

MyGRADplan

Student Guide

2025/26

Office of the Registrar UNIVERSITY OF THE FRASER VALLEY

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MyGRADplan Student Guide

Please note: MyGRADplan is designed to aid and facilitate academic advising but is not intended to replace face-to-face advising sessions.

- MyGRADplan is neither an official academic transcript nor an official notification of completion of degree requirements.
- The official graduation requirements are listed in the University of the Fraser Valley online Calendar. If there is any discrepancy between MyGRADplan and the official UFV Calendar, the Calendar takes precedence.
- If you notice any discrepancies or problems with the MyGRADplan service, please notify the Office of the Registrar at https://www.ufv.ca/mygradplan/contact-form/.

Overview

- MyGRADplan is a web-based tool that provides a clear, structured pathway to completing your program requirements.
- It integrates UFV's official program requirements with your completed and in-progress coursework to generate an easy-to-read audit, offering a real-time view of your progress toward graduation.
- Undergraduate students in academic programs starting from Fall 2010 can use
 MyGRADplan to monitor their progress.
- Students in non-academic programs do not receive audits but can use the "What If" feature to explore potential academic programs.

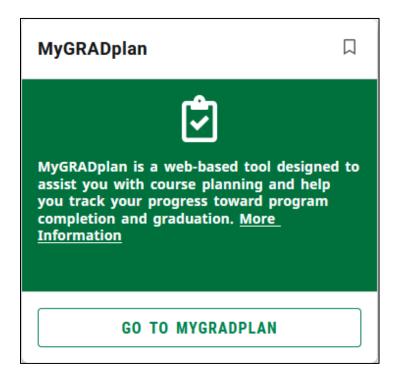
Through MyGRADplan students and their advisors can:

- Learn the academic requirements of the program(s) e.g. degree, diploma or certificate
- See how all completed courses apply to the program requirements
- Identify courses needed to complete their program
- View their grades and academic standing

- View their institutional cumulative GPA (CGPA)
- View their program GPA
- View transfer credit
- · Calculate a GPA based on their grades for the term
- · Calculate the grades needed to achieve a goal GPA
- Create What-If audits to process speculative program audits based on current class history

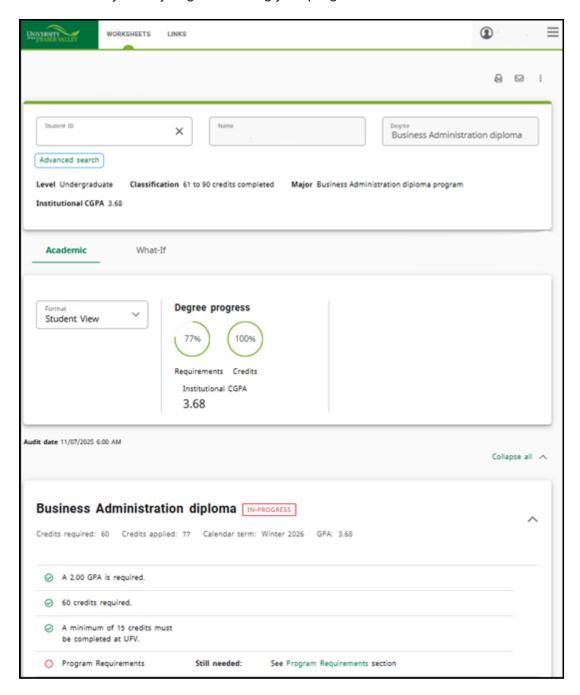
Getting Started

- Login to myUFV.ca using your usual credentials.
- Locate the MyGRADplan card on the myUFV home page.
- Click the Go to MyGRADplan link.



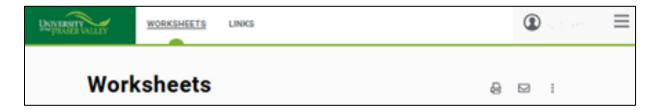
Using MyGRADplan

- Once you have entered MyGRADplan you'll see a page like the one below.
- From here you may begin reviewing your program audit.



Navigation Toolbar

At the top of the audit page, you will see the WORKSHEETS and LINKS tabs, your name and a three-line menu. Below this you will see a printer icon, and envelope icon, and a three-dot menu.



Worksheet tab

· Returns you to your MyGRADplan program audit

Links tab

 Links to the help found on the MyGRADplan, Academic Calendar, Registration, Apply to Graduate

Username

- About, Help, and Sign out
 - Sign out logs you out of MyGRADplan but not myUFV
- Note: Please ensure you log out of MyGRADplan and myUFV to exit both systems

Three-line menu

Links to Navigational Options

Printer icon

Allows you to save or print a pdf of your audit

Envelope icon

Allows you to email an assigned advisor

Three-dot menu (more options)

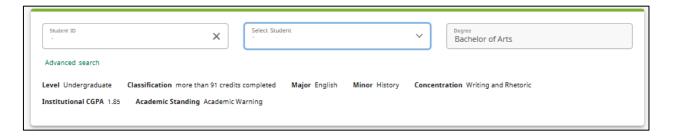
GPA Calculator and Class History

MyGRADplan Audit Blocks

- Each section in a MyGRADplan audit is called a "Block".
- Each block header will contain a title for the block and will also display specific information for that block such as credits required, credits or classes applied and the block GPA.
- Like individual requirements, the block header will also contain a symbol stating the status of all requirements within the block.
- The blocks below are examples of blocks that may be included in your audit. The structure of your audit will depend on the type of degree, diploma or certificate you are completing.

Student Header Block

This first block displays key elements of your program of study such as Degree,
 Diploma or Certificate, Major, Classification, Academic Standing, Institutional CGPA,
 etc.



Student ID

Your UFV student ID

Name

Your preferred name

Degree

- Your program(s) (degree, diploma or certificate)
- If you are pursuing multiple programs the drop-down arrow can be used to switch between programs.

Level

• Your student level code (CR-Undergraduate, GR-Graduate etc.)

Classification

• Your classification is based on the number of credits you have taken at UFV

Major

- Will be displayed if you have a Major declared
- All degree, diploma and certificate students will see Degree and Major fields on their audit. These fields are used to display the codes and titles of your program. The titles will identify whether your program is a degree, diploma or certificate.

Minor

· Will be displayed if you have a Minor declared

Concentration

• Will be displayed if you have a Concentration declared

Institutional CGPA

Institutional Cumulative GPA

Academic Standing

Academic Standing information will also be displayed here

Format Box

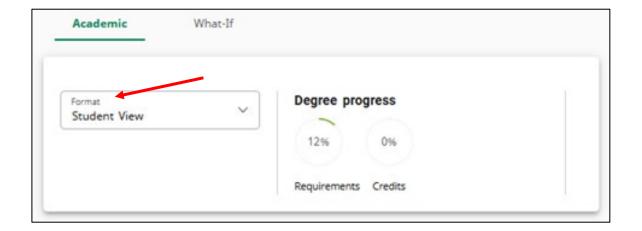
• Allows you to view either Student View or Registration View.

Format Student View

• Provides general information about your complete and incomplete requirements, in-progress and pre-registered courses, grouped into logical sections/blocks.

Format Registration Checklist

- Shows only the unfulfilled requirements that are "Still Needed" on the checklist.
- It does not provide any detailed explanation of the requirements that may be found in Student View.



Degree Progress Block



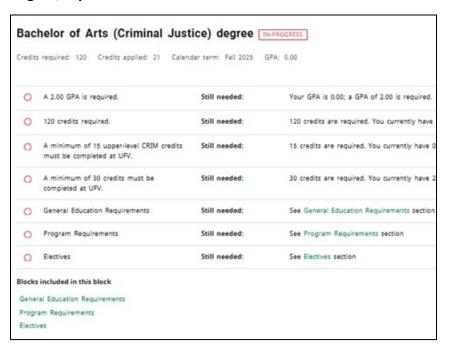
• This block displays percentage completion of both credits and requirements.

Progression Calculation

- You will see requirement and credit progression numbers and circles representing your progress.
- In-progress and pre-registered classes count toward this display of degree progress.
- The maximum percentage for Degree progress of Requirements or Credits will be 98% until any in-progress courses are completed.



Degree, Diploma or Certificate Block



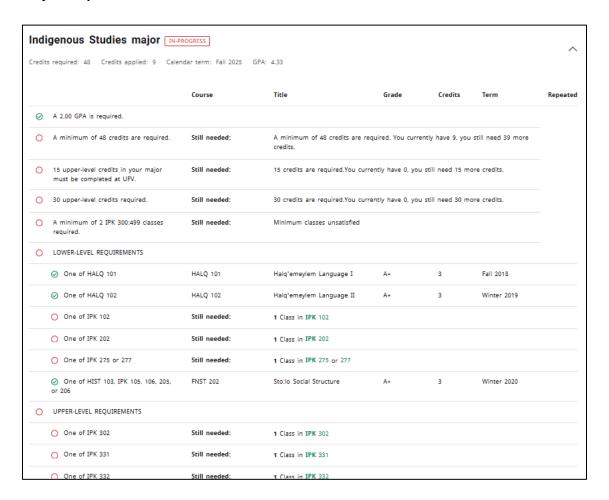
- This block is a summary of all the requirements of the program (degree, diploma or certificate).
- This is the main block that houses all the global rules that apply to all other blocks within the audit.
- This block will never have the "Complete" symbol until all other blocks have been completed.
- Each requirement displayed in this block contains a link to the section of the audit where the full requirements are displayed.
- Advice (Still Needed) in this block will no longer be displayed when the requirement has been met.
- Within this block you will also find unmet conditions which are requirements that must be met to graduate (residency requirement, total credits needed, etc.).
- The top of this block displays the minimum Credits Required to graduate, the total Credits Applied to your program, the GPA of the UFV courses applied to your program, and your Calendar Term.

General Education Requirements Block



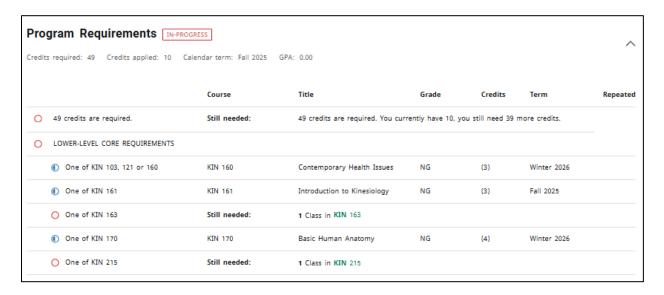
- These blocks may include Writing or Communication, Humanities, Social Science Math, or Science requirements etc.
- In these blocks, you will find all the general education classes required for your program.
- The top of each block will display your Calendar Term and the GPA of the UFV courses applied to this block.

Major Requirements Block



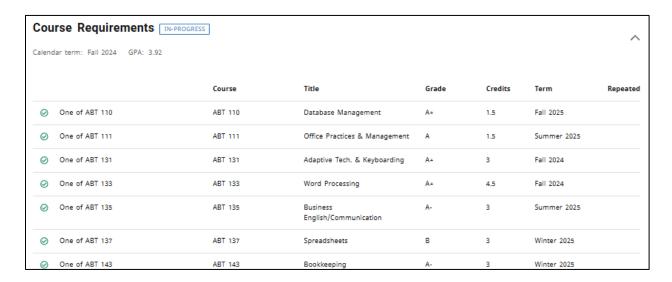
- This block will house all the major requirements of your degree.
- If you have declared a concentration, this block may include the concentration requirements, or the concentration requirements may be displayed in a separate block.

Program Requirements Block



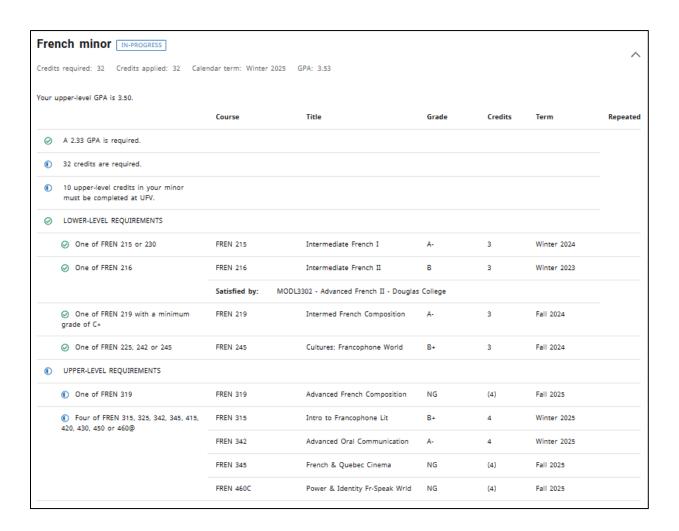
 If your degree does not require you to declare a major this block will house all the mandatory course requirements of your degree.

Course Requirements Block



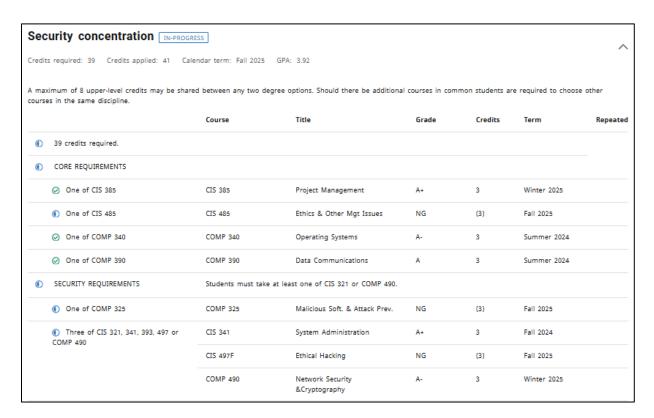
 This block will house all the mandatory course requirements for your diploma or certificate.

Minor Requirements Block



 This block will house all the minor requirements of your declared minor or extended minor.

Concentration Requirements Block

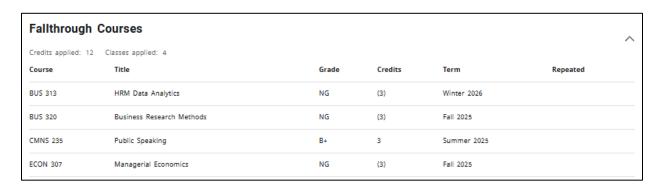


 This block will house the concentration requirements of your declared concentration if they are not included in your major block.

Optional Blocks

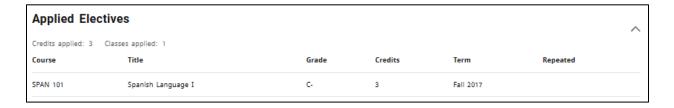
• These blocks will only display if you have courses that fall in these areas.

Fallthrough Courses Block



- This block will display all courses not currently being used to fulfill course requirements.
- The content of this block will fluctuate as courses are taken or as additional program options are added.
- Courses in this block are also used to meet program block qualifiers such as minimum upper-level requirements or minimum residency requirements.

Applied Electives Block



- This block will display any additional courses needed to complete the credit requirements of your program that haven't been met by your major, minor, general education or program requirements.
- The content of this block will fluctuate as courses are taken or as additional program options are added.
- Courses in this block are also used to meet program block qualifiers such as minimum upper-level requirements or minimum residency requirements.

Additional Electives Block

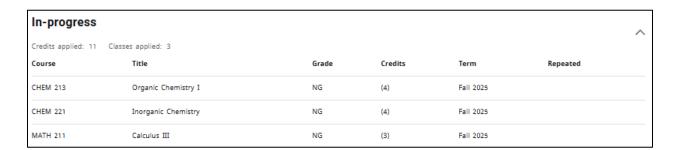
- This block will display all the additional courses applicable to your program but not used to complete course or credit requirements.
- The content of this block will fluctuate as courses are taken or as additional program options are added.
- Courses in this block are used to meet program block qualifiers such as minimum upperlevel requirements or minimum residency requirements.

Insufficient Block



• This block will display all the courses that do not meet the minimum required grade for your program, including failed courses that have not been repeated.

In-progress Block



- This block will display the courses you are currently enrolled in.
- These courses are also applied to requirements throughout the audit.

Not Counted Block



- This block displays all courses you have taken that cannot be applied to your program.
- This includes non-academic courses as well as academic courses that have been
 Audited, Withdrawn or repeated for a higher grade.

Exceptions Block



 If exceptions such as course substitutions or waivers have been approved and made to your program they will be displayed in this block as well as applied to requirements within the body of the audit.

Notes

Notes pertaining to your program may be added by your advisor and will appear in the
 Notes block at the bottom of the audit.

Legend

 The legend can be found at the bottom of the page and contains all the symbols that are important for interpreting your Program Audit.



Complete

- This symbol will appear beside all requirements that have been completed within the audit.
- The row will display the course (s) that fulfilled the requirement along with the grade and term in which the course was taken.

Not Complete

- This symbol will appear beside all requirements that have not yet been completed.
- The row will also indicate the course(s) that will be required to complete the requirement.

Complete except for Classes in Progress

- This symbol will appear for requirements where classes are currently being taken or have been registered in for completion in a future term.
- The grade section for the course in this row will display (NG).

Nearly Complete

 This symbol will appear when all the requirements of a block are met, but a header requirement is not met.

MyGRADplan wildcard @

- The @ symbol in the audit acts as a wildcard.
- It represents all classes when used as a prefix and can also be used to represent all course numbers.
- E.g. When a course prefix is followed by the @ symbol (ENGL @) this means any course number for that prefix can be used to fulfill the requirement.
- When you see @ @ it means any undergraduate course or number can be used to fulfill the requirement.

(R)

This symbol will appear next to repeated courses within the program audit.

Application Features

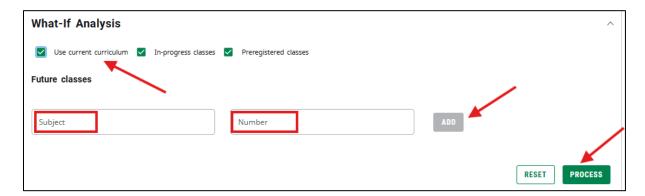
What-If Analysis

The What-if Analysis tab has three main functions.

Function #1

It provides audit results utilizing courses that you plan to register for in future terms.

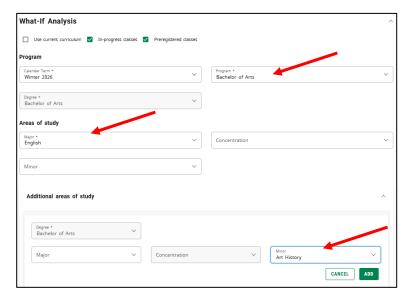
- Enter the subject and number of the planned course and click Add.
- Once you have entered all desired courses, click Process to view the results.
- You may use this feature to apply future courses to your current program if you have
 Use Current Curriculum box ticked or use it to apply future courses to a What If audit.



Function #2

It can be used to see the effects of adding Additional Areas of Study to your current program.

 In the example shown below a student in the Bachelor of Arts pursuing a major in English will see the results of adding a minor in Art History to their program.



Function #3

What If audits display the results when a proposed program change is being considered using your current class history.

- Select the What If criteria for the scenario, then click the Process What-If button to view the results of the audit.
- If you would like to PDF your audit, select your options and then click the printer icon at the top of the page.

Please note: You must choose the **current or a future Calendar Year** and your chosen program. If the Major field does not autofill you must use the drop-down list to choose an option. Some Majors will require that you choose a concentration as well.

Look Ahead

The Look Ahead feature found in previous version of MyGRADplan has been replaced with options within the What-If tab.

Course Link

- Scrolling over the Course ID of a "Still Needed" course in any block reveals the course title and credits.
- Clicking on the Course ID opens a separate window which provides the course title and description.
- If registration is open, Course Link will also indicate the registration status of each section.

Please note that MyGRADplan is updated overnight which may mean that "Seats Open" may not display the most recent information.

Please check the timetable for the most up to date information on seat availability.

Course Information



BIO 220 - 0 or 4 Credits - Genetics

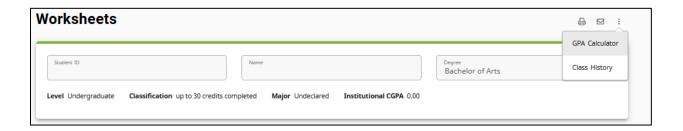
Introductory genetics course dealing with the principles and concepts of transmission of genetic information in all living organisms. The function of a gene will be studied at the molecular level. -- Prerequisite -- One of the following: (BIO 112 and CHEM 114, both with a C+ or better) or (BIO 111, [CHEM 110 or CHEM 113], and [two of AGRI 123, AGRI 124, AGRI 129, AGRI 163, AGRI 203, AGRI 204, or AGRI 220], all with a C+ or better). -- Corequisite -- None. -- Pre or Corequisite -- None.

Sections:

Term	CRN	Section	Seats open	Meeting times
Winter 2026	10191	AB1	0 (out of 24)	M W 08:30am - 09:50am F 10:00am - 12:50pm

Class History Link

 Provides a listing of all the courses you have taken, with grades and credits, grouped by the term taken in chronological order.



GPA Calculator

- All UFV academic programs and program options require a minimum program GPA of 2.00 for graduation.
 - o Some programs may require a program GPA higher than 2.00.
- Beginning in the Fall of 2017, diplomas and degrees require both a minimum program GPA of 2.00 as well as a cumulative GPA (Institutional CGPA) of 2.00 for graduation.
- Program GPA is calculated on all UFV courses used to meet course requirements within the program.
- Institutional GPA is calculated on all UFV courses taken within the student's level of study (e.g., undergraduate, graduate).

Using the GPA Calculators

There are three different calculators:

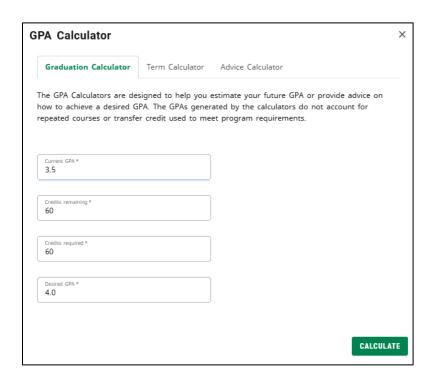
- Graduation Calculator
- Term Calculator
- Advice Calculator

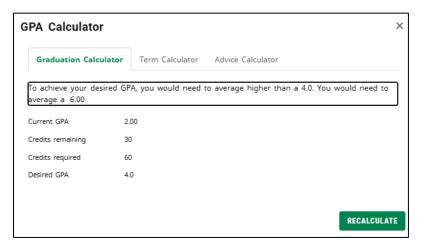
Click on the three-dot menu in the upper right corner of the page and select **GPA Calculator tab** to navigate to all three.

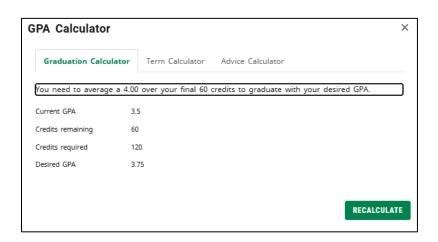
Please note: The calculators do not account for repeated courses or transfer credit used to meet program requirements. Transfer credit grades are not used in program GPA calculations and if you are repeating courses for a better grade you will need to factor those in separately.

Graduation Calculator

- This calculator helps you determine academic goals needed to produce a desired grade point average for graduation.
- All fields must be completed to calculate the desired GPA.
- For credits remaining, enter the number of required credits minus the number of credits already completed.
- Enter the number of credits required (120 for example) in the credits required field.
- Last, enter the desired GPA for graduation and click CALCULATE.
- The graduation calculator will set an objective necessary to produce the desired GPA. If a desired GPA is not feasible, then the calculator will display a necessary average of over 4.33.

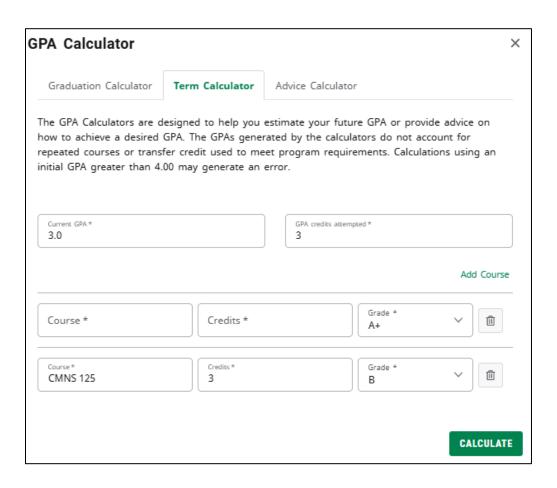






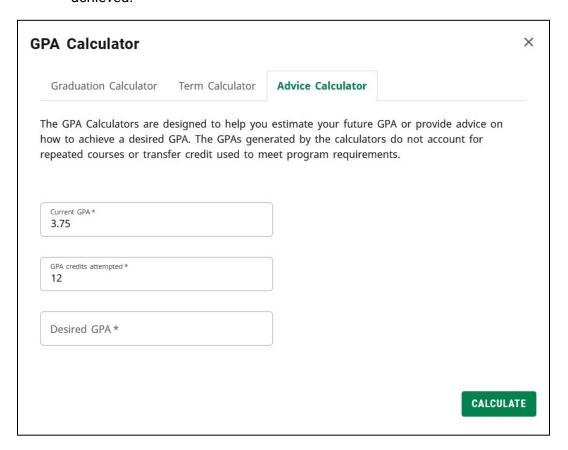
Term Calculator

- This calculator calculates the projected GPA based on estimated grades for the semester.
- The term calculator cannot offer a set of objectives detailing how to obtain a desired grade; its purpose is to forecast a projected GPA based on your request.
- Click Add course after entering your courses and grades. Then click CALCULATE.



Advice Calculator

- This calculator projects the quickest way to achieve a goal GPA.
- Unlike the graduation calculator, the advice calculator can calculate a desired GPA without knowing how many credits are remaining for graduation.
- After clicking CALCULATE, the advice calculator will demonstrate how that goal can be achieved.



Student Notice and Disclaimer

- This notice and disclaimer advises students of the limits of the information presented here and the sources that can provide official confirmation of program requirements.
- You are encouraged to use this program audit report as a guide when planning your progress toward completion of the above requirements and it should be used in conjunction with regular meetings with your academic advisor.
- You may contact your academic advisor for assistance in interpreting this report. This
 audit is not your official academic transcript, and it is not official notification of
 completion of degree, diploma or certificate requirements. Students completing a
 credential are required to Apply to Graduate. The official graduation requirements are
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