Guide to Academic Advisement
The Faculty of Arts is excited to bring you an online academic advisement tool to replace the manual program check process.

This online tool allows you to track the progress of your degree so that you can plan ahead when building your future schedules.

Reports are in ‘real-time’, so as you change your registration, you can also review the changes to your report. In order to help you with the transition to this online academic assessment tool, we have created a User Guide for your reference.

Please Note:
● Degree requirements are either collapsed or expanded
  ○ Collapsed = Completed requirements
  ○ Expanded = Requirements left to be completed

● Grades from transfer courses from other institutions do not consistently appear, but are only used for admission purposes and are not typically part of GPA (grade point average) calculations in the reports.

● If you transfer between Faculties or Programs (eg. BFA to BA) in UAlberta, you may see a course duplicating within your major, minor or options. If you notice this, please contact Arts Undergraduate Student Services (USS) at arts.undergrad@ualberta.ca

● Interdisciplinary majors and minors, such as Religious Studies, STS or WGS (cross listed courses for these major and/or minors) will apply to the subject area they are part of, unless the student notifies us otherwise in writing.
  ○ For example: History 294 would be applied to a History major or minor, not as a cross listed course for an STS minor.

When accessing your academic advising report, the first thing you will see are three square buttons and a legend.

If you want to collapse all or expand all sections, you can use these buttons displayed below:

[collapse all] [expand all] [view report as pdf]

[☑️ Taken] [🔗 In Progress] [💫 Planned]

You can access the report in pdf form by clicking the yellow button marked ‘view report as pdf’. However the online version is the most readable.
The legend below indicates the status of courses.

A green circle with a checkmark shows that the course is complete (identified as Taken)
A yellow diamond indicates that the course is In Progress (Enrolled/Currently Registered)
A blue star indicates that the course is Planned (in your future registration)

Next, if you want to see the courses you are registered in, for the current academic year, simply browse Registered Courses. If registration has opened for the next year, those courses will appear here as well.
The actual requirements of your degree are broken down into the following categories: Basic Requirements, Major Requirements, and Minor Requirements.

Again, if you see that any section is collapsed, then you have completed the requirement for that section as seen here:

- Faculty of Arts - Program Specific Information (RG 9890)
- Junior English requirement (RG 9709)
- Language Other than English requirement (RG 9710)
- Faculty of Science residency (RG 9714)

If you would like to expand an individual section, click on the arrow of that section.

Faculty of Arts Year of Calendar Regulations: 2013/2014

- Bachelor of Arts
- Political Science major
- International Studies minor
- Political Science Certificate in Globalization and Governance
- Year 3
The * symbol may be used by a Faculty of Arts advisor to add program notes, for all applicable students, when appropriate.

Faculty of Arts - Program Specific Information (RG 9890)

Faculty of Arts Year of Calendar Regulations: 2013/2014

- Bachelor of Arts

- Political Science major

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- International Studies minor
- Political Science Certificate in Globalization and Governance
- Year 3
**Basic Requirements:** These are the courses that all students in the Bachelor of Arts must complete before a student can graduate/convocate. They are also considered the foundation of the BA degree, which is why they appear before your major.

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**Junior English requirement (RG 9709)**

*Satisfied:* Required English courses are literature based.

Students who have been granted advanced placement in English may substitute any 6 units at the 200-level or higher in English courses.

**Junior English (ENGL)/Writing Studies (WRS) (RQ 5846)**

Students must take 6 of 100-level English courses OR 3 of 100-level English plus 3 of 100-level Writing Studies (WRS).

- 6 of Junior level English courses

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**Language Other than English requirement (RG 9710)**

*Satisfied:* All Faculty of Arts students must complete Language Other than English courses to develop, or improve a student’s facility in a Language Other than English. (Effective Fall 2011)

**Language Other than English (RQ 5847)**

*Satisfied:* Take 6 in ONE Language Other than English.

- Units: 6.00 required, 6.00 taken, 0.00 needed

- Language Other than English CHINA courses

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**Faculty of Science residency (RG 9714)**

Your two introductory English courses, your two courses in the same language (LOE), and your two courses from the Faculty of Science will appear in these three sections.

**Note:** If you take two courses in two different languages neither will populate the LOE field. You need two courses in the same language before the LOE requirement is satisfied.
Note: Science courses are any course offered by the Faculty of Science or those recognized by Science as Science courses.

**Breadth of Diversity** are courses belonging to the three discipline designations of Arts: Fine Arts, Humanities and Social Sciences.

A total of **18 credits (6 courses)** will be completed in these three areas to satisfy these requirements.

If you have questions about which courses fulfill which requirements, either follow our tip sheet linked here [BA tip sheet](https://www.ualberta.ca/arts/student-services/tip-sheets) or contact USS at arts.undergrad@ualberta.ca

For all of our tip sheets visit: [https://www.ualberta.ca/arts/student-services/tip-sheets](https://www.ualberta.ca/arts/student-services/tip-sheets)
**Major and Minor:** All general Faculty of Arts programs require a major and a minor (or two majors).

Your program requirements, the main focus of your degree, are displayed here.

You will see the specific list of requirements in this tab and any courses left to complete. This example is of a completed Political Science major.

Depending on your program, this section can look very different. **All in progress courses** needed will appear with the yellow diamond icon.
**Note:** English majors have many requirements that fit into multiple categories, so if you have questions about your major, please contact the undergraduate advisor in English and Film Studies using efs@ualberta.ca

**Note:** To verify your program requirements for your major or minor, you can check the Calendar of your most recent admission year to your current Faculty of Arts program. The year is listed in the “Program Specific Information” section of your report.

To access the Calendar, please visit this link http://calendar.ualberta.ca/

Your minor also has a list of requirements. The example below is for an International Studies minor that is in progress.

<table>
<thead>
<tr>
<th>Minor Requirements (RG 9762)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses for International Studies Minor (RQ 6441)</td>
</tr>
</tbody>
</table>

**Not Satisfied:** This interdisciplinary minor subject of concentration will enable students to examine the processes by which international forces of many sorts (particularly political, economic, and cultural forces) influence the lives people lead and the choices they face. Courses taken for this subject of concentration may also analyze international influences upon political, economic, social, cultural and environmental patterns and change in individual nations and communities.

A minor in International Studies requires *12 to a maximum of *42 at the senior level, including at least *6 at the 300- and/or 400-level, in courses identified by the Faculty of Arts of which at least *3 must come from each of the following three lists.

**Political Aspects - contact the office**

Contact the Undergraduate Student Services in the Faculty of Arts to have courses applied to this requirement.

- Units: 3.00 required, 0.00 taken, 3.00 needed

**Economic Aspects**

*3 must be taken in core courses focused upon the economic aspects of international studies: ECON 213, 323, 414, 421, 422.

- Units: 3.00 required, 0.00 taken, 3.00 needed

**Cultural Aspects**

**Senior Level Requirement in International Studies Minor**
The Certificate section only appears if you have officially declared a certificate. Certificates are received at the time of graduation along with the degree. Courses used to meet certificate requirements can also be used to meet other degree requirements.

**Note:** Currently not all certificates have been coded into Academic Assessment.

- **Globalization and Governance certificate (RQ 6326)**

  **Not Satisfied:** Globalization has brought fundamental changes to the conduct and study of local, national, international and transnational politics. This Certificate in Globalization and Governance includes undergraduate POL S lecture and seminar courses that focus on the dynamics of globalization and the challenges it presents to politics, governance and public policy throughout the North and South.

  This Certificate will be awarded only at the same time as a student receives a BA with a major, Honors, or minor in POL S (or a BSc with a POL S minor).

  Students may pursue this Certificate in Globalization and Governance by fulfilling existing requirements for majors, minors or Honors in Political Science and by completing a minimum of 27 units from the following:

  - Units: 27.00 required, 12.00 taken, 15.00 needed
  - 6 max from POL S 230, 235, 240, 260, 261

- **Globalization & Governance course list**

The rest of the sections cover the credit gained in option courses (not related to basic, major, or minor requirements).

- **Faculty of Arts and Science options (RG 9969)**
- **Non-Arts or Non-Science option courses (RG 9749)**
- **Bachelor of Arts degree requirements (RG 9765)**
- **Courses Not Used Toward This Program (RG 10078)**

Arts and Science options are the option courses that belong to, or are recognized as equivalent to, either the Faculty of Arts or the Faculty of Science. Transferred courses that equal a course in either Faculty are found here as well.
Non-Arts or Non-Science option courses are courses you have received credit in that belong to other faculties (other than Arts or Science). **For example:** Education, Physical Education & Recreation.

The last two sections in your report are:

- Residency in Arts and the University requirements (the number of credits you have to take from the Faculty of Arts and the University of Alberta)
- The total number of credits for your degree (120)
- Junior course limit - limit of how many courses you can take at the 100 level (48 Credits or 16 *3 courses)

Note: Academic Advisement will not prevent students from registering in excess credits or duplicate courses. For example, if you exceed your junior level credits they will still appear but when you are evaluated for graduation, they will not be used. A maximum of *48 credits is allowed in a BA program.
**Going Forward**

If you notice any issues with your report or calendar inconsistencies, please notify the Undergraduate Student Services Office at arts.undergrad@ualberta.ca