

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:

Home Library My Study Careers & Jobs Support **myQual** Teaching Research Staff Resources StaffVUW Sample

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 OF WELLINGTON

FAQ Help Print Log Out

Student ID: 500012345 Name: Student, Example Degree: BA Major: Art History Level: UG Last Audit: 27/10/2011

Worksheets

Format: Student View View Save as PDF Course History

What If

Look Ahead

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

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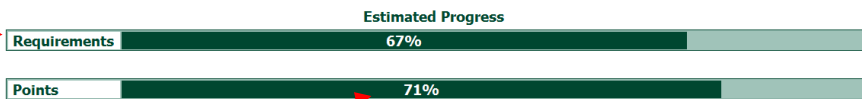
Scroll down to view the myQual record

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.

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

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



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

The current year

Icon explanations

Legend

☒ Complete

☐ Not Complete

☒ Complete except for courses in-progress

☒ Nearly complete - see advisor

(*) Transfer Course

@ Any course number

Bachelor of Arts

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

Unmet conditions for this set of requirements:

360 points are required. You currently have 254; you still need 106 more points.
A minimum of 72 points in 300-level courses is required. You have taken 40 but need 32 more points.
A minimum of 180 points in 200:300-level courses is required. You have taken 160 but need 20 more points.
A minimum of 48 points in 300-level courses from the BA Schedule is required. You have taken 40 but need 8 more points.
A minimum of 312 points from Part A or B of the BA Schedule is required. You have taken 234 but need 78 more points.

Major Subject Requirements

Still Needed: See **Major in Art History** section
See **Major in English Literature** section

Major in Art History

Academic Year: 2009

ART HISTORY MAJOR SUBJECT REQUIREMENTS

CHOOSE 1 OF THE FOLLOWING OPTIONS

☐ Choose 2 300-level ARTH courses

☐ Choose 1 300-level ARTH course & Toi Maori

☒ Choose 4 additional ARTH courses

Still Needed: Choose from 1 of the following:

(2 Classes in ARTH 300:399) or

Topics in 18th-Century Art

(1 Class in MAOR 312*)

ARTH 315

ARTH 111

ARTH 112

ARTH 219

ARTH 222

Art History 1

Art History 2

Modernism & Postmodernism

Neoclassicism to Impressionism

IP (20) 2011

A+ 20 2010

A- 48 2009

A 20 2010

A 20 2010

Major in English Literature

Academic Year: 2009

ENGLISH LITERATURE MAJOR SUBJECT REQUIREMENTS

☐ Choose 2 300-level ENGL courses

☐ Choose 2 courses from the following

☒ Choose 1 further 200:300-level ENGL course

ENGL 331

New Zealand Literature

A+ 20 2011

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

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

ENGL 238

Literature & New Media

A+ 20 2010

Additional Courses

Points Applied: 116 Courses Applied: 6

ARTH 213

Art in Aotearoa/New Zealand

ENGL 117

How to Read Stories

ENGL 234

New Zealand Literature

ENGL 244

Childrens Literature

PHIL 107

Philosophy of Media & the Arts

PHIL 123

Critical Thinking

IP 20 2011

B+ 18 2009

A 20 2010

Insufficient

ENGL 311

Romantic Literature

WD 0 2011

MDIA 103

Popular Media Culture

WD 0 2010

In-progress

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

Additional Courses

Withdrawn or Failed Courses

Courses In-progress

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**

Click here to *print* your What Ifs as you can't save a What if

You can select more than one major.

If you would like to remove a major, select major from above list and click remove

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.

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.

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

360 points are required. You currently have 254; you still need 106 more points.
A minimum of 180 points in 200/300-level courses is required. You have taken 160 but need 20 more points.
A minimum of 75 300-level points is required (including 24 points in each of two subjects). You have taken 40 but need 35 more points.
A minimum of 210 points from the BCA schedule is required. You have taken 0 but need 210 more points.
A minimum of 45 300-level points from the BCA schedule is required. You have taken 0 but need 45 more points.

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 Code	Course Name	Grade	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

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**

Click **Search** to go to the course catalogue

(NB: it does not populate the subject or number fields.

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.

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

Insufficient		Points Applied: 0	Courses Applied: 2
ENGL 311	Romantic Literature	WD	0
MDIA 103	Popular Media Culture	WD	0

In-progress		Points Applied: 60	Courses Applied: 3
ARTH 315	Topics in 18th-Century Art	IP	20
ENGL 244	Childrens Literature	IP	20
MAOR 312	The Arts of the Maori	PL	20

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.