Disclaimers

General Disclaimer

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

Disclaimer

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 eligibility 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

Student View	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.

Legend			
✅ Complete	⊠ Complete except for classes in-progress	(TR) Transfer Class	* Course has Prerequisite
☐ Not Complete		@ Any Course/Any Level	IP In Progress

Preparatory Courses are 100 level; Junior Courses are 200 level; Senior Courses are 300/400 level. Graduate-level courses are numbered 500 and above

Arts includes Humanities and Social Science

DWResident=Y - Course must be taken through Athabasca University

✅ Complete

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.

| ✅ Junior Level English Electives	ENGL 212	Poetry and Plays	A-	3	Jul 2009
	ENGL 255	Intro Composition	TR	3	Jan 1995
	Satisfied by	ENGL2201 - 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

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 Required: 90 | | Credits Applied (Including In-Progress): 63 |

Unmet conditions for this set of requirements:	· 90 credits are required. You currently have 63, you still need 27 more credits. · A minimum of 54 credits in 300/400 level courses are required. You have taken 33 but need 21 more credits.				
REQUIRED CORE COURSES					
✅ Introductory Composition/Writing in Organizations	ENGL 255	Introductory Composition	74	3	Dec 1999
☐ The Canadian Training System	Still Needed: **3 Credits 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 Credits 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	A	3	Nov 2007
☐ Women and Work in Canada	Still Needed: **3 Credits in SOCI** 345 or **WGST** 345				
☐ The Sociology of Work and Industry	Still Needed: **3 Credits in SOCI** 321				
	ACCT 253	Intro Financial Accounting	59	3	Sep 2002

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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: 201009		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	89	3	Oct 2000
	ANTH 276	Physical Anth & Archaeology	81	3	Feb 2001
	Still Needed: 3 Credits in ANTH 200:299				
✅ History of Anthropological Thought	ANTH 334	History of Anthropology	80	3	Oct 2001
☐ Senior Level Research Methods	SOSC 366	Research Methods in the SOSC	85	3	Feb 2002
	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.	84	3	Feb 2002
	SOAN 384	Family in World Perspective	90	3	Oct 2002
✅ Senior Level Anthropology Electives	ANTH 318	Ancient Civ. of the New World	82	3	Jun 2001
	ANTH 362	Native Peoples of Canada	84	3	Feb 2002
	ANTH 394	Anthropology and the City	78	3	Jun 2002
	ANTH 401	Ethnography:Principles	72	3	Jun 2002
	ANTH 406	Special Topics in Anthropology	88	3	Jun 2002
	ANTH 407	Advanced Readings in Ethnology	90	3	Oct 2002
✅ 400 Level Electives	ANTH 334	History of Anthropology	80	3	Oct 2001
	ANTH 401	Ethnography:Principles	72	3	Jun 2002
	ANTH 406	Special Topics in Anthropology	88	3	Jun 2002
	ANTH 407	Advanced Readings in Ethnology	90	3	Oct 2002

The Worksheet Blocks

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

In-progress					Credits Applied: 3	Classes Applied: 1
SOCI 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				Credits Applied: 0	
HRMT 322	Employment Law	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 Applied: 0	Classes Applied: 1	
HIST 201	Western Thought and Culture I	Maximum number of classes exceeded -	F	0	Sep 2009

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Letters of Permission

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

Student View	AA505153 as of 28/03/2012 at 15:10			
Student		Program	BGS	
ID		Major/Concentration/Designation	Arts and Science	
Stage	5 - Evaluation Complete Admission Status	Minor		
Program GPA	0			

Letters of Permission							
Term	Institution	Activity Date	Notes	Transfer	Awarded	Credits	
201201	Lakeland College	28-MAR-2012		ART H 102	ARHI202	3	
201201	Lakeland College	28-MAR-2012		ENGL 389	ENGL3XX	3	
201201	Lakeland College	28-MAR-2012	Do Not Register - NUTR330	NUTR 110	NUTR331	3	

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.

Student View	AA527980 as of 30/04/2012 at 12:47			
Student		Program	BPA	
ID		Major/Concentration/Designation	Governance, Law & Management	
Stage	5 - Evaluation Complete Admission Status	Minor		
Program GPA	0			

Substitution(s) on Record - Contact an advisor to have it applied to your current program of study.
PSYC304 - EDUC3XX 201202

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.