Undergraduate Program Requirements Guide

This guide is intended to help students understand their program requirements. In general, all program requirements can be found within the **Academic Calendar**. It is important that you use the academic calendar for the year that you began your current program (i.e. If you started your program in September 2017, you should use the 2017-2018 Academic Calendar).

When it comes to determining whether you are meeting your program requirements, you can either refer to the academic calendar, or the degree audit feature on your myInfo account. Based on the courses you've taken, or the courses you're currently registered for, the degree audit feature outlines which requirements you've already met, which ones you're in the process of completing, and what you'll have left after your current enrolment. We recommend that 1st and 2nd year students refer to the academic calendar, while 3rd and 4th year students may find the degree audit tool more useful.

Academic Calendar

The academic calendar can be found at calendar.lakeheadu.ca. It contains everything from admission requirements, tuition fees, course descriptions and timetables, to university regulations, and program requirements.

How to Find your Program Requirements:

1. Access the academic calendar at calendar.lakehead.ca, or by visiting lakeheadu.ca, clicking *Students*, and under the ***Academic Success*** heading, selecting <u>Academic Calendar</u>.
   - Note: The **current** academic calendar will always appear first. If you are looking for a previous calendar, select the <u>Previous Calendar</u> link at the bottom of the menu on the left side of the page.
2. Once you are on the correct academic calendar, select the <u>Programs & Faculties</u> link on the left hand menu.
3. After selecting the "Programs & Faculties" link, find the faculty that your program falls under, and select the "Undergraduate Programs" link for that specific faculty.
4. After selecting the "Undergraduate Programs" link on the previous page, depending on which Faculty you select, you will have a few options.
   - If your program is within the Faculty of Business Administration, Natural Resources Management, or Law, you will automatically be brought to a page that contains all programs offered by that Faculty.
   - If your program is within the Faculty of Education, Engineering, Health & Behavioural Sciences, Science & Environmental Studies, or Social Sciences & Humanities, you will be brought to a page outlining each *department* within that Faculty. From there, select your corresponding department, and you will then be brought to a page that contains all programs offered by that Faculty.
5. Once you have successfully found your Faculty and/or Department, you can select the link for your specific program. At that point, you will have found your program requirements.

How to Determine if you are Meeting your Program Requirements:

To determine whether you are meeting your program requirements, you will need two things:
- Your program requirements (found on the Academic Calendar), and
- Your unofficial transcript (myInfo → "Student" tab → "My Unofficial Transcript")

Going through your program requirements, use your unofficial transcript to determine if you meet each of the specific requirements within your current year level.

Tips:
- Always review your previous years to make sure you've already met your first (and second, third, etc.) year requirements.
- Always fill *major* requirements first; then specific requirements (i.e. Type A, 1.0 FCE at third year level, etc.); then open electives.

Degree Audit Tool

The degree audit feature on myInfo is a helpful tool that can show you where you stand within your program. The tool takes all of the courses from your transcript, and fits them into the degree requirements found on the academic calendar – this gives you an idea of which program requirements you have already completed, and what is left to complete.

Note: The degree audit tool is not always accurate, and may not place courses in the best possible configuration. When information conflicts, the academic calendar is the final source.

How to Use the Degree Audit Tool

1. Log in to myInfo by visiting myInfo.lakeheadu.ca, or by visiting lakeheadu.ca, selecting "Quick Links" at the top right of the page, and selecting "myInfo" from the menu that appears.
2. Once you have logged in, select the "Student" tab.
3. Under the *Academic Profile* heading, select the "My Program Requirements (Degree Audit)" link.
   - After selecting the "My Program Requirements (Degree Audit)" link, your program(s) will appear on the page. The *top* program is always the program you are currently enrolled in. If there are other programs visible, it may be because you applied to those programs previously, or you were at one time active in those programs.
4. From here, select your current program by clicking on the circle next to your current program. After you've selected your program, click "Submit" at the bottom of the page.
   - **Note:** If you are interested in seeing how your credits would be used in a different program, instead of selecting your current program above, find the program you are interested in under the "What if I changed my program of study?" option, and click "Submit".
5. After clicking "Submit", your degree audit will appear. Please note that it can take several minutes for the audit to appear.