## **Disclaimers**

#### **General Disclaimer**

It is very important for you to read and understand the disclaimers located at the bottom of the worksheets.

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You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. This audit is not your academic transcript and it is not official notification of completion of program requirements. Advising Services can provide you with assistance in interpreting this report or help you to determine your eliqibility to graduate. Please contact Enrolment Services to obtain a copy of your official transcript.

#### **Planner Disclaimer**

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The Planner does not automatically register you into the selected courses. In order to register for courses log in to MyAU

#### **Look Ahead Disclaimer**

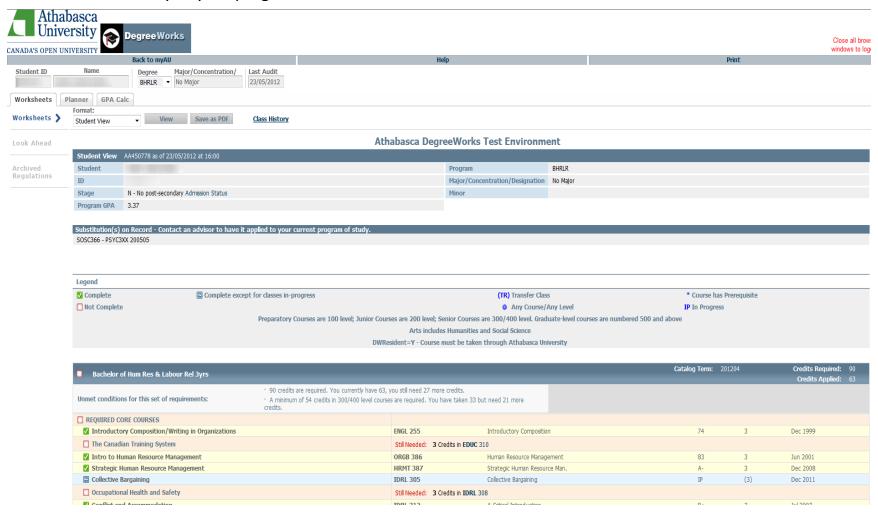
#### Disclaimer

Please note:

- The Look Ahead is for your own planning purposes.
- If you are interested in taking any of the courses you have used here in your program please submit a planner using the Planner function in the top tabs or contact an advisor directly to confirm your selection(s).
- . This feature does not perform all of the necessary checks of a formal audit and review and should only be used to arrive at some possible course selections.
- · Course selections are not approved for fit in your program until an advisor has approved.
- . The Look Ahead does not automatically register you into the selected courses. In order to register for courses log in to myAU.

### The Worksheet tab

Once you are logged in, you will see a screen similar to the one below. This is your worksheet which provides the overall summary of your program.



# **Sections of the Worksheet**

#### **Student Header**

This section contains key elements of your student record such as your name, Student ID #, admission status, and program details

<b>Student View</b> AA482472 as of 02/02/2012 at 07:54							
Student		Program	BA4				
ID		Major/Concentration/Designation	Sociology				
Stage	N - No post-secondary Admission Status	Minor					
Program GPA	0						

# The Worksheet Legend

## Legend

The legend contains all of the unique symbols that are important for interpreting the DegreeWorks worksheet.





This symbol will appear beside all requirements that have been completed within the audit. The row will be highlighted in yellow and will display the course(s) that fulfilled the requirement along with the grade or status and the term in which the course was taken.

ENGL 212 Poetry and Plays A- 3 Jul 2009

☐ Junior Level English Electives ENGL 255 Intro Composition TR 3 Jan 1995

Satisfied by ENGL 2201 - Mount Royal Coll

### Not Complete

This symbol will appear beside all requirements that have not yet been completed. The row will be highlighted in red and will also indicate the course(s) that will be required to complete the requirement.

 English Electives
 ENGL 211
 Prose Forms
 B 3
 Sep 2008

 Still Needed:
 3 Credits in ENGL 200:499

# The Worksheet Legend

### Complete except for classes in-progress

This symbol appears for requirements that will be complete upon successful completion of in progress courses. The row will be highlighted in light blue and the grade section for the course will display (IP) for the in progress courses.

Senior Level English Electives	ENGL 302	Intro to Canadian Literature	B+	6	Jun 2010
	ENGL 305	Literature for Children	A-	6	Feb 2011
	ENGL 358	Literature of the Americas	IP	(6)	Feb 2012
	ENGL 395	The 19th Century English Novel	IP	(6)	Aug 2011

#### @ Any Course/Any Level

This is a wildcard symbol in DegreeWorks, meaning that you can select a course from any level or from any subject. Example: when a course prefix is followed by the @ symbol (ENGL 2@, 3@, or 4@) this means any ENGL course at the 200, 300, or 400 level can be used to fulfill the requirement.

☐ English Course with B- or better grade (3 Credits in ENGL 2@ or 3@ or 4@ Grade >= B-)

## The Worksheet Blocks

### **Blocks**

Each section in a DegreeWorks worksheet is called a "Block". Each block header will contain a title for the block and will display specific course information for that block. Like individual requirements, the block header will contain a symbol stating the status of all requirements within the block.

#### **Main Block**

This block contains your overall program requirements. This block will never have the complete symbol until all of your program requirements have been met. Within this block, you will also find "Unmet Conditions" which are requirements that must be completed in order to graduate. These unmet conditions will no longer be displayed once they have been completed. The top of this block displays the total credits required to graduate, total credits you have applied (including in progress courses) towards graduation, and your Catalog Term.

■ Bachelor of Hum Res & Labour Rel 3yrs	_	_		Catalog Term:	201204	Credits App	Credits Required: 90 lied (Including In-Progress): 63
Unmet conditions for this set of requirements:	<ul> <li>90 credits are required. You currently have 63,</li> <li>A minimum of 54 credits in 300/400 level cours credits.</li> </ul>						
REQUIRED CORE COURSES							
Introductory Composition/Writing in Organizations		ENGL 255	Introductory Composition		74	3	Dec 1999
☐ The Canadian Training System		Still Needed: 3 Cr	edits in EDUC 310				
Intro to Human Resource Management		ORGB 386	Human Resource Management		83	3	Jun 2001
Strategic Human Resource Management		HRMT 387	Strategic Human Resource Man.		A-	3	Dec 2008
Collective Bargaining		IDRL 305	Collective Bargaining		IP	(3)	Dec 2011
Occupational Health and Safety		Still Needed: 3 Cr	edits in IDRL 308				
✓ Conflict and Accommodation		IDRL 312	A Critical Introduction		B+	3	Jul 2007
Labor Law or Employment Law in Canada		HRMT 322	Employment Law		Α	3	Nov 2007
☐ Women and Work in Canada		Still Needed: 3 Cr	edits in <b>SOCI</b> 345 or <b>WGST</b> 345				
☐ The Sociology of Work and Industry		Still Needed: 3 Cr	edits in <b>SOCI</b> 321				
		ACCT 253	Intro Financial Accounting		59	3	Sep 2002

## The Worksheet Blocks

### **Major Block**

The Major Block (if applicable) contains the requirements for the major or concentration and will display any specific courses you are required to complete to fulfill the concentration or major.

Major in Anthropology BA4		Catalog Year: 2010	)9	Credits Required: 45 Credits Applied: 39
Unmet conditions for this set of requirements:	· 45 credits from major courses are required. You currently have 39, you still need 6 more credits.			
☐ Junior Level Anthropology	ANTH 275 Cultural Anthropology ANTH 276 Physical Anth & Archaeology	89 81	3 3	Oct 2000 Feb 2001
	Still Needed: 3 Credits in ANTH 200:299			
☑ History of Anthropological Thought	ANTH 334 History of Anthropology	80	3	Oct 2001
Control and Bossesh Mathada	SOSC 366 Research Methods in the SOSC	85	3	Feb 2002
Senior Level Research Methods	Still Needed: 3 Credits in ANTH 476* or 402*			
✓ Language and Culture	ANTH 354 Language and Culture	75	3	Oct 2001
☑ Junior/Senior Level Anthropology Electives	ANTH 376 AB Archaeology: Prehist. Life. SOAN 384 Family in World Perspective	84 90	3	Feb 2002 Oct 2002
✓ Senior Level Anthropology Electives	ANTH 318 Ancient Civ. of the New World ANTH 362 Native Peoples of Canada ANTH 394 Anthropology and the City ANTH 401 Ethnography:Principles	82 84 78 72	3 3 3 3	Jun 2001 Feb 2002 Jun 2002 Jun 2002
	ANTH 406 Special Topics in Anthropology ANTH 407 Advanced Readings in Ethnology	88 90	3	Jun 2002 Oct 2002
₹ 400 Level Electives	ANTH 334 History of Anthropology ANTH 401 Ethnography:Principles ANTH 406 Special Topics in Anthropology ANTH 407 Advanced Readings in Ethnology	80 72 88 90	3 3 3 3	Oct 2001 Jun 2002 Jun 2002 Oct 2002

## The Worksheet Blocks

**In Progress Courses Block** – Includes courses that are currently in progress.

In-progress			Credits Applied: 3	Classes Applied: 1
50CI 287 Intro. to Sociology	IP:	3	Feb 2012	

**Fallthrough Courses Block** – This block will display all completed and transfer courses that are not currently being used to fulfill a requirement within the program. This block will also contain courses that require a detailed course outline to be submitted before they can be further reviewed.

Fallthrough	Courses			Credits Applied: 0	Classes Applied: 2
ENGL 1XX	Extra to Degree	TR	0	Jan 2007	
Satisfied by	: ARTS150 - U of Windsor				
HUMN 2XX	Extra to Degree	TR	0	Sep 2009	
Satisfied by	: HUMA2680 - York U				

**Insufficient Courses Block**— This block will display all the courses that do not meet the minimum required grade for the program.

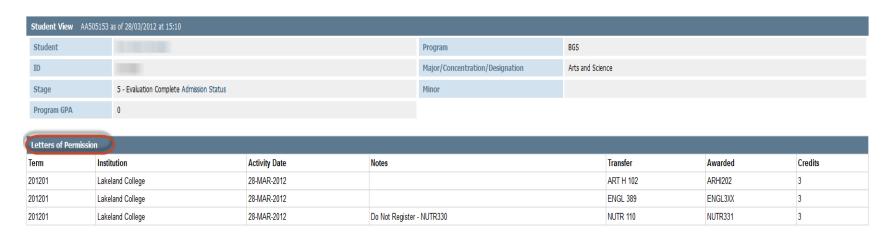
Insufficient	Insufficient Cr					
HRMT 322	EmploymentLaw	WF	0	Jan 2006		
ORGB 300	Organizational Culture	WF	0	Apr 2010		
PSYC 289	Psychology as a Natural Scie	WF	0	Mar 1998		

**Not Counted Courses Block**— This block displays all of the courses that are not counted towards your degree.

Not Counted		Credits Applies	: 0		Classes Applied: 1
HIST 201	Western Thought and Culture I	Maximum number of classes exceeded -	F	0	Sep 2009

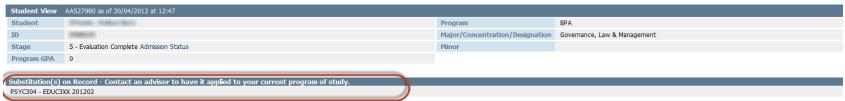
### **Letters of Permission**

If you have any Letters of Permission currently in progress they will be displayed directly under the Student Header block.



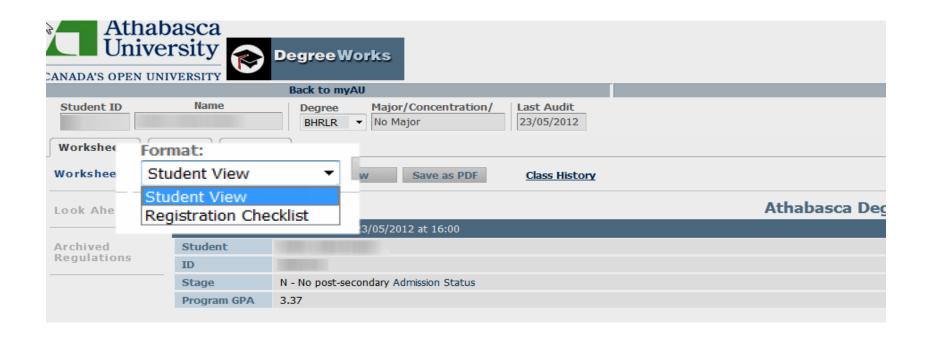
### **Substitutions and/or Waivers**

If you have any substitutions or waivers on your file, that have not yet been applied to your DegreeWorks file, they will appear directly under the Student Header. Please contact an Advisor to have these applied to your student record in DegreeWorks.



## Formats within the Worksheet Tab

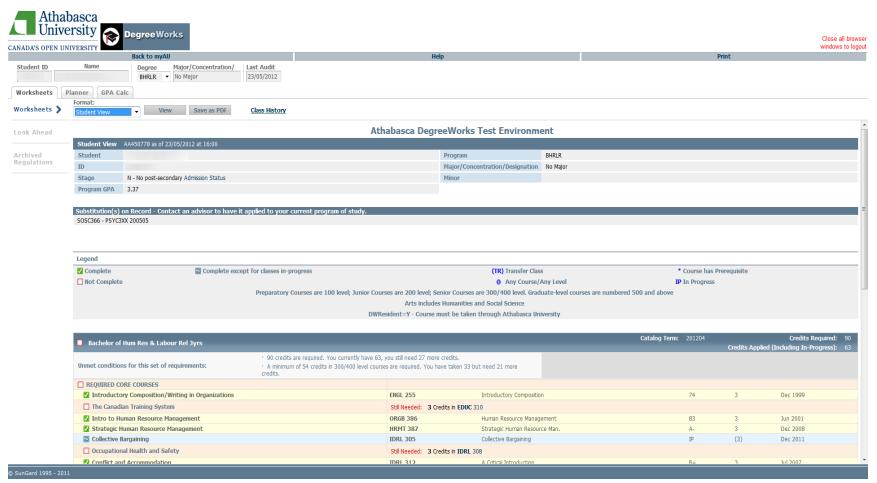
The Worksheet can be viewed in two formats; the Student View and the Registration Checklist.



# Viewing formats within the Worksheet tab

#### **Student View**

This is the default view of the Worksheet Tab.



# Viewing formats within the Worksheet tab

### **Registration Checklist**

This checklist is a view of your remaining program requirements. You must select Registration Checklist from the drop down menu and click **Process New** to view this format. Web links are provided for further course detail. To register for courses, please log into myAU; you will still need to follow the registration process from the Student Portal.

