

# myQual Student User Guide

## What is myQual?

myQual is a self audit degree tool that allows you to check the progress of your degree and majors/minors - indicating which requirements have been completed, which are in-progress and which are yet to be completed. You can also see a complete record of your study (including all grades, exceptions, transfer credit, withdrawals and course failures) when you click on the Course History link.

myQual has two planning tools:

1. **Look Ahead** - allows you to check the courses you would like to take *are* beneficial for your degree and major/minor requirements.
2. **What If?** - allows you to check what happens if you want to change a major (or even a degree). Students can select a new qualification or major and easily check what requirements these new selections need, and whether any of your already passed courses meet any of those requirements.

## Who can use myQual?

myQual is available for undergraduate or honours degrees (for example, BA, BE, BSCHON).

myQual will be made available for graduate and postgraduate certificates, diplomas and degrees in the next year.

## myQual Terms and Conditions

The myQual audit is a planning tool, *not* an academic transcript or certificate of completion. If you require an academic transcript, please contact your Faculty Student and Academic Services Office.

## How do I log on to myQual?

You don't need a separate log in or password for myQual; it is accessed via MyVictoria. Once you have clicked on the MyQual link, you will see this page:

WELCOME TO MYQUAL

myQual makes the study path of your chosen degree clear. Using myQual, you can see the courses and points requirements you have completed and what you still need to complete to graduate.

myQual also features two planning tools: *Look Ahead* allows you to check that the courses you want to take are beneficial for your study path, while *What If?* lets you see what happens if you want to change a major, or even a degree.

MYQUAL TERMS & CONDITIONS

The myQual audit is a planning tool, *not* an academic transcript. If you require an academic transcript, please contact your Faculty Student and Academic Services Office.

Click Accept to log into myQual.

Accept

MYQUAL HELP

**Who can use myQual?**

myQual is available for undergraduate or honours degrees (for example, BA, BE, BSCHON).

We hope to have myQual available for graduate and postgraduate certificates, diplomas and degrees in late 2012.

**Contact ITS if:**

- You are an undergraduate or Honours student and you can't log in

**Contact your Faculty Office if:**

- You have problems with your enrolment

Please read the terms and conditions and click 'Accept' to log into myQual.

## myQual Help

Please read the FAQs and Help tabs if you have any general questions.

**Contact ITS if:** You are an undergraduate or Honours student and you can't log in

**Contact your Faculty Office if:** You have problems with your enrolment or can't see all your majors or an exception that you know you have been granted.

# What does a myQual Record look like?

myQual can only display one qualification at a time. To view your other qualification, select it from the **Degree** drop-down box here.

Click here for more info

Date of last audit

Click the link for a list of all your courses

Click here to log out

Victoria University myQual			
Student View AA999879 as of 27/10/2011 at 11:57			
Student	Student, Example	ID	500012345
Degree	Bachelor of Arts	Faculty	Faculty of Humanities & Soc Sc
Majors	Art History English Literature	Minor	
Level	Undergraduate	DegreeStatus	BA - Qualification Sought

## Disclaimer

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The percentage of met requirements for the qualification (not the majors)

Icon explanations

**Legend**

- Complete
- Not Complete
- Bachelor of Arts

The percentage of total points currently achieved (includes in progress courses)

The current year

(\*) Transfer Course  
@ Any course number

Academic Year: 2009 Points Required: 360  
Points Applied: 254

The Points Required/ Points Applied will calculate as points are gained.  
NB: if you are undertaking a conjoint degree then you will see that the points section of the qualification requirements indicates the points for the *combined* degree.

View requirements for your degree, the number of points taken and the number still required.

View requirements for your Major/s, the courses completed, in progress and still needed.

Major Subject Requirements		Still Needed:	Academic Year: 2009			
<input checked="" type="checkbox"/> Major in Art History		See Major in Art History section See Major in English Literature section				
<input type="checkbox"/> ART HISTORY MAJOR SUBJECT REQUIREMENTS						
<input type="checkbox"/> CHOOSE 1 OF THE FOLLOWING OPTIONS		Still Needed: Choose from 1 of the following:				
<input type="checkbox"/> Choose 2 300-level ARTH courses		( 2 Classes in ARTH 300:399 ) or				
<input type="checkbox"/> Choose 1 300-level ARTH course & Toi Maori		Topics in 18th-Century Art				
<input checked="" type="checkbox"/> Choose 4 additional ARTH courses		( 1 Class in MAOR 312* )				
<input checked="" type="checkbox"/> Major in English Literature		IP (20) 2011				
<input type="checkbox"/> ENGLISH LITERATURE MAJOR SUBJECT REQUIREMENTS		ARTH 111 Art History 1	A+ 20 2010			
<input type="checkbox"/> Choose 2 300-level ENGL courses		ARTH 112 Art History 2	A- 18 2009			
<input type="checkbox"/> Choose 2 courses from the following		ARTH 219 Modernism & Postmodernism	A 20 2010			
<input checked="" type="checkbox"/> Choose 1 further 200:300-level ENGL course		ARTH 222 Neoclassicism to Impressionism	A 20 2010			

\* = means that the course has prerequisites. Click on a 'still needed' course to go through to course catalogue to find out about the prerequisites.

Additional Courses

Additional Courses		Points Applied:	116	Courses Applied:	6
ARTH 213	Art in Aotearoa/New Zealand	A+	20	2011	
ENGL 117	How to Read Stories	A+	18	2009	
ENGL 234	New Zealand Literature	A	20	2010	
ENGL 244	Childrens Literature	IP	20	2011	
PHIL 107	Philosophy of Media & the Arts	B+	18	2009	
PHIL 123	Critical Thinking	A	20	2010	

Withdrawn or Failed Courses

Insufficient		Points Applied:	0	Courses Applied:	2
ENGL 311	Romantic Literature	WD	0	2011	
MDIA 103	Popular Media Culture	WD	0	2010	
ARTH 315	Topics in 18th-Century Art	IP	20	2011	
ENGL 244	Childrens Literature	IP	20	2011	

Courses In-progress

In-progress		Points Applied:	40	Courses Applied:	2
ARTH 315	Topics in 18th-Century Art	IP	20	2011	
ENGL 244	Childrens Literature	IP	20	2011	

Peach = Course still needed      Blue = Course in progress      Yellow = Course Completed

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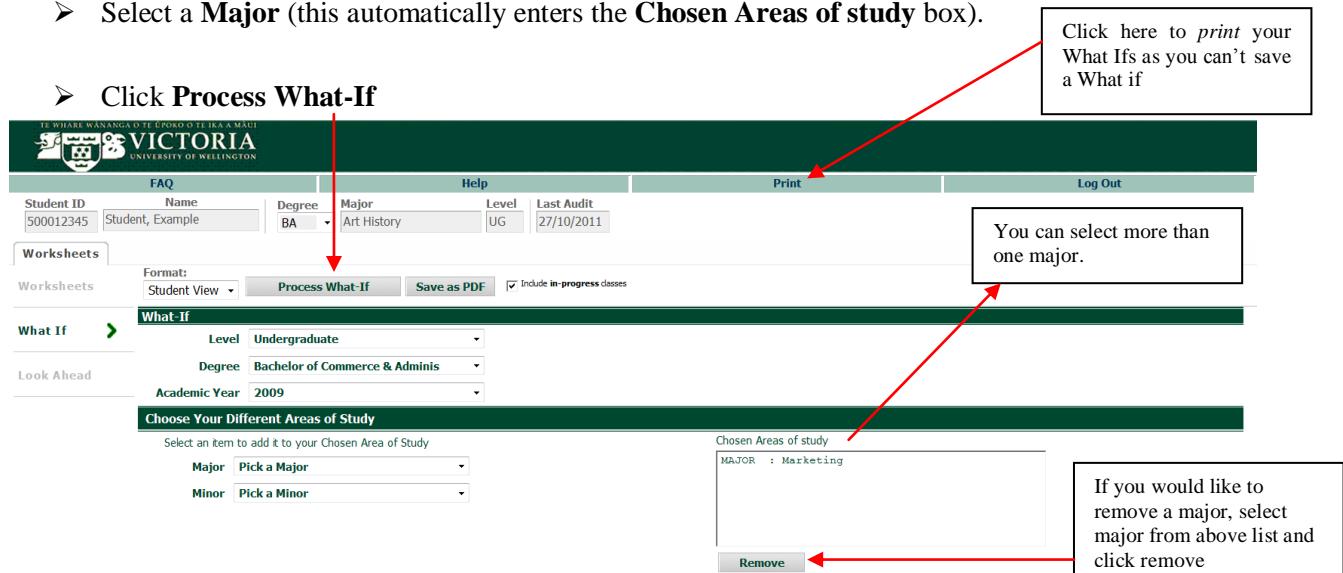
## How does What If...work?

The **What If** is a tool for you to find out how much of your current set of courses could be transferred over to a new qualification or major. It can also outline the requirements for a new qualification or major.

### Instructions

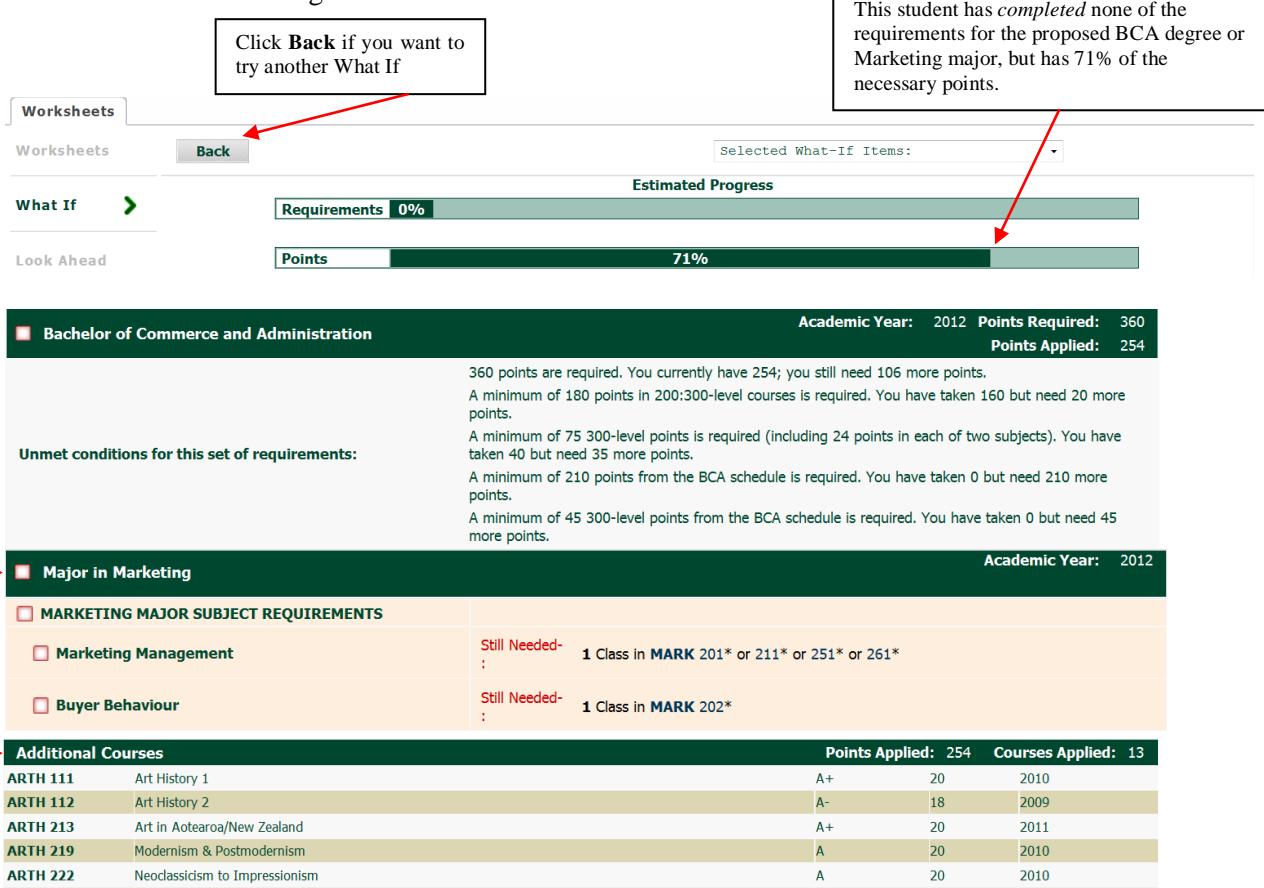
- Click on **What if**
- Select a **Degree** (these are written in full, rather than listed by code)
- Select the **Academic Year** (this should be the year you are theoretically going to enrol in)
- Select a **Major** (this automatically enters the **Chosen Areas of study** box).

➤ Click **Process What-If**



## Example

This BA student majoring in Art History and English Literature checks what might happen if they want to transfer to a BCA in Marketing.



Click Back if you want to try another What If

This student has completed none of the requirements for the proposed BCA degree or Marketing major, but has 71% of the necessary points.

Worksheets Back

Selected What-If Items: Estimated Progress

What If Requirements 0%

Look Ahead Points 71%

Bachelor of Commerce and Administration Academic Year: 2012 Points Required: 360 Points Applied: 254

Unmet conditions for this set of requirements:

Major in Marketing Academic Year: 2012

MARKETING MAJOR SUBJECT REQUIREMENTS

Marketing Management Still Needed: 1 Class in MARK 201\* or 211\* or 251\* or 261\*

Buyer Behaviour Still Needed: 1 Class in MARK 202\*

Additional Courses Points Applied: 254 Courses Applied: 13

Course	Description	Grade	Credit Points	Year
ARTH 111	Art History 1	A+	20	2010
ARTH 112	Art History 2	A-	18	2009
ARTH 213	Art in Aotearoa/New Zealand	A+	20	2011
ARTH 219	Modernism & Postmodernism	A	20	2010
ARTH 222	Neoclassicism to Impressionism	A	20	2010
ARTH 315	Topics in 18th-Century Art	IP	20	2011

This student will need to start the Marketing major from the beginning as none of their completed courses can be transferred

Under additional courses you can see that the English Literature papers don't count towards the Marketing major, but they do count towards points for the BCA degree.

## How does Look Ahead work?

Look ahead allows you to select a planned course and see how it fits within your *current* qualification/major requirements.

- Click on **Look ahead** below the worksheets tab.
- Type in the 4-letter Subject (for example, **MAOR**)
- Type in the 3-digit course **Number** (for example, 312)
- Click **Add Course** (the course will appear in the **Courses you are considering** window).
- Click **Process New**

Format: Student View Process New  Include in-progress classes

**Look Ahead**  
To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a Subject and a Number and click Add Course

Subject  Number  Search Courses you are considering

Add Course Remove Course

## Example

This student is looking at taking MAOR 312; it will count towards the major requirements.

Click Back if you want to try another Look Ahead.

Planned courses will appear with PL and Planned Term beside it.

Blue = planned course does count towards major requirements.

**Worksheets** Back Look Ahead Courses Used: ▾

**Bachelor of Arts**

Unmet conditions for this set of requirements:

**Major Subject Requirements**

**Major in Art History**

**ART HISTORY MAJOR SUBJECT REQUIREMENTS**

**CHOOSE 1 OF THE FOLLOWING OPTIONS**

Choose 1 300-level ARTH course & Toi Maori

**ARTH 315 (MAOR 312)** Topics in 18th-Century Art The Arts of the Maori IP (20) 2011 **Planned Term**

Choose 4 additional ARTH courses

**ARTH 111** Art History 1 A+ 20 2010

**ARTH 112** Art History 2 A- 18 2009

**ARTH 219** Modernism & Postmodernism A 20 2010

**ARTH 222** Neoclassicism to Impressionism A 20 2010

**Major in English Literature**

**ENGLISH LITERATURE MAJOR SUBJECT REQUIREMENTS**

Choose 2 300-level ENGL courses

**ENGL 331** New Zealand Literature A+ 20 2011

**Still Needed:** 1 Class in ENGL 300:399 Except ENGL 322\*

Choose 2 courses from the following

**ENGL 238** Literature & New Media A+ 20 2010

**Still Needed:** 2 Classes in ENGL 200:229 or 300:329 Except ENGL 322\*

Choose 1 further 200:300-level ENGL course

**Additional Courses**

		Points Applied:	116	Courses Applied:	6
<b>ARTH 213</b>	Art in Aotearoa/New Zealand	A+	20	2011	
<b>ENGL 117</b>	How to Read Stories	A+	18	2009	
<b>ENGL 234</b>	New Zealand Literature	A	20	2010	
<b>ENGL 244</b>	Childrens Literature	IP	20	2011	
<b>PHIL 107</b>	Philosophy of Media & the Arts	B+	18	2009	
<b>PHIL 123</b>	Critical Thinking	A	20	2010	
<b>Insufficient</b>		Points Applied:	0	Courses Applied:	2
<b>ENGL 311</b>	Romantic Literature	WD	0	2011	
<b>MDIA 103</b>	Popular Media Culture	WD	0	2010	
<b>In-progress</b>		Points Applied:	60	Courses Applied:	3
<b>ARTH 315</b>	Topics in 18th-Century Art	IP	20	2011	
<b>ENGL 244</b>	Childrens Literature	IP	20	2011	
<b>MAOR 312</b>	The Arts of the Maori	PL	20	Planned Term	

If you have a go at planning a course outside of your major area, it won't show up as meeting any major requirements, but it might show in the additional group as points that can be counted toward the overall qualification requirements.