

# Using the Advisor Menu



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Minerva is McGill's system for accessing student, financial, and human resources data.

If you are responsible for advising students at McGill, you can use Minerva to generate and view reports that assist you and the student in making program-related decisions.

This brochure provides instructions on how to:

- Log into Minerva
- View a Student Advising Transcript
- Generate and read a Degree Evaluation Report, including a What-If Analysis

For the complete service description for Minerva for Faculty and Staff and links to Minerva-related articles, click the link below:

<http://knowledgebase.mcgill.ca/article.asp?article=2276&p=4>

For additional Degree Evaluation information, click on:

<http://www.mcgill.ca/student-records/degree-evaluation>



## What you can do in the Advisor Menu

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### Student Advising Transcript

Selecting the **Student Advising Transcript** option allows you to view a student's academic record at McGill in chronological order of the terms they are/were registered in. The Advising Transcript is in the same format as the unofficial student copy of the transcript and varies from the official transcript in that it contains more details. For example, K and L grades can be viewed on the Student Advising Transcript but do not appear on the official copy.

Please note that the academic records of students with information prior to 1972 cannot be viewed using the Student Advising Transcript.

### Degree Evaluation

A Degree Evaluation Report allows you to compare a student's academic record to date — including all courses completed, in-progress, and transfer — with the requirements of the program in which the student is or was registered. The What-if Analysis option allows you to compare a student's record with the requirements of a different program.

Please note:

- The Degree Evaluation Report is intended to be used as an advising tool, and is not a substitute for a manual review of a student's record.
- Degree Evaluation is available to academic advisors in most faculties and schools (Dentistry and Medicine being the exceptions).
- Student access is being phased in; consult the Degree Evaluation web site, <http://www.mcgill.ca/student-records/degree-evaluation>.

## Logging in to Minerva

You will need:

- Your 9-digit McGill ID (shown on your ID card or pay stub) and a 6-character Minerva PIN (required for first-time login and authentication). See <http://knowledgebase.mcgill.ca/article.asp?article=2189&p=4>.
- or
- McGill Username and McGill Password. For details, see: <http://knowledgebase.mcgill.ca/article.asp?article=2187&p=4>.

Then log into the secure Minerva site to perform your tasks:

EITHER

- 1 Go to the McGill home page [www.mcgill.ca](http://www.mcgill.ca).
- 2 In **Key sites, maps, and directories**, choose the **Minerva Login** option.
- 3 Follow the instructions on the Minerva Login page.
- 4 Click on the **Advisor Menu** to view your available options.

If you do not see the **Advisor Menu** displayed, contact your department or faculty Student Affairs Office.

OR

- 1 From the top right of any page on the McGill website, click the **myMcGill** tab.
- 2 Enter your McGill Username and McGill Password to access the portal.
- 3 Select the **Minerva** tab near the top right.
- 4 Use the **Faculty Menu** portlet to view your available options.

## Viewing a Student Advising Transcript

- 1 Log-in to Minerva and access the **Advisor Menu**.
- 2 Click on **Student Advising Transcript**.
- 3 To access the transcript from the Search Form:
  - Enter the student's ID number in the **McGill ID** field.
  - or
  - If you do not know the McGill ID, you can perform a search using the student's last and first names.
- 4 Click **Submit**.
- 5 Once you locate the correct student, click on the number displayed in **McGill ID** to view the Student Advising Transcript.

## Generating a Degree Evaluation Report

- 1 Log-in to Minerva and access the **Advisor Menu**.
- 2 Click on **Degree Evaluation**.
- 3 To select the student:
  - Enter the student's ID number in the **McGill ID** field.
  - or
  - If you do not know the student's McGill ID, you can perform a search using the student's last and/or first name. Leave the search type to the default All.
- 4 Click **Submit**.
- 5 Once you locate the correct student, click **Submit** to display the Generate New Evaluation page.
  - or
  - If you entered an invalid ID, or you have the wrong student, click **Submit** or **ID Selection** at the bottom of the page to try again. You can also use the **Back** button of your browser.
- 6 Click in the radio button to select the program for which you want to generate the degree evaluation, then click **Generate Request**.

### Notes

You must click in the radio button even if there is only one program displayed.

Generating the evaluation may take several seconds.

- 7 Click in the appropriate radio button to select the report type, and click **Submit**.
  - **General Requirements:** an overview of the program requirements, the courses taken by the student to fulfill each major, minor, or other program area, and any unused courses.
  - **Detail Requirements:** details of program requirements, including required and complementary courses, the courses taken by the student to fulfill each specific requirement, and any unused courses.
  - **Additional Information:** in-progress and unused courses (including reasons for excluding them), as well as any non-course requirements applicable.

## Reading a Degree Evaluation Report

In some cases certain elements of the Degree Evaluation Report (DER) may appear different from the presentation of program requirements as described in the course calendar. Examples of a Detail Requirements Report are below.

**Minerva** HELP EXIT

MAIN MENU Personal Student Applicant

### Detail Requirements

Information for **Jane McGill, 119999999** — Student Name & ID

- Click on the HELP link in the upper right hand corner for explanations of each field in the Degree Evaluation Report.
- Arts and Science advisors can request an adjustment to a student's Degree Evaluation Report by filling out a form at the Student Affairs Office.

This is NOT an official evaluation. This is an advising tool only. Determination of graduation requirements is subject to departmental review.

**Curriculum term against which the student's record is to be evaluated**

<b>Program Evaluation</b>	Program : B Arts	Catalog Term : Fall 2002
	Faculty : Faculty of Arts	Expected Graduation Term :
	Degree : Bachelor of Arts	Results as of : Aug 30, 2004
	Level : Undergraduate	Minors : Science for Arts Students - Minor Concentration Hispanic Languages - Minor Concentration
	Majors : Latin American Studies - Major Concentration	Departments : Arts - Dean's Office

**Field is blank until student applies to graduate**

**Date report is generated**

**Program Summary**

	# of credits required to fulfill the program and each area	Met	Credits		Courses	
			Required	Used	Required	Used
<b>Total Required :</b>		No	120.000	103.000		30
<b>Areas :</b>						
<b>Components of the student's program</b>	Arts Freshman Requirements (AR_FRESH)	Yes	18.000	18.000		6
	BA MC Latin American Studies (AR_LAS8_RQ)	No	18.000	12.000		
	BA MC Latin American Studies (AR_LAS8_CO)	Yes	18.000	18.000		6
	Minor Conc Hispanic Languages (AR_HIL8_MC)	No	18.000	6.000		2
	Arts Electives (AR_ELECT)				46.000	13

**# of credits on student record (complete, in-progress or transfer) actually used (i.e. applied) by the evaluation process**

**Areas Summary**

Only appears if there were transfer or in-progress credits applied, or credits not applied.

<b>Other Course Information</b>	# of transfer credits applied		
<b>Transfer :</b>	# of in-progress credits applied	24.000	5
<b>In Progress :</b>	# of credits not used by the evaluation process (repeats, failures, etc.)	30.000	11
<b>Unused :</b>		4.000	1



**Area : BA MC Latin American Stud-Reqd ( 18.000 credits ) - Not Met** — Area name, # of required credits, Met / Not Met Indicator

Met	Condition Rule	Subject	Crse Numbs(s)	Attribute	Faculty	Required Credits	Required Courses	Term	Subject Course	Section Title	Attribute	Credits	Grade	Source	
Yes		HISP	243						200409 HISP 243	001 Survey of Spanish Amer Lit 1		3.000		R	
Yes	AND	HISP	244						200501 HISP 244	001 Survey of Spanish Amer Lit 2		3.000		R	
Yes	AND	HIST	309						200409 HIST 309	001 Hist of Latin America to 1825		3.000		R	
Yes	AND	HIST	360						200501 HIST 360	001 Latin America since 1825		3.000		R	
No	AND	LACS	497												
No	AND	POLI	319												
												Total Credits	12.000		

**Area : Minor Conc SciArts Stud-Reqd ( 6.000 credits ) - Not Met**

Met	Condition Rule	Subject	Crse Numbs(s)	Attribute	Faculty	Required Credits	Required Courses	Term	Subject Course	Section Title	Attribute	Credits	Grade	Source	
Yes		BIOL	210					200409	BIOL 210	001 Perspectives of Science		3.000		R	
No	AND	PSYC	472												
												Total Credits	3.000		

**Area : BA MC Latin American Stud-Comp ( 18.000 credits ) - Met**

Met	Condition Rule	Subject	Crse Numbs(s)	Attribute	Faculty	Required Credits	Required Courses	Term	Subject Course	Section Title	Attribute	Credits	Grade	Source	
Yes				ARLC		18.000		200401	ANTH 212	001 Anthropology of Development	ARLC	3.000	A-	H	
								200209	HISP 22001	002 Spanish Language:Intermediate	ARLC	3.000	B+	H	
								200301	HISP 22002	002 Spanish Language:Intermediate	ARLC	3.000	B+	H	
								200309	HISP 328	001 Lit of Ideas: Spanish America	ARLC	3.000	B+	H	
								200409	HISP 333	001 Spanish-Am Drama	ARLC	3.000		R	
								200401	HISP 358	001 Women Writers Fict Span-Amer	ARLC	3.000	B+	H	
												Total Credits	18.000		

Sample Areas

An Area may have, for example, 10 courses and 3 rules. A Rule is included within an Area.

**Area : Minor Conc Hispanic Langs-Comp ( 18.000 credits ) - Not Met**

Met	Condition Rule	Subject	Crse Numbs(s)	Attribute	Faculty	Required Credits	Required Courses	Term	Subject Course	Section Title	Attribute	Credits	Grade	Source	
Yes		HISP	210			6.000		200209	HISP 210	Spanish Language:Beginners		6.000	TR	T	
No	AND	12 CREDITS 12cr in Hispanic languages													
												Total credits used in the Area	Total Credits 12.000		

**Rule : 12 CREDITS ( 12.000 credits ) - Not Met**

Met	Condition Rule	Subject	Crse Numbs(s)	Attribute	Faculty	Required Credits	Required Courses	Term	Subject Course	Section Title	Attribute	Credits	Grade	Source	
Yes				ARH6				200309	HISP 225	001 Hispanic Civilization 1	ARH6	3.000	A	H	
								200401	HISP 226	001 Hispanic Civilization 2	ARH6	3.000	A	H	
No		HISP	241												
No		HISP	242												
No		HISP	243												
No		HISP	244												
												Total credits used in the Rule	Total Credits 6.000		

Sample Area with Rule

For additional assistance in understanding the different terminology and formatting of the report, you can also click on **HELP** in Minerva, or consult the Degree Evaluation website at <http://www.mcgill.ca/student-records/degree-evaluation/reading-der/>.





### What is a Student Adjustment?

When a degree evaluation is performed, by default a student's record is compared against standard program requirements. It is possible to modify standard program requirements for individual students where required; these modifications are called student adjustments. Examples of student adjustments are course substitutions or exemptions.

A remark displayed in red at the top of the Degree Evaluation Report (DER) indicates that an adjustment has been made to a student's record. A red asterisk may appear next to the Area that has a student adjustment

If you see that an adjustment is required, please submit a copy of the **Transfer Credit and/or Student Adjustment Form** to your department or faculty Student Affairs Office. To access a PDF version of the form click on the link at the top of the DER. If you are an advisor in the Faculty of Engineering, please use the form provided by your faculty Student Affairs Office.

### What is a What-if Analysis?

A What-if Analysis allows you to generate a Degree Evaluation Report substituting a program that is not on the student's record.

Examples:

- a student in a major could be evaluated against honours requirements.
- a student in a program that was subsequently revised could be evaluated against the newer version
- an Arts student could be evaluated against B.Com. requirements.

## Generating a What-if Analysis

- 1 Display the correct student information:
  - If you have already displayed the correct student, go to step 2.
  - If not, follow steps 1 to 6 in "Generating a Degree Evaluation Report" to get to the Generate New Evaluation page.

- 2 Click on **What-If Analysis** at the bottom of the page.

- 3 Select the Catalog **Term** from the drop-down list and click **Continue**.

**Note**

The student's record will be compared against the program requirements as defined in the course calendar for the **Term** selected.

- 4 Select a program from the drop-down list and click **Continue**.

- 5 Select a major from the drop-down list.

- 6 To add more parameters to the analysis (i.e. to add concentration(s), second major, minor(s)), use the **Add More** button.

- Click on **Add More** until the option you want is displayed, such as Minor.
- When the desired option is displayed, make your selection from the drop-down list, and click **Submit**.

- 7 Click on **Generate Request**.

- 8 Select the desired report type, as described in **step 7** in "Generating a Degree Evaluation Report" and click **Submit**.

- 9 You can do one of the following:

- To view different information for the same student, click on the appropriate link at the bottom of the page. For instance, click on **Advising Transcript** to view the student's unofficial transcript.
- To view information for a different student, enter his/her McGill ID in the **Select Another Student** box at the bottom of the page, and click **Submit**.



## Printing

To include the full width of the report, before printing from Minerva you may have to:

- Select **Landscape** as the paper orientation on your printer  
or
- Reduce your browser text size; for example, on the Internet Explorer toolbar, select **View > Text Size > Smallest**.

## Confidentiality

Minerva contains personal information regarding students. Transcript and Degree Evaluation information may be viewed or downloaded only for the purpose of fulfilling one's duties relative to advising. For example, requests to release transcripts to agencies or individuals outside of McGill should be made by the student directly on Minerva and should not be processed by their advisor.

You are not authorized to release personal information found on Minerva. Any request to obtain personal information concerning a student should be referred to the Office of the Secretary General, except if you have obtained a written authorization to release such information signed by the student. For example, should one student need to reach another student, you may not release the phone number without written authorization from the latter student.

Users are required to take all necessary steps to protect the confidentiality of the information and privacy of personal data. Do not disclose your PIN to anyone. Unauthorized access or disclosure of personal information may lead to disciplinary action and/or legal action.

Please see the Policy on Responsible Use of McGill IT Resources at <http://www.mcgill.ca/secretariat/policies/informationtechnology>.

## Minerva Support

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You can get information online, as follows:

To find this ...	Do this ...
More information or instructions on <ul style="list-style-type: none"><li>• <b>Advisor Menu</b> options</li><li>• Degree evaluation</li></ul>	Go to the IT Knowledgebase at <a href="http://knowledgebase.mcgill.ca">http://knowledgebase.mcgill.ca</a> and search for article #5998 for advisors.  See the Degree evaluation web site <a href="http://www.mcgill.ca/student-records/degree-evaluation">http://www.mcgill.ca/student-records/degree-evaluation</a>
Online help containing step by step procedures, screen descriptions, and detailed field definitions	Click <b>HELP</b> , found at the top right hand corner of any screen in Minerva
Name of Minerva local specialists in your faculty	Go to the IT Knowledgebase at <a href="http://knowledgebase.mcgill.ca">http://knowledgebase.mcgill.ca</a> and search for article #2329



## Need more help?

### General questions on Minerva:

See the service description for Minerva for Faculty and Staff

<http://knowledgebase.mcgill.ca/article.asp?article=2276&p=4>

or search for answers to other Minerva-related questions at:

<http://knowledgebase.mcgill.ca>

### More on Advisor Menu options:

See "Minerva options for student advisors"

<http://knowledgebase.mcgill.ca/article.asp?article=5998&p=4>

### More on Degree Evaluation:

<http://www.mcgill.ca/student-records/degree-evaluation>

### Contact the ICS Service Desk:

See the Knowledge Base article

<http://knowledgebase.mcgill.ca/article.asp?article=1797&p=4>

### Questions on faculty policies:

Contact your Department or Faculty Student Affairs Office.