myStudentSystem Navigation

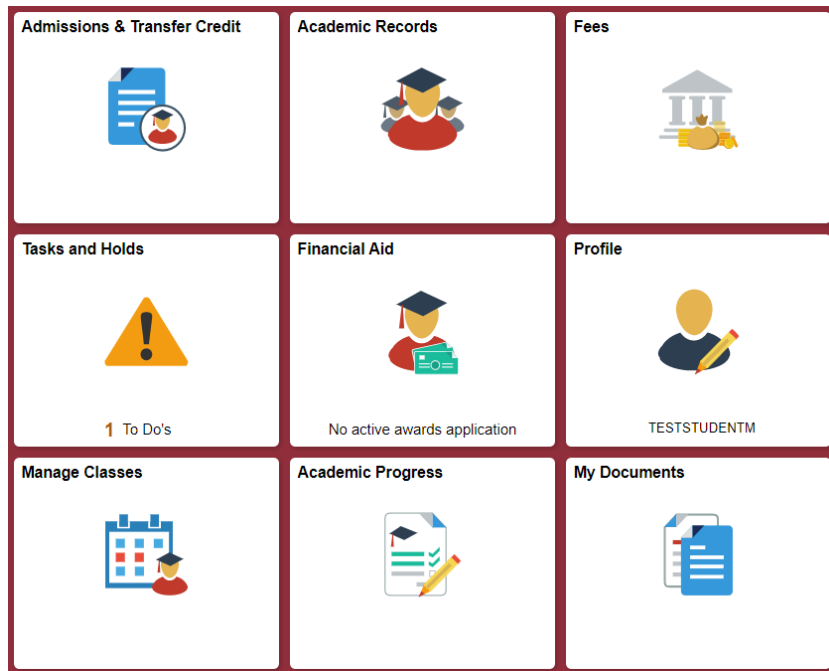|		
Admissions & Transfer Credit	**Academic Records**	**Fees**
Tasks and Holds — 1 To Do's	**Financial Aid** — No active awards application	**Profile** — TESTSTUDENTM
Manage Classes	**Academic Progress**	**My Documents**

Admissions & Transfer Credit: application status, transfer credit, accept admission and pay the deposit. After your first term, this tile will disappear, and you can view transfer credit in Academic Records.

Academic Records: course history, grades, transcript view and request, transfer credit requests, enrollment verification, degree declaration and program information.

Fees: account balance, activity, charges, financial summary and tax forms. Make a payment, set up direct deposit and view your payment history.

Tasks and Holds: indicates tasks required or holds applied to an account. Click each hold to see specific information as not all holds stop the ability to enroll.

Financial Aid: apply for Awards & Bursaries and view your upcoming financial aid payments.

Profile: preferred name, contact details, address, indigenous status, emergency contacts, EDI and notification preferences.
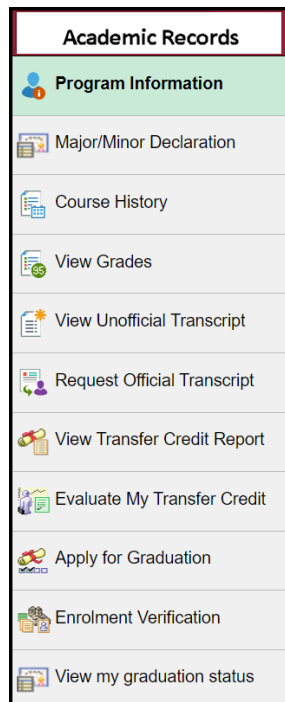
Manage Classes: enroll, drop, swap, waitlist and search courses. View your Shopping Cart, weekly schedule, enrollment dates, exam schedule and classes.

Academic Progress: program information, academic program progress report, What-if scenarios. Only students with a requirement term of 2019 Fall or later can view this tile. Students who were previously admitted and/or have declared their major(s) and/or minor(s) prior to this term, will need to contact their advisor for planning purposes.

My Documents: students can upload required documents such as a security clearance or First Aid certificate.

As new functionality is created, new tiles will be added to the Student Home page. Click on them and explore!
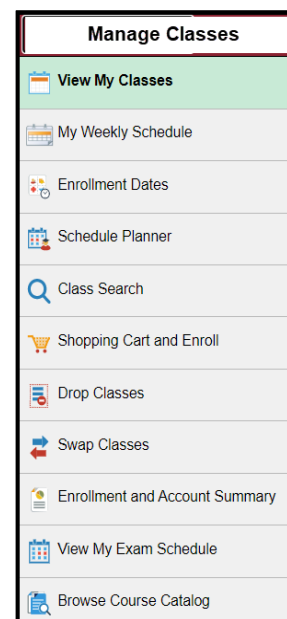
NOTE: pop up messages may not display properly on some tablets.

Academic Records

- Program Information
- Major/Minor Declaration
- Course History
- View Grades
- View Unofficial Transcript
- Request Official Transcript
- View Transfer Credit Report
- Evaluate My Transfer Credit
- Apply for Graduation
- Enrolment Verification
- View my graduation status

> See grades broken down by term with cumulative and term GPA and academic standing information.

> If you have potential transfer credits that may count towards your credential, use this link to submit your documents to request transfer credit articulation.

> Print your credential verification, use for RESPs and if you require proof of enrollment. Ensure your pop-up blocker is off!

Manage Classes

- View My Classes
- My Weekly Schedule
- Enrollment Dates
- Schedule Planner
- Class Search
- Shopping Cart and Enroll
- Drop Classes
- Swap Classes
- Enrollment and Account Summary
- View My Exam Schedule
- Browse Course Catalog

> Find drop and withdrawal deadlines here.

> To view the date your enrollment opens for the next academic year, check here.

> Remember to complete your enrollment after adding classes to the shopping cart.

> Found another class that works better for your schedule? Use the swap function to drop your current class and enroll at the same time.

> When available, final exam dates and times will be posted here.

Fees

- Account Balance
- Enrollment and Account Summary
- Account Activity
- Pending Financial Aid
- Make a Payment
- Payment History
- Direct Deposit
- View My Tax Forms
- U-Pass - Arc Card
- U-Pass - Students Opt Out Form

View your account history at a glance.

Are you receiving student loans, scholarships, awards or bursaries? View upcoming payments here.

Receiving a refund? Add your banking information here for faster processing!

Did you have your fees assessed? Be sure to activate your U-pass Arc Card!

Profile

MacEwan Student ID
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- Personal Details
- Contact Details
- Addresses
- Emergency Contacts
- Indigenous Declaration
- Equity, Diversity & Inclusion
- Notification Preferences
- Privacy

Forgot your MacEwan Student ID Number? Find it here!

If you have a preferred/chosen name or wish to add pronouns, update them in this section.

Update your gender identity and other EDI information in this section.

Allow text messages and/or email notifications to stay up to date.

Review what Third-Party Consent is and how your information is used.

Tasks and Holds

2 To Do's 2 Holds

Do you have outstanding items that would stop you from being admitted or from enrolling? Things such as missing documents or library fines. Check here to make sure!

Financial Aid

No active application

Apply or view the status of scholarships, awards and bursaries and get an update of where your student loans are at.

Academic Progress

- Program Information
- View APPR
- Academic Progress
- Request What-if Report

This function only allows requirement terms for **Fall 2019 and later** to view online. Students admitted before that or who changed their declarations before Fall 2019 need to contact their advisor for planning.

View and print your own Academic Program Progress Report to view the classes you have completed and those you still need to take.

View your academic progress according to requirements.

Interested in changing your major/minor or even your program? Use the What If report to see if and how your classes may transfer!

- Not available for honours programs
- Not available for laddering/undeclared subsequent baccalaureate degree students until they declare

My Documents

Upload documents needed such as ELP Test Results, Immunization records or Indigenous Ancestry Documentation. This is separate from the transfer credit articulation process.

Step-by-step enrollment instructions are found online at www.macewan.ca/apply-enrol/using-mystudentsystem/**.**

Information about enrollment dates and videos on how to enroll in classes, utilize waitlists and drop your classes is found in the MacEwan myPortal in the MYSTUDENTSYSTEM, Enrolment Support section.

Access the Schedule Planner at myschedule.macewan.ca to see your scheduling options before accessing myStudentSystem to enroll!

This document is found in myPortal > myStudentSystem > General Support > Navigation Document