



# New MyKU

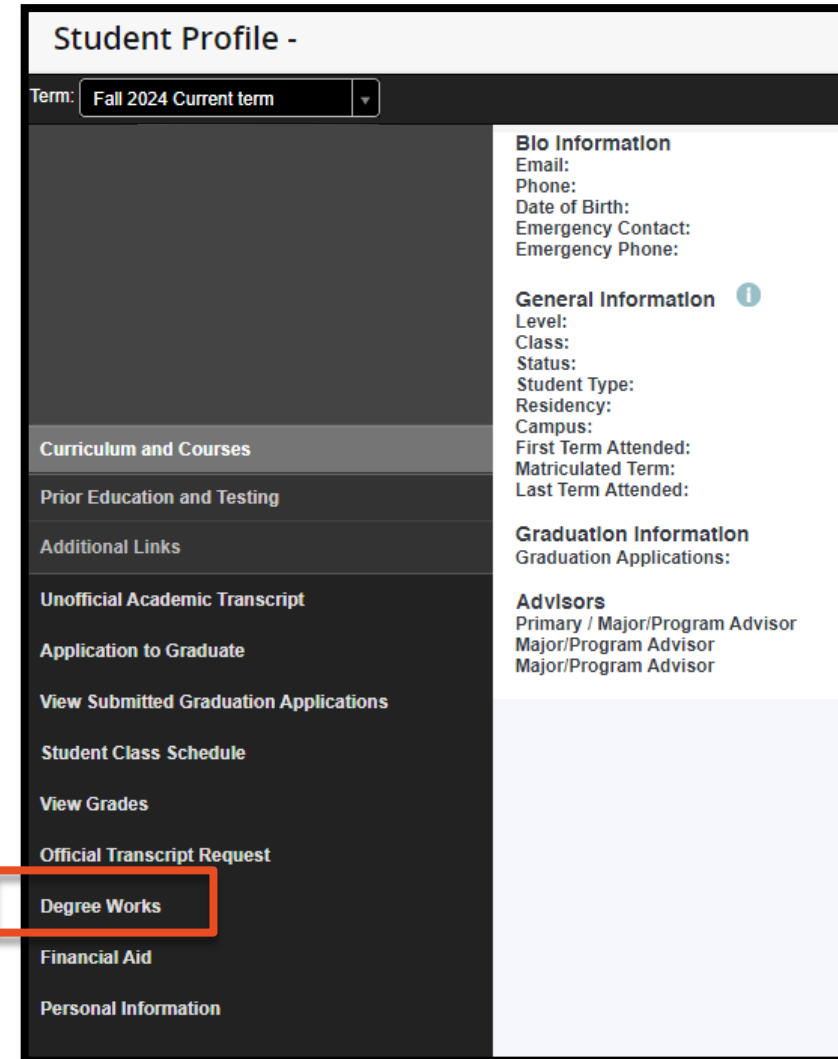
Degree Works (Faculty)

# Overview

**Degree Works** is a tool that allows students and their advisors to track their progress towards a degree from Kutztown University. Students and their advisors can use the tool to generate **Degree Audits**.

Degree Works can be accessed by navigating to **Advising** under **Faculty Self Service** and selecting a student's profile. Degree Works will be available in the sidebar.

**Note** that any course substitutions will have to be performed by the Registrar's Office.



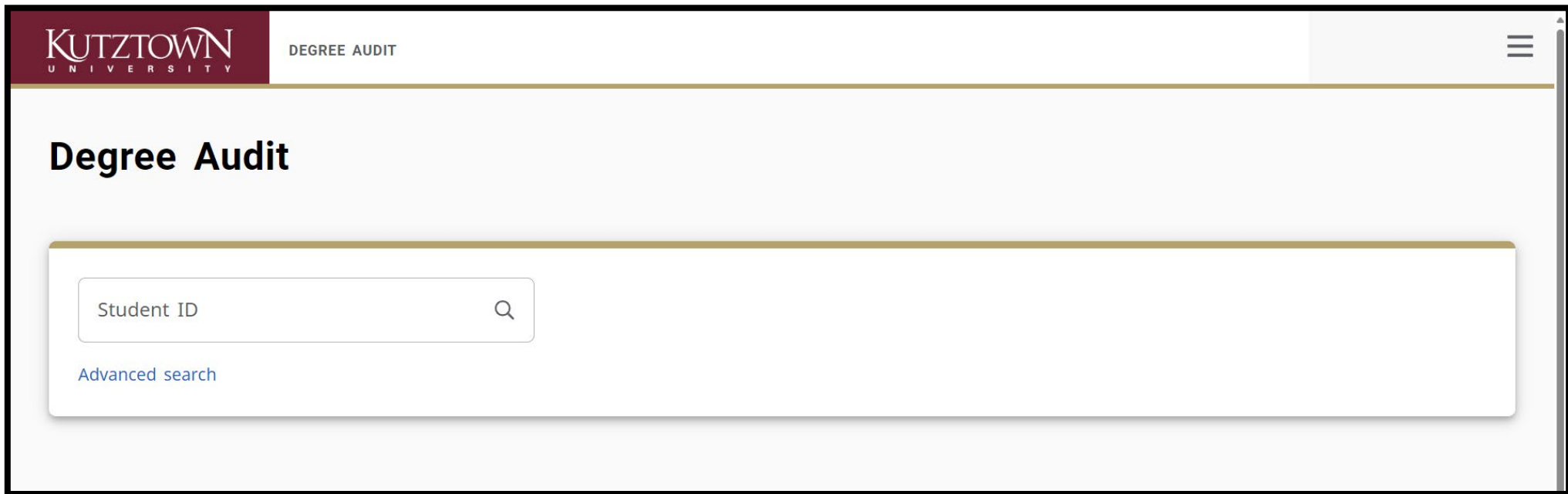
The screenshot shows a 'Student Profile' page. At the top, there is a 'Term' dropdown menu set to 'Fall 2024 Current term'. The page is divided into a dark sidebar on the left and a main content area on the right. The sidebar contains a list of navigation options: Curriculum and Courses, Prior Education and Testing, Additional Links, Unofficial Academic Transcript, Application to Graduate, View Submitted Graduation Applications, Student Class Schedule, View Grades, Official Transcript Request, Degree Works (highlighted with a red box), Financial Aid, and Personal Information. The main content area is divided into three sections: 'Bio Information' (Email, Phone, Date of Birth, Emergency Contact, Emergency Phone), 'General Information' (Level, Class, Status, Student Type, Residency, Campus, First Term Attended, Matriculated Term, Last Term Attended), and 'Graduation Information' (Graduation Applications). Below these sections is an 'Advisors' section listing Primary / Major/Program Advisor, Major/Program Advisor, and Major/Program Advisor.

# Selecting Students (1/2)

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If the student's **Spriden ID** is known, it can be entered here. Pressing **Enter** will navigate to Degree Works for the student.

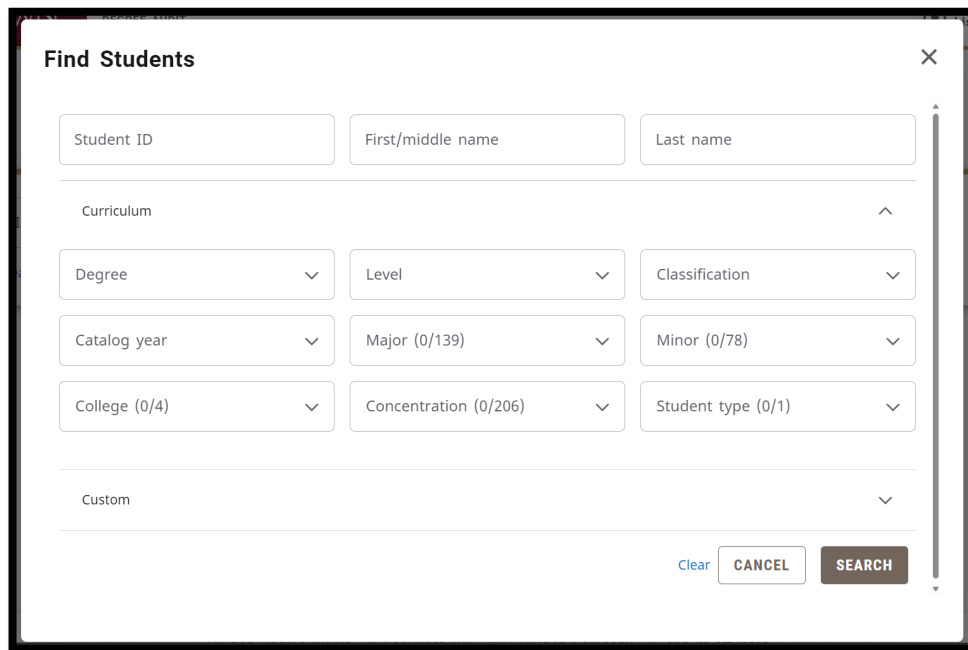
**Advanced Search** can be selected if the student's ID is not known, or to select multiple students.



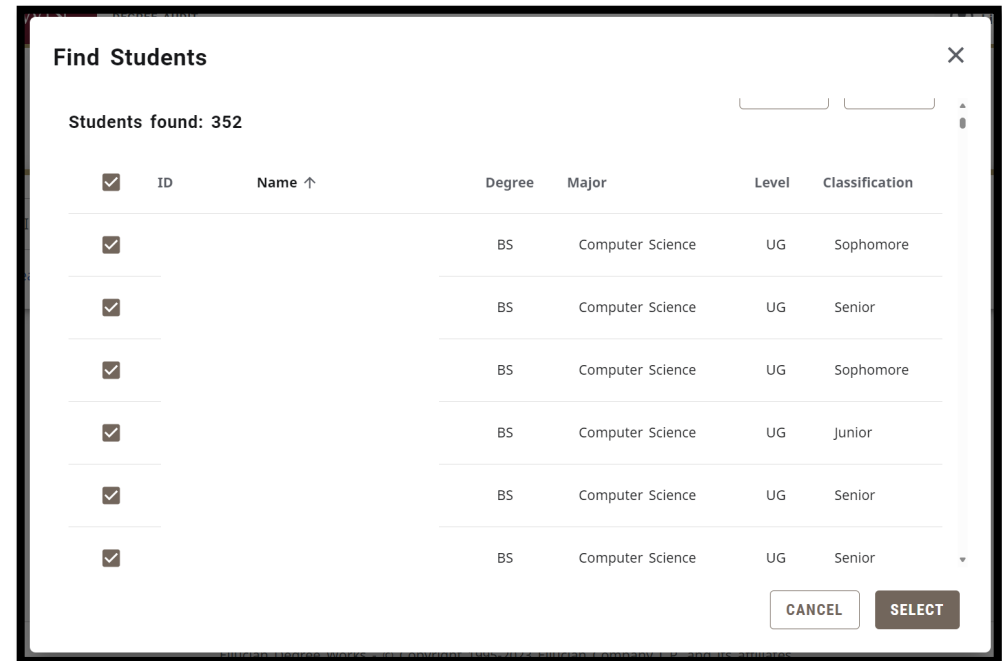
The screenshot shows the Kutztown University Degree Audit interface. At the top left is the Kutztown University logo. To its right is the text "DEGREE AUDIT". Below this is a large heading "Degree Audit". Underneath the heading is a search box with the placeholder text "Student ID" and a magnifying glass icon. Below the search box is a blue link labeled "Advanced search".

# Advanced Search

Clicking **Advanced Search** allows advisors to find a specific student or generate lists of students. After selecting the desired filters, pressing **Search** will generate a list of students. Use the checkboxes next to a student's ID number to include them in the Degree Works navigation. Press **Select** to apply the list and return to the search view.



The screenshot shows the 'Find Students' search interface. It features a search bar with three input fields: 'Student ID', 'First/middle name', and 'Last name'. Below the search bar, there are several filter sections. The 'Curriculum' section includes dropdown menus for 'Degree', 'Level', and 'Classification'. The 'Catalog year' section includes dropdown menus for 'Catalog year', 'Major (0/139)', and 'Minor (0/78)'. The 'College (0/4)' section includes dropdown menus for 'College (0/4)', 'Concentration (0/206)', and 'Student type (0/1)'. At the bottom, there is a 'Custom' section and a 'Clear' button, along with 'CANCEL' and 'SEARCH' buttons.



The screenshot shows the 'Find Students' search interface displaying search results. The results are shown in a table with columns for 'ID', 'Name', 'Degree', 'Major', 'Level', and 'Classification'. The table contains 7 rows of data, all of which are checked with a checkbox. The results are as follows:

<input checked="" type="checkbox"/>	ID	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>			BS	Computer Science	UG	Sophomore
<input checked="" type="checkbox"/>			BS	Computer Science	UG	Senior
<input checked="" type="checkbox"/>			BS	Computer Science	UG	Sophomore
<input checked="" type="checkbox"/>			BS	Computer Science	UG	Junior
<input checked="" type="checkbox"/>			BS	Computer Science	UG	Senior
<input checked="" type="checkbox"/>			BS	Computer Science	UG	Senior

At the bottom right, there are 'CANCEL' and 'SELECT' buttons.

# Selecting Students (2/2)

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Back on the search page, a new dropdown will list all the selected students. Selecting one will bring up the audit for the student. This dropdown can be used to quickly switch between students without having to search again.

The screenshot shows the 'Degree Audit' page on the Kutztown University website. The header includes the Kutztown University logo and the text 'DEGREE AUDIT'. Below the header, the page title 'Degree Audit' is displayed. The main content area features a search bar with a 'Student ID' input field and a search icon. To the right of the search bar is a dropdown menu labeled 'Select Student' with a downward arrow. Below the search bar, there is a link for 'Advanced search'.

# Academic Degree Audit (1/4)

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The **Legend** for the Degree Audit is shown at the bottom of the page.

## Legend

- |   |   |
|---|---|
|  Complete                            |  Not complete                  |
|  Complete (with classes in-progress) |  Nearly complete - see advisor |
|  Prerequisite                        | @ Any course number   |
| (R) Repeated class  |   |

## Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. To request an official transcript please visit <https://www.kutztown.edu/about-ku/administrative-offices/registrar/transcripts.html>.

# Academic Degree Audit (2/4)

The Degree Audit is broken into several collapsible blocks:

The top block contains the student's **information**, including ID, Major, Level, and Academic Standing.

The next block contains an **overview** of Degree Audit. The options in this block can be used to re-generate the report without In-progress classes or Preregistered classes.

The screenshot displays the Academic Degree Audit interface. At the top, there is a search bar with a 'Student ID' field (containing 'x'), a 'Select Student' dropdown menu, and a 'Degree Bachelor of Science' field. Below this is an 'Advanced search' section with filters for 'Major Art Education', 'Level Undergraduate', 'College College of Visual and Performi', and 'Academic Standing Good Standing'. The interface has two tabs: 'Academic' (selected) and 'What-If'. The 'Academic' tab shows a 'Format Student View' dropdown menu, a 'Degree progress' section with 'Cumulative GPA 3.40', and checkboxes for 'In-progress classes' and 'Preregistered classes' (both checked), along with a 'PROCESS' button. At the bottom left, it shows 'Audit date 09/24/2024 10:21 AM'.

# Academic Degree Audit (3/4)

The Degree block lists the requirements for the student's assigned degree.

The next block lists **General Education** requirements.

**Degree in Bachelor of Science** INCOMPLETE

Credits required: 120   Credits applied: 133   Catalog year: FALL 2019   GPA: 3.40

You are able to take up to 78 FREE ELECTIVE credits.

- ✓ Minimum Total Credits Required
- ✓ Residency Requirement - must complete at least 30 of the last 60 credits at Kutztown University
- ✓ Minimum 2.0 Cumulative GPA met
- ✓ General Education Requirements
- Major Requirements Still r

**Blocks included in this block**

[General Education](#)

**General Education** COMPLETE

Credits required: 42   Credits applied: 42   Catalog year: FALL 2019

	Course	Title
✓ Minimum General Education Credits Required		
✓ FIRST YEAR SEMINAR	FYS 100	FIRST YEAR SEMINAR
✓ CATEGORY A - COMMUNICATING WITH AND ABOUT THE WORLD		
✓ A1	CMP 100	EFFECTIVE COMPOSITION
✓ A2	CMP 200	RESEARCH AND COMPOSITION
✓ A3	COM 10	FUNDAMENTALS OF ORAL COMM
✓ A4	WRI 214	MAGAZINE WRITING



# Academic Degree Audit (4/4)

Further blocks detail the student's **Electives**, including excess electives for which credits are excluded.

**Insufficient** courses (ie, withdrawn or failed) appear at the bottom of the report.

Free Electives			
Credits applied: 79		Classes applied: 26	
Course	Title	Grade	Credits
ARC 15	ART, DESIGN & VIS CULTURE	P	3
ARH 124	ART HISTORY A		
ARH 350	BAROQUE ITALY FRANCE SPAIN		
ART 182	INTRO TO TIME-BASED MEDIA		
ART 31	TWO-DIMENSIONAL DESIGN		
ART 32	THREE-DIMENSIONAL DESIGN		
ART 360			

Excess Electives - credits excluded	
Credits applied: 12	
Classes applied: 3	
Course	Title
ARU 390	CLIN EXP & PRACTICUM I
ARU 391	CLIN EXP & PRACTICUM II

Insufficient		
Credits applied: 0		Classes applied: 2
Course	Title	Grade
MAT 103	FUNDAMENTALS OF MATH I	W
MAT 103	FUNDAMENTALS OF MATH I	W

# What-If?

Faculty have access to the **What-If** view, which allows faculty to estimate a student's progress and future requirements if they were to switch majors, add a minor, or make other changes to their plan.

Click **Process** after selecting the desired changes to generate a new audit with the hypothetical information.

### What-If Analysis

Use current curriculum  In-progress classes  Preregistered classes

**Program**

Catalog year \*  
FALL 2019

Level \*  
Undergraduate

Degree \*  
Bachelor of Science

**Areas of study**

Major \*  
Concentration  
Minor

Additional areas of study

**Future classes**

Subject Number

# Further Tools

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Degree audits can be exported to PDF using the **Printer** icon at the top of the report.

Contact information for the student and their advisor(s) is accessible using the **Envelope** icon at the top of the page.

A concise Class History can be selected from the **three vertical dots** at the top of the page.

**Notes** allows the advisor to make, edit, or remove notes from the student's account.

