

Student Web Services User's Guide

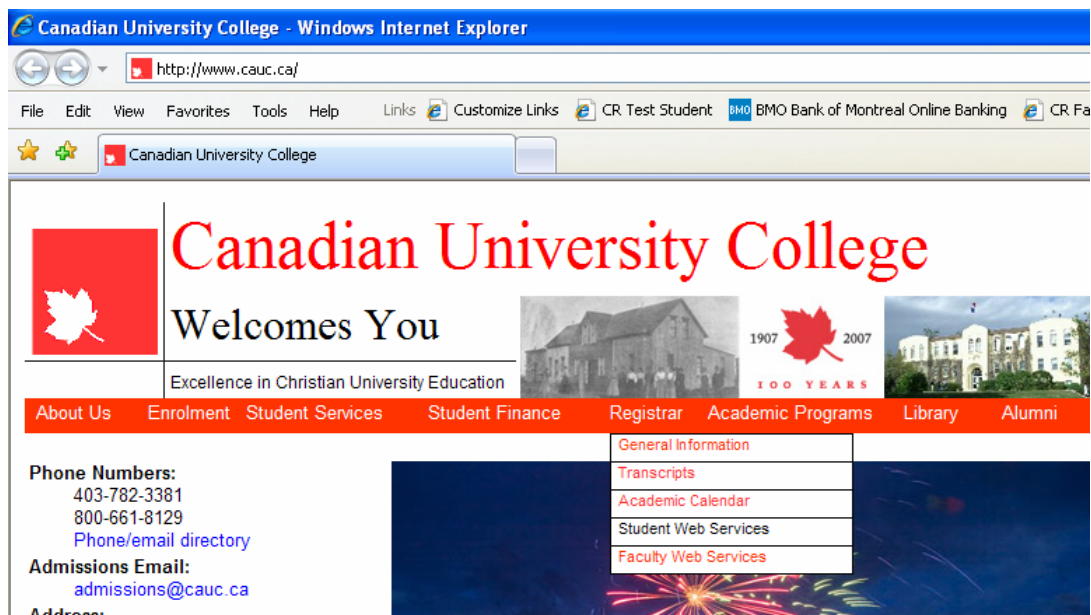
Student Web Services is the Canadian University College World Wide Web portal to the student records and information system. From Student Web Services a student can:

1. Find out what courses you are registered in
2. Find out your marks
3. View courses taken and progress towards fulfilling program requirements
4. Register for courses
5. Change address information

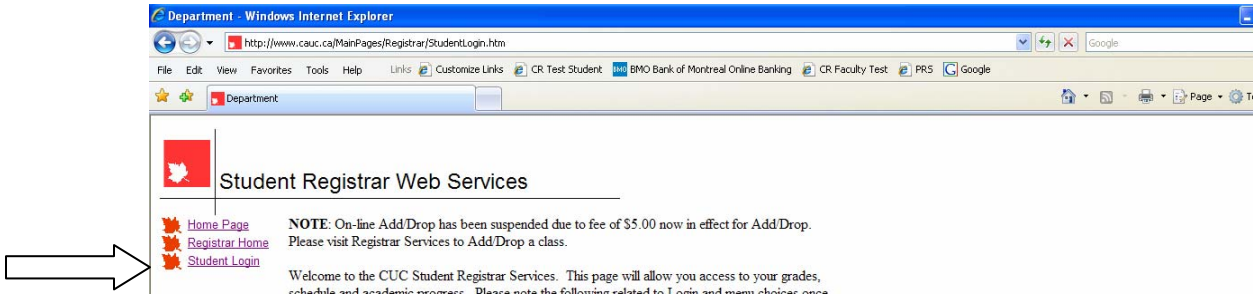
The sections below will describe in detail the use of Student Web Services.

Logging in to Student Web Services

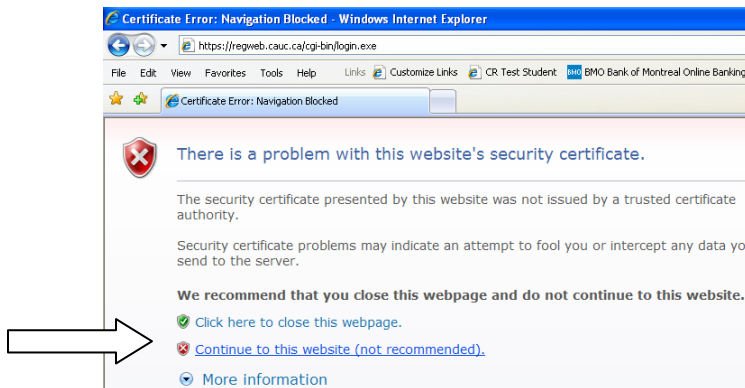
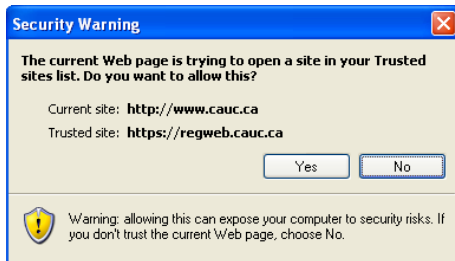
1. Goto www.cauc.ca. Click on Registrar then click on Student Web Services.



2. You will get this page. It is basic information on what you can do with Student Web Services. Click on Student Login located on the top left of the page.

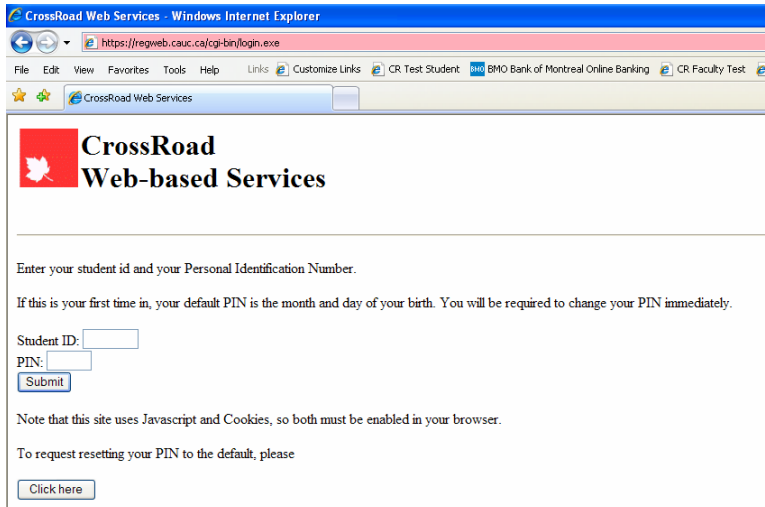


Due to browser issues you may get security warnings. Respond positively to them all.

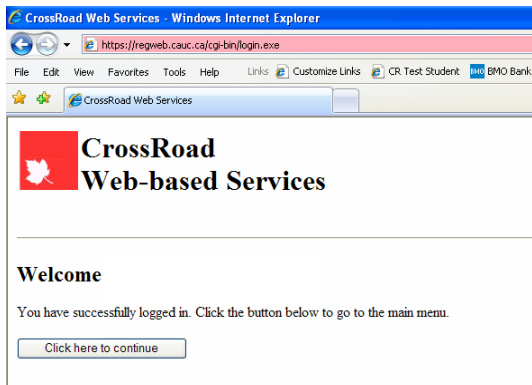


3. Login. Your student ID is a 6 digit number located on the bottom right of your ID card. If you are a new student you should have received your Student ID number with your Acceptance letter from Admissions. The default PIN is the MMDD of your birth. You will have to change your PIN as soon as you login.

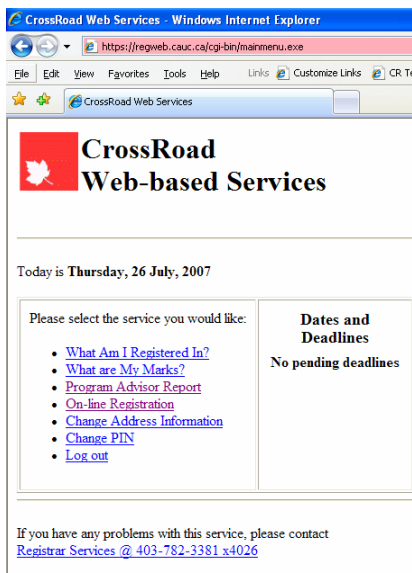
Note: you can get your PIN set to the default (MMDD of your birth) by clicking on the "Click here" option if you forget your PIN.



You will get Welcome Screen. Click on “Click here to continue”.

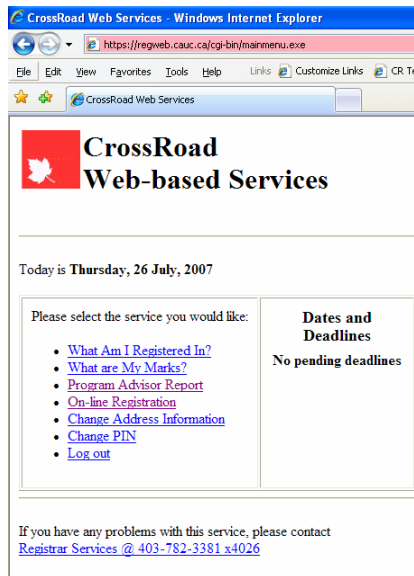


You will be taken to the main menu. Check the various sections below for more information about each menu item.

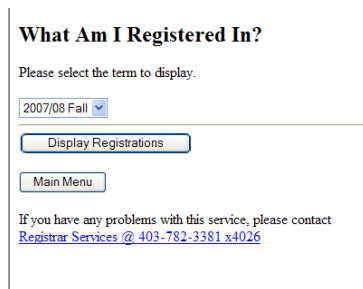


Finding Out What Courses You are Registered In

1. Click on “What Am I Registered In?” in the main menu.



2. Choose from the drop-down list the term you wish to see. Then click on “Display Registrations”.



3. The courses you are registered in along with a time table will be displayed.

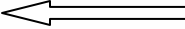
2007/08 Fall

Course Code	Sem Lab	Course Title Instructor(s)	Credit Audit Non-Cr	Credits	Schedule
CPTR106		COMPUTER APPLICATIONS <i>Murrin, Larry</i>	CR	3.00	Days, Time Room(s) MW 06:00P E117
BIOL100		INTRODUCTORY BIOLOGY <i>Ramalingam, Paul</i>	CR	4.00	Days, Time Room(s) MWF 10:55A S107
	L1	<i>Ramalingam, Paul</i>			Days, Time Room(s) M 01:15P S107
CHEM100		FUND: GENERAL CHEMISTRY <i>Wong, Lawrence</i>	CR	4.00	Days, Time Room(s) MWF 08:45A S215
	L1	<i>Wong, Lawrence</i>			Days, Time Room(s) R 01:15P S208

If your advisor has approved of your course selection on-line you will see "Approved" in the course information. Remember, you are ultimately responsible for your course selection. Advisors only act as a guide.

2007/08 Fall

Course Code	Sem Lab	Course Title Instructor(s)	Credit Audit Non-Cr	Credits	Schedule	
BIOL100		INTRODUCTORY BIOLOGY <i>Ramalingam, Paul</i>	CR	4.00	Days, Time Room(s) MWF 10:55A S107	Approved
	L1	<i>Ramalingam, Paul</i>			Days, Time Room(s) M 01:15P S107	Approved
ENGL205		APPROACHES TO LIT: WORLD <i>Ringer, Laurie</i>	CR	3.00	Days, Time Room(s) MW 04:15P W112	Approved
MUPF210		CHOIR <i>Munroe, Wendolin</i>	AU	1.00	Days, Time Room(s) MTWRF 12:00P W200	Approved



Please note that students are ultimately responsible for their course choices. "Approved" only means a course registration has been reviewed by an advisor. The Calendar remains the official statement of all academic policy.

[Select a different term](#) [Return to Main Menu](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
07:40A						
08:00A						
08:45A	CHEM100		CHEM100		CHEM100	
09:30A						
09:50A						
10:55A	BIOL100		BIOL100		BIOL100	
12:00P						
01:15P	BIOL100 L1			CHEM100 L1		
02:45P	BIOL100 L1			CHEM100 L1		
04:15P						
06:00P	CPTR106		CPTR106			
07:00P	CPTR106		CPTR106			
08:00P						

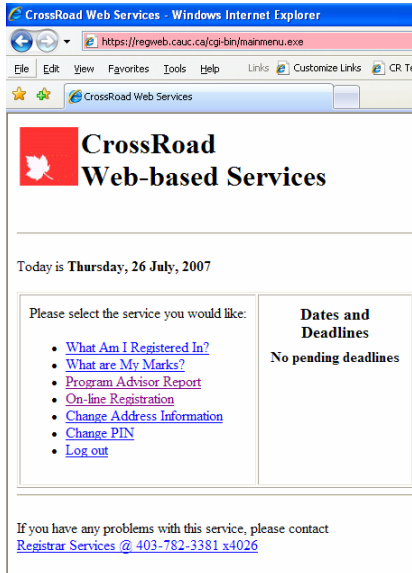
[Main Menu](#)

[Select a different term](#)

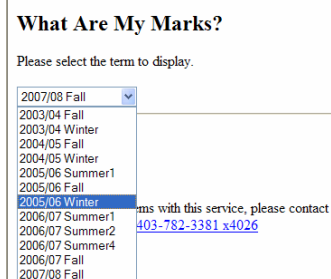
Finding Out Your Marks

When a term is over and the grade release date is passed, use the “What are my Marks” option to find out what your marks are for a term. CUC does not send out marks through the mail. If you wish others to see your marks such as your parents, you may consider giving them your student ID and PIN so that they can access your account.

1. Click on “What are My Marks”.



2. Choose the term you wish to see by using the drop down arrow. Then click on “Display Marks”.



3. Your marks will be displayed.

2005/06 Winter

Course Code	Sem Lab	Course Title Instructor(s)	Credit Audit Non-Cr	Credits	Mark
PEAC244	BADMINTON	<i>Schafer, Ron</i>	CR	1.00	A
FREN102	ELEMENTARY FRENCH II	<i>Auguste, Monique</i>	CR	3.00	A-
HIST332	BRITISH HISTORY II	<i>Graham, Terence</i>	CR	3.00	A+
RELT410	ETHICS	<i>Samraj, Temyson</i>	CR	3.00	A
HIST130D	THE WEST AND THE WORLD	<i>Samraj, Temyson</i>	CR	3.00	A-

Select a different term

Main Menu

Program Advisor Report

This report does the following:

1. Gives your high school background
2. Gives what program you are in
3. Lists any courses that have been transferred from other post secondary schools
4. Lists all courses taken at CUC.
5. Seeks to match courses taken with degree requirements
6. Gives statistics such as Cumulative Grade Point Average (CGPA) and credits earned.

Important Note: This is a fairly complicated report with lots of programming involved. While every effort is made to make sure the degree audit is accurate, the Office of the Registrar is the final authority for all academic records and their application towards a degree. If in doubt on any point of the Advisor Report, consult Registrar Services for the official records.

1. Click "Program Advisor Report" from the main menu.

The screenshot shows a web browser window titled "CrossRoad Web Services - Windows Internet Explorer". The address bar shows the URL "https://regweb.cauc.ca/cgi-bin/mainmenu.exe". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", "Help", "Links", "Customize Links", and "CR Te". The main content area features the "CrossRoad Web-based Services" logo with a red maple leaf icon. Below the logo, it displays the date "Today is Thursday, 26 July, 2007". A central box contains two columns of links. The left column, titled "Please select the service you would like:", lists: "What Am I Registered In?", "What are My Marks?", "Program Advisor Report", "On-line Registration", "Change Address Information", "Change PIN", and "Log out". The right column, titled "Dates and Deadlines", shows "No pending deadlines". At the bottom, a footer message reads: "If you have any problems with this service, please contact Registrar Services @ 403-782-3381 x4026".

Sections of the degree audit:

1. Academic Record: Lists high school courses and courses taken at CUC
2. Advance Credit: Lists any courses taken at another university and the equivalent course at CUC.
3. Courses Listed According to Program Requirements: Breaks courses down into the elements of a program
4. Program Analysis: Seeks to match courses taken with program requirements

Student Identification

Student Status: No Status Academic Status: OK

Program: Bachelor of Education in Elementary Education (128 credits) Year of Study: 3
Date of Birth: 17/03/1985 Admission Date: 12/08/2003

1. Advisor: If you click on the name, a blank email letter addressed to the Advisor will appear if you have an email client set up on your computer.
2. Student Status: Full time, Part time are the major ones
3. Academic Status: Dean's list, OK, Probation, etc.
4. Identifies program and year of study, birth date and admission date.

Academic Record

High School

This lists the high school courses taken that count towards program entrance. Starting in 2007/08, placement tests will be listed here as well. Codes for placement tests are E = English, M = Math, P = Physics, U = Music. The number after the letter indicates the level.

This is NOT a transcript. This report is for advisory purposes only.

High School: Parkview Adventist Academy,
Lacombe

Course	Interim Mark	Final Mark	In Average
BIOL		69	Yes
E2		75	No
ENGL		67	Yes
MATH		51	Yes
SOCI		72	Yes
Average:			64.8

Academic History:

Lists courses taken at CUC. Courses are listed by term.

Academic History					
Program Element	Year Term	Course	Mark	Credit	Weight
Core (History)	2005/06 Fall	HIST261 CANADIAN HISTORY: 1500-1867	*	3.00	*
Professional (Professional)	2005/06 Fall	EDPR285 ORIENTATION TO TEACHING	*	3.00	*
Core (Fine Arts)	2005/06 Fall	MUPF210 CHOIR	*	1.00	*
Electives (General)	2005/06 Fall	MUSI110 MUSIC LESSONS I: VOICE	*	1.00	*
Unknown	2005/06 Fall	MATH091 INTRO: MATHEMATICS I	*	0.00	
Unknown	2005/06 Fall	ENGL091 FOUNDATIONAL ENGLISH I	*	0.00	
Core (Health)	2005/06 Fall	PEAC317 INTERMEDIATE SWIMMING	*	1.00	*
			2.22	GPA Cr Attempted: 9.00 Credits Earned: 9.00	20.02

Notes:

1. Program Element: Identifies the program requirement that the course is meeting. This is "tagged" by Registrar Services. If you see any reason why the course is tagged incorrectly, then let Registrar Services know. This tag also determines how courses are listed in the "Courses Listed According to Program" section and how courses are matched in the "Program Analysis" section.
2. Year Term: Identifies Year and Term the course was taken
3. Course: Gives course code and name
4. Mark: Is intentionally filled with a "*". A transcript must come for Registrar Services.
5. Credit: Credit the course was taken for.
6. Weight: Is intentionally filled with a "*". A transcript must come for Registrar Services.
7. A summary at the end of the term gives the term GPA and credits earned.

			0.00	GPA Cr Attempted: 0.00 Credits Earned: 0.00	0.00
Unknown	2007/08 Fall	EDPR385 PRACTICUM I-ELEMENTARY		In progress	
Unknown	2007/08 Fall	EDPS450 CLASSROOM MGMT AND EDUC ADMIN		In progress	
Unknown	2007/08 Fall	EDCI335 C&I ELEM SCHOOL HEALTH/SCIENCE		In progress	
Unknown	2007/08 Fall	EDCI345 LITERATURE -- CHILDREN & YOUTH		In progress	
			***	***	***
Cumulative Average:			2.77	GPA Cr Attempted: 62.00 Credits Earned: 62.00	171.64

The example above is for a term that is either has not started or is not completed. Note the notation "In progress"

The Cumulative Average and credits earned are ONLY for courses taken at CUC. If you have transfer credit (Advanced credit) those credits are not included here. **Thus this GPA and credit count must be used with caution when considering graduation.**

Advanced Credit Granted

Identifies any transfer credit from other post-secondary institutions.

ADVANCE CREDIT GRANTED

[\[Top of Report\]](#)

Program Element	Institution	Year	Course	Equivalent	Mark	Credit	Comment	Degree Applied Against
Unknown	Graduate Record Exam	2002/03			PASS	0.00	School 4239	BA3 BUSA
Unknown	NORTHERN CARIBBEAN UNIVERSITY	2004/05	CPTR113	CPTR226	C+	3.00		BA3 BUSA
Unknown	NORTHERN CARIBBEAN UNIVERSITY	2004/05	ENGL119	ENGL101	C	3.00		BA3 BUSA
Unknown	NORTHERN CARIBBEAN UNIVERSITY	2204/05	ENGL120	ENGL102	C-	3.00		BA3 BUSA
Unknown	NORTHERN CARIBBEAN UNIVERSITY	2004/05	RELB133	RELB199	C	3.00		BA3 BUSA
						12.00		

Total Credits Earned: 12.00 of 96.00 required.

Notes:

1. Program Element: Identifies the program requirement that the course is meeting. This is "tagged" by Registrar Services. If you see any reason why the course is tagged incorrectly, then let Registrar Services know. This tag also determines how courses are listed in the "Courses Listed According to Program" section and how courses are matched in the "Program Analysis" section. If Unknown is stated, then the course has not been "tagged" by Registrar Services.
2. Institution: Gives name of institution granting the credit
3. Year: Year course was taken
4. Course: Course number from granting institution.
5. Equivalent: CUC course number. A course with either x99 or ?XX means that there is no specific course equivalent to CUC.
6. Mark: Grade earned at the granting institution.
7. Credit: Credit granted towards a CUC degree.
8. Comment: May contain other information about the transfer.
9. Degree Applied Against: Indicates the degree the credit has been applied to. Must be the current degree you are in. If not let Registrar Services know.
10. The total credit count of transfer credit is given at the end of the list.
11. Total Credits Earned: Count of courses taken at CUC and Advanced credit.

Courses Listed According to Program Requirements

Lists courses taken based on program element.

COURSES LISTED ACCORDING TO PROGRAM REQUIREMENTS

[\[Top of Report\]](#)

Core	Cognate	Concentration	Electives	Minor
RELT130 B 3.00	CHEM111 B 3.00	BIOL100 A 3.00	PHYS111 C+ 3.00	
HIST261 C+ 3.00	CHEM111L A 1.00	BIOL100L A 1.00	PHYS111L C+ 1.00	
HIST262 B- 3.00	CHEM112 C+ 3.00	BIOL120 A 3.00	PHYS112 C 3.00	
ENGL101B B+ 3.00	CHEM112L B+ 1.00	BIOL120L A- 1.00	PHYS112L C 1.00	
ENGL102B B+ 3.00	CHEM241 A- 3.00	BIOL230 B 3.00		
PETH250 A- 3.00	CHEM241L A 1.00	BIOL230L A 1.00		
PSYC160 B- 3.00	CHEM242 B+ 3.00	BIOL277 A- 3.00		
	CHEM242L A- 1.00	BIOL277L A- 1.00		
	MATH240 D+ 3.00	BIOL355 A 3.00		
		BIOL355L A 1.00		
		BIOL340 A 3.00		
		BIOL340L B+ 1.00		
21.00	19.00	24.00	8.00	0.00

Notes:

1. What you see for columns will match the program elements a degree has. So it may look different than the example. See the Academic Calendar page 43 for an explanation of the various program elements.
2. The listing of a course in a section is dependent on “tagging” done by Registrar Services. If you see any errors, please let Registrar Services know.
3. This is also a quick list to check against a degree check sheet.
4. Courses that are being used towards a minor are listed here as well.

Program Analysis

Seeks to match program requirements with courses taken.

PROGRAM ANALYSIS

[\[Top of Report\]](#)

(+ = needs tagging, !? = unusual tagging?)

Note that possible course choices are based on requirements as stated the year of entry into the program. They also do not account for pre-requisites. Courses in which the student is already registered are in **bold**.

Using requirements as of 2005/06

Note that course codes may have changed since this year. The "possible choices" link will check for equivalent codes in the current year. Requirements that appear to be met by courses in which the student is currently registered appear in **Red**.

Notes:

1. Gives some instructions regarding tagging. You will rarely see the +, ! or ? Symbols. The system as been programmed for an exact match.
2. Gives the academic calendar being used for the analysis: "Using requirements as of 2005/06". This is based on the 1st year you were enroled at CUC.

Concentration Courses

CN BIOL100,BIOL100L fulfillment: 4.00/ 4.00 credits.

By: BIOL100 BIOL100L

CN BIOL120,BIOL120L fulfillment: 4.00/ 4.00 credits.

By: BIOL120 BIOL120L

CN BIOL230, BIOL230L fulfillment: 4.00/ 4.00 credits.

By: BIOL230 BIOL230L

CN BIOL277, BIOL277L fulfillment: 4.00/ 4.00 credits.

By: BIOL277 BIOL277L

CN BIOL364, BIOL365 fulfillment: 0.00/ 3.00 credits.

Remaining: **BIOL364** BIOL365

Possible Choices: [Click here to view](#)

CN BIOL364L BIOL365L fulfillment: 0.00/ 1.00 credits.

Remaining: BIOL364L BIOL365L

Possible Choices: [Click here to view](#)

CN BIOL374,BIOL374L fulfillment: 0.00/ 4.00 credits.

Remaining: **BIOL374** BIOL374L

Possible Choices: [Click here to view](#)

CN BIOL424 fulfillment: 0.00/ 3.00 credits.

Remaining: **BIOL424**

Possible Choices: [Click here to view](#)

CN Biol. Elec.>299 fulfillment: 8.00/ 9.00 credits.

By: BIOL355 BIOL355L BIOL340 BIOL340L

Remaining: **BIOL3xx BIOL4xx**

Possible Choices: [Click here to view](#)

Concentration Senior Level Credits: 8.00

Concentration Junior Level Credits: 16.00 of maximum 6

Major/Concentration GPA is: 3.78

Notes:

1. **BOLD** text: Indicates the program element and requirement.
2. 0.00/4.00 credits (section after bold text): Indicates number of credits required
 - a. 4.00/4.00 credits: student has taken 4 out of 4 credits required
 - b. 4.00/8.00 credits: student has taken 4 out of 8 credits required.
3. *By:* _____ Indicates course(s) that have met the requirement.
4. *Remaining:* What is left to take to fulfill requirement
 - a. You may see, especially in core areas, a long range of courses that may meet the requirement.
5. **RED** text indicates that you are enrolled in the course, but no grade
6. *Possible choices:* [Click here to view](#) will bring up a window of courses in the current academic year that will meet the requirement.

Possible Courses Meeting Requirement

Please note that this is a **NEW** browser window.

Use the "Close" button below to return to the advisor report.

Possible Choices:

2007/08 Fall: RELB313 , RELB348 , RELG340 , RELG350 , RELH315 , RELH415 , RELT451

2007/08 Winter: RELB317 , RELB323 , RELB325 , RELT410 , RELT414 , RELT424 , RELT452

Close Window

7. A summary of the major/concentration is given.

Concentration Senior Level Credits: 8.00

Concentration Junior Level Credits: 16.00 of maximum 6

Major/Concentration GPA is: 3.78

8. A summary of credits by discipline is given as well as a Cumulative Grade Point Average (CGPA) check for graduation. Be careful here. The CGPA from Registrar Services is the OFFICIAL CGPA. Use this only as a guide. Most degrees have a requirement of 2.0 for the CGPA. Education and Religious Studies Pre-professional track have a CGPA requirement of 2.5. Check the Academic Calendar for full details.

* Total Credits by Discipline

- BIOL: 4.00
- EDCL: 15.00
- EDFO: 3.00
- EDIT: 3.00
- EDPR: 3.00
- EDPS: 3.00
- ENGL: 6.00
- HIST: 6.00
- MATH: 3.00
- MUPF: 4.00
- MUSE: 1.00
- PEAC: 1.00
- RELG: 3.00
- RELT: 3.00
- SCNC: 4.00

* Graduating GPA Check

Graduating GPA is: 2.79

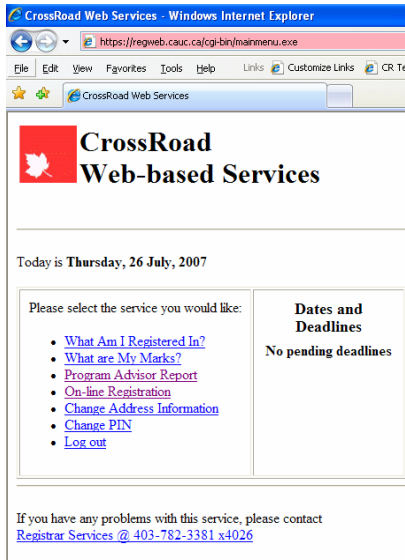
Using Student Web Services for Registration

See the link on the Student Web Services introduction page for the current year's instructions.

Change Address Information

The Change of Address Information menu item allows you to update your addresses.

1. Click on “Change Address Information” on the main menu.



2. Change any information that needs to be updated, then click “Send Change Information”.

The screenshot shows a form with several sections for updating contact information. Each section has a title and a set of input fields:

- Home Address Information:** Address, City, Prov., Country, Postal Code, Phone, Extension, Email.
- Other Address Information (Optional):** Address, City, Prov., Country, Postal Code, Phone, Extension, Email.
- Local Address Information:** Address, City, Prov., Postal Code, Phone, Extension, Email.
- Application Emergency Contact Information:** Name, Address, Phone, Relationship.
- Local Emergency Contact Information:** Name, Address, Phone, Relationship.
- Release of Information:** A section with a heading and two checked checkboxes: "Print Local Phone Number in Student Directory" and "Print Academic Program Information in Student Directory".

At the bottom of the form is a button labeled "Send Changed Information".

Change PIN

Allows you to change your PIN. It is advised that you change your PIN often.

Change Personal Identification Number

You have requested a change in your PIN. It cannot be the same as your current PIN, nor can it be the same as the default PIN (the month and day of your birth). It must be 4 characters.

Please enter your new PIN

You will get a notice that you PIN has been changed.

Change Personal Identification Number

New PIN saved.