


## Academic Work (PIQST00)

Academic Work is a comprehensive display of course work and credit awarded to a student. Academic Work includes awarded transfer work and credit by examination. It can be viewed by academic year and session and program type.

### Academic Work Display

Academic Work is accessed through PIQST00 Student File. Authorized end-users can display Academic Work by clicking the  icon on the Student File application toolbar.



Selection Criteria choices enable viewing of all academic work or a filtered display. Work can be filtered by Program Type, Academic Work, and Academic Year and Session.

**Selection Criteria**

**Study Reference**

All

Program Type

Program

**Category**

All Academic Work

Compl. Academic Work

Transf. Academic Work























---











**Session Reference**

All Acad. Session     Acad. Year/Sess.  /

End-users should use the horizontal scroll bar to see all information in Academic Work. Information displayed includes course number and title (module), academic year/session, transfer work indicator, booking status, section no. (event package), grade, grade scale, completed indicator, and attempted, earned, and graded credits.

**Academic Work**

Performance Indices                      

Object Type	Acad. Work	Academic Work (Description)	Acad. Year (Desc.)	Session	Transfer	Booking \$
	MUC 174	UNIVERSITY CHORALE	Acad Year 2006-2007	Fall Semester	<input type="checkbox"/>	Complete
	MUC 192	UNIVERSITY CHORISTERS	Acad Year 2006-2007	Fall Semester	<input type="checkbox"/>	Complete
	MUC 196	OPERA WORKSHOP	Acad Year 2006-2007	Fall Semester	<input type="checkbox"/>	Complete
	MUP 202	VOICE	Acad Year 2006-2007	Fall Semester	<input type="checkbox"/>	Complete
	MUS 120	FOR LANG VOCAL DICTION	Acad Year 2006-2007	Fall Semester	<input type="checkbox"/>	Complete
	MUS 270	THEORY II-AURAL THEORY	Acad Year 2006-2007	Fall Semester	<input type="checkbox"/>	Complete
	MUS 271	THEORY II-WRITTEN THEORY	Acad Year 2006-2007	Fall Semester	<input type="checkbox"/>	Complete
	GER 101	BASIC GERMAN	Acad Year 2006-2007	Fall Semester	<input type="checkbox"/>	Complete
	MUS 001	RECITAL ATTENDANCE	Acad Year 2006-2007	Fall Semester	<input type="checkbox"/>	Complete
	GLY 130	DINOSAURS & DISASTERS	Acad Year 2006-2007	Fall Semester	<input type="checkbox"/>	Complete

◀ ▶  ◀ ▶






## Academic Work Maintenance

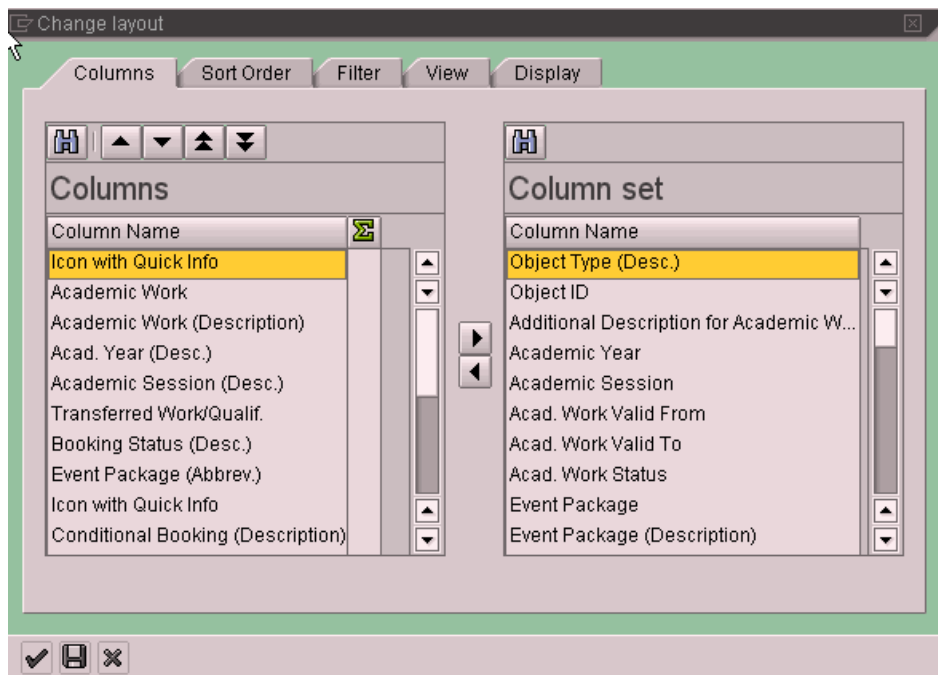
The Student Records staff maintains Academic Work. Such maintenance includes processing of grade change requests, academic bankruptcy, duplicate courses, repeat options, and academic offense grades. Additionally, credit by examination is manually posted to Academic Work.


Special grading scales are used for some maintenance. Student Records staff must change a grade scale for academic bankruptcy, duplicate credit, repeat options, academic offense grades, and the exclusion of credit for a course.

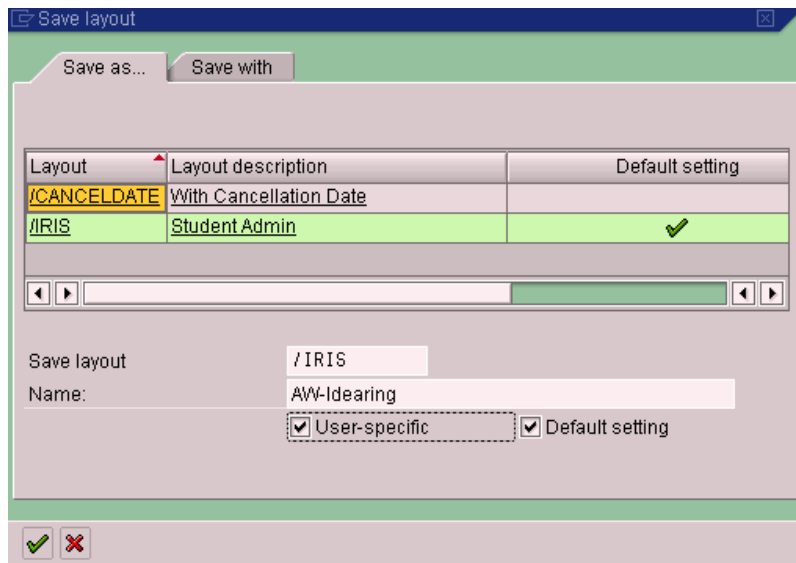
## Alternate Layout of Academic Work Display


End-users who examine Academic Work frequently may opt to create their own custom layout for

display. To change the layout, click on the Layout Settings  icon. Choose **Change Layout** from the drop-down list. When the **Change layout** screen appears, remove and add desired column items and/or alter their order by using the ,  and   buttons.



When your layout is complete, click . When the Save layout screen appears, name the layout. Indicate by checking the boxes if the layout is to be User-specific and whether it should be your default.



Click  and continue. In the future, your layout will default.

## QUESTIONS?

- College personnel with questions about Academic Work should contact: [Jacquie Hager](#), Student Records, 257-7157