes.

![Update Major/Minor](image2.png)

11. Click SAVE (bottom right corner).
12. Use the **Next Section** arrow (bottom left corner) to navigate to the CURRICULUM section. Click ROLL TO OUTCOME button.

![Update Curriculum](image3.png)
The following message will appear:

Manual Learner to Outcome Roll
The following operation cannot be undone. Do you wish to continue?

Yes  No

13. Click YES.
14. Select the ACADEMIC AND GRADUATION STATUS, DUAL DEGREE tab.
15. In the ACADEMIC STANDING OVERRIDE field, enter the appropriate Academic Standing Override, allowing the student to register for the specified term.

16. If applicable, repeat all steps to update the SGASTDN record for Winter Term. Normally, a new SGASTDN record is not created for students who are returning and continuing in the same program, major, minor, etc. However, if the Academic Standing Override is done in the Fall Term, the existing Academic Status for Winter Term is not affected. The status for Winter Term is not affected, and therefore, an Academic Standing Override for Winter Term will be required to allow registration. A new SGASTDN record will need to be created.

Update SHADEGR Record
1. Enter the **student number** in the ID field. Click the LOOKUP button [. . .] to navigate to the Degree Summary (SHADGMQ), which displays degree information in the LEARNER OUTCOME SUMMARY SECTION.
2. Double click the Sequence Number corresponding to the *old* degree.

3. Click GO.

4. Change the OUTCOME STATUS from **SO** (Sought) to **NS** (No Longer Sought).
5. SAVE (bottom right corner).
6. If applicable, apply courses to new degree.
   a. Click START OVER (top right corner).
   b. Enter the **Degree Sequence Number** for current degree. Click GO.
   c. Select the INSTITUTIONAL COURSES tab.
   d. Check all applicable courses in the APPLY TO LEARNER OUTCOME section.
   e. SAVE.

![](image)

**Add Comment in SWACMNT**
Need to get screenshots once we have access to SWACMNT

**Change of Grades**
Change of Grades will be handled exclusively in the Registrar’s Office.

Grades that have rolled to Academic History may not be changed by the instructor or the faculty in Self-Service. Original grades entered will have “OE” – Original Entry displayed as the Change Reason.

All grade changes will be made by the Records Advisors in the Registrar’s Office with proper documentation.
Grade Change Reasons
Grades may be changed for a variety of reasons. Following is a table of descriptions of grade change reasons currently in use:

<table>
<thead>
<tr>
<th>Grade Change Code</th>
<th>Description</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>AW</td>
<td>Authorized Withdrawal</td>
<td>Student has been granted an authorized withdrawal</td>
</tr>
<tr>
<td>DA</td>
<td>Disciplinary Action</td>
<td>Final grade is changed to ID as the student is under disciplinary investigation. See protocol ‘Disciplinary Action Grades and Holds (Draft only)’</td>
</tr>
<tr>
<td>DC</td>
<td>Disciplinary Comment Removed</td>
<td>The discipline period has expired and authorization to remove the comment from the student’s transcript has been received. See protocol ‘Apply DISC Grade and Comments’</td>
</tr>
<tr>
<td>DW</td>
<td>Deferred Writing</td>
<td>The student has requested to write a deferred exam.</td>
</tr>
<tr>
<td>DX</td>
<td>Deferred Exam Written</td>
<td>The deferred exam has been written and the final grade can be changed.</td>
</tr>
<tr>
<td>DY</td>
<td>Deferred Exam Not Written</td>
<td>The student has requested to write a deferred exam but the exam was not written.</td>
</tr>
<tr>
<td>EC</td>
<td>Time Extension Changed</td>
<td>The student’s time extension deadline has been extended.</td>
</tr>
<tr>
<td>EE</td>
<td>Entry Error</td>
<td>Final grade requires change due to an entry error.</td>
</tr>
<tr>
<td>G</td>
<td>Grade Appeal in Progress</td>
<td>An appeal of the final grade is in progress.</td>
</tr>
<tr>
<td>GC</td>
<td>Grade Appeal Cancelled</td>
<td>Final grade requires change as the grade appeal has been cancelled.</td>
</tr>
<tr>
<td>GR</td>
<td>Grade Appeal Raised</td>
<td>Final grade requires change as the grade appeal has been upheld and the student is to be awarded a higher final grade.</td>
</tr>
<tr>
<td>GX</td>
<td>Grade Appeal Denied</td>
<td>Grade appeal has been denied and the final grade does not change.</td>
</tr>
<tr>
<td>IC</td>
<td>Instructor Correction</td>
<td>The final grade requires change due to a calculation error.</td>
</tr>
<tr>
<td>LG</td>
<td>Late Grade Submitted</td>
<td>Final grade is received and recorded where an IP grade was assigned.</td>
</tr>
<tr>
<td>NC</td>
<td>Work Not Completed</td>
<td>Student did not complete the work before the time extension deadline.</td>
</tr>
<tr>
<td>RW</td>
<td>Retroactive Voluntary Withdraw</td>
<td>Grade requires change to VW due to a retroactive voluntary withdrawal granted.</td>
</tr>
<tr>
<td>SU</td>
<td>Supplemental Exam</td>
<td>Student has requested a supplemental exam.</td>
</tr>
<tr>
<td>SW</td>
<td>Supplemental Exam Written</td>
<td>Grade requires change following the writing of a supplemental exam.</td>
</tr>
<tr>
<td>TE</td>
<td>Time Expired</td>
<td>Grade is updated to default final grade where a grade has not been changed following a time extension.</td>
</tr>
<tr>
<td>WC</td>
<td>Work Complete</td>
<td>Grade requires change following completion of term work where a time extension has been granted.</td>
</tr>
</tbody>
</table>

Note: Codes that are not listed in the table above are not to be used.
Grade changes are a manual process in Academic History using the SHATCKN form. The original (or any previously entered sequences) are not to be updated. Instead, a new record is inserted.

1. Go to SHATCKN. Enter the student number in the ID field and the term in the TERM field; click GO.

2. Use the scroll bar at the bottom of the COURSE DETAIL section if needed to see specific information about the courses. Click the applicable course that is to receive the updated grade.

3. Use the Next Section arrows (bottom left corner) to move into the GRADES section.

4. Do not overwrite the original grade entry. Click INSERT or use the down arrow key to add a new line. Enter the GRADE, GRADE MODE, CREDIT HOURS, and ATTEMPTED HOURS. In the CHANGE REASON column, enter the appropriate grade change code that best suits the situation (see Grade Change Reasons). EXTENSION DATE field is used to indicate the incomplete due date if necessary.
5. Once changes have been made, SAVE (bottom right corner).

You will receive this message when the record is saved:

![Message](image)

A new grade sequence will be created and the term GPA will be recalculated taking into account the new grade.

*Note: Remember to follow these steps for both terms if the course is a spanned course (i.e. make changes in Fall Term and Winter Term).*

**End of Term Academic Standing**

The Term Course Maintenance form, SHAINST, is used to look up and change a student’s End of Term (EOT) Academic Standing & Dean’s List Status.

1. In SHAINST, enter the **student number** in the ID field and the **term** in the TERM field; click GO.

![Form](image)

The End of Term Academic Standing and the Dean’s List Status can be found on this page. Usually, these records will be updated automatically by EOT processing.
Use the Next Section arrows (bottom left corner) to continue to the sub-forms (COHORT INFORMATION section and STORED GPA BY TERM CALCULATION section). If the Next Section arrow is clicked from the STORED GPA BY TERM CALCULATION section, SHATCKN will open (Course Maintenance form).
Repeat Rules

The options available for Repeat Rules are:

- None – the course has not been repeated
- Include – include the latest grade in the GPA calculations
- Include GPA – include all attempts of the course in GPA calculations
- Exclude – the course is excluded from GPA calculations.

<table>
<thead>
<tr>
<th>Repeat Indicator</th>
<th>Credit Associated with the Course</th>
<th>Included or Exclude from GPA Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>E – Exclude</td>
<td>None</td>
<td>Excluded</td>
</tr>
<tr>
<td>A – All</td>
<td>None</td>
<td>Included</td>
</tr>
<tr>
<td>I – Include</td>
<td>Credit</td>
<td>Included</td>
</tr>
<tr>
<td>Blank</td>
<td>Credit</td>
<td>Included</td>
</tr>
</tbody>
</table>

Repeat Rule effective Fall Term 2016

- A course (or its equivalent) that is repeated in Fall 2016 or later will have the highest grade count.
- The highest grade will have I (Include) Repeat Indicator
- VW is considered in the Repeat Rule

Special topics courses must have their own unique titles. Aurora will use this title to determine if it is a repeated course. For example:

Both courses have different titles so are not considered a repeated course and both are included in the Degree GPA.

**ENGL 1310: Prairie Literature**
**ENGL 1310: Horror**

However, if the following appears:

**ENGL 3800: Special Studies**
**ENGL 3800: Special Studies**

Aurora will treat this as a repeat course and exclude the first occurrence, while subsequently including the most recent one. For this reason, a different title for each Topics course is necessary to ensure that the student receives credit for each course they take.
Viewing Change of Grades
Change of grades can be viewed in SHATCKN in the GRADES section of the form.

In this example, a student has taken a course and received an “A” as their Original Entry. The student was then granted a deferred exam and received an “A+”. The record shows DW after they have applied for the Deferred Exam in both the GRADE and CHANGE REASON fields. Once the deferred exam has been written, the earned final grade is recorded and the CHANGE REASON is recorded as “DX – Deferred Exam Written”.

Displaying and Entering Comments
SWACMNT – need to put in once ready

Quick Reference
GPA Calculations
- Transfer Credit GPA – External transfer courses
- Term GPA – University of Manitoba courses only
- Cumulative GPA – Includes transfer credit and University of Manitoba courses at the same level (UG, GR etc.)
- Degree GPA – Includes transfer credit and University of Manitoba courses that apply to the degree

Quality points in Aurora are the same as Grade Point in IMS. For example, an A+ is worth 4.5 quality points. The same GPA calculation rules apply in Aurora as in IMS. GPA = (sum [quality points x credit hours]) / total credit hours.

Repeat Rules
- The repeat rule includes:
  - Repeating the same course
  - Repeating an equivalent course
  - Repeating a transfer credit course
- The repeat rule does not include topic courses that have different titles.
- Effective 201690, all grades will be used in calculating GPAs (transfers, term, cumulative or degree).
- The highest grade in a repeated course will be counted for credit in the program.
• All attempted hours with a final grade (excluding VW and AW) will be part of attempted hours.
• Passed hours, earned hours and GPA hours are affected by the repeat rule.
• The grade “F” is included in attempted hours, earned hours and GPA hours.
• If a course (or its equivalent) has been repeated, the attempted hours and GPA hours will include all attempts of the course. The earned hours would reflect only the highest grade. If both attempts of the repeated course have the same grade, one course will be randomly selected to include.
• Passed hours include all courses with a grade of “D” or better, or “PASS”. If a course (or its equivalent) has been repeated, the attempted hours will include all attempts of the course. The earned hours and GPA hours would reflect only the latest course.
• GPA hours include all courses “A+ to F”. GPA hours do not include Pass/Fail courses.

### Repeat Rule Applies

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Taken</th>
<th>Credit Hours of Course</th>
<th>Grade Received</th>
<th>Attempted Hours</th>
<th>Passed Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>200500</td>
<td>ENGL 1200</td>
<td>6</td>
<td>F</td>
<td>6</td>
<td>0</td>
<td>6 (Exclude)</td>
<td>6 (Exclude)</td>
</tr>
<tr>
<td>200690</td>
<td>ENGL 1200</td>
<td>6</td>
<td>B+</td>
<td>12</td>
<td>6</td>
<td>6 (Include)</td>
<td>6 (Include)</td>
</tr>
</tbody>
</table>

### Repeat Rule Does NOT Apply

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Taken</th>
<th>Credit Hours of Course</th>
<th>Grade Received</th>
<th>Attempted Hours</th>
<th>Passed Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>200690</td>
<td>EDUB 2960</td>
<td>6</td>
<td>FAIL</td>
<td>6</td>
<td>0</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>200690</td>
<td>MATH 1100</td>
<td>6</td>
<td>PASS</td>
<td>12</td>
<td>6</td>
<td>12</td>
<td>0</td>
</tr>
</tbody>
</table>

### Academic Assessment

• Aurora assesses students based on Term GPA or Cumulative GPA.
• There is one assessment rule for each faculty (assessment rules cannot be run by program).
• Some faculties have automated assessments, while other faculties have manual assessment to:
  o Control when the assessment is completed (e.g. once a year instead of every term).
  o Assess academic standing using Degree GPA
  o Allow for different academic standing requirements for different degrees (e.g. general vs. honours requirements).
• Regardless of whether the faculty is using automated or manual processing, Aurora will update Academic Assessment each term. To ensure that a default “good standing” code is not used, those faculties who are using manual processing will have automated assessment rules that will bring forward the previous term’s academic standing. The faculty will manually change the current term’s assessment based on their rules.
  o For example, for a faculty who assessed once a year:
    ▪ A student has been assessed as “On Probation” in April 2006. The faculty does not assess again until April 2007. The “On Probation” code will be brought forward each term the student takes a course. In April 2007, the faculty will review their Academic Assessment report and manually update the Academic Standing in Aurora as required.
### Term | Academic Standing | Assessment Code
--- | --- | ---
200600 (06R in IMS) Fall 2006 | On Probation | PR (converted assessment from IMS)
Winter 2007 | On Probation Suspension for 1 Year | PR (automatic assessment) S1 (manual assessment by faculty)

- Academic assessment codes have been standardized to allow Aurora to use the previous term’s assessment without manual intervention when a student changes faculty.
- The End of Term Academic Standing is recorded in SHAINST.
- If a student applies to another faculty, the new faculty will review the student’s performance and assign the appropriate starting status on SGASTDN. The End of Term Academic standing from the previous record is not changed.
  - For example, if a student is on probation in Engineering and applies to Science, Science’s Academic Standing rules will be applied and the student will be assigned a starting status of “Faculty Minimum Met” in SGASTDN, if appropriate.
- For faculties that have honours and major programs:
  - If a student is required to withdraw from honours and major, add comment code in SWACMNT.
  - If the student still meets faculty minimum, no further action is required.
  - If the student does not meet faculty minimum, use normal process to have the appropriate code applied (automatically or manually depending on faculty process).
  - Depending on the Academic Assessment code, students may be prohibited from registration. Codes S1, S2, SU and WF prohibit registration.

**SWACMNT**

SWACMNT is also used to record if a student “must repeat or replace” a particular course or “must repeat” failed courses.

**Dean’s Honour List**

- Aurora can automatically assess and assign Dean’s Honour List status to students.
- Dean’s Honour List rules are by faculty, not by program and is calculated every term (including summer terms).
- The List is based on minimum credit hours per term and Term GPA (excludes Letter of Permission).
- Faculties who wish to combine term will need to identify students through reports and enter the Dean’s Honour status manually.

Both Academic Standing and Dean’s Honour List can be adjusted as necessary due to changes (late grades, change of grade(s), AW, etc.).

Changes to Academic Standing and Dean’s Honours List rules must go to Senate for approval.

**SHAINST**

- Enter or update Academic Standing.
- Enter or update Dean’s Honours List.
- Access to grades in Course Maintenance (SHATCKN).
- Granting Aiw
  - Documentation should be sent to the Registrar’s Office to process AW.
SHADEGR

- Used in calculation of Degree GPA.
- Must match SGASTDN record.
- Will be updated if major, minor or concentration on SGASTDN is changed.
- New SHADEGR record is created if student changes programs on SGASTDN (admitted to new faculty or changes program within a faculty).
- New SHADEGR record will be created automatically for students who transit from U1 to Arts or Science.
- Will be created on grade roll if SHADEGR does not match current SGASTDN record.
- Apply/un-apply courses and transfer credit to/from program.
- Only one SHADEGR record can have that status **SO** (Sought).
- Abandoned programs will have their SHADEGR status updated to **NS** (No Longer Sought).
- Students taking two programs concurrently will have status **CS** (Concurrently Seeking) on both applicable SHADEGR records.
- Change repeat indicator on repeated courses.