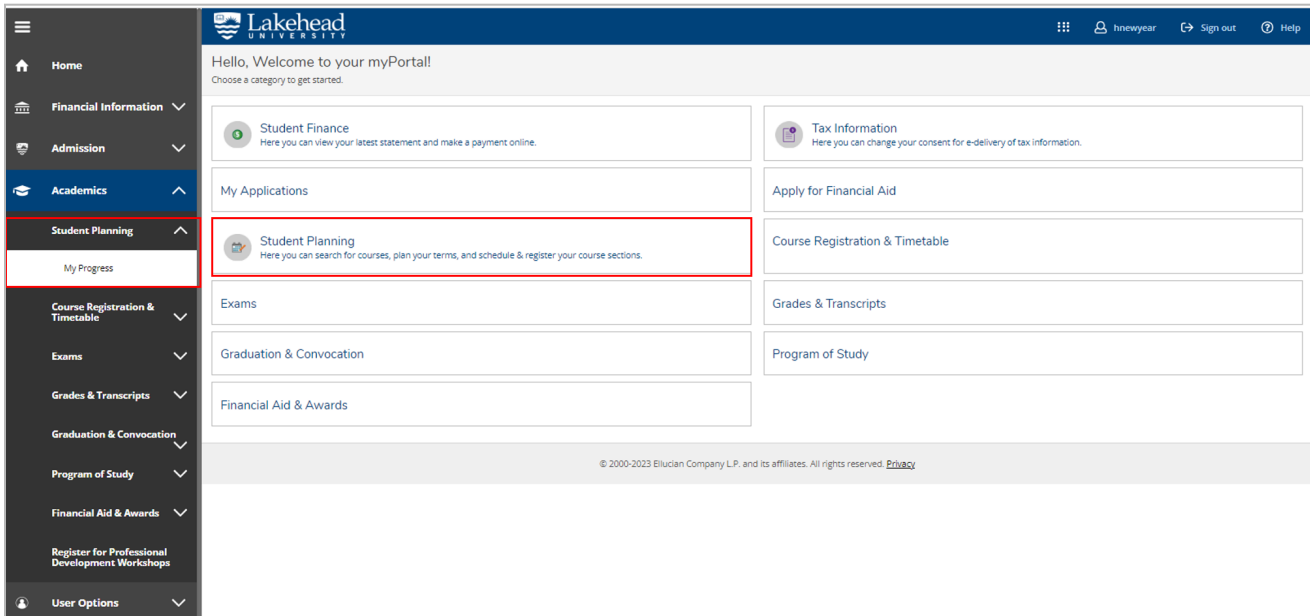


## **myPortal Student Planning Guide:**

This guide is designed to help you understand your degree audit as part of Student Planning in myPortal. Student Planning is there to help you track your progress in your academic program throughout your time at Lakehead. It will show you all of the requirements you need to fulfill in order to successfully complete your degree. Follow the steps below to access Student Planning.

**Important:** You can review your program requirements as listed in the ***Programs & Faculties*** section of the [Academic Calendar](#) to understand the classes you will need to register for in each year of your program as well. You should also be aware of the [Academic Schedule of Dates](#) as they outline the final days to register and drop classes for each term.

1. Log into myPortal at [myportal.lakeheadu.ca](https://myportal.lakeheadu.ca)
2. From the home screen you can click on the Student Planning box or you can navigate through the Academics tab (student cap icon) in the menus on the left hand side of the screen and click on the Student Planning dropdown menu (see image below).



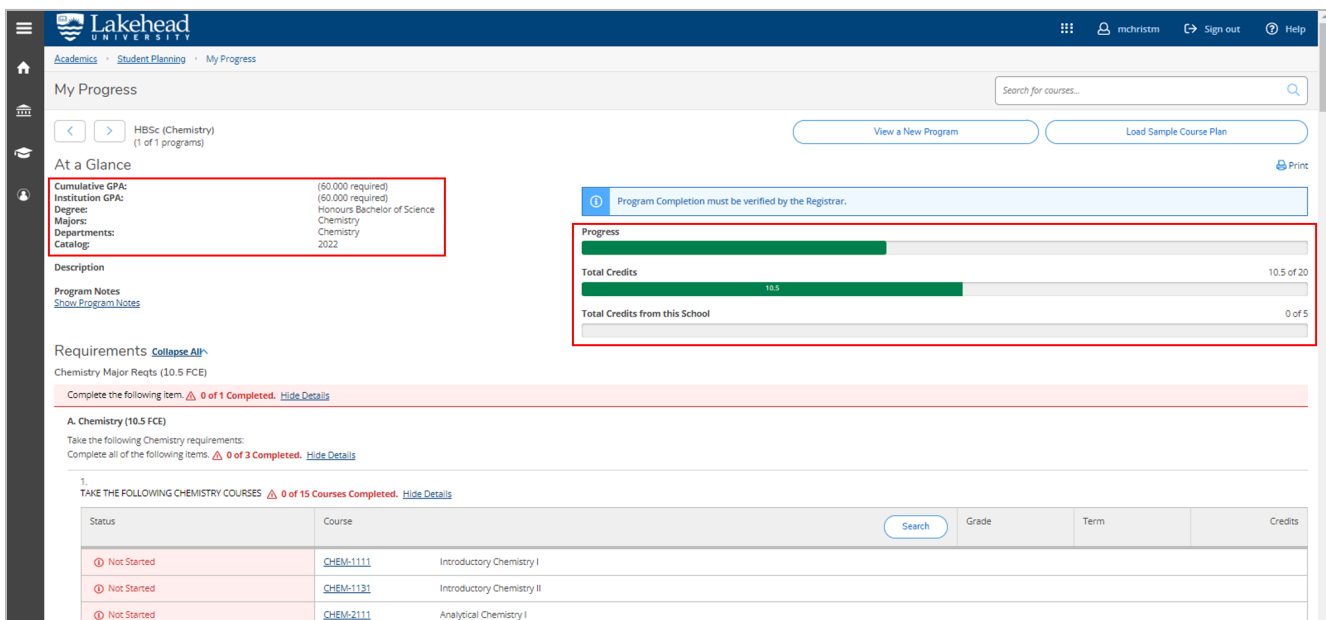
myPortal Home

Hello, Welcome to your myPortal!  
Choose a category to get started.

- Student Finance: Here you can view your latest statement and make a payment online.
- Tax Information: Here you can change your consent for e-delivery of tax information.
- My Applications
- Apply for Financial Aid
- Course Registration & Timetable
- Grades & Transcripts
- Program of Study
- Exams
- Graduation & Convocation
- Financial Aid & Awards

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3. After doing so, you will be brought to a page that will show you various kinds of information pertaining to your academic program. At the top of the screen you will see information about your GPA, your program major, your catalog year which indicates the year you started your program, and you will also see your progress in your program as indicated by the green bars (see image below).



Academics > Student Planning > My Progress

Search for courses...

View a New Program | Load Sample Course Plan

At a Glance

Cumulative GPA: (60,000 required)  
Institution GPA: (60,000 required)  
Degree: Honours Bachelor of Science  
Majors: Chemistry  
Departments: Chemistry  
Catalog: 2022

Program Completion must be verified by the Registrar.

Progress

Total Credits: 10.5 of 20  
Total Credits from this School: 0 of 5

Requirements **Collapse All**

Chemistry Major Reqts (10.5 FCE)

Complete the following item. 0 of 1 Completed. [Hide Details](#)

A. Chemistry (10.5 FCE)

Take the following Chemistry requirements:  
Complete all of the following items. 0 of 3 Completed. [Hide Details](#)

1. TAKE THE FOLLOWING CHEMISTRY COURSES 0 of 15 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
Not Started	CHEM-1111			
Not Started	CHEM-1131			
Not Started	CHEM-2111			

4. As you scroll through your degree audit you will see the course requirements that must be met in order to successfully complete your degree. Requirements that have been met will be highlighted in green and say **Completed**, requirements that have not been met will be highlighted in red and say **Not Started**, and requirements that are you are currently in the process of completing will also be highlighted in green but will say **In Progress** instead (see images below).

### Completed Requirements:

4.  
3 FCE MUST BE TAKEN FROM TYPE C OR D COURSES ✓ 3 of 3 Credits Completed. [Hide Details](#)

Status	Course	
✓ Completed	<a href="#">BIOL-1130</a>	Plant Biology
✓ Completed	<a href="#">BIOL-1110</a>	Animal Biology
✓ Completed	<a href="#">BIOL-2011</a>	Human Musculoskel Anatomy
✓ Completed	<a href="#">BIOL-2012</a>	Human Internal Anatomy
✓ Completed	<a href="#">PSYC-2401</a>	Found Behavioural Neuroscience

### Incomplete Requirements:

1.  
TAKE 0.5 FCE IN MUSIC OR VISUAL ARTS ⚠ 0 of .5 Credits Completed. [Hide Details](#)

Status	Course	
⚠ Not Started		

2.  
TAKE 1 FCE IN ENGLISH, FRENCH OR AN INDIGENOUS LANGUAGE ⚠ 0 of 1 Credits Completed. [Hide Details](#)

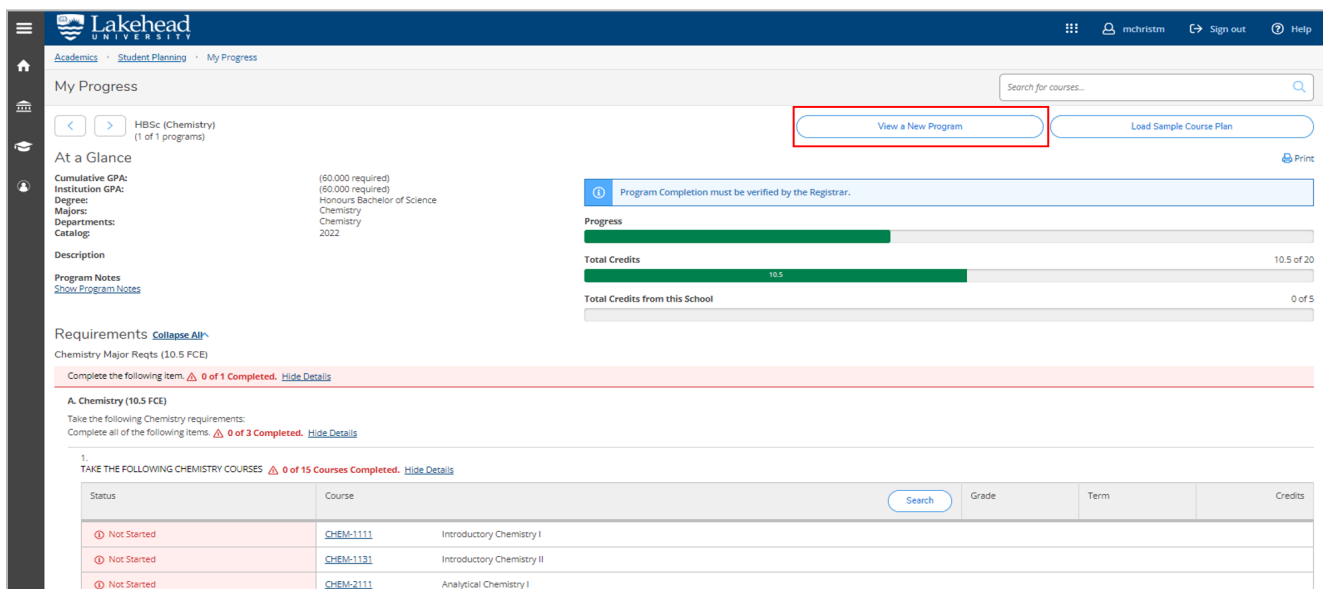
Status	Course	
⚠ Not Started		

### In Progress Requirements:

1.  
TAKE THE FOLLOWING BUSINESS COURSES 🕒 Fully Planned ⚠ 0 of 2 Courses Completed. [Hide Details](#)

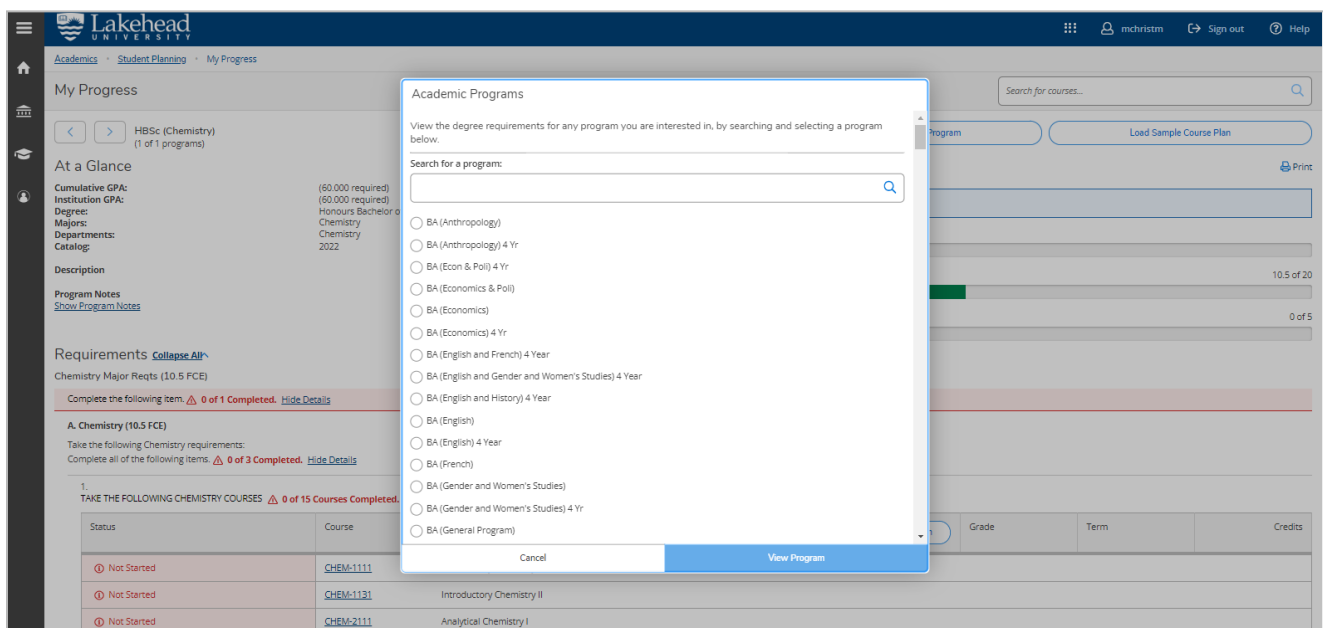
Status	Course	
🕒 In-Progress	<a href="#">BUSI-4071</a>	Strategic Management II
🕒 In-Progress	<a href="#">BUSI-4414</a>	Marketing Strategy

5. Student Planning also gives you the option to view the requirements of another program. You can use this if you are interested in switching your program and are curious about how the courses you have already completed will fit in with the new program requirements. At the very top of the screen you will see a button that says **View a New Program**. After clicking this you will see a list of all the available programs that you can potentially switch into. Simply choose one of the options and see how your already complete courses will count towards your new program requirements (see image below).



The screenshot shows the 'My Progress' page for an HBSc (Chemistry) program. At the top right, there is a search bar and two buttons: 'View a New Program' (highlighted with a red box) and 'Load Sample Course Plan'. Below the search bar, there is a progress bar showing 'Total Credits' of 10.5 out of 20, and 'Total Credits from this School' of 0 out of 5. The 'Requirements' section is expanded to show 'Chemistry Major Reqs (10.5 FCE)' and 'A. Chemistry (10.5 FCE)'. A table below lists the required chemistry courses:

Status	Course	Grade	Term	Credits
Not Started	CHEM-1111			
Not Started	CHEM-1131			
Not Started	CHEM-2111			



The screenshot shows the 'My Progress' page with the 'Academic Programs' dialog box open. The dialog box contains a search bar and a list of programs to view:

- BA (Anthropology)
- BA (Anthropology) 4 Yr
- BA (Econ & Pol)
- BA (Economics & Pol)
- BA (Economics)
- BA (Economics) 4 Yr
- BA (English and French) 4 Year
- BA (English and Gender and Women's Studies) 4 Year
- BA (English and History) 4 Year
- BA (English)
- BA (English) 4 Year
- BA (French)
- BA (Gender and Women's Studies)
- BA (Gender and Women's Studies) 4 Yr
- BA (General Program)

At the bottom of the dialog box, there are 'Cancel' and 'View Program' buttons.