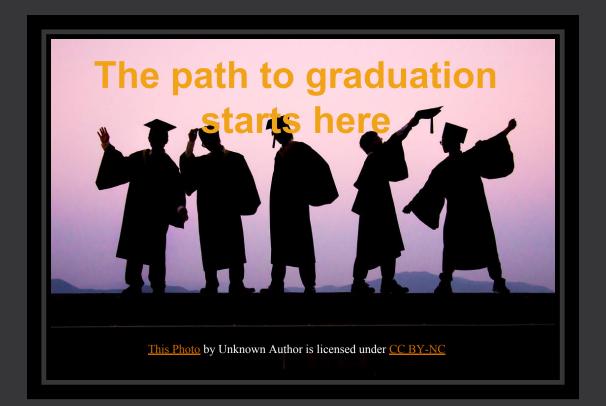
# How to Read an Interactive myKnight Audit Report Training Presentation







## What should I expect?

In this presentation, we will discuss:

- Overview of the purpose of the degree audit
- Step by step discussion of each area of the degree audit, including icons, course use, and status indicators
- How to interpret academic information



## What's the myKnight Degree Audit?

## Multi-functi onal:

- Official UCF undergraduate degree certification tool
- Degree audits for all majors, minors, and certificates
- Reporting tool for UCF Institutional Knowledge Management (IKM)



## How to Read a myKnight Audit Report



• You can click the drop-down arrow to toggle between major and minor/certificate audit reports.

This report last generated on 01/19/2016 3:24PM

All Academic Majors/Minors					
College	Plan Description	Cat Yr/Tern			
College of Undergrad Studies	Interdisciplinary Studies - BA	Fall 2015			
College of Undergrad Studies	Interdisciplinary Studies BA	Fall 2015			
College of Undergrad Studies	Humanities Minor	Fall 2015			

Academic Standing Continued on Probation

• Degree program information, including all declared major and minor/certificates, as well as catalog year, is listed here.



Status: At Least One Declared Program Not Satisfied



### How to Read a myKnight Audit Report





## Degree Audit Legend



EN = UCF Enrolled Course

IP = In Progress

FC = Future Course

Prefix/Number = Transfer Course

TE = Test Credit (AP, IB, CLEP, etc.)

OT = Other Credit (Military, etc.)

I.E = International Credit

#### \*\*\*\* DISCLAIMER \*\*\*\*

WARNING- This degree audit is a supplemental report under development to be used for planning and testing purposes only. This report does not yet contain all current exceptions or waivers.

This audit is not an official transcript. Some courses which have been accepted for use may not appear on this document. Final confirmation that you have met all degree requirements is subject to the approval of the University Registrar. Application of grade forgiveness will not reflect on the degree audit until repeated course is completed.

If you have questions regarding this document, please contact your college advising office.

#### The legends explain the types of courses that appear on the audit, as well as the status of each course

#### myKnight Audit Course Status Legend

Completed Courses: In Progress Courses:



Transfer Credit:



#### . PROGRAM TOTAL UNDUPLICATED SEMESTER UNITS REQUIREMENT (RQ1822)

Satisfied: Program total unduplicated semester units requirement

₹ 1. Minimum 120 Unduplicated Semester Units (RQ1822;LN10)

Satisfied: Must earn a minimum of 120 unduplicated semester units (all coursework included)

Units: 120.00 required, 142.00 taken, 0.00 needed

Course	Description	Units	When	Grade	Repeat Code	Status	Туре
SOP3004	SOCIAL PSYCHOLOGY	3.00	Fall 2016	В		8	EN
PSB3441	PSYCHOBIOLOGICAL ASPECTS DRUGS	3.00	Fall 2016	В		8	EN
PSY4049	PSYCHOLOGY CAPSTONE	1.00	Spring 2017	s		8	EN
FIN3403C	BUSINESS FINANCE	3.00	Spring 2015	С		8	EN
MAR3023	MARKETING	3.00	Fall 2014	C+		8	EN
CLP3467	INTERPERSONAL & GROUP PSYCHOTH	3.00	Spring 2017	В		0	EN
EXP3604	COGNITIVE PSYCHOLOGY	4.00	Fall 2016	А		8	EN
PSY4604	HISTORY & SYSTEMS PSYCHOLOGY	3.00	Spring 2016	С		8	EN
PSB3002	PHYSIOLOGICAL PSYCHOLOGY	3.00	Fall 2016	В		0	EN
PSY3213C	RESEARCH METHODS IN PSYCHOLOGY	5.00	Spring 2017	В-		8	EN
INP3004	INDUSTRIAL ORG PSYCHOLOGY	3.00	Spring 2017	В		8	EN

### Degree Audit Disclaimer



- The audit disclaimer contains important information about the use of the degree audit for academic purposes
- Because the legend and disclaimer are automatically collapsed, please encourage students to open that section and read it prior to reviewing the audit

## Repeat Code Overview

- If a course has been repeated, the repeat code is listed here.
- Please contact the Registrar's Office for additional information on repeat codes.



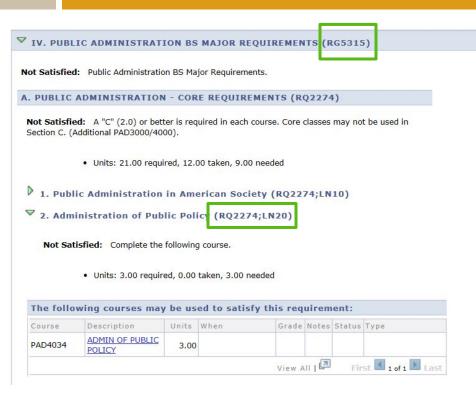
Satisfied: Must earn a minimum of 120 unduplicated semester units (all coursework included)

Units: 120.00 required, 191.50 taken, 0.00 needed

Course	Description	Units	When	Grade	Repeat Code	Status	Type
AMH2010	U.S. HISTORY: 1492-1877	3.00	Fall 2013	В+		$\otimes$	EN
HI2010	INTRODUCTION TO PHILOSOPHY	3.00	Fall 2013	A		Ø	EN
POS2041	AMERICAN NATIONAL GOVERNMENT	3.00	Fall 2013	В		8	EN
PSY2012	NENERAL PSYCHOLOGY	3.00	Fall 2013	A		<b>⊗</b>	EN
EDF2005	INTRO THE TEACHING PROFESS	3.00	Fall 2014	A		8	EN
EDF2130	CHILD ADOL DEV FOR EDUC	3.00	Fall 2014	A		8	EN
MCB3020C	GENERAL MICROBIOLOGY	5.10	Fall 2015	В		8	EN
PCB3044L	PRINCIPLES OF ECOLOGY LAB	1.00	Fall 2015	A-		0	EN
PCB3703C	HUMAN PHYSIOLOGY	4.00	Fall 2015	С		Ø	EN
PSC1121	PHYSICAL SCIENCE	3.00	Spring 2015	В		0	EN
CHM2205	INTRO TO ORGANIC & BIOCHEM	5.00	Spring 2016	X		8	EN
PCB3044	PRINCIPLES OF ECOLOGY	3.00	Spring 2016	А	R	0	EN



#### What do those reference numbers mean?



- These administrative reference numbers help to identify requirements in the PeopleSoft system
- Use these numbers to report any discrepancies in a section of the audit



#### Incomplete and No Grade Requirements

#### INCOMPLETE AND NO GRADE REQUIREMENT (RQ3214)

Incomplete and No Grade Requirement



▼ 1. Incomplete Grade Requirement (RQ3214;LN10)



Effective with Incomplete grades assigned in the Fall semester 1997 and thereafter, a student cannot graduate from the University with an "I" on the transcript.



▼ 2. No Grade Requirement (RQ3214:LN10)



Temporary placeholder grade assigned by the Registrar's Office. "N" grade will be replaced by earned letter grade in the term that immediately follows.

- Incomplete and No Grade requirements are displayed here.
- If the student has courses that fall into these areas, they will appear, and the section will be Unsatisfied until they change after student completes the course.
- If no courses apply here, the section will be satisfied, and no courses will appear in this section.



### In-Progress Course Work

#### CURRENT (IP) AND FUTURE TERM (FC) COURSE ENROLLMENT (RQ3190)

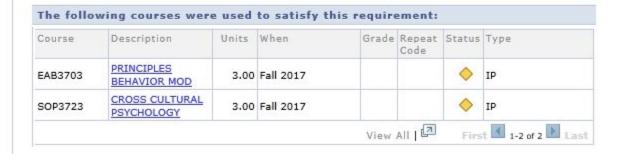
Both IP and FC courses are counting toward requirements and assuming they will be successfully completed. Please be aware of this when planning for graduation.

▼ 1. UCF In-Progress and Future Courses (RQ3190;LN10)

Current IP and FC courses

· Units: 0.00 required, 6.00 taken, 0.00 needed

• In the next section, all In-Progress and Planned Courses appear





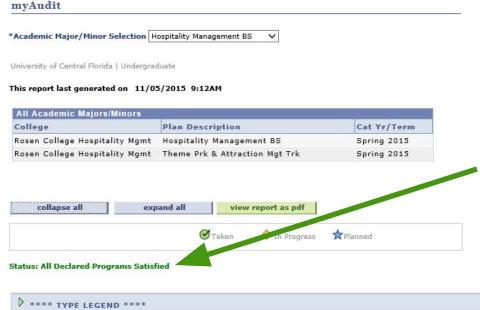
## Status of Degree Progression

- View of audit when all requirements are collapsed
- The structure starts with the GEP and state/university requirements, then program specific requirements
- The status of the student's progress toward degree will appear at the top of the audit
- Red for incomplete
- Gold for satisfied with in progress or future courses
- Green for all requirements satisfied

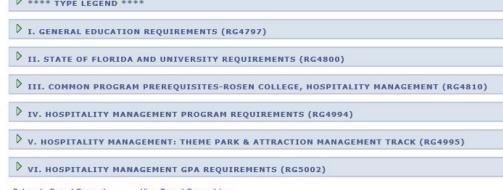
Status: At Least One Declared Program Not Satisfied

```
    ▶ **** TYPE LEGEND ****
    ▶ I. GENERAL EDUCATION REQUIREMENTS (RG4797)
    ▶ II. STATE OF FLORIDA AND UNIVERSITY REQUIREMENTS (RG4800)
    ▶ III. COMMON PROGRAM PREREQUISITES: PUBLIC ADMINISTRATION BS (RG5312)
    ▶ IV. PUBLIC ADMINISTRATION BS MAJOR REQUIREMENTS (RG5315)
```

## Status of Degree Progression, Continued



- A completely satisfied degree audit
- Notice the status bar indicates that All Requirements are Satisfied
- All requirement requirements are collapsed





## Status of Degree Progression, Continued



Requirements that use **In Progress** or **Future** 

Courses are expanded

### Satisfied Requirements

#### A. GENERAL EDUCATION PROGRAM COURSES (RQ1751) Satisfied: Complete all 12 of the following General Education Program requirements. GEP 1: Communication Foundation 1 (RQ1751;LN10) GEP 2: Communication Foundation 2 (RQ1751;LN30) GEP 3: Communication Foundation 3 (RO1751;LN50) GEP 4: Historical Foundation (RO1751;LN70) GEP 5: Cultural Foundation (RO1/51;LN90) GEP 6: Cultural OR Historical Foundation (RQ1751;LN110) GEP 7: Mathematical Foundation 1 (RO1751;LN130) GEP 8: Mathematical Foundation 2 (RO1751:LN150) GEP 9: Social Foundation 1 (RQ1751;LN170) GEP 10: Social Foundation 2 (RO1751:LN190) GEP 11: Physical Sciences Foundation (RQ1751;LN210) GEP 12: Met (RQ1751;LN250)

- This Requirement is Satisfied
- The green arrows face right, and the text states **Satisfied**
- To view courses used to meet requirements, you may expand by clicking on the green arrows



### **Explanation of GPA Information**

#### ▼ II. STATE OF FLORIDA AND UNIVERSITY REQUIREMENTS (RG4800)

Not Satisfied: State of Florida and University Requirements

#### A. PROGRAM TOTAL UNDUPLICATED SEMESTER UNITS REQUIREMENT (RQ1822)

Not Satisfied: Program total unduplicated semester units requirement

1. Minimum 120 Unduplicated Semester Units (RQ1822;LN10)

#### B. UPPER LEVEL SEMESTER UNITS, RESIDENCY, AND GPA REQUIREMENTS (RQ1755)

Not Satisfied: Upper Level Units and GPA Requirements

- 1. 48 Upper Level Semester Units (RQ1755;LN10)
- 2. University Residency Requirement (RQ1755;LN40)
- 3. UCF Grade Point Average: Minimum 2.0 (RQ1755;LN50)
- 4. Overall/Cumulative Grade Point Average (RQ1755;LN60)

#### C. STATE OF FLORIDA REQUIREMENTS (RQ1758)

Not Satisfied: Complete the Diversity and Summer Enrollment requirements.

- 1. Diversity Requirement (RQ1758;LN10)
- 2. Summer Enrollment Requirement (RQ1758;LN50)

#### D. STATE UNIVERSITY SYSTEM FOREIGN LANGUAGE ADMISSION REQUIREMENT (RQ1757)

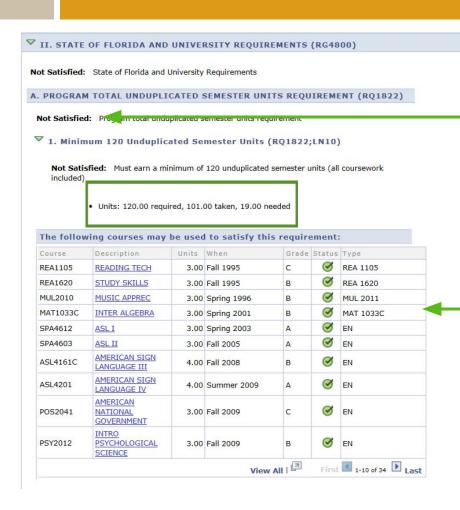
Satisfied: Complete 2 years in high school or equivalent of 1 year in college.

1a. 2 Years of High School Foreign Language (RQ1757;LN10)

- University and State Requirements
- The UCF GPA and the Cumulative GPA are listed
  in the same area
- If the student's selected major requires a GPA, it is shown in the Program Requirements below this section



## Not Satisfied Requirements



- The 120-hour requirement is Not Satisfied. The green triangle points down
- Total unduplicated credit hours needed, plus any remaining balance for degree completion, are listed here
- All courses completed throughout student's academic career are listed here



## Upper Level Credit Hour Requirement

#### B. UPPER LEVEL SEMESTER UNITS, RESIDENCY, AND GPA REQUIREMENTS (RQ1755)

■ 1. 48 Upper Level Semester Units (RQ1755;LN30)

Not Satisfied: 48 Upper Level Semester Units

• Units: 48.00 required, 35.00 taken, 13.00 needed

Course	Description	Units	When	Grade	Repeat Code	Status	Type
TSL4080	THRY & PR TEACH ESOL STU SCHLS	3.00	Summer 2013	A		8	EN
MCB3020C	GENERAL MICROBIOLOGY	5.00	Fall 2015	В		8	EN
PCB3044L	PRINCIPLES OF ECOLOGY LAB	1.00	Fall 2015	A-		8	EN
PCB3703C	HUMAN PHYSIOLOGY	4.00	Fall 2015	С		8	EN
PCB3044	PRINCIPLES OF ECOLOGY	3.00	Spring 2016	A	R	8	EN
EDF4603	ANLY APP ETHIC, LEGAL, SAFETY	3.00	Spring 2017	A		8	EN
RED4043	CONTENT READ K THRU GRADE 12	3.00	Spring 2017	A		0	EN
EEX4242	TEACHING EXEPL STU SEC SET	3.00	Summer 2017	A		8	EN
SCE4361	PROGRAMS IN TEACHING SCIENCE	3.00	Summer 2017	А		8	EN
SCE3940	INTERNSHIP	3.00	Fall 2017			0	IP

• The 48 **Upper Level Semester Units** requirement displays the courses used to meet the requirement



## Common Program Prerequisites

First 1 of 1 Last



View All

GOVERNMENT

• If the student's chosen program uses Common Program Prerequisites, that section is listed next



## **Explanation of Displayed Columns**



- In Not Satisfied course requirements, you will find a list of courses that can be used to meet the requirement
- Each column provides information about a course. These columns can be sorted

Course description hyperlinks allow access to:

- Catalog information on specific courses
- The myUCF student center for registration.



#### How to Interpret Exception Information

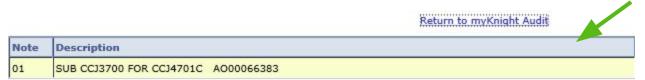


Satisfied: Complete the following course.

· Units: 3.00 required, 3.00 taken, 0.00 needed



- This is an example of a note that appears after an exception (i.e. a substitution) has been applied to the student's record.
- Click on the number in the Notes column to view a description of the exception that was processed
- The note states that CCJ3700 was used to substitute for CCJ4701C.



Return to myKnight Audit



## University Reporting Data

#### FOR UNIVERSITY REPORTING ONLY (RQ3629)

Hours Toward Degree

▼ 1. Courses Used Toward the Degree (RQ3629;LN10)

Courses used to satisfy requirements toward the degree

· Units: 0.00 required, 114.25 taken, 0.00 needed

Course	Description	Units	When	Grade	Repeat Code	Status	Туре
BSC1050	ENVIRO SCIENCE	2.25	Summer 2006	А			I.E 0012
CGS2100C	COMPUTER APPLIC	2.25	Summer 2006	В			I.E 0016
I.E0013	PSYCH OF LEARNING	2.25	Summer 2006	В+			I.E 0013
I.E0017	COLLEGE MATH	2.25	Summer 2006	C+			I.E 0017
I.E0023	THE EMERGENT TEACHER	2.25	Summer 2006	B+			I.E 0023
I.E0027	TECH IN EDUC I	1.50	Summer 2006	B+			I.E 0027
I.E0034	ASSESS IN THE CLASSROOM	2.25	Summer 2006	В			I.E 0034
I.E0035	TECH IN EDUC II	2.25	Summer 2006	B+			I.E 0035
EDF2085	INTRO TO DIVERSITY FOR EDUC	3.00	Summer 2013	А		8	EN
TSL4080	THRY & PR TEACH ESOL STU SCHLS	3.00	Summer 2013	А		8	EN

- 2. GEP Hours Used (RQ3629;LN20)
- 3. Courses NOT Used Toward the Degree (RQ3629;LN30)
- 4. Ineligible Courses (RQ3629;LN40)

A requirement for university reporting purposes appears at the bottom of the audit. It includes:

- All courses used toward specific degree requirements
- Total number of hours used to meet GEP requirements
- All additional, but eligible courses not used to meet specific degree requirements
- All ineligible courses, such as first attempts, withdrawals, failing grades, etc.



### Display of Student Transfer Credit

1. Minimum 120 Unduplicated Semester Units (RQ1822;LN10)

Satisfied: Must earn a minimum of 120 unduplicated semester units (all coursework included)

Units: 120.00 required, 245.00 taken, 0.00 needed

Course	Description	Units	When	Grade	Status	Type
ENC1101	PR WR & INTRO LIT	3.00	Fall 2002	В		ENG 0001
UCF1000	MUSIC IN WEST CIV I	3.00	Fall 2002	A		MUS 0001
UCF1000	INT BIOLOGY I LAB	1.00	Fall 2002	С		BIO 0003L
UCF1000	COLLEGE ORIENTATION	2.00	Fall 2002	A		CLG 0001
UCF1000	MUSIC IN WEST CIV II	3.00	Spring 2003	A		MUS 0002
UCF1000	INT MATH FOR COLLEGE STUDENT	3.00	Spring 2003	Α-		MTH 0001
UCF1000	INT BIOLOGY II LAB	1.00	Spring 2003	D-		BIO 0004L
UCF1000	WEST HISTORY I	3.00	Spring 2003	B-		HST 0001
UCF1000	INT BIOLOGY II	3.00	Spring 2003	C-		BIO 0002
UCF1000	WEST HISTORY II	3.00	Summer 2003	D-		HST 0002

- Some transfer courses may appear as UCF 1000, 2000, etc in the "Course" column
- The courses have not yet been evaluated for equivalency to a specific UCF course.





Melissa Hanbery
407-823-5008
mhanbery@ucf.edu
myKnight Audit Resources



