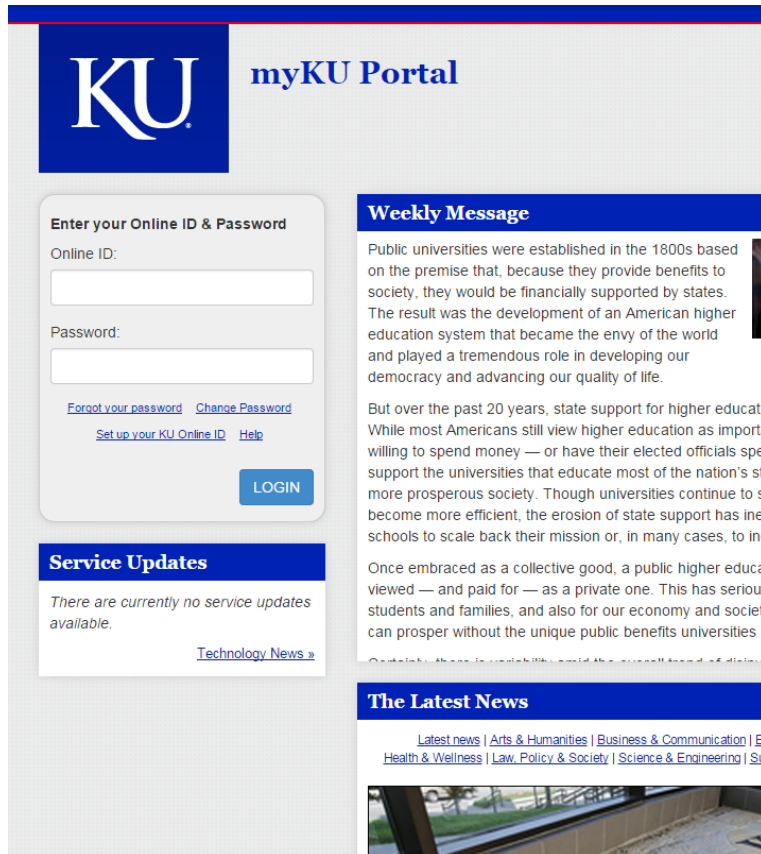


Accessing the Degree Progress Report, Checklist, & Advising Report

Logging Into My Progress via the Portal

Keep in mind that as a user of these tools, you should be aware of KU data policies, all of which can be found at <http://www.policy.ku.edu>. Some specific policies and their respective web addresses are mentioned throughout this document.

LAWRENCE/EDWARDS CAMPUS USERS: At the KU website, access the Portal. Login to the Portal. Keep in mind that after 30 minutes of inactivity, you will have to login again.



The screenshot shows the myKU Portal login interface. At the top left is the KU logo and the text "myKU Portal". Below this is a login form with the heading "Enter your Online ID & Password". It contains two input fields: "Online ID:" and "Password:". Below the fields are links for "Forgot your password", "Change Password", "Set up your KU Online ID", and "Help". A blue "LOGIN" button is positioned at the bottom right of the form. To the right of the login form is a "Weekly Message" section with a blue header. The message text discusses public universities and their historical role. Below the message is a "Service Updates" section with a blue header, stating "There are currently no service updates available." and a link to "Technology News >". At the bottom is a "The Latest News" section with a blue header and a list of news categories: "Latest news | Arts & Humanities | Business & Communication | Ec... Health & Wellness | Law, Policy & Society | Science & Engineering | Sur...". A small image of a building is visible at the bottom of the page.

Locate the link labeled “My Progress”.

KUMC USERS: Go to [myKUMC](#) and login. The Advising Tool should be under “My Faculty Info” navigation. Contact the helpdesk if you cannot find the navigation.

Find a student by typing their emplid (student ID number) or name into the search box and click on “Search”.

Finding the Progress Tab

After locating your student, find the “Progress” Tab in the upper right-hand corner of the student information window.

The screenshot displays the 'My Progress' section of a student's advising profile. At the top, there is a blue header with 'My Progress' and a 'Return to dashboard' link. Below the header, navigation links include 'Back to Advising Home', 'Feedback', 'Guidelines', and 'Help'. The main content is divided into two panels. The left panel, titled 'Shared Advising Notes', features a filter section with options for 'Advisor', 'Appt Forms', 'Advising Notes', 'Date', and 'Reason'. Below the filter is a table of notes with columns for 'Date' and 'Advisor Name'. The right panel, titled 'Academic Notices (5, 3 NEW)', lists student information such as 'Initial Term: Fall 2013', 'Latest Term: Spring 2014', 'Birth Date: 07/19/xxxx', 'Old Student ID', 'Phone', 'Current Address', 'Permanent Address', 'Email', and 'Student ID Photo'. A 'Print Advising Report' button is located at the bottom right of the page.

Date	Advisor Name
2014-09-04	Appt: [Redacted] (Edit)
2014-09-03	Appt: [Redacted] (Edit)
2014-08-27	Appt: [Redacted] (Edit)
2014-01-22	Appt: [Redacted] (Edit)
2014-01-22	Note: [Redacted] (Edit)
2014-01-21	Appt: [Redacted] (Edit)
2014-01-15	Appt: [Redacted] (Edit)
2013-11-25	Appt: [Redacted] (Edit)
2013-11-22	Appt: [Redacted] (Edit)
2013-10-07	Appt: [Redacted] (Edit)
2013-08-28	Appt: [Redacted] (Edit)

Glossary

Active/Inactive: The status of a student's program/plan(s). If a student has discontinued or completed all of their program/plan(s), they are considered "inactive" when creating a Degree Progress Report.

Advising Report: This is a report that contains a term-by-term course and school history for the student, as well as academic information (test scores, program/plan information, and appropriate holds).

Checklist: This is a report that is a condensed version of the Degree Progress Report. However, for those requirements that have been met, no long description will print on this document. It is designed to get smaller as the student progresses in his/her degree program.

DPR (Degree Progress Report): This interactive report shows academic requirements for the student's degree program, and how courses the student has taken "plug into" those requirements.

Master's/Doctoral Time Limits (Graduate students only): Currently links to university policy on time limits allowed for masters and doctoral students to complete degrees.

Milestone: Displayed on the Academics Tab, Milestones are used to show completion of various accomplishments in a student's career. Examples include CLAS Departmental Honors, Certification, Global Awareness Program, Comprehensive Oral Exam for Doctorate, or Certification in Service Learning, etc.

Non-Transferable Courses: Appears toward the bottom of both the Courses Tab and Advising Report if transfer work entered by Admissions does not transfer to KU.

Plan: Usually a major or field of study. Can also be a minor or co-major.

Program: Usually a school/college combined with undergraduate or graduate status, i.e. "CLASG" is Liberal Arts & Sciences Graduate.

Requirement: Usually a criterion or set of criteria needed to complete a particular part of a major/degree. These are always arranged within a Requirement Group. There can also be calculation or informational requirements that do not factor into major/degree requirements.

Requirement Group: Usually a set of major/degree requirements. There can be overall calculation or informational requirement groups (i.e. "Test Phase", "No Transfer D's Allowed") that do not factor into major/degree requirements.


Sub-Plan: Usually a concentration, track or emphasis within a given plan.



Running Degree Progress Reports (DPRs)

ACTIVE STUDENT: You will have the option of running a Degree Progress Report (DPR) for the student's current field of study or a "What-If" scenario with a different field of study.

INACTIVE STUDENT (if you had to click "All Students" to find him/her): You will have to choose to do a "What-If" field of study.

Current Field(s) Of Study: Click on "Generate Report" button (pictured below) to create a new Degree Progress Report, and the screen will refresh showing the new report (with today's date) in the list.

Back to Advising Home | Help 

Info | Academics | Courses | Progress  

Create a New Degree Progress Report (DPR)


Need Help?

...for your current field(s) of study
 ←

...for a What-If new field of study
 ←

[Generate Report](#)

Stored Progress Reports

[View DPR](#) BUSG / Business [Checklist](#)
 - 05 / 22 / AdministrationMBA / Dual
 2012  degree with JD / Fall 2012
What If

Archived Progress Reports

[Print Advising Report](#)

Create a new DPR for an active student

Click the link to an existing DPR to open it

Choose a “What-if” field of study for an active or inactive student

Note the new report link showing now below “Stored Progress Reports” (see below). This Degree Progress Report link will display in the list of the last 25 reports generated under the “Stored Progress Reports” header. If over 25 reports are generated after it, the oldest one will drop off the list. (To permanently store a

report as “Archived”, use the [“Add To Archived Reports”](#) link in the Degree Progress Report at the top and it will appear in the list of Archived Reports the next time you access the “Progress” tab for this student).

The information displayed for each Degree Progress Report generated:

- 1) **Date Degree Progress Report was generated**
- 2) **Program(s)/Plan(s)/Sub-Plan(s) for which the report was generated**
- 3) **The term the requirements are valid for (commonly known as the student’s first term at KU or the first term in their current professional school).**
- 4) **The “Checklist” button, which allows you to download a printable PDF copy of the Degree Progress Report.**

Back to Advising Home | Hel

Info Academics Courses Progress

Create a New Degree Progress Report (DPR) Need Help?

...for your current field(s) of study

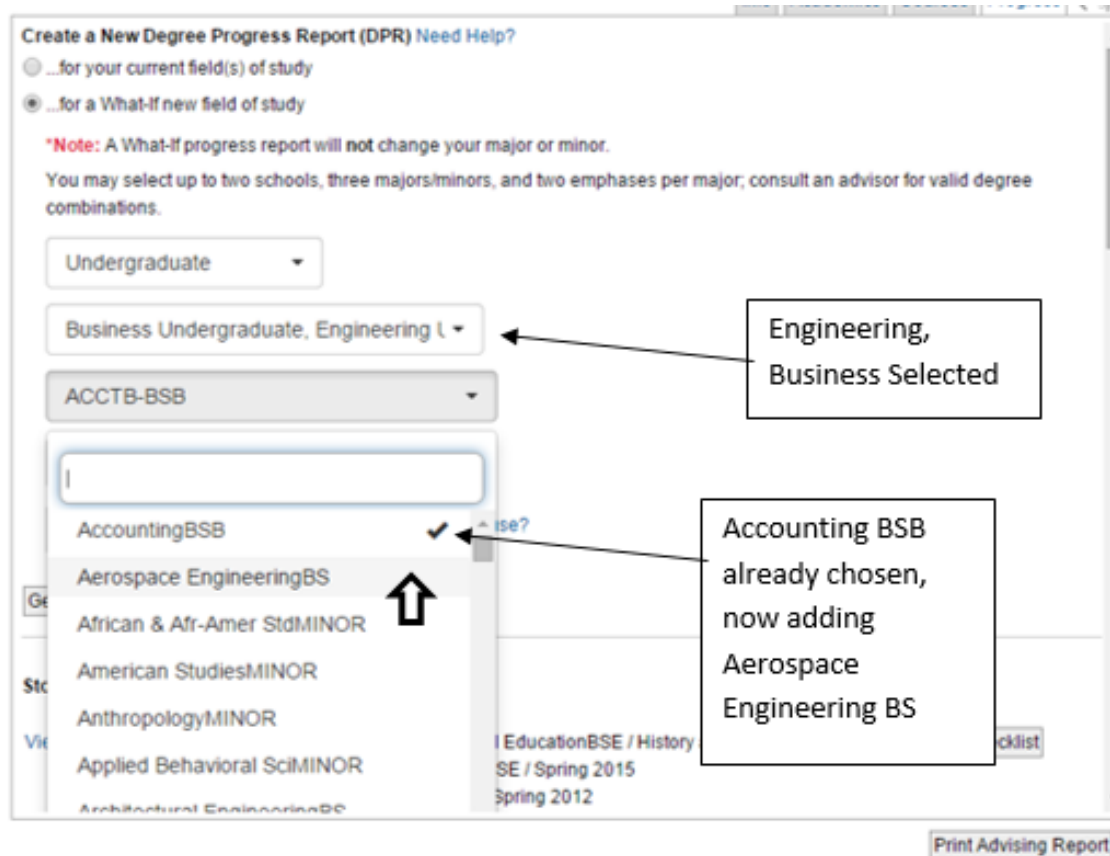
...for a What-If new field of study

Generate Report

Stored Progress Reports

View DPR - CLASU / ClassicsMINOR / Fall 2009 CLASU / Checklist
02 / 16 / SociologyBGS / Fall 2009
2012

WHAT-IF: If you wish to simulate a school/major/minor or a set of schools/majors/minors, click on the radio button that selects “for a What-If new field of study” and select the new career, school, major, emphasis (if any), and the term you wish to start the degree requirements (click on the “What Term To Use?” link if you aren’t sure what to use here). **NOTE: You can select up to two schools, three majors, and up to two emphases per major by opening up the appropriate dropdown again and checking the options you want one at a time.** Once your new What-If options are selected, click on “Generate Report” to create the new Degree Progress Report. The screen will refresh, showing a link to the new Degree Progress Report generated.



INACTIVE STUDENT: If the student has no active programs/plans, the What-If selection drop boxes will automatically show, prompting you to select a career, program, plan, and term.

Note the new report link showing now below “Stored Progress Reports”.

The information displayed for each Degree Progress Report generated:

- 1) **Date Degree Progress Report was generated**
- 2) **Program/Plan(s) for which the report was generated**
- 3) **The term the requirements are valid for (commonly known as the student’s first term at KU).**
- 4) **The phrase “What If”.**

[Back to Advising Home](#) | [Help](#)

[Info](#) [Academics](#) [Courses](#) [Progress](#)

Create a New Degree Progress Report (DPR) [Need Help?](#)

...for your current field(s) of study

...for a What-If new field of study

Stored Progress Reports

View DPR - 03 / 02 / 2012	CLASU / AnthropologyBA / Spring 2012 <i>What If</i>	<input type="button" value="Checklist"/>
---	--	--

Archived Progress Reports

Click on the “View DPR” link next to the Degree Progress Report information to open it in a new window/tab. It may take up to a minute to generate the report, and you may see a “Processing” screen until it loads.

The Degree Progress Report—Top Section:

The screenshot shows the top section of a Degree Progress Report. At the top left, the title "Degree Progress Report" is displayed. To its right is a search bar. Below the title, a student's name and ID are shown, with callout 1 pointing to the name and callout 2 pointing to the ID. To the right of the name, the text "Progress report generated Mar 20, 2015 at 10:24 AM Version 3.1.0 (Eff. Spring 2015)" is visible. A pink warning box contains the text: "This is an UNOFFICIAL document. Please Note: An error on this report will NOT exempt you from a requirement. Please contact your advisor if you have questions. The following is an approximation of degree requirements for this 'What-if' scenario you have selected. Please contact an academic advisor to confirm what your exact degree requirements would be in this major." Below the warning box, a legend shows status indicators: a red square for "Incomplete/Not In Good Standing", a blue square with a diagonal line for "Enrolled", a green checkmark for "Satisfied", a green circle for "In Good Standing", a black diamond for "Informational", and a yellow triangle for "Exception/Petition". Below the legend are two tabs: "BUSU" (white with grey outline) and "CLASU" (grey). To the right of the tabs are links: "GPA Calculator", "Print", "Add to Archived Reports", "Help", and "Close/Logout", with callout 4 pointing to the "GPA Calculator" link. Below these links are "Expand All", "Collapse All", and a "Show All" dropdown menu, with callout 5 pointing to "Expand All" and callout 6 pointing to the "Show All" dropdown. At the bottom left, "What-If Options: BUSU - ACCTB-BSB - THTREACCT - Spring 2015" and "BUSU - AF_AFAMSTD - Spring 2015" are listed, with callout 7 pointing to the second option.

- 1) **Name/ID.** This is the student’s name and student ID.
- 2) **Date & Time the Degree Progress Report was generated.**
- 3) **Programs/Schools.** These tabs refer to each program/school for which the student has degree progress information. The white tab with the grey outline indicates the information that is currently showing. Click on the grey tab(s) to access the information for any other programs/schools. In the example above, the Degree Progress information currently showing is for the “BUSU” (Business Undergraduate) program, and you can click on the “CLASU” tab to access the information available for the “CLASU” (Liberal Arts Undergraduate) program.
- 4) **GPA Calculator/Print/Add To Archived Reports/ Help/Close/Logout.** Each option is described below:

[GPA Calculator](#) | [Print](#) | [Add to Archived Reports](#) | [Help](#) | [Close/Logout](#)

- a) **GPA Calculator.** This link will take you to the GPA Calculator link. Click the browser “back” button to return.
- b) **Print.** This link will print the Degree Progress Report. **NOTE: *The Degree Progress Report is confidential information, and saving it on a local drive, storing it in a non-secure location, or distributing it in a non-secure manner is against FERPA policy. As with any confidential document, store and dispose of it in a manner consistent with FERPA policy agreed upon by you when you accessed the Advising Tool.***

c) **Add To Archived Reports (Staff Access Only).** This link will save the current Degree Progress Report to the “Archived Progress Reports” list, which permanently stores it in the student’s record (see example below). Consult your supervisor for guidance regarding archiving these reports.



d) **Help.** This link takes you to the Help website, where you can download this tutorial and other Advising help documents.

e) **Close/Logout.** You can use this to close the Degree Progress Report window.

5) **Expand All/Collapse All.** These links expand and collapse all requirement groups and requirements in the Degree Progress Report.

6) **Show All/Show Complete Only/Show Incomplete Only.** This dropdown allows you to hide requirement groupings that are complete, incomplete, or to show all regardless of their status. The default setting is always “Show All”. Requirement groupings that contain text information, enrolled courses, or GPAs always display with the incomplete requirement groupings because GPA’s can always drop down below the standard.

7) **What If Options (“What If” DPR’s Only).** This text contains information about any majors/minors selected for the school/program in the tab above it.

The Degree Progress Report—Degree Requirements Section

The lower section of the Degree Progress Report contains the degree requirements appropriate to the program tab that is selected in the upper section. It is set up in a tree-type structure, with unsatisfied requirement groups (red empty box or blue partially filled box) expanded and satisfied requirement groups (green checkbox or circle icon) collapsed. **When viewing this for the first time or viewing a student with many unsatisfied requirements, it is highly recommended that you click on the “Collapse All” link at the top of the page to collapse all of the requirement groups.**

Some of the requirement groups may contain informational messages (“TEST Phase”), Similar Courses, Repeats, or about Transfer D’s. Many of them are set up for processing purposes only.

As you look down the report, you will see requirement groups like “KU Hours & GPA Calcs (CLASU)”, and General Education /Degree requirements. You can click on the “Expand” icons next to these groups to expand them (see below).

● **KU Hours & GPA Calcs (CLASU)** [\(Expand\)](#)



When the “Expand” link is clicked, the requirement group will expand to show the requirements within that have their own “Expand” and “Collapse” links (see below).

● **KU Hours & GPA Calcs (CLASU)** [\(Collapse\)](#)

● **KU Cumulative Graduation GPA** 132 Hrs 3.22 GPA (2.00 Required) [\(Expand\)](#)

Satisfied by: a minimum of a 2.00 KU GPA. KU GPA calculation includes all courses completed at KU. Go <http://www.collegesas.ku.edu/GPAcalculator.shtml>

✔ **Hours Towards CLAS Degree(s)** [\(Expand\)](#)

Summary includes: Hours toward College of Liberal Arts and Sciences degree completed at KU and other

✔ **Junior/Senior (300+) Hours** 176 Hrs (45 Required) [\(Expand\)](#)

Satisfied by: a minimum of 45 hours from junior/senior courses completed at KU (300+) and other institutions. Minimum hours.

✔ **Junior/Senior (300+) Hours in Residence** 132 Hrs (30 Required) [\(Expand\)](#)

Satisfied by: a minimum of 30 hours of junior/senior (300+) coursework at KU. This is a College of Liberal

✔ **Liberal Arts & Sciences Hours** 117 Hrs (100 Required) [\(Expand\)](#)

Satisfied by: a minimum of 100 Liberal Arts and Sciences hours completed at KU and other institutions. List of Liberal Arts and Sciences hours completed at KU and other institutions. Note: Some professional schools are not included in the Liberal Arts and Sciences hours which includes the School of the Arts. Note: Some professional schools


For example, the “Calculated KU GPA” requirement can be expanded to show the description, the required GPA (2.00 in this example), and the current GPA (see below).

● **KU Hours & GPA Calcs (CLASU)** (Collapse)

● **KU Cumulative Graduation GPA** 132 Hrs 3.22 GPA (2.00 Required) (Collapse)

Satisfied by: a minimum of a 2.00 KU GPA. KU GPA calculation includes all courses completed at KU. Good academi

<http://www.collegesas.ku.edu/GPAcalculator.shtml>


Required GPA	2.00	<p>● In Good Standing (Expand)</p> 
Current GPA	3.22	
Units Required	N/A	
Units Completed	132	
Units Needed	N/A	

If you wish to click on the “Expand” link below the status of the requirement, you can see the courses that are being used in the requirement. As with all “Expand” links, the link becomes a “Collapse” link that you can use to hide the course detail again if you wish.

● **KU and Transfer Cumulative GPA** 173 Hrs 3.22 GPA (2.75 Required) (Collapse)

GPA calculation includes: All coursework with a grade of A thru F completed at KU or transferable coursework with a grade of A thru F from other institutions. MIN 2.75 GPA required for admission, graduation student teaching (for applicable programs), and internships (for applicable programs).

(Add Note)

Required GPA	2.75	 In Good Standing (Collapse)
Current GPA	3.22	
Units Required	N/A	
Units Completed	173	
Units Needed	N/A	

Course	Title	Term - Help	Hrs	Hrs Applied	Grd Pts	Grade	Campus/Xfer	JR/SR	Status
ATMO 105	Introductory Meteorology	Fall 2010	5	5	11.5	C+	LAWRENCE		✓ Graded
BIOL NB	Biological Sciences	Fall 2010	2	2	8	A	2YR		✓ Graded
C&T 360	Knowing&Learning Math&Science	Fall 2010	3	3	12	A	LAWRENCE	JR/SR	✓ Graded
CHEM 124	College Chemistry	Fall 2010	3	3	6	C	2YR		✓ Graded
COMS 130	Speaker-Audience Communication	Fall 2010	3	3	12	A	2YR		✓ Graded
EDUC U	Intro to Education	Fall 2010	3	3	12	A	2YR		✓ Graded
EECS 128	Foundatns Informatn Technlgy:	Fall 2010	3	3	12	A	2YR		✓ Graded
ENGL HF	Humanities or Third English	Fall 2010	3	3	9	B	2YR		✓ Graded

The Course Grid

The course grid shows all of the courses that are being calculated into this student’s KU GPA, for example (see above). The columns are defined as follows:

- 1) Course.** This column contains the subject and the catalog number of the course. If the course is a transfer course, it contains the KU equivalent subject and course number.
- 2) Title.** This column contains the title of the course. If it is a transfer course, the external title is printed here.
- 3) Term.** This column contains the term in which the course was taken, or in the case of transfer courses, the term in which the course was *posted to KU*. If you want to know the actual term the course was *taken*, refer to the **Courses tab** in the Advising Tool.

- 4) **Hrs.** This column contains the credit hours for the course.
- 5) **Hrs Applied.** This column contains the hours of the course that were used towards the requirement. Sometimes a course can be split between multiple requirements, so this number could be smaller than the 'Hrs' number.
- 6) **Grade Pts.** This column contains the grade points achieved in the course. This column will say "N/A" for courses that are split, and it will be blank for courses that do not count in a GPA.
- 7) **Grade.** This column contains the official grade of the course, as assigned by KU.
- 8) **Campus/Xfer.** This column contains either the enrolled location of the course, i.e. "LAWRENCE" or "EDWARDS", or the type of school the course was transferred from, i.e. "2YR" for a community college or "4YR" for a four-year school.
- 9) **JR/SR.** This column contains whether the course is a Junior-Senior course (300+).
- 10) **Status.** This column contains the status of the course, which can be "Graded", meaning the course has been completed and assigned a grade, "In Progress", meaning the course has not been completed or assigned a completed grade yet, or "Exception", indicating that the course was placed here by an exception or petition.

You can click on each column to sort the grid ascending or descending by that column.

Student Exceptions


Student exceptions, like waivers or course substitutions are often used to satisfy requirements. If an exception has been used to satisfy a requirement, a brief description will show with information about the exception (see below example).

GEOG 105 (Collapse)

[Err](#)

GEOG 105 (Required for Elementary Education and Secondary History & Government majors.)

[\(Add Note\)](#)

Course	Title	Term - Help	Hrs	Hrs Applied	Grd Pts	Grade	Campus/Xfer	JR/SR	Status
PHSX UL	Undesignated Lab	Fall 2010	1	1	4	A	2YR		 Exception
PHSX UL Comments	Substitution of PHSX UL, ATMO 105, CHEM 184 and GEOL 103 approved to fulfill lab science requirement of GEOG 105 at KU. AA								

"Error?" Links (Staff Only)

If a particular requirement appears to be showing incorrect information, you can click on the "Error?" links out to the right of the requirement in question and a dialog will pop up prompting you for a description of the problem, as shown below. **(Staff Access Only. Students do not see this link.)** Click "Cancel" to close out of the dialog without sending.

Report an error Cancel

KU Hours & GPA Calcs (CLASU) / KU Junior/Senior (300+) Hours / Junior/Senior (300+) Hours

Please provide a thorough description of the suspected error you have identified. Your error will be reviewed by a college/school representative and then forwarded to SIS if necessary. Thank you for your input.

Reason
(Select Reason) ▾

Description (up to 512 characters)

Email me a copy

Once the dialog appears, simply select a reason, type in a description of the problem, and click on “Send Error Report”. An email with detailed information about the requirement in question and your name will be sent to a person in the school corresponding to the requirements you are viewing. They will determine if there is a problem with the set up in the DPR, and if so, will forward the Error Report to SIS for correction.

Report an error Cancel

KU Hours & GPA Calcs (CLASU) / KU Junior/Senior (300+) Hours / Junior/Senior (300+) Hours

Please provide a thorough description of the suspected error you have identified. Your error will be reviewed by a college/school representative and then forwarded to SIS if necessary. Thank you for your input.


Reason

Missing Course ▾

Description (up to 512 characters)

X Course should be plugging in here.

Type description of problem here.



You can also check “Email me a copy” to have the system send you a copy of the report to you.

To exit out of the Degree Progress Report, click the “Close/Logout” link or simply close the window. (It is recommended that you logout and close your browser after you are finished working.)

The Checklist

To run a Checklist for a student, follow the same steps you would take to run a DPR, but instead of clicking on the link to the DPR, click the “Checklist” button as shown below.

Create a New Degree Progress Report (DPR)

[Need Help?](#)

...for your current field(s) of study

...for a What-If new field of study

[Generate Report](#)

Stored Progress Reports

[View DPR](#) BUSG / Business

- 05 / 22 / AdministrationMBA / Dual

2012 [📄](#) degree with JD / Fall 2012

What If

[Checklist](#)

Click here to download the Checklist

Archived Progress Reports

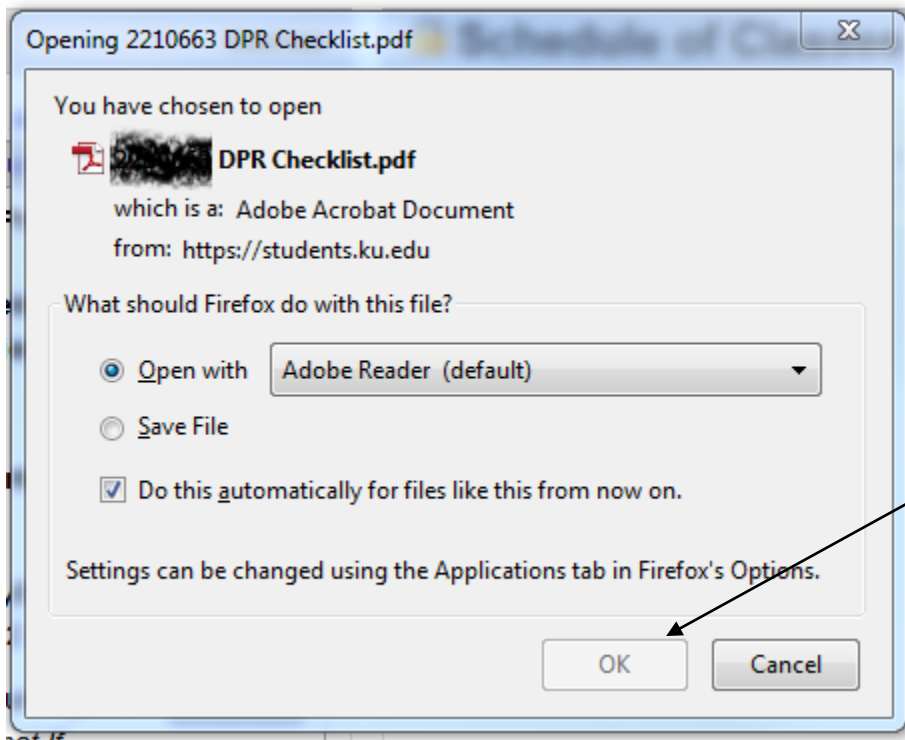
[Print Advising Report](#)

After clicking the Checklist button, a pop-up window may appear, as shown below.

Click "Ok" to open the document.

Please keep in mind, "pop-ups" must be allowed in your browser in order for you to be able to be presented with the window to open the Checklist or the Advising Report, both of which will open in a separate window.

- If you are using Mozilla Firefox, go to **Tools > Options > Content** and UNCHECK "Block pop-up windows."
- If you are using Internet Explorer, it may be necessary for you to hold down the ctrl key while clicking the Checklist button, and remain holding it while clicking the "Okay" button as shown below. Also, check the bottom of your window for any messages asking you if you want to open or save the document from students.ku.edu. **We strongly suggest you opt to OPEN the document, rather than save it, as it contains Level 1 confidential student information. Please refer to the following website for more information on handling confidential student data: <http://policy.ku.edu/IT/data-classification-handling>**



Click OK to open Checklist

If it is the first time you are looking at a Checklist or Advising Report for the day, you will get another pop-up window, as shown below. It serves as a reminder that you are downloading confidential student information. Please read the notice so that you understand the implications of opening the document.



IMPORTANT NOTICE – PLEASE READ AND ACKNOWLEDGE:

Advising Reports and Degree Progress Reports contains private information from education records and is protected under the Family Education Rights and Privacy Act (FERPA). To help protect the privacy and security of these records, we are alerting you that under certain circumstances, when you download a report, the data it contains may be stored on your computer's hard drive.

When using some browsers (especially from non-KU computers) the browser may store temporary internet files containing information from the page you are about to view. Most KU computers are configured to delete this data on logout, but this may not occur when accessing data from a public computer, a shared KU-computer or a personal computer. Therefore, additional steps must be taken to clear the browser's cache of this data. Once the cache is cleared, others with access to the computer cannot look at the files you've accessed. Taking these extra steps will help maintain the privacy of the data contained in the reports.

KU personnel accessing Advising Reports and Degree Requirement Checklists are required to take these steps when accessing them from any non-KU computer, and students viewing Advising Reports or Degree Requirements Checklists are strongly advised to do so. Additionally, we recommended use of either Firefox or Safari as the browsers for accessing this information.

For instructions on how to clear your browser's temporary internet files (also known as "cache"), please consult the link below or contact the IT Customer Service Center at 785-864-8080:

<http://www.privacy.ku.edu/best-practices/clear-cache.shtml>

Click OK in order to view the Checklist. If you click Cancel, the document will not open.

Helpful information about clearing your cache and keeping confidential information safe.



Below is the top portion of a Checklist. It is formatted in two columns.

Degree Requirements Checklist

1

May 22, 2012 at 02:21 PM
What If for CLASU ANTHA-BA Summer 2012

2 GPA & HOURS Calculations (CLASU)

3 ● KU Cumulative Graduation GPA : 3.63 GPA (2.00 Required) (140 Hrs)

3 □ Hours Towards CLAS Degree(s)

Summary includes: Hours toward College of Liberal Arts and Sciences degree completed at KU and other institutions.

□ Hours Toward CLAS Degree(s) (96 Hrs) (120 Hrs required)
Satisfied by: a minimum of 120 hours completed at KU and other institutions with exclusions noted below. Additional hours will be required if any requirement remains unsatisfied after completion of minimum hours. Some of the exclusions categories may contain the same courses.

- ◆ Hours Beyond Limit of 64 Community Colleges (D's Not Included) (0 Hrs)
- ◆ Hours Beyond Limit of 20 Outside of CLAS and SOTA (44 Hrs)
- ◆ Hours Beyond Limit of 4 from Physical Education (0 Hrs)
- ◆ Hours Beyond Limit of 6 from Music Performance Groups (0 Hrs)
- ◆ Repeat/Similar Courses Not Counting (3 Hrs)

Total KU Points (Undergraduate): 508

In-Progress Courses (UGDL)

Any hours taken in which the student is either currently enrolled or awaiting a grade.

◆ All courses currently in progress (UGDL)

MGMT	498	SU12
------	-----	------

2 **CLAS Bachelor of Arts (BA) General Education**

General Education offers opportunities for the development of core skills and critical inquiry, an understanding of the human condition, the natural world, and society, and the exploration of one's own and diverse cultures, all leading to greater civic engagement. (Eff. Fall 2011)

- 3 ✓ Written Communication - Core Skill and Critical Inquiry
- 4 ✓ Composition Exemption (ACT)
- 5 ✓ English 101 ACT Exemption True
- ✓ Critical Reading and Writing

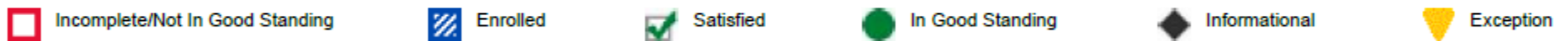
ENGL	105	A	FA08
------	-----	---	------

- ✓ Sophomore Reading and Writing

ENGL	205	A	SP09
------	-----	---	------

- 1 – The top part of the Checklist contains the date and time the Checklist was run, and any “What – if” information, if applicable. Below that are the name and emplid of the student (blacked out here for privacy purposes). Also, any probation information that applies to the student shows in this area.
- 2 – The gray text boxes represent the heading for **Requirement Groups**, which contain Requirements and Requirement Lines.
- 3 – The next indented area under the gray box represents the heading for **Requirements**, which contain Requirement Lines. If an entire Requirement is satisfied, the long description will disappear, rendering the document shorter.
- 4 – The indented area under the Requirements represents **Requirement Lines** (what the Requirement consists of).
- 5 – Underneath the Requirement Lines, and indented, is the Requirement Line Detail, indicating how the student satisfied the requirement. Usually, this is any course the student has taken that “plugs into” that requirement line. In this case, the student shows an ACT Exemption satisfying the Composition requirement.

Please refer to the legend, as shown below, to decipher the icons. It appears at the bottom of each page of the Checklist.



Please note this document opens in a separate window. When you are ready to close the document, simply close the window. HOWEVER, be aware some internet browsers temporarily store data, and may store some or all of the data from the checklist. Therefore, it's very important to be familiar with your browser's settings in order to insure the privacy and confidentiality of student data. Utilize the “best practice” and be sure your cache is cleared when you are finished using your computer for the day. Please go to this [website](#) for instructions on how to clear your cache.

The Advising Report

To run an Advising Report for a student, follow the same steps you would take to run a DPR, but instead of clicking on the link to the DPR, click the “Print Advising Report” button as shown below.



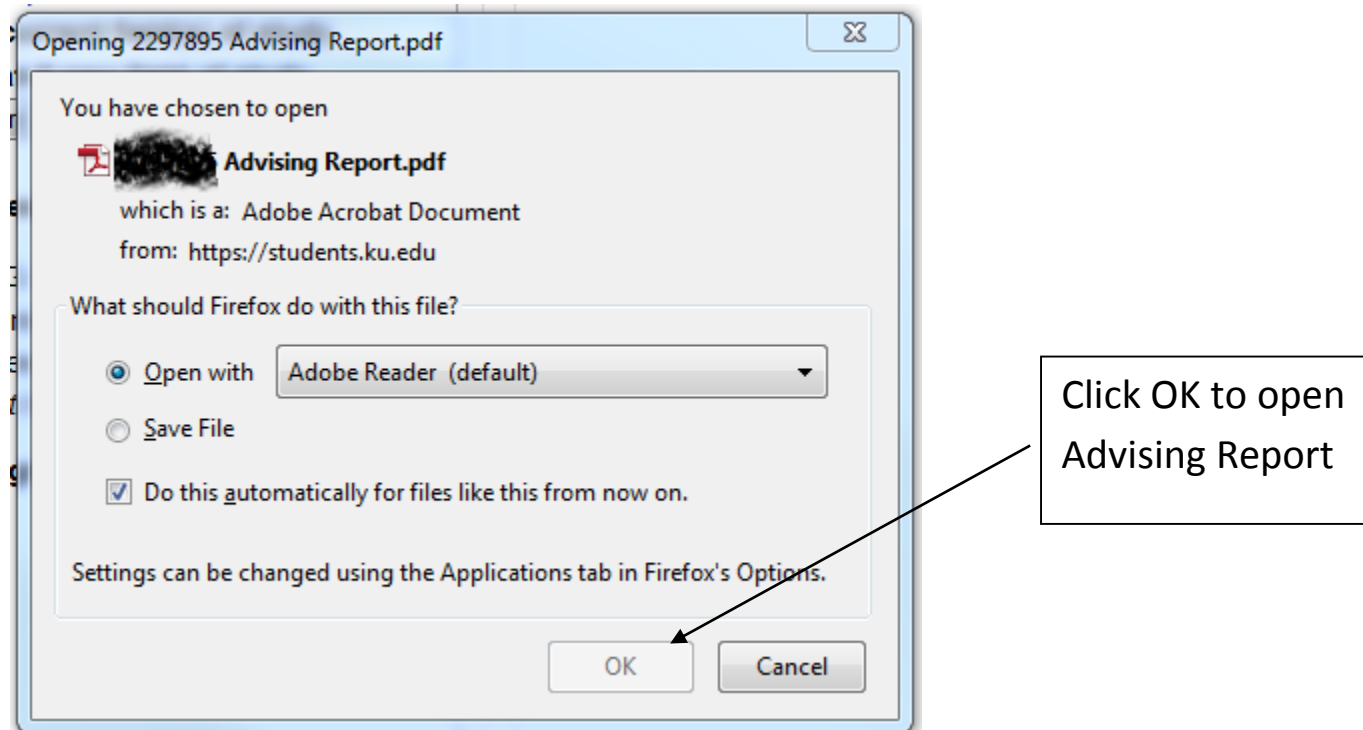
The screenshot shows a web interface for creating and viewing Degree Progress Reports (DPR). At the top, there are navigation links: "Back to Advising Home" and "Help". Below these are tabs for "Info", "Academics", "Courses", and "Progress". The main content area is titled "Create a New Degree Progress Report (DPR)" and includes a "Need Help?" link, two radio button options for selecting the field of study, and a "Generate Report" button. Below this is a section for "Stored Progress Reports" with a "View DPR" link and a "Checklist" button. The "Archived Progress Reports" section is currently empty. At the bottom of the interface, a "Print Advising Report" button is highlighted with a callout box that says "Click here to download Advising Report".

After clicking the Print Advising Report button, a pop-up window may appear, as shown below.

Click “Ok” to open the document.

Again, please keep in mind, “pop-ups” must be allowed in your browser in order for you to be able to be presented with the window to open the Advising Report or the Checklist.

- If you are using Mozilla Firefox, go to **Tools > Options > Content** and UNCHECK “Block pop-up windows.”
- If you are using Internet Explorer, it may be necessary for you to hold down the ctrl key while clicking the Checklist button, and remain holding it while clicking the “Okay” button as shown below:



If it is the first time you are looking at an Advising Report or Checklist for the day, you will get another window, as shown below. It serves as a reminder that you are downloading confidential student information. Please read the notice so that you understand the implications of opening the document.



IMPORTANT NOTICE – PLEASE READ AND ACKNOWLEDGE:

Advising Reports and Degree Progress Reports contains private information from education records and is protected under the Family Education Rights and Privacy Act (FERPA). To help protect the privacy and security of these records, we are alerting you that under certain circumstances, when you download a report, the data it contains may be stored on your computer's hard drive.

When using some browsers (especially from non-KU computers) the browser may store temporary internet files containing information from the page you are about to view. Most KU computers are configured to delete this data on logout, but this may not occur when accessing data from a public computer, a shared KU-computer or a personal computer. Therefore, additional steps must be taken to clear the browser's cache of this data. Once the cache is cleared, others with access to the computer cannot look at the files you've accessed. Taking these extra steps will help maintain the privacy of the data contained in the reports.

KU personnel accessing Advising Reports and Degree Requirement Checklists are required to take these steps when accessing them from any non-KU computer, and students viewing Advising Reports or Degree Requirements Checklists are strongly advised to do so. Additionally, we recommended use of either Firefox or Safari as the browsers for accessing this information.

For instructions on how to clear your browser's temporary internet files (also known as "cache"), please consult the link below or contact the IT Customer Service Center at 785-864-8080:

<http://www.privacy.ku.edu/best-practices/clear-cache.shtml>

Click OK in order to view the Report/Checklist. If you click Cancel, the document will not open.



**Advising Report for
Jay Jayhawk (2073094)**

12345 E. Jayhawk Drive
Lawrence, KS 66045
913/123-4567
kujayhawk@ku.edu

1

Academic Summary

2

Graduate (GRDL) | Graduate | 3.94 KU GPA
Business Graduate (BUSG)
(Graduated 2012-05-13)
Business AdministrationMBA (BAGB-MBA)

Law (LAW) | Professional Year 3 | 3.70 KU GPA
Law Professional (LAWP)
(Graduated 2012-05-13)
Juris DoctorJD (JDPL-JD)

Undergrad (UGDL) | Senior | 3.90 KU GPA
Liberal Arts&Sci Undergraduate (CLASU)
(Graduated 2009-05-17)
Political ScienceBA (POLSA-BA)
Business Undergraduate (BUSU)
(Graduated 2009-05-17)
Management and LeadershipBSB (MGMTB-BSB)

Initial KU Term: Fall 2005

Holds/Alerts

3

POLS Major Declared
Academic Standing Hold

Milestones

4

BUSU
College Honors Program
2009-05-17
Global Awareness Program
2009-05-17

KU Degree(s):

5

BS in Business/Management 05-17-2009
Bachelor of Arts/Political Science 05-17-2009
Juris Doctor 05-13-2012
Master of Business Administration 05-13-2012

Admission Data

6

High School GPA: 4.00

Entrance Exams

Confidential Student Materials.

Property of the University of Kansas. Do not redistribute.

Intended for internal advising use only.

DISCLAIMER: Errors on this document do not exempt you from a requirement.

7

ACT	ACT	SAT	SAT
COMP 32	COMP 33	MATH 800	MATH 740
ENGL 31	ENGL 28	VERB 690	VERB 760
MATH 29	MATH 34	TOTAL 1490	TOTAL 1500
READ 34	READ 34	2004-03-01	2004-06-01
SCIR 33	SCIR 36		
2003-06-01	2004-02-01		

SAT
MATH 720
VERB 800
TOTAL 1520
2004-12-01

Current Enrollment

8

Courses

9

Spring 2012-GRDL, BUSG,LAWP, Graduate

FIN 750	Entrepreneurial Finance I	2 A-	LEC	JR/SR
FIN 751	Entrepreneurial Finance II	2 A	LEC	JR/SR
FIN 895	Graduate Seminar in Finance: Alternative Investmmt Strategies	3 A	LEC	JR/SR
IBUS 702	Internationl Business Strategy	2 A-	LEC	JR/SR
GRDL: 9 Hrs				
Term GPA: 3.87				
GRDL: CUM GPA: 3.94				

Spring 2012-LAW, BUSG,LAWP, Professional Year 3

LAW 873	Commercl Law:Secured Transactn	3 B	LEC	JR/SR
LAW 957	Sports Law	3 A	LEC	JR/SR
LAW 971	Product Liability	3 B+	LEC	JR/SR
LAW: 9 Hrs				
Term GPA: 3.50				
LAW: CUM GPA: 3.70				

Fall 2011-GRDL, BUSG,LAWP, Graduate

ACCT 704	Fin Stmt Presentatn&Analysis I	2 A	LEC	JR/SR
ACCT 705	Fin Stmt Presntatn&Analysis II	2 A	LEC	JR/SR
BE 702	Global Econ Envirn of Business	2 A	LEC	JR/SR

1 – Name, address, phone number, and email of student.

2 - Academic Summary, including current and graduated program and plan information, and initial term at KU. **Also includes Leave of absence information for Graduate students.**

3 – Hold/Alert information, if applicable.

4 – Milestones, if applicable.

5 – Degrees completed at KU.

6 – Admissions information as available. Can include high school GPA and/or previous degrees.

7 – Entrance exams, which can include ACT, SAT, AP, GRE, TOEFL, PRAXIS, PPST. Up to 8 sets of scores may appear here. *Please note how the bottom of column 1 continues at the top of column 2.*

8 – Current semester enrollment, including time, location, instructor, and total hours information.

9 – Previous semesters' information. Header includes term, career, program, and level. Section shows courses, hours, grades, course type, course attributes, JR/SR hours, "NOCR" (no credit indicator), and repeat codes where applicable. Footer shows career hours, term GPA for career, and cumulative career GPA.

*Please note this document opens in a separate window. When you are ready to close the document, simply close the window. HOWEVER, be aware some internet browsers temporarily store data, and may store some or all of the data from the advising report. Therefore, it's very important to be familiar with your browser's settings in order to insure the privacy and confidentiality of student data. Utilize the "best practice" and be sure your cache and "downloads" folder are cleared when you are finished using your computer for the day. **Please go to this [website](#) for instructions on how to clear your cache.***