



# Academic Advising Basic



NORTHERN KENTUCKY UNIVERSITY

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## Main Screen – Work Overview

When you connect to myNKU and select the Academic Advising tab, you will see the screen shown below.

The screenshot displays the SAP Academic Advising Work Overview interface. At the top, the 'Academic Advising' tab is selected in the navigation bar. The left sidebar provides a 'Detailed Navigation' menu with various options categorized under 'Work Overview', 'Services', 'Equivalency Determination', 'Audit', 'Classes', 'Reports', 'Event Planning', and 'Permit Request'. The main workspace is split into two primary sections: 'Student Quick Search' and 'Advisor Worklist'. The 'Student Quick Search' section includes two search input fields, one for 'Enter Student Name/Number' and another for 'Enter Student NKU Username', each accompanied by a 'Go' button. The 'Advisor Worklist' section features a sub-section for 'Active Queries' showing 'Without Category Assignment' and 'My Advisees (0)'. Below this, a table titled 'My Advisees' is presented with columns for 'Last name', 'First name', 'Student Number', 'Telephone No.', and 'Email'. The table is currently empty, indicating no active advisees are listed.

- (1) **Student Quick Search.** The top of your screen provides student searching capabilities.
- (2) **Advisor Worklist.** The grid area allows advisors to quickly retrieve student information for their advisees without searching.
- (3) **Services.** The left navigation pane contains links to reports and special options. Note: this list may change periodically as new features are added.

## The Advisee List

If you have advisees assigned to you, your first screen will list them in the grid. Click on a student's last name in your list to open the student record (see additional information about that student) or click the "Send E-mail" link in that student's row to compose an e-mail to the student (at the e-mail address they have in the system).

**Note:** If you do not see an updated list of advisees, click the Refresh link in the bottom right corner.

My Advisees							
<a href="#">Define New Query</a> <a href="#">Personalize</a>							
View: [Standard View] <a href="#">Show Detail</a> <a href="#">Send Email</a> <a href="#">Print Version</a> <a href="#">Export</a> <a href="#">Filter Settings</a>							
<input type="checkbox"/>	Last name	First name	Student Number	Telephone No.	Email	Latest Advisory Note	Note Date
<a href="#">Training</a>		Student3	100003735		<a href="#">Send Email</a>		03/05/2012
<a href="#">Training</a>		Student1	100038423	513-555-5555	<a href="#">Send Email</a>		05/02/2009
<a href="#">Training</a>		Student2	100203803	513-555-5555	<a href="#">Send Email</a>		
Last Refresh 04/06/2012 10:05:17 EST <a href="#">Refresh</a>							

## Search for a Student

Enter the student name (last name, first) in the Student Quick Search box (top of your screen) and click Go. Searches are NOT case sensitive and you can use wildcards (\* for example). If you only enter the last name, you will see a list of all students with that last name. You can also enter the first few letters of a name to get a list of matches (no wildcard is required).

If you know the student's unique MyNKU number, you may enter that in the top search box.

If you know the student's NKU user name, you may enter that in the bottom search box.

**Time saving tip:** If you want to use the keyboard - rather than clicking on Go, press **Tab + Enter**.

Examples	
<div> <b>Student Quick Search</b> </div> <div> Search by Student Name/Number or NKU Username  Enter Student Name/Number: <input type="text" value="smith, p"/> <a href="#">Go</a>  OR  Enter Student NKU Username: <input type="text"/> <a href="#">Go</a> </div>	<div> <b>Student Quick Search</b> </div> <div> Search by Student Name/Number or NKU Username  Enter Student Name/Number: <input type="text"/> <a href="#">Go</a>  OR  Enter Student NKU Username: <input type="text" value="smithp"/> <a href="#">Go</a> </div>

Once you get the list, click on the student's last name to view their records.

## FERPA

Once you select the student, you may receive a FERPA Data Privacy Warning. Please respect the student's request that no information of the student information system be released to anyone for any reason.

1. Click Confirm.

**Student (Training, Student3)**

**FERPA Data Privacy Warning**

This Student has requested that no information on the student information system be released to anyone for any reason. By clicking <Confirm> or <Enter>, you are acknowledging your responsibility for maintaining this student's privacy rights as guaranteed by the Family Education Rights and Privacy Act (FERPA) of 1974, as amended 1975.

**Confirm**

## Summary Information

At the top of the screen, you will see summary information about the student. Further information about each of these items can be found within the tabs with more detail. This summary information stays on the screen even when you navigate to different tabs.

**Student (Training, Student2)**

<b>Student Number</b>	100203803
<b>Name</b>	Training, Student2; *07/01/1990
<b>Principal Org. Unit</b>	College of Arts & Sciences
<b>Status</b>	3 Credit; Student; Resident; Full Time; Good Standing
<b>Program</b>	BFA-AS; BFA in College of Arts & Sciences; Bachelor Level Degree Seeking; Playwriting Emphasis

## Exploring the Tabs

Below the summary information, you will see the 7 tabs. Click on a tab to view that information.

<b>Overview</b>	Bio-demographic Data	Academic History	Status	Program Data	Audit	Activity Record
-----------------	----------------------	------------------	--------	--------------	-------	-----------------

## Overview tab

### Quick Reference sub-tab

The default screen you will see is called Quick Reference. The sections in the Quick Reference tab are described below:

Current Program Activity	[left side]Displays activity in their <u>current</u> program.
Holds	[right side] Shows a green light if no holds. Shows red lights if there are holds. Click “Display Holds” for detailed information about the hold type/date. See <a href="#">Appendix B</a> for Hold Types.
Degree Requirement Catalog	Displays requirement information for the degree.
Previous Programs	Displays information for the last 3 programs with their statuses.
Admissions	Displays admission status information.
Program Progression	[Left side] shows classification information for the most recent/current session and any future progression.
Performance Indexes	[Right side] shows cumulative performance numbers for the most current program. Note: if the student has both undergraduate and graduate courses, the most current (graduate) will display. Undergraduate information can be found by going to Academic History/Academic Work.
Graduation	Displays information regarding graduation or graduation application status.



Overview	Bio-demographic Data	Academic History	Status	Program Data	Audit	Activity Record	
<b>Quick Reference</b>   Overview   Student's Advisor(s)							
<b>Current Program Activity:</b>						<b>Holds</b>	
Program	Specialization(s)	Last Attended	Main Program	Hold's Status: <span style="color:red">●</span> <span style="color:green">○</span> <span style="color:green">○</span> Financial Warning: <span style="color:green">○</span> <span style="color:green">○</span> <span style="color:green">○</span> <a href="#">Display Holds</a>			
BFA in College of Arts & Sciences	Theatre Arts Performance Major 08/22/2011 - 12/31/9999 Playwriting Emphasis 03/26/2012 - 12/31/9999	Spring 2011-2012	X				
<b>Degree Requirement Catalog</b>							
Program	Audit Ty. (Desc)	Main Catalog	Reqmt Cat. (Ds)	Cat. Version (Ds)	Start Date	End Date	
BFA in College of Arts & Sciences	Degree Audit	X	University Catalog - Undergrad	Acad Year 2011-2012	02/07/2011	12/31/9999	
<b>Previous Programs (3 most recent):</b>							
Program	Specialization(s)	Last Attended	Activity	Reason			
<i>No records found.</i>							
<b>Admissions:</b>							
Acad. Year	Session	Program	Specialization(s)	App. Status	Adm. Category	Progress Class.	
2011-2012	Fall	BFA in College of Arts & Sciences	Theatre Arts Performance Major	Approved	New Undergraduate	First Time Freshman	
<b>Current Program Type Progression</b>				<b>Performance Indexes:</b>			
Undergraduate ▾				Undergraduate ▾			
Prog. Category	Prog. result (desc)	Result Status	Acad. Year	Acad. Session	Perform. Index	Grade/Value	Scale/Unit
Academic Honors	No Academic Honors	Final	2011-2012	Fall	Total NKU Earned Credits Hours	12.00	Credit Hrs
Academic Standing	Good Standing	Final	2011-2012	Fall	Total NKU GPA	3.286	GPA Scale (4.0)
Progress Classification	Freshman	Final	2011-2012	Fall	Total NKU Graded Credit Hours	14.00	Credit Hrs
					Total Official Earned Credits Hours	12.00	Credit Hrs
					Total Official GPA	3.286	GPA Scale (4.0)
					Semester NKU Attempted Credit Hours	18.00	Credit Hrs
					Semester Official Attempted Credit Hours	18.00	Credit Hrs
					Total Official Graded Credit Hours	14.00	Credit Hrs

## Overview sub-tab

The sections in the Overview tab are described below:

Indicators	[left]Red=Account Balance; Green=No Account Balance [right]Red=Hold (if there is no indicator, there are no holds that prevent registration). If you position your mouse over the red hold indicator, it will display information about the hold(s).
Current Program Type Progression	Displays activity in their <u>current</u> program.
Performance Indexes for Current Session	Shows performance numbers for the current semester only.
Academic Works in Current Session(s)	Shows classes the student has registered for and their status (booking cancelled = dropped).
Program Data	Organizational Unit, Specialization, Admission, Anticipated graduation date, and Requirement Catalog for each program.

<b>Overview</b>	Bio-demographic Data	Academic History	Status	Program Data	Audit	Activity Record
Quick Reference	<b>Overview</b>	Student's Advisor(s)				

**Indicators**  
Account Balance: Academic Hold:

**Communication**  
Address: 123 Elm Street / Union KY 41091  
Telephone: 513-555-5555  
Mobile Phone:  
E-Mail Address: [trainings2@nku.edu](mailto:trainings2@nku.edu)

**Current Program Type Progression**

**Undergraduate**

Progression Category	Progression result	Result Status	Acad. Year	Ac
Academic Honors	No Academic Honors	Final	2011-2012	Fal
Academic Standing	Good Standing	Final	2011-2012	Fal
Progress Classification	Freshman	Final	2011-2012	Fal

**Performance Indexes for Current Session(s)**

Performance Index	Grade/Value	Scale/Unit
No Data Available		

**Academic Works in Current Session(s)**

**2011-2012 Spring**

Academic Work	Transferred	Booking Status	Event Package	Grade	Scale	Attempted credits	Earned Credits	Grade
DAN 322	<input type="checkbox"/>	Booked	Section 001		UGRD Reg	3.00000	0.00000	0.0000
MAT 115	<input type="checkbox"/>	Booked	Section 004		UGRD Reg	3.00000	0.00000	0.0000
PSY 100	<input type="checkbox"/>	Booked	Section 009		UGRD Reg	3.00000	0.00000	0.0000
TAR 102	<input type="checkbox"/>	Booked	Section 004		UGRD Reg	3.00000	0.00000	0.0000
TAR 230	<input type="checkbox"/>	Booked	Section 001		UGRD Reg	3.00000	0.00000	0.0000
TAR 335	<input type="checkbox"/>	Booked	Section 003		UGRD Reg	1.00000	0.00000	0.0000
TAR 414	<input type="checkbox"/>	Booked	Section 003		UGRD Reg	2.00000	0.00000	0.0000

**Program Data**

**BFA in College of Arts & Sciences**

**Organization Unit**  
Organizational unit: College of Arts & Sciences

**Specialization**

Module Group Category	Module Group	Module Group	Start date	End Date
Undergraduate Major	TAR-BFA-TARF	Theatre Arts Performance Major	08/22/2011	12/31/9999
Undergraduate Option	TAR-BFA-PLWR	Playwriting Emphasis	03/26/2012	12/31/9999

**Admission**  
Status: Approved  
Year: 2011-2012  
Session: Fall

**Anticipated Graduation Date**  
Anticipated Graduation Date: 04/29/2015  
Anticipated Graduation Year: 2014-2015  
Anticipated Graduation Session: Spring

**Requirement Catalog**

Audit Ty.(Desc)	Reqmt Cat. (Ds)	Cat.Version(Ds)	Start Date	End Date
Degree Audit	University Catalog - Undergrad	Acad Year 2011-2012	02/07/2011	12/31/9999

## Student Advisor(s) sub-tab

The Student Advisor(s) tab shows all advisors assigned to the student. A student may have multiple active advisor assignments. Make note of the End Date as 12/31/9999 indicates a current advisor assignment.

Overview	Bio-demographic Data	Academic History	Status	Program Data	Audit	Activity Record
Quick Reference	Overview	Student's Advisor(s)				
View: Standard View						
<div>Print VersionExportDisplayEditCreate</div>						
Advisor Name	Start date	End Date	Contxt Key (desc)	Function (Desc)		
Jamey S Strawn	09/12/2011	12/31/9999	Theatre Arts Major	Major Undergraduate Advisor		
Mary Beth Dawson	04/03/2012	12/31/9999	Theatre Arts Performance Major	Major Undergraduate Advisor		

## Assign an Advisor

**Note:** If you do not have the security to assign advisors, your CREATE button will not be active.

1. Click Create
2. Complete the required information

Advisor Type	Person - select to assign a person as an advisor Organizational Unit - select to assign an office as an advisor (ex. Advising Center)
Advisor ID	Enter advisor last name or organizational unit To search for advisor, you can enter last name (smith), last name and first name (smith, john), or a portion of their last name or first name (smi) or (smith, j)
Advisor Function	Athletic, International, Major Undergraduate Advisor, Graduate Program of Study, Law Program of Study, Student Support Services
Context Key Description	Student specialization (undergraduate major, graduate specialization, or Law program) (ex. marketing)
Start Date	Start of advisor assignment. Default is today's date. You can change the start date for the assignment to start in the past or future. If you assign a future assignment, you will not see it on the Student File until the start date.
End Date	End date of advisor assignment. You cannot delete advisor assignments, but you can end date it. You can change the end date for the assignment to end in the past or future. You will not see advisor assignment on the Student File past the end date.

### 3. Click Save and Close

**Create Advisor**

**Advisor Detail**

Object type: Person

Advisor ID: SMITH

Advisor Function: Major Undergraduate Advisor

Advisor Name:

Contxt Typ(Desc): Module Group

Contxt Key (desc): marketing

Start date: 05/01/2012

End Date: 12/31/9999

**Advisor Office Detail**

Building Number:

Room Number:

Email:

Phone:

Save and Close Cancel

### Change an Advisor

In order to change an advisor assignment, you need to “end date” the current advisor assignment, follow the previous instructions to create a new advisor assignment.

1. Select the advisor you wish to end (click the grey box to the left of the row)
2. Click Edit

Overview Bio-demographic Data Academic History Status Program Data Audit Activity				
Quick Reference Overview Student's Advisor(s)				
View: Standard View Print Version Export Display Edit Create				
Advisor Name	Start date	End Date	Contxt Key (desc)	
Jamey S Strawn	09/12/2011	12/31/9999	Theatre Arts Major	
Mary Beth Dawson	04/03/2012	12/31/9999	Theatre Arts Performance Major	

3. Change the end date from 12/31/9999 to the current date (or the date that the advisor assignment will end)
4. Save and Close

**Edit Advisor**

**Advisor Detail**

Object type: Person

Advisor ID: 00004485

Advisor Function: Major Undergraduate Advisor

Advisor Name: Mary Beth Dawson

Contxt Typ(Desc): Major

Contxt Key (desc): Theatre Arts Performance Major

Start date: 04/03/2012

**End Date: 12/31/9999**

**Advisor Office Detail**

Building Number: GH

Room Number: 504D

Email: DAWSONM1@NKU.EDU

Phone: 859-572-7762

**Save and Close** Cancel

## One View sub-tab

The One View sub-tab displays all external placement tests, transcripts, holds, academic deficiencies, and admission attributes in one, easy to find, location.

**Overview** Bio-demographic Data Academic History Status Program Data Audit Activity Record

Quick Reference Overview Student's Advisor(s) **One View**

**Tests**

	Calc	Test type	Test date	Changed on	Total test rslt													
Placement Test	PSR	05/19/2014	12/11/2014		ENGLISH	999	MATH	999	MMATH	109								
Placement Test	KYOTE	01/14/2014	12/11/2014		COL ALGEBRA	15												
Placement Test	KYOTENKU	01/14/2014	12/11/2014		COL ALGEBRA	15												
Admissions Test	ACT1	03/01/2009	12/11/2014	21	ENGLISH	23	MATH	21	READING	19	SCIENCE	20						
Other	PCC	06/30/2010	12/11/2014		ENGLISH	4	MA-ALGEBRA	2	MA-GEOMETRY	1	MA-ALTHIGH	1	MA-TOTAL	4	SCIENCE	3	SOCSTUD	3

**Transcripts**

EO Name	EO Class	Cat	Stat	RegFrom	RegTo	GPA	wGPA	Rank	Size	Deg/Qual	GradDate	Changed on		
Simon Kenton High School	High School	HS	FIN	08/01/2006	06/01/2010	3.430		81	356	HS Diploma	06/01/2010	06/30/2010		
Kentucky Transfer Policy	University or College	UG	FIN	08/01/2011	05/31/2013							07/15/2013	<a href="#">Subjects Taken</a>	<a href="#">Equivalencies</a>
University of Louisville	University or College	UG	FIN	08/01/2011	05/31/2013	2.730						07/15/2013	<a href="#">Subjects Taken</a>	<a href="#">Equivalencies</a>

**Holds**

View: [Standard View] Print Version Export Create Display Edit Comment Active/Inactive

Hold Type	Hold Status	Hold Grouping	Start Date
SA Balance under \$100	Active	Student Account Services Hold	01/06/2015
Advising Hold 1	Inactive	Advisor Registration Hold	10/30/2009
SA Balance over \$100	Inactive	Student Account Services Hold	06/01/2012
SA Fin Warning	Inactive	Student Account Services Hold	08/05/2014

**Academic Deficiency**

Deficiency Status: OO

Status	Specification	Grouping
CPE Reading Testing Req'd	Inactive	CPE

## Tests Section

This section will display all the tests that are associated with the student.

The default view is to show the calculated test - highest test score per test, including all associated subtests.

Tests												All Calc Chart
	Calc	Test type	Test date	Changed on	Total test rslt							
Placement Test		PSR	05/09/2014	05/09/2014		ENGLISH	999	MATH	999	READING	999	
Admissions Test		ACT1	10/01/2011	05/09/2014	22	ENGLISH	19	MATH	26	READING	21	SCIENCE 22

To see all the test dates for the tests – click on the All link.

Tests												All Calc Chart
	Calc	Test type	Test date	Changed on	Total test rslt							
Placement Test		PSR	05/09/2014	05/09/2014		ENGLISH	999	MATH	999	READING	999	
Placement Test		PSR	05/09/2014	05/09/2014		ENGLISH	999	MATH	999	READING	999	
Admissions Test		ACT1	10/01/2011	05/09/2014	22	ENGLISH	19	MATH	26	READING	21	SCIENCE 22
Admissions Test		ACT1	10/01/2011	04/23/2014	22	ENGLISH	19	MATH	25	READING	21	SCIENCE 21
Admissions Test		ACT1	06/01/2011	04/23/2014	21	ENGLISH	16	MATH	26	READING	18	SCIENCE 22

To see the College Readiness chart in the test score screen – click on Chart link.

Tests												All Calc Chart
	Calc	Test type	Test date	Changed on	Total test rslt							
Admissions Test		ACT1	10/01/2001	05/27/2009	22	ENGLISH	19	MATH	21	READING	24	SCIENCE 25

Northern Kentucky University College Readiness Indicators for Placement Effective Date: 03/2013

Readiness Score Area	ACT Score	SAT Score	COMPASS	TOEFL Paper-based	TOEFL Internet-based	IELTS	KYOTE	PSR	Course
English (Writing)	English 26 or higher	NA	NA	NA	NA	NA	NA	NA	ENG 151H
	English 18 or higher	Writing 430 or higher	Writing 74 or higher (e-Write >=6)	Composite 550 or higher	Composite 79 or higher	Composite 6.5 or higher	6 or higher	English Placement 999	ENG 101
	English 17 or lower	Writing 420 or lower	Writing 73 or lower (e-Write <=5)	Composite 549 or lower	Composite 78 or lower	Composite 6.0 or lower	5 or lower	English Placement 90 or 99	ENG090 ENG099
Reading	Reading 20 or higher	Critical Reading 470 or higher	Reading 85 or higher	Reading 48 or higher	Reading 14 or higher	Reading 5.5 or higher	20 or higher	Reading Placement 999	None
	Reading 18, 19	Critical Reading 450 - 460	Reading 80 - 84 (or ACT is 18 or 19 SAT is 450-460)	NA	NA	NA	19 or lower (and ACT is 18-19 or SAT is 450-460)	Reading Placement 110	RDG 110
	Reading 17 or lower	Critical Reading 440 or lower	Reading 79 or lower (and ACT <=17 SAT is <=440)	Reading 47 or lower	Reading 13 or lower	Reading 5.0 or lower	19 or lower (and ACT is <=17 or SAT is <=440)	Reading Placement 91	RDG 091
Mathematics (General Education, Liberal Arts Courses)	Mathematics 19 or higher	Mathematics 460 or higher	Algebra Domain 36 or higher	NA	NA	NA	College Readiness Mathematics 22 or higher	Math Placement 999	Gen Ed Math
	Mathematics 18 or lower	Mathematics 450 or lower	Algebra Domain 18 - 35	NA	NA	NA	College Readiness Mathematics 11 - 21	Math Placement 95	MAHD 095
			Algebra Domain 17 or lower	NA	NA	NA	College Readiness Mathematics 10 or lower	Math Placement 90	MAHD 090
Mathematics (College Algebra)	Mathematics 22 or higher	Mathematics 510 or higher	Algebra Domain 50 or higher	NA	NA	NA	College Algebra 14 or higher	Mathematics Level 1 109	MAT 109
	Mathematics 19 - 21	Mathematics 460 - 500	Algebra Domain 36 - 49	NA	NA	NA	College Algebra 13 or lower (& college ready)	Mathematics Level 1 99	MAHD 099

## Transcripts Section

This section will display all the transcripts associated with the student.

Transcripts													
EO Name	EO Class	Cat	Stat	RegFrom	RegTo	GPA	w GPA	Rank	Size	Deg/Qual	GradDate	Changed on	
Glen Este High School	High School	HS	SELF	08/01/2008	06/01/2012							04/23/2014	
Advanced Placement	Testing Organization	AP	FIN	05/02/2014	12/16/2014							05/02/2014	<a href="#">Subjects Taken</a> <a href="#">Equivalencies</a>
Ohio Transfer Module	University or College	UG	FIN	08/01/2012	05/31/2014							07/23/2014	<a href="#">Subjects Taken</a> <a href="#">Equivalencies</a>
University of Cincinnati-Main	University or College	UG	FIN	08/01/2012	05/31/2014	3.194				AS	04/01/2014	07/23/2014	<a href="#">Subjects Taken</a> <a href="#">Equivalencies</a>

- If there are equivalencies associated with the transcript, the Subjects Taken and Equivalencies links will be display.
- Click on the Subjects Taken to display the course with the grade awarded.

Subjects Taken		
Reg. Subject	Reg. Subject	Original Grade
ENV SCIENCE	Environmental Science	4

- Click on Display Equivalencies to display the equivalencies that the student received for the courses that they took.

**Note:** This is the same screen that is currently under Academic History and Equivalency Determination.

Equivalency Determination: System-Based (AP / 05/02/2014)									
Name <input type="text"/>			Equivalency Status Released			Release Possible <input type="checkbox"/>			
			External Organization Advanced Placement			Accredited Institution <input type="checkbox"/>			
			Transcript Category AP			Transcript Status Final/Official			
Refresh <input type="button" value="Display Note"/>						You Can Also: <input type="button" value=""/>			
Transferred Work									
Transfer Agreements			External Academic Achievements			Internal Academic Achievements			
Grouping	Transfer Regulation	Note	External Course	Name	NKU Course	Name	Grade	Earned Credits	Program Type
1	ENV SCIENCE		ENV SCIENCE	Environmental Science	ENV 110	Intro to Env Science and Issues - NS	P	3.00	Undergraduate

## Holds




This section will display all the holds that are active for the student. All Active Holds will appear at the top.

**Note:** This is the same screen that is currently under the Status Tab, Hold subtab.





Holds			
View: [Standard View]	Print Version	Export	Create Display Edit Comment Active/Inactive
Hold Type	Hold Status	Hold Grouping	Start Date
Advising Hold 1	Active	Advisor Registration Hold	02/23/2015
SA Balance over \$100	Inactive	Student Account Services Hold	09/05/2014
SA Balance under \$100	Inactive	Student Account Services Hold	09/05/2014
SA Fin Warning	Inactive	Student Account Services Hold	09/05/2014
UG Credential Hold	Inactive	Credential Hold	07/23/2014

## Deficiencies

This section will display all the deficiencies that are active for the student.

Academic Deficiency		
Deficiency Status:   		
Status	Specification	Grouping
English Test Deficiency	Active	Admission Academic Deficiencies
CPE Math Testing Req'd	Active	CPE
CPE Reading Testing Req'd	Active	CPE
CPE English Testing Req'd	Active	CPE

If no deficiencies are active – the following will be displayed:

Academic Deficiency		
Deficiency Status:   		
Status	Specification	Grouping
 No deficiencies active.		

## Admission Attributes

This section will display the orientation and confirmation fee information, along with the FERPA release and other pertinent information.

Orientation and Confirmation				
Orientation Date:	<input type="text"/>	Confirm Fee Date:	<input type="text"/>	
# of guests:	<input type="text" value="0"/>	Confirm Fee Stat:	<input type="text"/>	
Orientation Fee Stat:	<input type="text"/>			
Orientation Fee:	<input type="text" value="0.00"/>			

Admission Attributes				
Admission attribute	Begin Date	End Date	Status	Adm Attribute Note
Employment Verification	09/06/2013	12/31/9999	Received	
Letter of Reference 1	09/06/2013	12/31/9999	Received	FISCHER
Letter of Reference 2	09/17/2013	12/31/9999	Received	ELLINGSWORTH
Resume	09/19/2013	12/31/9999	Received	
Letter of Purpose	09/19/2013	12/31/9999	Received	
Proof of Licensure	09/19/2013	12/31/9999	Received	



Bio-demographic Data tab

The top section displays name information, gender, nationality, birthdate/birthplace, marital status, and the last4 digits of the SSN. The middle section displays the address of record including the country and time zone. If you would like to see additional addresses, click the down arrow by Show: and choose Address Overview. The bottom section provides summary information.

Overview

Bio-demographic Data

Academic History

Status

Program Data

Audit

Activity Record

Personal Data

Name

Last name:Training

First name:Student2

Initials:

Middle name:Name

Name prefix:

Known as:Train

Name at Birth:

Birth

Birth date:

Birthplace:

Birth Country or Region:USA

Gender

Gender:unknown

Nationality and Language

Nationality:USA

Other Nationality:

Third Nationality:

Nationality at Birth:

Language:English

Title

Title:

Other title:

Academic Title:

Others

Marital Status:

ID number:

Communication Data

Show: 

Address Overview

Address Overview

Description	Country	Valid from	Valid To	Address Usages
	USA	01/01/2000	12/31/9999	Current
				Permanent
				Standard Address

Street Address

Street/House Number:

Postal Code/City:

Country/Region:

Time zone:

Communication

Telephone:

Mobile Phone:

Fax:

E-Mail:

Std Communication Method:

Others

Comments:

Valid from:

P.O. Box Address

P.O. Box:

Postal Code:

Country Code:

Country Code:

Country Code:

USA

Individual Study Data

Student Group: Resident

Time Window: U017

Addnl ID Number:

Derived Org. Unit: College of Arts & Sciences

Assigned Org. Unit:

Campus:

## Academic History tab

### Academic Work sub-tab

Academic History has a series of additional tabs (shown below). The first is Academic Work.

The Academic Work tab shows cumulative performance indexes at the top and detailed academic work at the bottom.

NOTE: If a student has taken both undergraduate and graduate classes at NKU, their performance indexes will be calculated based on all classes combined. If you want to see performance index information for only undergraduate classes, click the Update Performance Index.

If you want to see performance index information for only graduate classes, change the view to Graduate View, click Update Performance Index.

Overview

Bio-demographic Data

Academic History

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Activity Record

Academic Work

Examination

Qualification

Equivalency Determination

External Transcript

Test Score

Performance Indices

Perform. Index	Grade/Value	Scale/Unit
Total NKU Attempted Credit Hours	32.00	Credit Hours
Total NKU Earned Credits Hours	12.00	Credit Hours
Total NKU GPA	3.286	GPA Scale (4.0)
Total Official Attempted Credit Hours	32.00	Credit Hours
Total Official Earned Credits Hours	12.00	Credit Hours
Total Official Graded Credit Hours	14.00	Credit Hours
Total Official Quality Points	46.000	GPA
Total Official GPA	3.286	GPA Scale (4.0)
Total Transfer Earned Credits Hours	0.00	Credit Hours
Total Equated Transfer GPA (for 041-083)		GPA Scale (4.0)

Academic Work

View: Undergraduate View

Print Version

Export

Update Performance Index

Acad. Work	Academic Work	Academic Year	Academic Session	Event Package	Event Package (Description)	Grade	Transferred	Attempted credits	Earned Credits	Graded Credits	Booking Status
DAN 322	Jazz Dance II	2011-2012	Spring	Section 001	Jazz Dance II		<input type="checkbox"/>	3.00	0.00	0.00	Booked
MAT 115	Mathematics for Liberal Arts	2011-2012	Spring	Section 004	Mathematics for Liberal Arts		<input type="checkbox"/>	3.00	0.00	0.00	Booked
PSY 100	Introduction to Psychology	2011-2012	Spring	Section 009	Introduction to Psychology		<input type="checkbox"/>	3.00	0.00	0.00	Booked
TAR 102	Race, Gender and Theatre	2011-2012	Spring	Section 004	Race, Gender, and Theatre		<input type="checkbox"/>	3.00	0.00	0.00	Booked
TAR 230	Musical Skills For Musical Tar	2011-2012	Spring	Section 001	Musical Skills for Musical Tar		<input type="checkbox"/>	3.00	0.00	0.00	Booked
TAR 335	Vocal Tech For Singing Actor II	2011-2012	Spring	Section 003	Vocal Tech For Singing Actor II		<input type="checkbox"/>	1.00	0.00	0.00	Booked
TAR 414	NKU Tour Group	2011-2012	Spring		NKU Tour Group		<input type="checkbox"/>	2.00	0.00	0.00	Booked
ENG 101	College Writing	2011-2012	Fall	Section 005	College Writing	A	<input type="checkbox"/>	3.00	3.00	3.00	Completed with Success

Click either Print Version or Export/Export to Microsoft Excel to view the data in a different format

Click either Print Version  
or Export/Export to  
Microsoft Excel to view  
the data in a different  
format

1. Scroll to the right and select Filter to sift the data.

Filter Settings				
Credits	Graded Credits	Booking Status	Conditional Booking	Program Type Usage
0.00	0.00	Booked	No Conditional Booking	Undergraduate
3.00	3.00	Completed with Success	No Conditional Booking	Undergraduate
0.00	0.00	Booking Cancelled	No Conditional Booking	
0.00	0.00	Completed with Success	No Conditional Booking	Undergraduate
3.00	3.00	Completed with Success	No Conditional Booking	Undergraduate
3.00	3.00	Completed with Success	No Conditional Booking	Undergraduate
2.00	2.00	Completed with Success	No Conditional Booking	Undergraduate
1.00	1.00	Completed with Success	No Conditional Booking	Undergraduate

2. Filter by typing the data in the filter cell (using a wildcard (\*) can be helpful too).
3. Click Filter.

Academic Work					
View: * Undergraduate View					
Print Version Export Update Performance Index					
Acad. Work	Academic Work	Academic Year	Academic Session	Event Package	
tar*					
TAR 414	NKU Tour Group	2011-2012	Spring	Section 003	
ENG 101	College Writing	2011-2012	Fall	Section 005	
MAT 115	Mathematics for Liberal Arts	2011-2012	Fall	Section 009	
TAR 104	Intro To Nku Theatre And Dance	2011-2012	Fall	Section 001	
TAR 110	Acting I	2011-2012	Fall		

4. The filtered data displays.

Academic Work							
View: * Undergraduate View							
Print Version Export Update Performance Index							
Acad. Work	Academic Work	Academic Year	Academic Session	Event Package	Event Package (Description)	Grade	
tar*							
TAR 335	Vocal Tech For Singing Actor II	2011-2012	Spring	Section 003	Vocal Tech For Singing Actor II		
TAR 414	NKU Tour Group	2011-2012	Spring		NKU Tour Group		
TAR 104	Intro To Nku Theatre And Dance	2011-2012	Fall	Section 001	Intro to NKU Theatre and Dance	P	
TAR 110	Acting I	2011-2012	Fall		Acting I	A	
TAR 130	Musical Skills For Musical Tar	2011-2012	Fall	Section 002	Musical Skills For Musical Tar	A	
TAR 160	Stagecraft	2011-2012	Fall		Stagecraft	B	
TAR 160L	Stagecraft Laboratory	2011-2012	Fall	Section 005	Stagecraft Laboratory	A	
TAR 414	NKU Tour Group	2011-2012	Fall	Section 004	NKU Tour Group	F	

Scroll to the right and click Delete Filter to refresh the data.

Delete Filter Settings				
Earned Credits	Graded Credits	Booking Status	Conditional Booking	Program Type Usage
0.00	0.00	Booked	No Conditional Booking	Undergraduate
0.00	0.00	Booked	No Conditional Booking	Undergraduate
0.00	0.00	Completed with Success	No Conditional Booking	Undergraduate

## Examination sub-tab

The Examination tab will not be used at NKU.

## Qualification sub-tab

The Qualification tab will show all prior NKU degrees completed by the student.

Overview Bio-demographic Data Academic History Status Program Data Audit Activity Record							
Academic Work Examination Qualification Equivalency Determination External Transcript Test Score							
View: [Standard View] Print Version Export							
Qualification	Degree Type	Degree Level	Program	Conferment Date	Transferred	Grade symbol	
Bachelor of Science in Nursing	Bachelor	Bachelor Level	BSN in College of Professional Studies	12/18/2004	<input type="checkbox"/>	3.741	
Master of Science in Nursing	Master	Master Level	Master of Science in Nursing	05/08/2010	<input type="checkbox"/>	3.641	

## Equivalency Determination sub-tab

The Equivalency Determination tab will show detailed information about transfer work. If the transfer was post-SAP implementation, it will display as shown below. Each transfer institution will be listed on a separate line.

If you select the line for a specific institution, then click Display Current Equivalency Determination, you will a screen similar to the following. Note that the original course name and number is listed under External Academic Achievements and the NKU equivalent is listed under Internal Academic Achievements (including grades).

## External Transcript sub-tab

Information regarding academic work from other institutions including high school is found on the External Transcript tab.

Select an External Organization, click Display to see details. The example below displays high school information.

The example below displays University information.

**Note:** If you would like to view equivalency information for students with transfer work prior to the SAP conversion, click on the External Organization (to select that row), then click the CONV EQUIV button to see how transfer work was determined in the old system.

Overview Bio-demographic Data Academic History Status Program Data Audit Activity Record					
Academic Work Examination Qualification Equivalency Determination External Transcript Test Score					
Student2 Training 100203803					
View: [Standard View] [Print Version] [Export] [Display] [Conv Equiv] [Display Current Equivalency Determination] [Simulate Equivalency for External Transcript] Filter S					
External Organization	EO Category Name	EO classification	Transcript Category	Transcript status	Issue Date
Larry A Ryle High School	Public High School	High School	High School (grad.)	Final/Official	06/06/2011

1. Select the External Organization
2. Click Display

Overview Bio-demographic Data Academic History Status Program Data Audit Activity Record					
Academic Work Examination Qualification Equivalency Determination External Transcript Test Score					
Student2 Training 100203803					
View: [Standard View] [Print Version] [Export] [Display] [Conv Equiv] [Display Current Equivalency Determination] [Simulate Equivalency for External Transcript]					
External Organization	EO Category Name	EO classification	Transcript Category		
Larry A Ryle High School	Public High School	High School	High School (grad.)		

3. Transcript details will display.

**Transcript Detail**

**Transcript Header**

**Transcript Data**

Ext. Organization: C182560 Issued Org. (Desc.): Larry A Ryle High School  
 Registered from: 08/01/2007 06/01/2011  
 Issue Date: 06/06/2011  
 Transcript Type: High School (gra  
 Transcript Status: Final/Official  
 Eligible to Return:

**Class Rank and GPA's**

Rank: 152  
 Class Size: 375  
 HS/Undergraduate GPA: 3.136 Earned credits: 0.00000  
 Cumulative GPA: Graded Credits: 0.00000  
 Graduate GPA: Attempted credits: 0.00000  
 External Average 3:

**Degree Detail**

Degree/Qual. (Abbr)	Degree/Qual. (Desc)	(Ant.) Compl. Date	Earned	Acad. Honors
HS Diploma	HS Diploma	05/01/2011	X	

OK

## Test Score sub-tab

The Test Score tab displays all test scores that are reported to NKU. Note that if a student took a test more than once, you will see the results from each attempt with the date and cumulative score. To see additional information about a test, select the test then click Display.

**Note:** “Calculated Test Result” followed by the test name will display the highest sub-score for each attempt.

Overview Bio-demographic Data Academic History Status Program Data Audit Activity Record				
Academic Work Examination Qualification Equivalency Determination External Transcript Test Score				
View: Standard View Print Version Export Display				
Ext.Test Type (Ds.)	Test Date	Total test rslt	Explanation	
Calculated Test Result ACT1	12/01/2010	22	Official paper result	
ACT Test 1(Scores After 10/89)	03/01/2010	21	Official paper result	
ACT Test 1(Scores After 10/89)	09/01/2010	22	Official paper result	
ACT Test 1(Scores After 10/89)	12/01/2010	22	Official electronic result	
Pre-College Curriculum	11/15/2010		Official paper result	

1. Select Calculated Test Result ACT1 to view the highest score for math, reading, etc. from each completed test.
2. Click Display.

Overview Bio-demographic Data Academic History Status Program Data Audit Activity Record				
Academic Work Examination Qualification Equivalency Determination External Transcript Test Score				
View: Standard View Print Version Export Display				
Ext.Test Type (Ds.)	Test Date	Total test rslt	Explanation	
<input checked="" type="checkbox"/> Calculated Test Result ACT1	12/01/2010	22	Official paper result	
ACT Test 1(Scores After 10/89)	03/01/2010	21	Official paper result	
ACT Test 1(Scores After 10/89)	09/01/2010	22	Official paper result	
ACT Test 1(Scores After 10/89)	12/01/2010	22	Official electronic result	
Pre-College Curriculum	11/15/2010		Official paper result	

3. The test results appear.

**Display Test Score**

**Test score Detail**

Test Type: ACT Test 1(Scores After) Source of External Test Results: Official paper result  
Total Result: 22  
Issue date: 12/01/2010 Begin Date: 12/01/2010  
Valid To: 12/31/9999

**Test Score**

**Subscore Result**

Ext.Subtest Ds.	Ext.Subtest Result	Percentile Rank	Add'l percentile
English Test	28	0.00	0.00
Mathematics Test	21	0.00	0.00
Reading Test	25	0.00	0.00
Science Test	25	0.00	0.00
Combined English/Writing		0.00	0.00
Writing Subscore		0.00	0.00
Usage/Mechanics Subscore		0.00	0.00
Rhetorical Skills Subscore		0.00	0.00

Close



## Status tab

### Program Type Progression sub-tab

The Program Type Progression tab displays classification information for all programs in the student's history.

Overview Bio-demographic Data Academic History <b>Status</b> Program Data Audit Activity Record							
Program Type Progression   Hold   Status							
View: [Standard View] <a href="#">Print Version</a> <a href="#">Export</a>							
Program Type	Progression Category	Progression result	Result Status	Check-From Date	Check-To Date	Academic Year	Academic Session
Undergraduate	Academic Honors	No Academic Honors	Final	01/01/1900	12/18/2011	2011-2012	Fall
Undergraduate	Academic Standing	Good Standing	Final	01/01/1900	12/18/2011	2011-2012	Fall
Undergraduate	Progress Classification	Freshman	Final	01/01/1900	12/18/2011	2011-2012	Fall

### Hold sub-tab

The Holds tab displays all holds (both active and inactive).

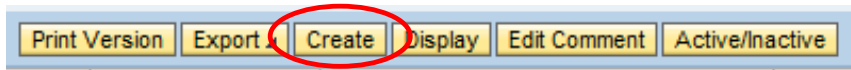
Click on a hold (active or inactive), then click Display to see additional information about the hold including when it was created, when it was last changed, and the name of the person that changed it.

Overview Bio-demographic Data Academic History <b>Status</b> Program Data Audit Activity Record					
Program Type Progression   <b>Hold</b>   Status					
View: [Standard View] <a href="#">Print Version</a> <a href="#">Export</a> <a href="#">Create</a> <a href="#">Display</a> <a href="#">Edit Comment</a> <a href="#">Active/Inactive</a>					
Hold Type	Hold Status	Hold Grouping	Start Date	End Date	
Advising Hold 1	Active	Advisor Registration Hold	04/06/2012	12/31/9999	
BURS Balance > \$100	Inactive	Bursar Hold	04/21/2011	12/31/9999	
BURS Balance < \$100	Inactive	Bursar Hold	01/03/2012	12/31/9999	
BURS Financial Warning	Inactive	Bursar Hold	04/21/2011	12/31/9999	
UG Credential Hold	Inactive	Credential Hold	06/06/2011	12/31/9999	

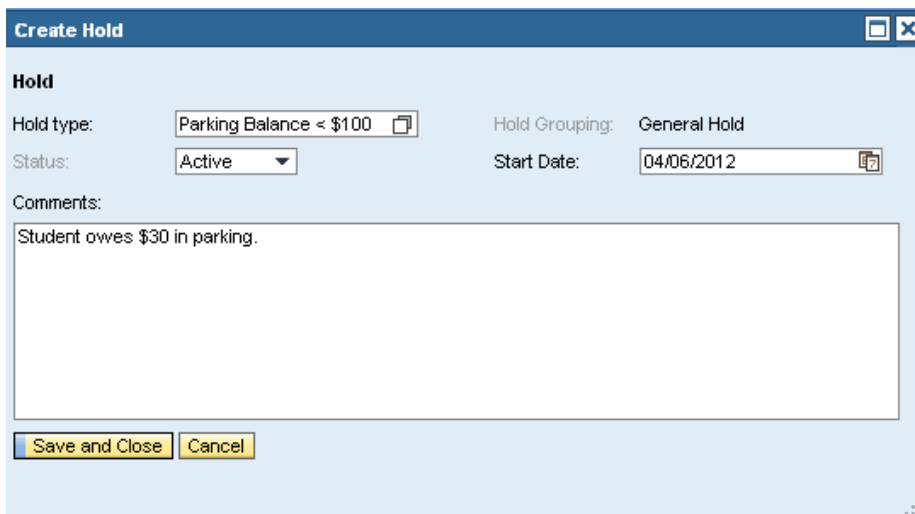
## Add an Advising Hold

If you do not have the security to “release” holds, the CREATE and ACTIVE/INACTIVE buttons will be unavailable. Your security level will determine what type of holds you can create and/or release.

1. Click Create



2. Click the “field chooser” box for hold type to see a list of holds
3. Choose the hold type you want to create. Note: You can select a hold type that is outside your security level, but when you try to save the hold the system will not allow it
4. Enter a comment, if desired
5. Save and Close

A screenshot of a web application window titled 'Create Hold'. The window has a light blue background and a dark blue header bar. Below the header, there's a section labeled 'Hold'. It contains two rows of fields. The first row has 'Hold type:' with a dropdown menu showing 'Parking Balance < \$100' and a small square icon to its right, and 'Hold Grouping:' with a text field containing 'General Hold'. The second row has 'Status:' with a dropdown menu showing 'Active' and a small square icon to its right, and 'Start Date:' with a text field containing '04/06/2012' and a small square icon to its right. Below these fields is a large text area labeled 'Comments:' containing the text 'Student owes \$30 in parking.' At the bottom of the window are two buttons: 'Save and Close' and 'Cancel'.

## Release an Advising Hold

1. Click on the active hold to select it
2. Click Active/Inactive

Overview Bio-demographic Data Academic History <b>Status</b> Program Data Audit Activity Record					
Program Type Progression Hold Status					
View: [Standard View] [Print Version] [Export] [Create] [Display] [Edit Comment] <b>Active/Inactive</b>					
Hold Type	Hold Status	Hold Grouping	Start Date	End Date	
<input checked="" type="checkbox"/> Advising Hold 1	Active	Advisor Registration Hold	04/06/2012	12/31/99	
<input type="checkbox"/> BURS Balance > \$100	Inactive	Bursar Hold	04/21/2011	12/31/99	
<input type="checkbox"/> BURS Balance < \$100	Inactive	Bursar Hold	01/03/2012	12/31/99	
<input type="checkbox"/> BURS Financial Warning	Inactive	Bursar Hold	04/21/2011	12/31/99	
<input type="checkbox"/> US Academic Hold	Inactive	Academic Hold	04/06/2012	12/31/99	

3. Enter a comment, if desired
4. Save and Close

**Deactivate Hold**

**Hold**

Hold type: 
 Hold Grouping:

Status: 
 Start Date:

Changed On: 
 Changed By:

Comments:
 

Student met with advisor.

## Status sub-tab

The Status tab lists all active and inactive statuses about the student. The active ones will also display in the Summary Information at the top of the screen.

Overview	Bio-demographic Data	Academic History	Status	Program Data	Audit	Activity Record
Program Type Progression   Hold   Status						
View: [Standard View]   Print Version   Export   Create   Display   Edit Comment   Active/Inactive						
Status (Description)	Status Specification	Sts Grouping	Start Date	End Date	Object type	
3 Additional Credits	Active	Academic	03/26/2012	12/31/9999	Student	
Attending	Active	Study	01/09/2012	05/06/2012	Study	
Student	Active	Study	08/22/2011	12/31/9999	Study	
CPE Math Testing Req'd	Inactive	CPE	04/06/2012	12/31/9999	Student	
CPE Reading Testing Req'd	Inactive	CPE	02/01/2011	12/31/9999	Student	
Account Data Not Updated	Inactive		01/07/2011	12/31/9999	Student	

## Program Data tab

### Registration sub-tab

The Registration tab is similar to matriculation history in the previous system.

Overview	Bio-demographic Data	Academic History	Status	Program Data	Audit	Activity Record		
Registration	Specialization	Admission	Graduation	Additional Admission	Admission Audit			
View: Default View <a href="#">Print Version</a> <a href="#">Export</a> <span>Filter Settings</span>								
Program (Desc.)	Main Program	Academic Year	Academic Session	Registration Status	Part-Time Study	Registration Type	Valid From	Valid To
BFA in College of Arts & Sciences	<input checked="" type="checkbox"/>	2011-2012	Fall	Attending	<input type="checkbox"/>	Degree Seeking	08/22/2011	12/18/2011
			Spring	Attending	<input type="checkbox"/>	Degree Seeking	01/09/2012	05/06/2012

### Specialization sub-tab

The Specialization tab will show Major, Minor, Area of Concentration, Track, etc. for the student. Make note of the “end date” column as an end date of 12/31/9999 is an active specialization.

Overview	Bio-demographic Data	Academic History	Status	Program Data	Audit	Activity Record
Registration   Specialization   Admission   Graduation   Additional Admission   Admission Audit						
View: [Standard View]   Print Version   Export   Filter Settings						
Program	Module Grp Cat.	Module Group	Priority	Module Group Variant	Start date	End Date
BFA in College of Arts & Sciences	Undergraduate Major	Theatre Arts Performance Major	1	UG - Degree	08/22/2011	12/31/9999
BFA in College of Arts & Sciences	Undergraduate Option	Playwriting Emphasis	1	UG - Degree	03/26/2012	12/31/9999

## Admission sub-tab

The Admission tab shows the admission decision date as well as the classification of the student (transfer, early admit, etc.).

Overview Bio-demographic Data Academic History Status <b>Program Data</b> Audit Activity Record							
Registration Specialization <b>Admission</b> Graduation Additional Admission Admission Audit							
View: [Standard View] <a href="#">Print Version</a> <a href="#">Export</a> <span>Filter Settings</span>							
Program	Status	Status Supplement	Decision Date	Academic Year	Academic Session	Admission Code	Progress Classification
BFA in College of Arts & Sciences	Approved		02/07/2011	2011-2012	Fall		First Time Freshman

## Graduation sub-tab

The graduation tab displays information about the status of a graduation application (also on the Quick Reference tab).

Overview Bio-demographic Data Academic History Status <b>Program Data</b> Audit Activity Record							
Registration Specialization Admission <b>Graduation</b> Additional Admission Admission Audit							
View: [Standard View] <a href="#">Print Version</a> <a href="#">Export</a> <span>Filter Settings</span>							
Qualification(Desc.)	Program	Graduation Status	Customer Status (Desc.)	Conferment Date	Grade symbol	Academic Honors	Diploma Name
Master of Science in Nursing	Master of Science in Nursing	Graduated	Preliminary Checkout	05/08/2010	3.641		Student1 W. Training Sr.

## Additional Admission sub-tab

The Additional Admission tab shows a variety of items related to the student's application (see below).

Example of Admission Attributes: Letters of Reference

Overview Bio-demographic Data Academic History Status <b>Program Data</b> Audit Activity Record										
Registration Specialization Admission Graduation <b>Additional Admission</b> Admission Audit										
<b>Miscellaneous Admission data</b>										
Housing Plan:	On-Campus Housing			Country of Origin:	US					
PACE/GR Subsession:				State of Origin:	KY					
Primary Language:				County of Origin:	008					
Years of English:										
<b>Orientation and Confirmation</b>										
Orientation Date:	06/20/2011		Confirm Fee Date:	04/21/2011						
# of guests:	1		Confirm Fee Stat:	PAID						
Orientation Fee Stat:	DEF									
Orientation Fee:	90.00									
<b>Admission Attributes</b>										
Admission attribute	Begin Date	End Date	Status	Adm Attribute Note						
Parent Educ Level - Bachelor (ONL Appl)	10/16/2010	12/31/9999	Completed							
Scholarship Application	01/12/2011	12/31/9999	Received							
FERPA Waiver for Release of Information	08/15/2011	12/31/9999	Received	ANDREW OR RHONDA SQUIRES - DRAAS4 -ALL						

## Admission Audit sub-tab

The Admission Audit provides a visual representation of the status of the student's admission application (green = met or waived, red = not met).

Overview Bio-demographic Data Academic History Status Program Data Audit Activity Record						
Registration Specialization Admission Graduation Additional Admission Admission Audit						
Program: BFA in College of Arts & Sciences Session: 2011-2012/Fall						
Admission Audit						
Requirement	Requirement Category	Rule Module	Requirement	Result	Status	Result
4105	General University Requirements	20000011	Application Fee	P	■	Met
4105	General University Requirements	20000035	High School Transcript(s)	P	■	Met
4105	General University Requirements	20000036	ACT/SAT/COMPASS Scores	P	■	Met
4125	PCC Requirement	20000030	Meet at least 1 Subreqmt	P	■	Met
4125	PCC Requirement	20000032	PCC Met	P	■	Met
4125	PCC Requirement	20000033	PCC Not Met	N	■	Not Met
4125	PCC Requirement	20000034	PCC Exempt	N	■	Not Met

## Audit tab

The Audit tab provides access to the degree audit feature for this student.

To display audit information, click to select the profile, click Display Audit.

## Activity Record tab

### Advising Note sub-tab

The Advising Note tab displays all advising notes for a student. To view the content of the note, click to select the note, click Display.

Overview Bio-demographic Data Academic History Status Program Data Audit Activity Record					
Advising Note Activity Document					
<input checked="" type="radio"/> Advisory Notes <input type="radio"/> Other Notes					
View [Standard View] <input type="button" value="Print Version"/> <input type="button" value="Export"/> <input type="button" value="Create"/> <input type="button" value="Display"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>					
Note Type	Note Title	Program	Prog. Type	Stage	
Academic Advising Note	Student meeting 1/1/2009 notes				

## Create an advising note

If you do not have the security to do so, your Create button will be inactive.

1. Click Create
2. Select Academic Advising Note
3. Fill in the program type (optional)
4. Title (most important because it displays in the list)
5. Comments
6. Save and Close

## Course Registration Activity sub-tab

The Activity Document tab displays a list of electronic transactions related to this student's record.

Refresh You Can Also: <input type="text"/>									
Overview Bio-demographic Data Academic History Status Program Data Audit <b>Activity Record</b>									
Advising Note   <b>Course Registration Activity</b>									
View: [Standard View] Print Version Export Filter Setting									
Year	Session	Course	Section	Activity	Changed to	Specialization	Created by	Created On	Time
2011-2012	Spring	EGT 212	Section 002	Create Course Registration		PHY-BS-PENG		11/21/2011	13:53:40
		ENG 291	Section 019	Create Course Registration		PHY-BS-PENG			13:56:15
		MAT 325	Section 002	Create Course Registration		PHY-BS-PENG			13:51:01
		MAT 329	Section 001	Create Course Registration		PHY-BS-PENG			13:51:31
		PHY 360	Section 001	Create Course Registration		PHY-BS-PENG			13:52:01
	Fall	ENG 101	Section 006	Create Course Registration		PHY-BS-PENG		05/19/2011	04:13:27
			Section 004	Cancel Course Registration		PHY-BS-PENG			04:11:32
			Section 004	Create Course Registration		PHY-BS-PENG			03:55:11
		MAT 229	Section 002	Create Course Registration		PHY-BS-PENG			
		PHY 222	Section 001	Create Course Registration		PHY-BS-PENG			
2010-2011	Spring	ENG 101	Section 022	Cancel Course Registration		PHY-BS-PENG		03/22/2011	00:44:24
			Section 022	Create Course Registration		PHY-BS-PENG		12/05/2010	21:22:31
		MAT 229	Section 002	Create Course Registration		PHY-BS-PENG			
		PHY 224	Section 001	Create Course Registration		PHY-BS-PENG		12/16/2010	06:26:57
		PSY 100	Section 002	Create Course Registration		PHY-BS-PENG		12/05/2010	21:22:31
	Fall	CMST110	Section 020	Create Course Registration		PHY-BS-PENG		07/27/2010	12:11:50
		HIS 111	Section 002	Create Course Registration		PHY-BS-PENG			
		MAT 129	Section 004	Create Course Registration		PHY-BS-PENG		06/08/2010	17:28:24
		PHY 100	Section 001	Create Course Registration		PHY-BS-PENG		07/26/2010	10:55:11
		PHY 220	Section 002	Create Course Registration		PHY-BS-PENG		06/08/2010	17:30:59

## You Can Also

At the top of the Advisor Tab screen, there is a drop-down called “You can also” (see below). You will not be permitted to permit or register a student without permission from the Office of the Registrar and Academic Advising Tab – Advanced training.

The screenshot displays the 'Student (Training, Student2)' interface. At the top, a student profile is shown with details: Student Number 100203803, Name Training, Student2; \*07/01/1990, Principal Org. Unit College of Arts & Sciences, Status 3 Credit; Student; Resident; Full Time; Good Standing, and Program BFA-AS; BFA in College of Arts & Sciences; Bachelor Level Degree Seeking; Playwriting Emphasis. Below this is a 'Refresh' button and a 'You Can Also:' dropdown menu, which is circled in red. The dropdown menu is open, showing a list of options: Build Module Plan, Run/Simulate Degree Audit, Class Schedule, Permit Quick Entry, Grades, Unofficial Transcript, and Course Registration. The 'Run/Simulate Degree Audit' option is highlighted. Below the dropdown is a navigation bar with tabs: Overview, Bio-demographic Data, Academic History, Status, and Program Data. Under the 'Overview' tab, there is a 'Quick Reference' section with links to Overview and Student's Advisor(s). At the bottom, there is a 'Current Program Activity:' section with a table showing Program, Specialization(s), and Last At.

Program	Specialization(s)	Last At
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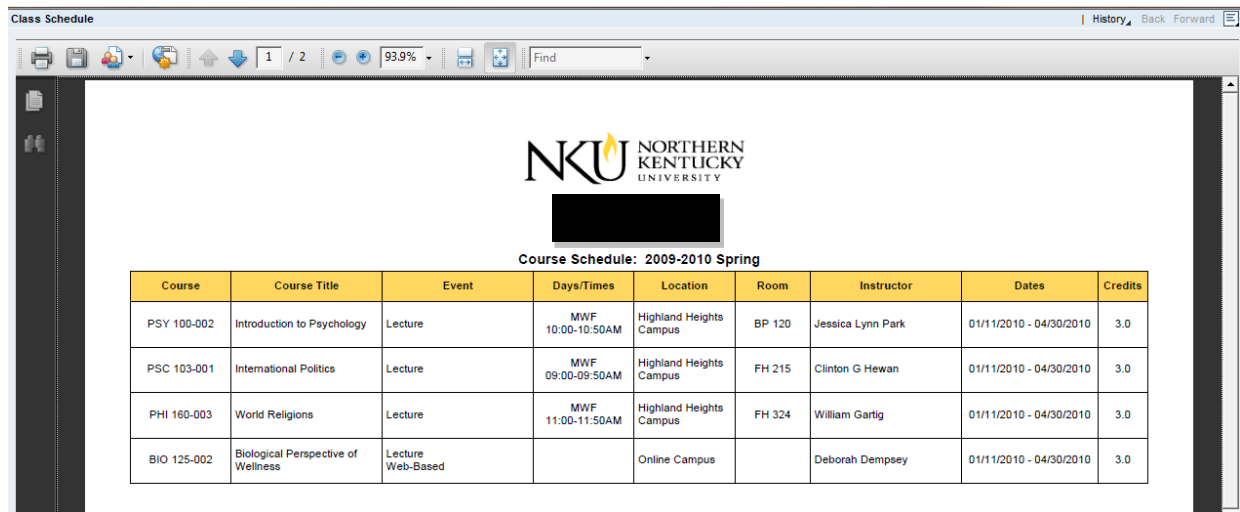
## Run/Simulate Degree Audit

This choice allows you to launch the degree audit feature for this student (also available in the Audit tab).



## Class Schedule

This option displays the student's current class schedule in .pdf format.



**Course Schedule: 2009-2010 Spring**

Course	Course Title	Event	Days/Times	Location	Room	Instructor	Dates	Credits
PSY 100-002	Introduction to Psychology	Lecture	MWF 10:00-10:50AM	Highland Heights Campus	BP 120	Jessica Lynn Park	01/11/2010 - 04/30/2010	3.0
PSC 103-001	International Politics	Lecture	MWF 09:00-09:50AM	Highland Heights Campus	FH 215	Clinton G Hewan	01/11/2010 - 04/30/2010	3.0
PHI 160-003	World Religions	Lecture	MWF 11:00-11:50AM	Highland Heights Campus	FH 324	William Gartig	01/11/2010 - 04/30/2010	3.0
BIO 125-002	Biological Perspective of Wellness	Lecture Web-Based		Online Campus		Deborah Dempsey	01/11/2010 - 04/30/2010	3.0

## Grades

While you can view grades in Academic History/Academic Work, this option allows you to view mid-term grades for freshmen.

Fill in the desired information, then click Submit.

## Unofficial Transcript

This option allows you to see a list of all classes taken by semester with grades and performance numbers for each session. Note: you will have to choose undergraduate or graduate.

Unofficial Academic Transcript – Undergraduate

Page 1 of 2

Student Name: [REDACTED]  
 Student SSN: [REDACTED]  
 Student ID: [REDACTED]  
 Print Date: Apr 27, 2010

Degree Awarded: Bachelor of Science May 10, 1987  
 College of Professional Studies  
 Major: Business Education Major  
 GPA: 3.310

Test Score:  
 01-01-1998 ACT ENGLISH+33, MATH+17, READING+18,  
 SCIENCE+23, COMPOSITE+30

1983-1984 Fall					
Course No.	Course Title	Grade	Hours	QPTS	
BIO 120	General Biology	D	4.000	12.000	
BIO 120L	General Biology: Laboratory	N	0.000	0.000	
EDU 200	Introduction to Education	D	3.000	9.000	
EDU 260	Sophomore Practicum	D	4.000	12.000	
ENG 200	Introduction to Literature	D	3.000	9.000	
IFS 100	Intro to Computer Information Systems	C	3.000	9.000	
SPE 101	Principles of Speech Communication	A	3.000	12.000	
Academic Standing: Good Standing					
		AUGS	EMHS	QHS	GPA
Current term		18.000	18.000	27.000	3.000
Cumulative		48.000	48.000	153.000	3.122

1983-1984 Spring					
Course No.	Course Title	Grade	Hours	QPTS	
BUS 100	Introduction to Business I	D	3.000	9.000	
ENG 101	Composition I	D	3.000	9.000	
HIS 100	History of United States through 1905	D	3.000	9.000	
MAT 110	Mat Bus & Soc Sci I	A	3.000	12.000	
SOC 100	Introductory Sociology	D	3.000	9.000	
Academic Standing: Good Standing					
		AUGS	EMHS	QHS	GPA
Current term		15.000	15.000	48.000	3.200
Cumulative		15.000	15.000	48.000	3.200

1984-1985 Spring					
Course No.	Course Title	Grade	Hours	QPTS	
EDU 300	Human Growth and Development	A	3.000	12.000	
OAD 113	Intermediate Typewriting	A	3.000	12.000	
OAD 115	Business Communication	D	3.000	9.000	
PHI 100	Introduction to Philosophy	A	3.000	12.000	
PSY 300	Psychology of Personality	D	3.000	9.000	
Academic Standing: Good Standing					
University Honors: Dean's List					
		AUGS	EMHS	QHS	GPA
Current term		15.000	15.000	54.000	3.800
Cumulative		64.000	64.000	207.000	3.234

1984-1985 Summer					
Course No.	Course Title	Grade	Hours	QPTS	
ECO 200	Principles of Macroeconomics	B	3.000	9.000	
Academic Standing: Good Standing					
		AUGS	EMHS	QHS	GPA
Current term		3.000	3.000	9.000	3.000
Cumulative		67.000	67.000	216.000	3.224

1985-1986 Fall					
Course No.	Course Title	Grade	Hours	QPTS	
ACC 101	Introduction to Accounting	B	3.000	9.000	
EDU 320	Human Growth & Development: Adolescence	A	3.000	12.000	
HPE 101	Physical Activities I beginning tennis	C	1.000	2.000	
OAD 114	Advanced Typewriting	B	3.000	9.000	
OAD 121	Advanced Shorthand	A	3.000	12.000	
OAD 213	Word Processing Concepts	B	3.000	9.000	
Academic Standing: Good Standing					
		AUGS	EMHS	QHS	GPA
Current term		18.000	18.000	83.000	3.313
Cumulative		83.000	83.000	299.000	3.241

## Appendix A: Status Codes

**Admission Status Codes**

ACUF	Account Data Not Updated
ADMA	Admitted Applicant
ADMD	Admission Declined
ADMR	Rejected Applicant
ADMU	Applicant
ADMW	Adm. Application Withdrawn
ALUM	Alumnus
ARD1	Study Data Archivable
ARD2	Study Data Archived
ARMD	Student Data Archivable
CS01	Attending
CS02	Non-attending
CS03	Student
CS04	De-registered
DEAD	Deceased
GR01	Graduation Candidate
GR02	Graduation Withdrawn
GR03	Graduation Denied
GR04	Graduated

## Appendix B: Hold Types

Hold	Hold Type (Description)	Hold Grouping
9000	Undergraduate Probation	Academic Hold
9001	Graduate Probation	Academic Hold
9002	1st Academic Suspension	Academic Hold
9003	2nd Academic Suspension	Academic Hold
9004	Final Academic Suspension	Academic Hold
9005	Assessment Needs	Academic Hold
9007	Dismissal from Program	Academic Hold
9008	Incomplete Course Eval	Academic Hold
9010	Academic Warning	Academic Hold
9101	Major Declaration Req	Advisor Registration Hold
9102	Advising International	Advisor Registration Hold
9103	Advising Hold 1	Advisor Registration Hold
9104	Complete Req Deficiency	Advisor Registration Hold
9105	Advising Hold 2	Advisor Registration Hold
9106	Advising Hold 3	Advisor Registration Hold
9107	Advising Hold 4	Advisor Registration Hold
9201	General Hold	General Hold
9202	Library Hold > \$100	General Hold
9203	Athletic Hold	General Hold
9204	Student Support Hold	Advisor Registration Hold
9205	Parking Balance >\$100	General Hold
9206	AllCard Hold	General Hold
9207	Transcript Audit Hold	General Hold
9208	Undergraduate Admission	General Hold
9209	Graduate Admission	General Hold
9210	International Admission	General Hold
9211	Parking Balance < \$100	General Hold
9212	Honors Program Hold	Advisor Registration Hold
9213	Library Hold < \$100	General Hold
9300	BURS General Hold	Bursar Hold
9301	BURS At Collection	Bursar Hold
9302	BURS Balance > \$100	Bursar Hold
9303	BURS Balance < \$100	Bursar Hold
9304	BURS Perkins Loan	Bursar Hold
9305	BURS Prior Yr Bal >200	Bursar Hold
9306	BURS Bal>\$100 Send to DOR	Bursar Hold
9307	BURS Financial Warning	Bursar Hold

9308	BURS Repeat Fin Warning	Bursar Hold
9309	BURS Uncollectable	Bursar Hold

9310	BURS KY DOR Collection Ag	Bursar Hold
9311	BURS Internal Payment Pla	Bursar Hold
9400	FINA Default on Stafford	Financial Aid Hold
9401	FINA Repayment to KHEAA	Financial Aid Hold
9402	FINA Repayment to Pell Gr	Financial Aid Hold
9403	FINA No Exit Interview	Financial Aid Hold
9404	FINA Repayment of SEOG	Financial Aid Hold
9405	FINA Repayment of Perkins	Financial Aid Hold
9406	FINA Hold	Financial Aid Hold
9500	UG Credential Hold	Credential Hold
9501	GR Credential Hold	Credential Hold
9502	Intl Credential Hold	Credential Hold
9503	AELP Registration Hold	Academic Hold
9600	LW Law Hold	Law General Hold
9700	Code of Conduct Violation	Disciplinary Hold