

Degree Audit Instructions for Students

June 3, 2010

1. Go to the MyJU Portal. <http://my.ju.edu>

The screenshot shows a Windows Internet Explorer browser window displaying the MyJU Portal. The address bar shows the URL <https://my.ju.edu/Pages/StudentServices.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar contains several items, including 'Convert a Top Level Site to ...', 'Blog - Robert Bogue [MVP]', 'Suggested Sites', 'Web Slice Gallery', 'Log In', and 'Hobsons-Emtrng'. The main content area features a banner for Jacksonville University with the text 'My.ju.edu' and a navigation menu with links for Home, Departments, Student Services, Faculty & Staff Services, Alumni Services, and Faculty & Staff Business. Below the banner, the text 'Welcome > Student Services' is visible. A sidebar on the left contains a 'Sign In' section with links for My Account, Search, and Departments (Academic Affairs, Athletics, Bookstore, Campus Ministries, Duplicating). To the right of the sidebar, there are four icons representing services: EMAIL, SKYDRIVE, CALENDAR, and PHOTOS. At the bottom, there is a Blackboard logo and the text 'Access Blackboard'.

2. Sign in and Click on the Student Services Tab

The screenshot shows the Jacksonville University website. At the top, the university's name "JACKSONVILLE UNIVERSITY" is displayed in white on a dark blue background. To the right, a woman is shown looking to the side, with the text "My.ju.edu" written in a white, handwritten style. Below the header is a navigation bar with the following tabs: Home, Departments, Student Services, Faculty & Staff Services, Alumni Services, and Faculty & Staff Business Portal. The "Student Services" tab is highlighted with a blue arrow pointing to it from the top of the page.

Below the navigation bar, the text "Welcome > Student Services" is visible. On the left side, there is a vertical menu with the following items: Sign In, My Account, Search, Departments, Academic Affairs, Athletics, Bookstore, Campus Ministries, Duplicating, Enrollment Management, Finance and Administration, Information Technology, Institutional Research, JU Campus Sustainability, MSRI, NROTC, Orthodontics, Post Office, and Student Life. A blue arrow points from the "Sign In" link in this menu to the "Student Services" tab in the navigation bar.

On the right side, there are several service tiles. The top row includes: EMAIL (with an envelope icon), SKYDRIVE (with a hard drive icon), CALENDAR (with a calendar icon showing the number 3), and PHOTOS (with a camera icon). Below these are two larger tiles: Blackboard (with the "Bb" logo) and WebAdvisor (with the "WebAdvisor" logo and "POWERED BY DATATEL" text). To the right of the Blackboard tile, the text "Access Blackboard Login | Get Instructions" is displayed. To the right of the WebAdvisor tile, the text "Access WebAdvisor Login | Get Instructions" is displayed. A blue arrow points from the "Sign In" link in the left menu to the Blackboard tile.


3. Click on Login under Access WebAdvisor



Welcome > [Student Services](#)

- Sign In**
- My Account**
- Search**
- Departments**
 - Academic Affairs ▶
 - Athletics
 - Bookstore
 - Campus Ministries
 - Duplicating
 - Enrollment Management ▶
 - Finance and Administration ▶
 - Information Technology ▶
 - Institutional Research ▶
 - JU Campus Sustainability ▶
 - MSRI ▶
 - NROTC ▶
 - Orthodontics ▶
 - Post Office
 - Student Life ▶

 EMAIL	 SKYDRIVE	 CALENDAR	 PHOTOS
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 Blackboard

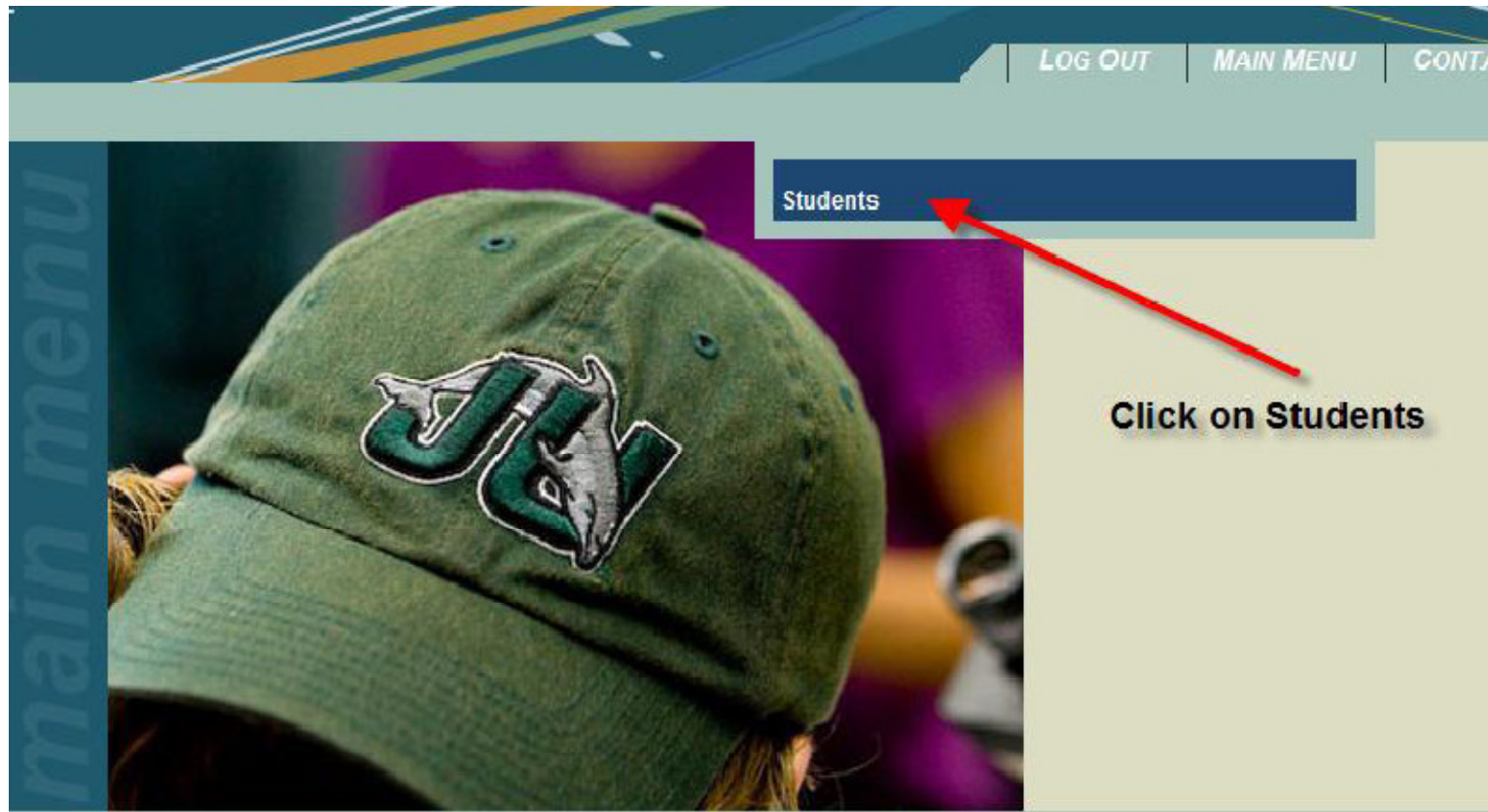
[Access Blackboard](#)
[Login](#) | [Get Instructions](#)

 WebAdvisor
POWERED BY DATATEL

[Access WebAdvisor](#)
[Login](#) | [Get Instructions](#)



4. Click on Students



5. Click on Degree Audit

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

The following links may display confidential information.

Academic Profile	Registration
<ul style="list-style-type: none">GradesGrade Point Average by TermGraduation ApplicationTranscriptDegree Audit ← Click on Degree AuditTest SummaryMy educational planMy class scheduleMy profileAddress Change	<ul style="list-style-type: none">Search for SectionsRegister for SectionsFN InformationRegistration Holds
Financial Information	Student Worker Information
<ul style="list-style-type: none">Pay on My Payment PlanView My 1098-T FormsView Dolphin Card Account BalanceStudent Account StatementTuition Payment Plan ApplicationAccount Payment	<ul style="list-style-type: none">Pay AdvicesAvailable W-2 Statements
	Financial Aid
	<ul style="list-style-type: none">Financial aid status by yearFinancial aid status by termFinancial aid award letterFinancial aid loan application
	Communication
	<ul style="list-style-type: none">My DocumentsCommencement ListEnrollment Verification

6. Run Degree Audit on your Academic Program

CURRENT STUDENTS

Degree Audit

If the Degree Audit Report returns a blank screen, please contact the Registrar's office by e-mail at registrar@ju.edu or by phone at 904-256-7090.

You may select either an active program or a "What if" program.

* = Required

To run Degree Audit on your current Academic Program, click here and hit Submit

Choose One Active Programs

<input type="radio"/>	NUR.BSN Bachelor of Science in Nursing
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What if I changed my program of study?

What work do you want to include? *

7. To run Degree Audit on another academic program

Degree Audit

If the Degree Audit Report returns a blank screen, please contact the Registrar's office by e-mail at registrar@ju.edu or by phone at 904-256-7

You may select either an active program or a "What if" program.

To run a Degree Audit for another Academic Program, pick a Program from the Drop Down Box and hit Submit

* = Required

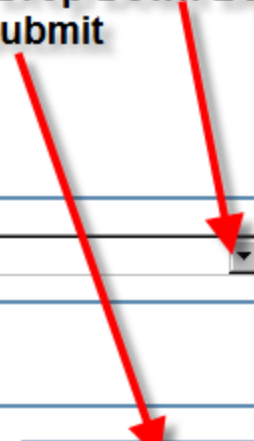
Choose One Active Programs

<input type="radio"/>	NUR.BSN Bachelor of Science in Nursing
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What if I changed my program of study? Bachelor of Arts in English

What work do you want to include? * Registered/Preregistered

SUBMIT



8. Select the catalog you are following


CURRENT STUDENTS

Program Evaluation

Choose One	Catalog
<input checked="" type="radio"/>	2009
<input type="radio"/>	2007
<input type="radio"/>	2008
<input type="radio"/>	2006

When running a Degree Audit on a new Academic Program, you must select the catalog year you are following and hit Submit.

SUBMIT



9. Degree Audit sample

The beginning of the Degree Audit

Jacksonville University Academic Evaluation Report Date: 03/31/10					
Student: Mr. T. M. , Jr. (035)					
Program:	Bachelor of Science in Nursing RN-BSN (NURN.BSN)				
Catalog:	2009				
Anticipated Completion Date:					
E-Mail Address:	TM @JACKSONVILLE.EDU				
If repeating a class, the Institutional GPA on the Degree Audit will not be correct until the class is graded. Please check your official transcript for correct GPA.					
Program Summary: (In Progress)					
	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	30.00	0.00	30.00	3.00	27.00
Institutional GPA:	2.000		Not Met		
Overall Credits:	120.00	84.90	35.10	3.00	32.10
Overall GPA:	2.000		Not Met		
(*) Anticipates completion of in-progress and registered courses					
Program Requirements:					
1: University Core 06 Other (In progress)					
Credits Earned: 87.9			Complete all 4 subrequirements:		

The Degree Audit format is the same for all Academic Programs:

1. Biographical information
2. Program Summary
3. Program Requirements:
 - a. University Core
 - b. Bachelor Core
 - c. Major Requirements
4. Notes
5. Other Courses