

PRODUCING DEGREE AUDIT REPORTS THROUGH THE ADVISOR CENTER

Use the Degree Audit to view a students Academic Requirements and Track Progress toward graduation

1. Log onto MuHusky and access your Faculty Center
2. Click on your Advisor Center
3. Click on MY Advisees
4. Click on View Student Details

The screenshot shows the MyHusky website interface. At the top, there is a navigation bar with the following items: Favorites, Main Menu, Self Service, Advisor Center, and My Advisees. Below this is the MyHusky logo and the text "Bloomsburg University of Pennsylvania".

Step 2: A red arrow points to the "Advisor Center" button in the navigation bar.

Step 3: A red arrow points to the "My Advisees" link in the sub-navigation bar.

Step 4: A red arrow points to the "View Student Details" link in the table.

Below the navigation bars, there is a "View data for other students" button and a "Select display option" section with two radio buttons: "Link to Photos" (selected) and "Include photos in list".

	Notify	Photo	Name	ID	View Student Details	Approve Graduation
1	<input type="checkbox"/>				View Student Details	Approve Graduation
2	<input type="checkbox"/>				View Student Details	Approve Graduation
3	<input type="checkbox"/>				View Student Details	Approve Graduation

This navigation will take you to your advisees Student Center

1. On the drop down under the Academics bar choose Degree Audit
2. Click the blue arrow to produce the Advisee Requirements Report

The screenshot displays the 'Advisee Student Center' interface. At the top, there are navigation tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below these are links for 'My Advisees', 'Student Center', 'General Info', 'Transfer Credit', 'Academics', and 'Test Scores'. The main heading is 'Advisee Student Center'. A section for '*Change Advisee' includes a dropdown menu and a 'Change' button. The 'Academics' section is expanded, showing links for 'My Class Schedule', 'Shopping Cart', and 'My Planner'. A message box states 'You are not enrolled in classes.' A dropdown menu under 'Academics' is open, with 'Degree Audit' highlighted in blue. A red arrow labeled '1.' points to this menu. To the right of the dropdown is a blue double-right arrow button, with a red arrow labeled '2.' pointing to it. Below the dropdown is a 'Contact Information' section with fields for 'Home Address', 'Town Address (not dorm)', and 'Mobile'.

Faculty Center | Advisor Center | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics | Test Scores

Advisee Student Center

*Change Advisee [dropdown] Change

Academics

My Class Schedule
Shopping Cart
My Planner

1. [dropdown menu]

2. [blue arrow]

You are not enrolled in classes.

other academic...
Course History
Degree Audit
Exam Schedule
Grades
Transcript: View Unofficial
Transfer Credit: Report
What-if Report
other academic...

Contact Information

Home Address Town Address (not dorm)

Mobile Bloomsburg, PA 17815
Campus

Bloomsburg University of PA | Undergraduate

This report last generated on 02/27/2019 8:50AM

[Collapse All](#) | [Expand All](#) | [View Report as PDF](#)

✔ Taken | ◆ In Progress | ★ Planned

- ▶ [University Requirements UCOST \(RG 1094\)](#)
- ▶ [Major Requirements - Biology - BS \(RG 1115\)](#)
- ▶ [General Education Student Learning Outcomes - GOAL 1 \(RG 1308\)](#)
- ▶ [General Education Student Learning Outcomes - GOAL 2 \(RG 1309\)](#)
- ▶ [General Education Student Learning Outcomes - GOAL 3 \(RG 1310\)](#)
- ▶ [General Education Student Learning Outcomes - GOAL 4 \(RG 1311\)](#)
- ▶ [General Education Student Learning Outcomes - GOAL 5 \(RG 1312\)](#)
- ▶ [General Education Student Learning Outcomes - GOAL 6 \(RG 1313\)](#)
- ▶ [General Education Student Learning Outcomes - GOAL 7 \(RG 1314\)](#)
- ▶ [General Education Student Learning Outcomes - GOAL 8 \(RG 1315\)](#)
- ▶ [General Education Student Learning Outcomes - GOAL 9 \(RG 1234\)](#)
- ▶ [General Education Student Learning Outcomes - GOAL 10 \(RG 1317\)](#)
- ▶ [Goals 1-10 Foundation Courses - Required Coursework \(RG 1421\)](#)
- ▶ [Courses Not Used Throughout Degree Audit - College of Science and Tech \(RG1011\)](#)
- ▶ [University Requirements UCOLA \(RG-1042\)](#)
- ▶ [Major Requirements - Anthropology BS \(RG-1028\)](#)
- ▶ [General Education Student Learning Outcomes - FOUNDATION COURSES \(RG 1243\)](#)
- ▶ [Courses Not Used Throughout Degree Audit - College of Liberal Arts \(RG-1012\)](#)

Components of the Degree Audit

University Requirements

- Apply to every undergraduate student.
- Minimum GPA of 2.0.
- Students in the College of Education require a minimum GPA of 3.0.
- Residency Rule; 30 of the last 60 units must be earned at BU.
- Minimum Units; AT LEAST 120 units must be earned for the Undergraduate Degree. Some majors require more than 120, this will be shown on the report based upon the major of the student.

Major Requirements:

- Major required courses; a set group of courses that must be taken.
- Major elective courses; a set group of approved courses the student may choose from to complete a set number of credits.
- Major GPA: is calculated using all courses that may be used to complete the major
- Major Residency: at least 50 % of the total credits required by the major must be take at Bloomsburg University

General Education Requirements:

- MyCore consists of the ten Goals for Student Learning Outcomes.
- Goals 1-10 Foundation-Required courses consists of Foundation courses and any courses required in General Education by specific majors.

Courses Not Used:

- Courses not used and courses not eligible contain courses the student attempted but either withdrew from or failed, developmental courses under the 100 level that do not count toward graduation.
- Click on collapse all for a cleaner view of the interactive report. You may then expand the sections one at a time.