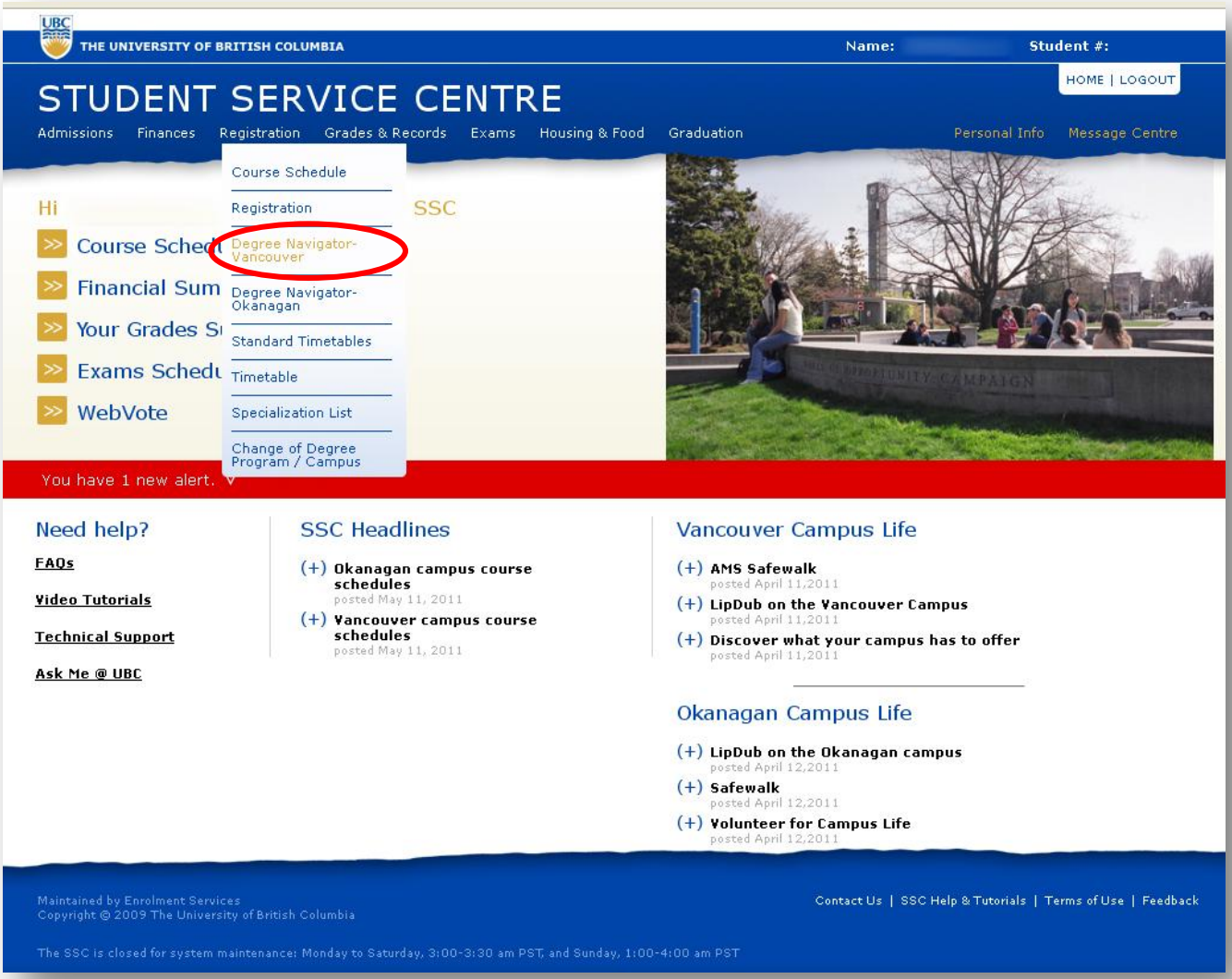
How to use Degree Navigator

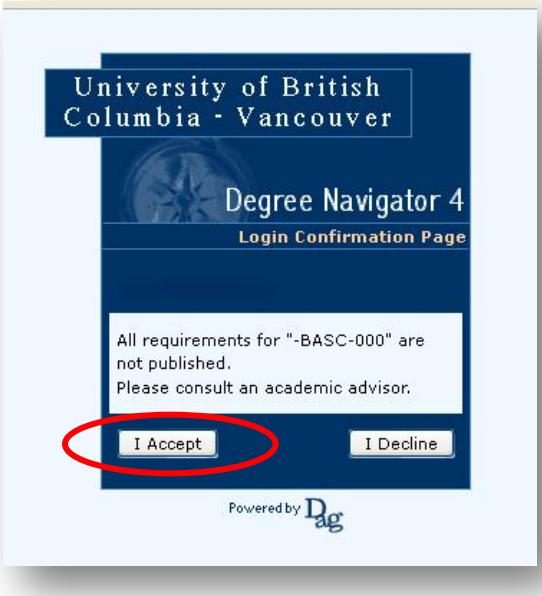
1. Log in to your Student Service Center : www.students.ubc.ca/ssc with your CWL (campus wide log-in)

2. Go to the registration drop down menu and select ‘Degree Navigator – Vancouver’

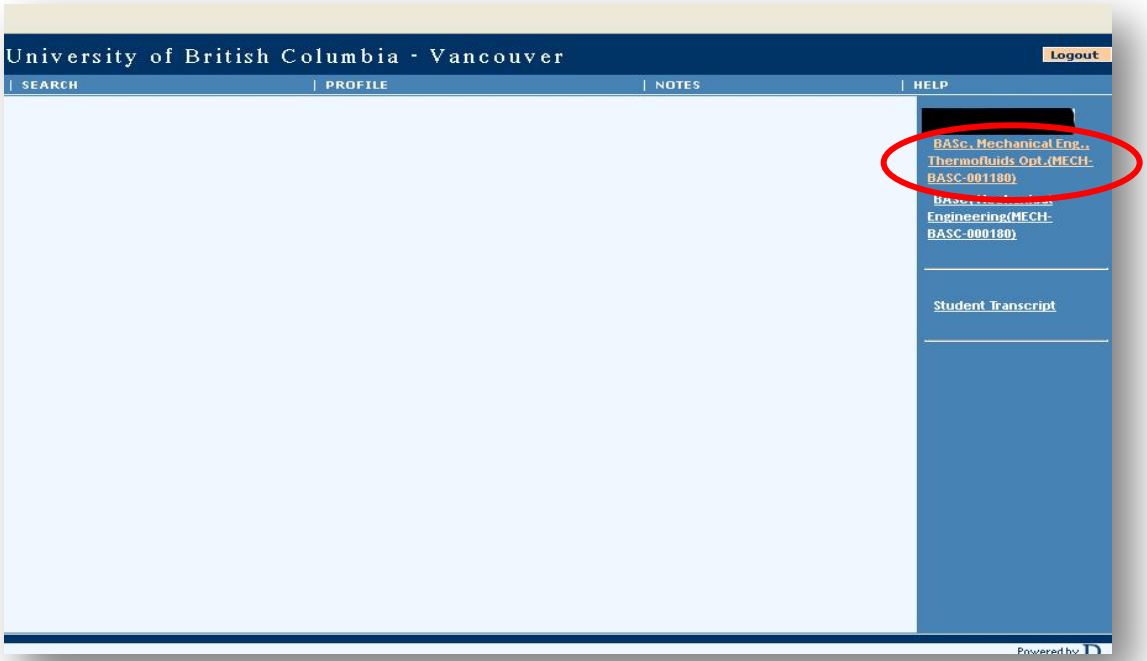


3. A new tab will open up with a big ‘Welcome to UBC Degree Navigator’ heading. Click Continue

4. A log on confirmation page will show up – click Accept to continue

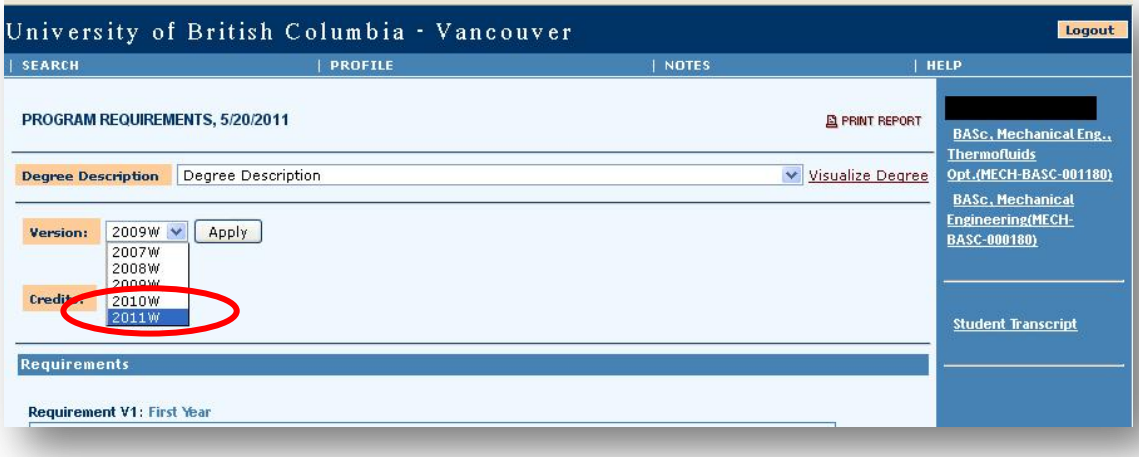


5. Select your degree from the right hand pane

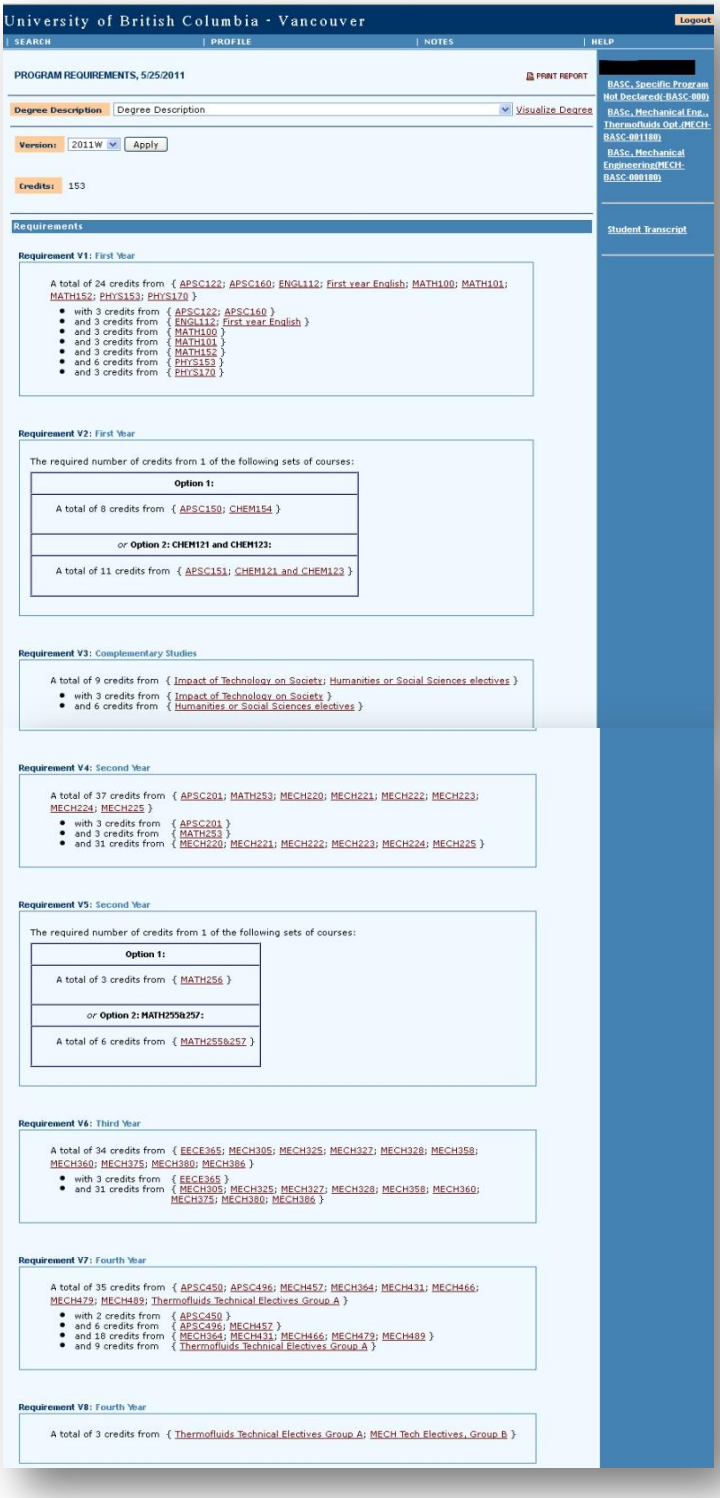


6. The winter session (e.g. 2011W) shown in the 'Versions' box defaults to the correct version for you – the year in which you were placed into 2nd year.

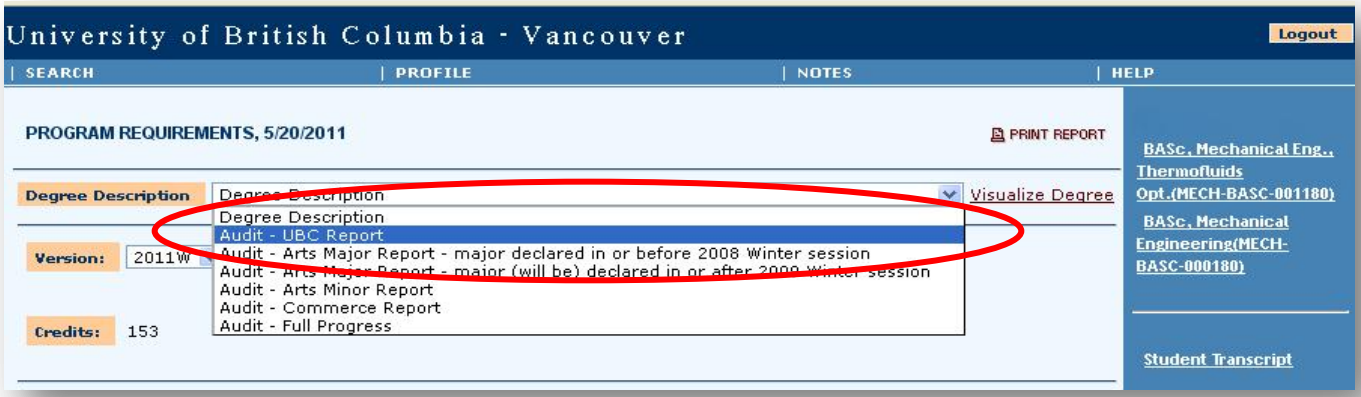
   If you do mistakenly change the year, go back to the previous step – click on your degree in the right hand pane. The frame will default to the correct year for you.



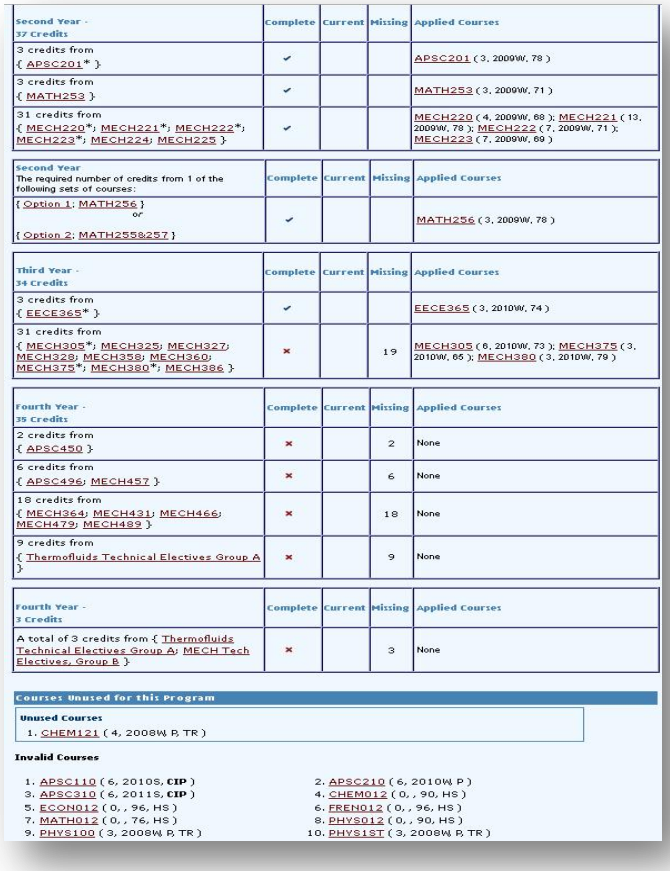
7. Your degree description will show in the main text box of the window. Scroll down to view all your degree requirements



8. To view a list of required courses and the courses you have already completed, select '<u>Audit – UBC Report</u>' from the drop down menu.



A full list of courses you require and courses you have taken will show up in the main window (scroll down to see the full list



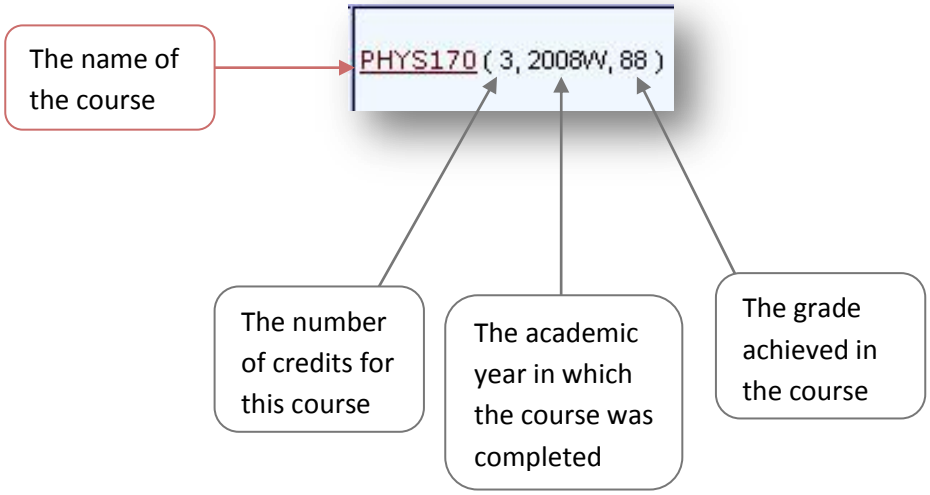
If you have completed a required course, an asterisk will appear beside the name of the required course. A check mark will also appear in the complete column.

Note: If a check mark appears in the complete column but there is no asterisk next to the applied course, double check to make sure you have taken the course. If you have not taken the course (i.e. no asterisk) but have a check mark in the 'complete' column, you may have other courses in the same category whose credits add up to the required number of credits but they aren't the right courses. Ensure you take the required course mentioned to fully complete the requirement.

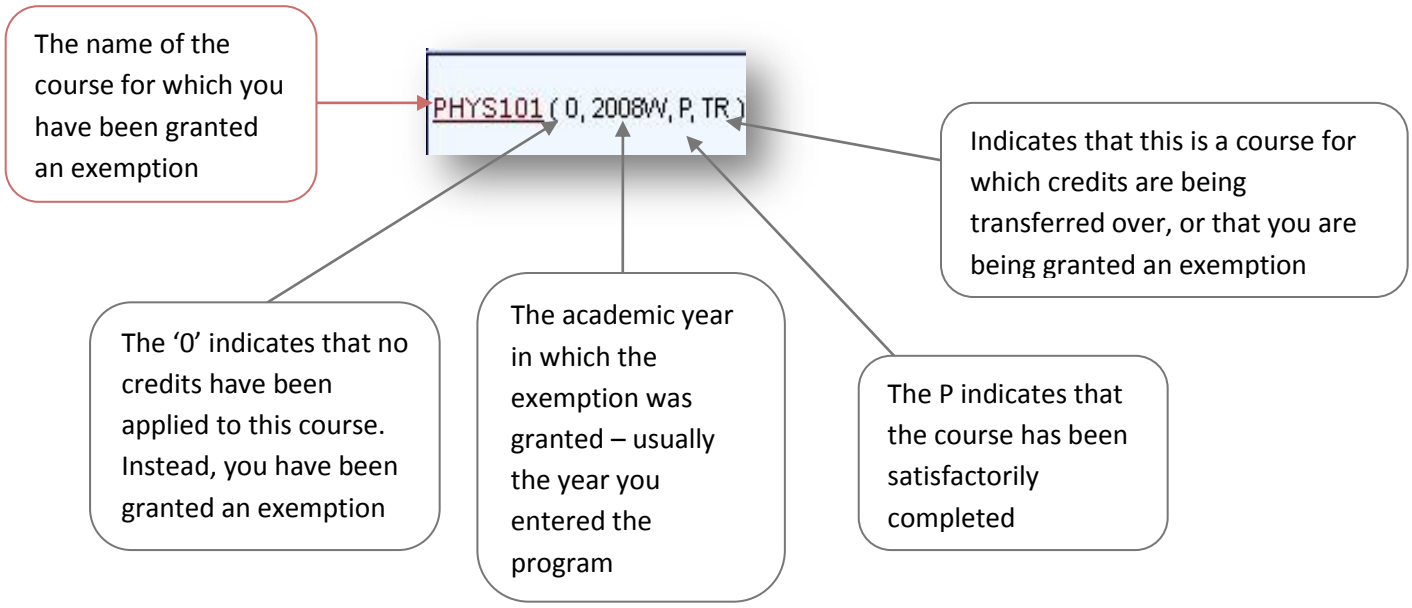
If you have not yet completed the course, a cross will appear beside the name of the required course. The 'Missing' column will indicate how many credits are missing/ needed to meet the requirement.

What do the parenthesis show beside the course name show?

a) For courses you have taken



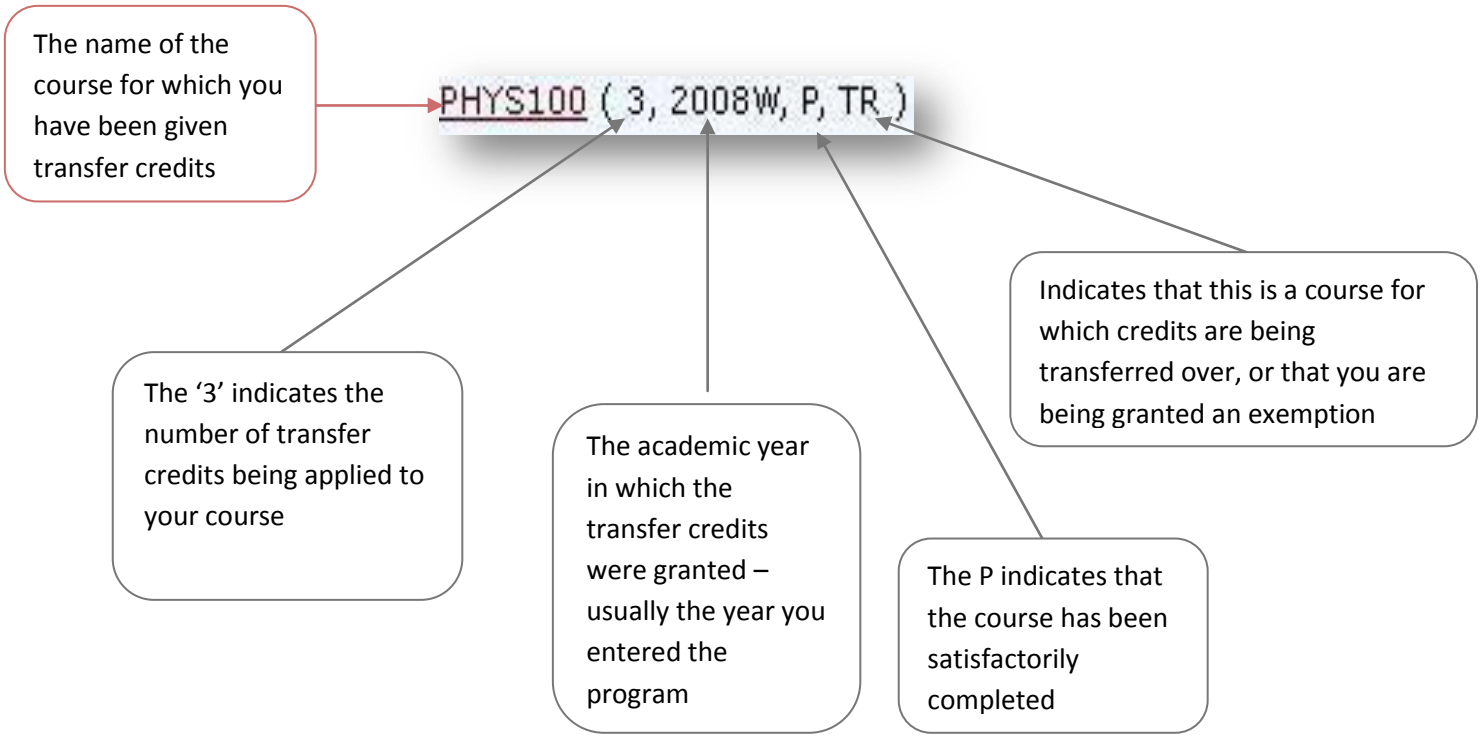
b) Courses for which you have been granted an exemption



If you have been granted an exemption, there should be a note indicating what course you have taken or can take to make up the exempted credits.

If you do not see such a note, please check with Engineering Student Services to determine what course(s) you can/should take.

c) Courses for which you have received transfer credits



If you have any other questions about course exemptions and/or course transfer credits, please contact the Engineering Student Services
Tel: 604-822-6556
Fax: 604-822-2021
E-mail: students@apsc.ubc.ca

You can also visit the Engineering Student Services Office. They are located off the lobby in the Fred Kaiser Building in room 1100 (across the hall from Starbucks).

Office Hours:
9:00am - 4:00pm Monday, Wednesday - Friday
11:00am - 4:00pm Tuesday