

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.

4. Type in a Profile Name
5. Click Confirm

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

6. Click Save
note "Data was saved" message
7. Click Close

Data was saved

Actions | Information | Exceptions | Substitution Exceptions

Create

Profile

Requirement

Over

General University Requirements

General Education Requirements

Complete **Save** **Close**

On Degree Audit, Actions Tab

1. Select Current Program (if necessary)

Degree Audit

Actions | Information

Program BA in College of Arts & Sciences

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

You've saved your profile

8. Click OK when you see this message

Windows Internet Explorer

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

OK Cancel

2. Click Requirement Profile
3. Click Create

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

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 or you have not been actively enrolled in courses, 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: Re

Audit 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

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: General Education Requirements

Recalculate | Result: Not Fulfilled

Type	Result	Subrequirement	Com	Valu
■	■	Written Communication I	ENG 101	1.00
■	■	Written Communication II	ENG 291	1.00
■	■	Oral Communication	SPE 101	1.00
■	■	Natural Science	GLY 110 GLY 120	2.00
■	●	Self and Society	EMB 105 ANT 110	2.00

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

Requirement: General Education Requirements

Recalculate | Result: Not Fulfilled

Type	Result	Subrequirement
■	■	Global Viewpoints
■	■	Mathematics
■	■	Culture and Creativity

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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: Culture and Creativity

Result: Fulfilled | Display Description

Type	Result	Subrequirement
■	■	Culture and Creativity

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Sub-requirement details display:

14. View **Modules Used** (courses) details
15. Click to **Display Description** details
16. View/Sort **Academic Work** tab (all courses)
16. Click **Propose Modules** for eligible courses

Modules Used	Attempted credits	Earned Credits	Graded Credits	Grade
TAR 100	3.00	3.00	3.00	B
ENG 200	3.00	3.00	3.00	B

Academic Work	Propose Modules		
A...	Number of Usages	Booking Status	Transf
ARTM350	5	■	
MIN 240	4	■	