

Degree Audit in MyNKU

Create a Profile for your Audit run

Note: Degree Audit is available for Academic Catalogs 2004 forward to review undergraduate general education and general university requirements. The Degree Audit does not yet review all active majors. Please consult your academic catalog or academic advisor for major requirements.

On Student Self-Service → Click My Records → Click Degree Audit

Welcome

Student Self-Service | Biller Direct | Financial Aid

My Info | **My Records** | Academics | Additional Services

My Records

[My Advisors](#)
Staying in touch with your advisor(s) is important.

[Holds](#)
Holds block the registration and/or transcript process. You can take the necessary steps to have your holds removed.

Degree Audit
The Degree Audit is an advising tool that assists you and your advisor in reviewing how your academic work applies toward your degree. The audit is also helpful for academic planning and course selection. The Degree Audit reviews general education and general university requirements for all undergraduate students in Academic Catalog 2004 forward. **Note:** The Degree Audit does not yet review all active majors. Please consult your academic catalog or academic advisor for major requirements.

Actions | Information | Exceptions | Substitution Exceptions

New Profile

Requirement Profile Type * Audit Profile

Requirement Catalog * University Catalog - Undergrad

Catalog Version * Acad Year 2006-2007

Key Date * 08/29/2009

Profile Name * **Advising Profile**

Confirm | Cancel

Data was saved

Actions | Information | Exceptions | Substitution Exceptions

Create

Profile

Requirement Profile

Over

General University Requirements

General Education Requirements

Save | Close

Degree Audit

On Degree Audit, Actions Tab

1. Select Current Program (if necessary)

Actions | Information

Program BA in College of Arts & Sciences

[Requirement Profile](#) | [Audit](#) | [Reqmt Profile \(Test\)](#) | [Audits \(Test\)](#)

Windows Internet Explorer

Unsaved data will be lost. Do you want to continue?

OK | Cancel

You've saved your profile

8. Click OK when you see this message

Actions | Information | Exceptions | Substitution Exceptions

Program BA in College of Arts & Sciences

Requirement Profile | Audit | Reqmt Profile

Requirement Profile

Requirement Profile Type Requirement Profile Execute

The table does not contain any entries

Page 0 of 0

Create | Change | Display | Delete | Cancel

2. Click Requirement Profile
3. Click Create

You can now run your degree audit.

See **Page 2** for step-by-step instructions on running your **Degree Audit**.

FAQ: Why did I need to create a Requirement Profile?

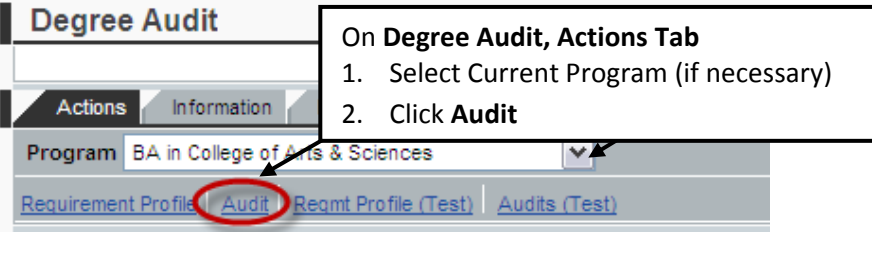
The Audit Profile provides the structure for your audit run. When you declare or change your major or change your academic catalog, a new Audit Profile is automatically created and old profiles are deleted for you. If your student records were converted from Norse Express to myNKU, you might need to create your first Audit Profile.

Degree Audit in MyNKU

How to Run your Degree Audit

Note: Degree Audit is available for Academic Catalogs 2004 forward to review undergraduate general education and general university requirements. The Degree Audit does not yet review all active majors. Please consult your academic catalog or academic advisor for major requirements.

On Student Self-Service → Click My Records → Click Degree Audit



Degree Audit

On **Degree Audit, Actions Tab**

1. Select Current Program (if necessary)
2. Click **Audit**

Program: BA in College of Arts & Sciences

Requirement Profile: **Audit** | Reqmt Profile (Test) | Audits (Test)

Audit

Requirement Profile Type: Reqmt Profile

Page: 1 of 1

Create | Cancel

On **Audit**

3. Click to select profile*
4. Click **Create**

*No profile? Click **Cancel** and refer to page 1 for "Creating a Profile" instructions

Actions | Information | Exceptions | Substitution Exceptions

New Audit

Execution Mode: Audit

Key Date: 08/28/2009

Confirm | Cancel

On **Actions**

5. Click **Confirm**

New Audit

Key Date: 08/28/2009

Requirements

- Overall Result
- General University
- General Education
- Common Core
- Liberal Arts/Diversity Core**

Requirements, Overall Results display

7. Scroll to view results at a glance
8. Click ▶ to expand requirement display
9. Select a requirement
10. Scroll to view requirement details at a glance

Requirement: Liberal Arts/Diversity Core

Result: Not Fulfilled

Type	Result	Subrequirement						
	Not Fulfilled	Natural Science	EMB 100 GEO 101 ANT 110	Number of Modules	3.00	3.00	items	Fu
	Fulfilled	Behavioral and Social Sciences	HIS 102	Number of Modules	1.00	1.00	items	Fu
	Fulfilled	Literature	ENG 200	Number of Modules	1.00	1.00	items	Fu
	Fulfilled	Base/Gender	EMB 105	Number of Modules	1.00	1.00	items	Fu

Page: 1 of 2

11. Scroll to view **Requirement** results
Note: Click [dropdown] for additional results

Liberal Arts/Diversity Core

- Natural Science
- Behavioral and Social Sciences

Requirement: Liberal Arts/Diversity Core

Result: Not Fulfilled

Type	Result	Subrequirement
	Not Fulfilled	Natural Science
	Fulfilled	Behavioral and Social Sciences

View additional details:

12. In **Overall Results** list: Click to select a **Sub-Requirement**
- OR**
- In **Requirement Results** list: Click to select a **Sub-Requirement**
13. Scroll

Subrequirement: Behavioral and Social Sciences

Result: Fulfilled

Type	Result	Subrequirement
	Fulfilled	Behavioral and Social Sciences

Page: 1 of 1

Sub-requirement details display:

14. View **Modules Used** (courses) details
15. View **Academic Work** tab (all courses) *Need to fulfill the requirement?*
16. Click **Propose Modules** for eligible courses

Modules Used				Academic Work		Propose Modules	
...	Attempted credits	Earned Credits	Graded Credits	Grade	Acad...	Number of Usages	Booking Status
ANT 110	3.00	3.00	3.00	C			
GEO 101	3.00	3.00	3.00	C			
EMB 100	3.00	3.00	3.00	B			
ARTG496						5	✓
ART 299						4	✓

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