

## PRODUCING DEGREE AUDIT REPORTS THROUGH THE ADVISOR CENTER

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 Bloomsburg University website interface. At the top left is the university logo. A breadcrumb trail reads: Favorites | Main Menu > Self Service > Advisor Center > My Advisees. Below this are three main tabs: Faculty Center, Advisor Center, and Search. Under the Advisor Center tab, there are sub-links: my advisees, student center, general info, transfer credit, and academics. A red arrow labeled '1.' points to the 'my advisees' link. Below the navigation is a 'My Advisees' section with a table. The table has columns for Notify, Name, ID, View Student Details, and Approve Graduation. A red arrow labeled '2.' points to the 'View Student Details' link in the first row of the table. To the right of the table, text reads: 'From the Advisor Center: 1. Click on "My Advisees" 2. Click on "View Student Details"'. The table also includes pagination controls: Find | View All | First 1-10 of 16 Last.

Notify	Name	ID	View Student Details	Approve Graduation
1 <input type="checkbox"/>			<a href="#">View Student Details</a>	<a href="#">Approve Graduation</a>

This navigation will take you to your advisees Student Center

1. On the drop down under the Academics bar choose Academic Requirements
2. Click the blue arrow



## Advisee Student Center

\*Change Advisee    
1. Choose Academic Requirements from the drop down.  
2. Click the blue arrow

Academics

[My Class Schedule](#)  
[Shopping Cart](#)  
[My Planner](#)  
[Scheduler Planner](#)

1.

2.

Deadlines URL

This Week's Schedule		
	Class	Schedule
	CHEM 101-01 LEC (1388)	TuTh 11:00AM - 12:15PM Hartline Science Center 0108
	EGGS 104-04	TuTh 3:30PM - 4:45PM

This action will produce the degree audit report. You will see the following:

The screenshot displays the Bloomsburg University website interface. At the top left is the university logo. A navigation breadcrumb trail reads: Favorites | Main Menu > Self Service > Advisor Center > My Advisees. Below this are three main menu buttons: Faculty Center, Advisor Center, and Search. Under Faculty Center are links for my advisees and student center. Under Advisor Center are links for general info and transfer credit. Under Search is a link for academics. The main heading is "Advisee Requirements". Below the heading, it states "This report last generated on 09/13/2012 11:14AM". There are three buttons: "collapse all", "expand all", and "view report as pdf". A legend shows a green checkmark for "Taken", a yellow diamond for "In Progress", and a blue star for "Planned". The report content is a list of 13 items, each with a right-pointing triangle icon:

- 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)

## Components of the Degree Audit

**University Requirements** contains policies that apply to every undergraduate student:

- Minimum GPA of 2.0 or better for good academic standing. ALL courses are used in this calculation. Students in the College of Education require a 3.0 to maintain good academic standing.
- Residency Rule; 30 of the last 45 units must be earned at Bloom U.
- 4 Year Rule; 60 units must be earned at a 4 year institution.
- Minimum Units; AT LEAST 120 units must be earned for the Bachelors. Some Plans require more than 120.

**Major Requirements** contains courses required by the major:

- Major required courses; those courses that must be taken and successfully completed.
- Major elective courses; courses the student must take but may choose from several approved by the department.
- Major GPA; this is the last line in the Major Requirements and has been configured using standards set by the department. Only courses designated by the department are included in this calculation.

**General Education Requirements:**

- Gen Eds for students PRIOR to Fall 2012 will consist of the Specific and the Distribution Requirements.
- Gen Eds for incoming Fall 2012 freshman and all new freshman moving forward will consist of the ten Goals.

**Free Electives:**

- Free Electives courses are those courses needed to bring the student up to 120 units required to graduate after the major and general education requirements have been met. The number of units will vary by major and not all majors will require Free Electives.

**Courses Not Used:**

- Courses not used and courses not eligible contain courses the student attempted but either withdrew from or failed, developmental courses that may not count toward graduation or courses taken and passed that can't be used to satisfy any requirement.
- Click on collapse all for a cleaner view of the interactive report. You may then expand the sections one at a time.