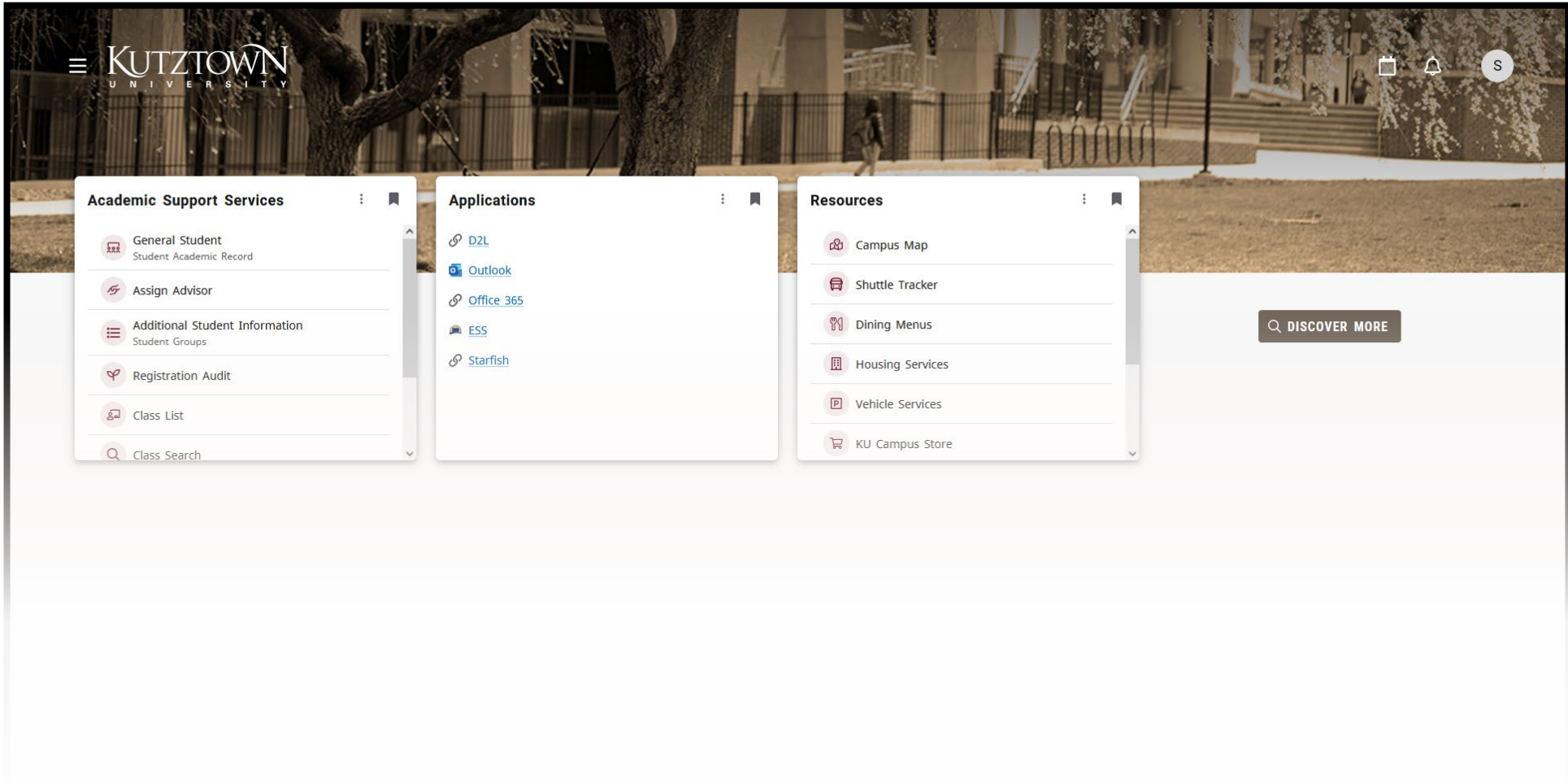




# New MyKU

Academic Support Services (Staff)



# Academic Support Services

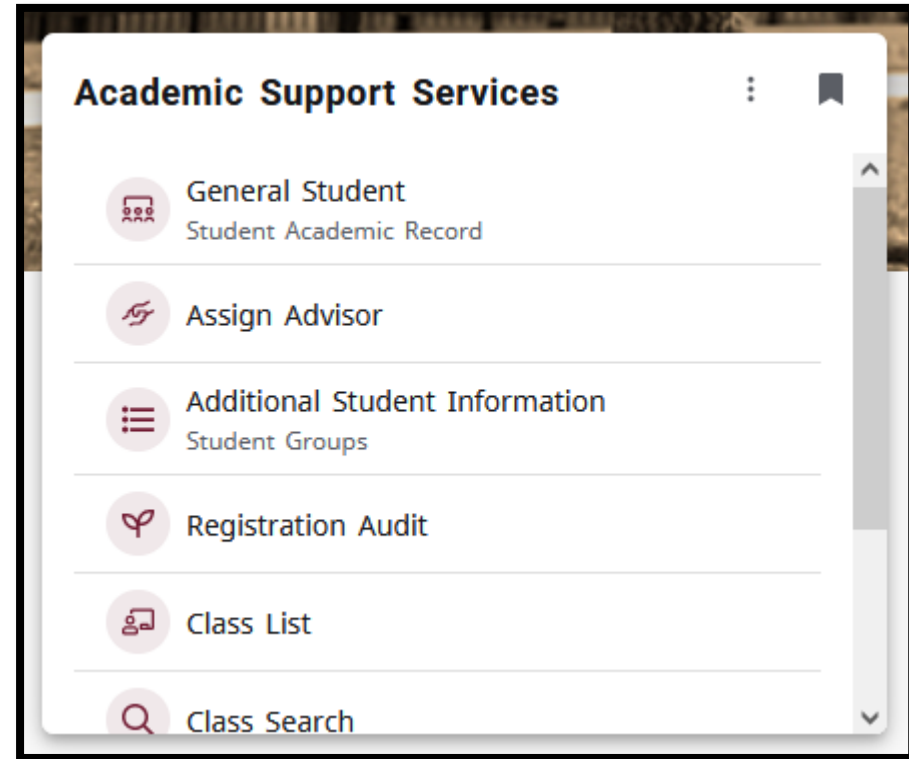
# Overview

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Certain staff groups at Kutztown University will have access to the **Academic Support Services** tile.

The tile is used to provide the tools and resources frequently used by department secretaries and other support staff.

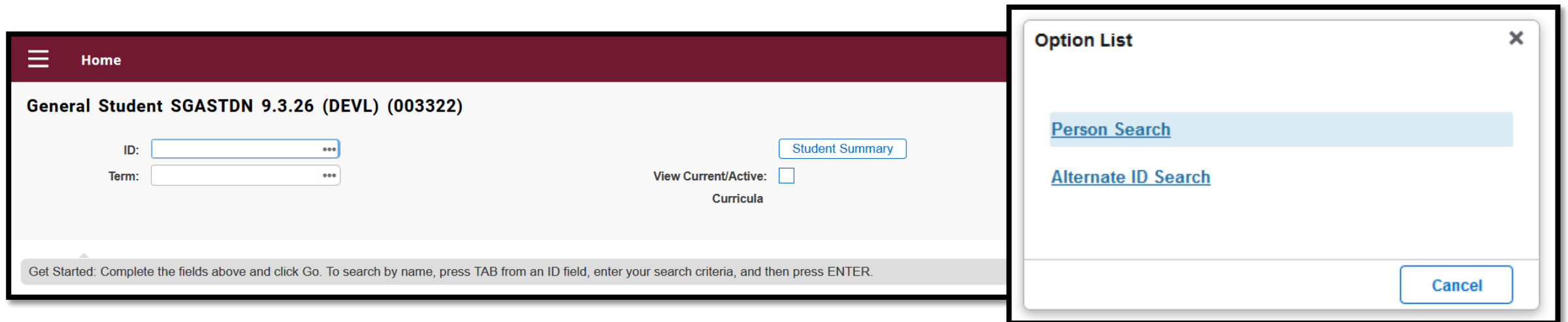
This document will cover the tools unique to this tile.



# General Student (1/9)

**General Student** allows support staff to view information about a particular student.

- **Note that this is a query view.** In query view, information is read-only and cannot be edited.
- Staff can search for students by ID and term to narrow down results.
- If the student's Spriden ID is known, it can be entered here. Otherwise, click ... and select **Person Search** to enter the student search view.



The screenshot shows the 'General Student' search interface. The main page has a dark red header with a 'Home' button and a hamburger menu icon. Below the header, the title 'General Student SGASTDN 9.3.26 (DEVL) (003322)' is displayed. There are two input fields for 'ID:' and 'Term:', each with a dropdown arrow. To the right of these fields is a 'Student Summary' button. Below the input fields, there is a 'View Current/Active:' checkbox and the text 'Curricula'. At the bottom of the main page, there is a grey bar with the text: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

An 'Option List' modal is open on the right side of the screen. It has a title bar with 'Option List' and a close button (X). The modal contains two options: 'Person Search' and 'Alternate ID Search', both with blue underlines. At the bottom right of the modal is a 'Cancel' button.

# General Student (2/9)

- Search for the student using any of the criteria in this form (ID, name, and change indicator). These fields do not accept partial data.
- To copy a student's Spriden ID, click on it in the results. Click **Select** at the bottom of the screen or double click the ID number to return to the search page and fill the field.

Person Search SOAIDEN 9.3.12 (PROD) (003322)

PERSON SEARCH

Basic Filter Advanced Filter

ID Last Name First Name Middle Name Change Indicator

Add Another Field ...

Clear All Go

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Name Type

1 of 1 Per Page

Record 1 of 1

Case Insensitive Query  Case Sensitive Query

# General Student (3/9)

Optionally, enter a semester code in the term field. Click the ... to pull up a utility to search for specific terms.

Once a student has been selected, click **Go** to view the student's information.

**Term Code Validation (STVTERM)**

Criteria

Code	Description	Start Date	End Date	FinAid Yr
202610	Spring 2026	01/26/2026	05/15/2026	2526
202540	Winter 2026	12/22/2025	01/24/2026	2526
202530	Fall 2025	08/26/2025	12/20/2025	2526
202520	Summer 2025	05/27/2025	08/07/2025	2425
202510	Spring 2025	01/27/2025	05/17/2025	2425
202440	Winter 2025	12/18/2024	01/10/2025	2425
202430	Fall 2024	08/26/2024	12/14/2024	2425
202420	Summer 2024	05/28/2024	08/08/2024	2324
202410	Spring 2024	01/22/2024	05/11/2024	2324

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Cancel OK

# General Student (4/9)

The first page contains **Learner** data. The top area shows general learner information, including the student's academic and residency status.

The area below this shows the student's **curricula summary** for a given term, and below that is the student's **field of study**.

The image displays two screenshots of the 'General Student SGASTDN 9.3.26 (PROD) (003322)' interface. Both screenshots show the student ID P11331498, name Eltz, David J., and term 202110. The left screenshot shows the 'Learner' tab with various fields for learner information, including From Term (202110), To Term (999999), New Term (202110), Spring 2021, Residence (R), Resident of State, Student Status (IS), Inactive, Fee Assessment, Full or Part Time (Full Time), Student Type (C), Continuing, Class (GR), Graduate, Site, Block, Session, and Citizenship (C), Citizen. The right screenshot shows the 'Curricula Summary - Primary' section with a table of curricula and the 'Field of Study Summary' section with a table of field of study details.

**General Student SGASTDN 9.3.26 (PROD) (003322)**

ID: P11331498 Eltz, David J. Term: View Current/Active Curricula:

**Learner** | Curricula | Study Path | Activities | Veteran | Comments | Academic and Graduation Status, Dual Degree | Miscellaneous

▼ GENERAL LEARNER

From Term 202110 To Term 999999

New Term 202110 Spring 2021 Residence R Resident of State Student Centric Cycle

Student Status IS Inactive Fee Assessment Full or Part Time Full Time

Student Type C Continuing Class GR Graduate

**Additional Information**

Site Block Citizenship C Citizen

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▼ CURRICULA SUMMARY - PRIMARY

▼ FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End
1	202110	English	201830	Graduate	Kutztown Campus	College of Liberal Ar...	Master of Arts	

Priority	Term	Type	Field of Study	Department
1	202110	Major	English	English

1 of 1 Per Page

# General Student (5/9)

To view more detailed curricula information, select the **Curricula** tab. This tab is split into two main areas:

- Curriculum shows the student's current track. Here, you can confirm their program, college, degree, and more. Clicking Status details shows any additional information that has been recorded regarding the student's curriculum.

Curriculum / Field of Study

▼ CURRICULUM

Replace Update Duplicate Roll to Outcome Apply to Graduate

Current	Activity	Key Sequence	Term	Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	202110	Spring 2021

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Curriculum Status Details

Program	MA_ENGL	English
Level	GR	Graduate
Campus	KU	Kutztown Campus

> FIELD OF STUDY

Curriculum / Field of Study

▼ CURRICULUM

Replace Update Duplicate Roll to Outcome Apply to Graduate

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	202110	Spring 2021		

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Curriculum Status Details

Admission Type	Rolled to Outcome				
Admission Term	201830	Fall 2018	Student Type		
Application	Site				
Matriculated Term	Rate				
Roll Learner	No	Leave of Absence			

> FIELD OF STUDY



# General Student (6/9)

- **Field of Study** displays the student's detailed field and department.

The screenshot shows a web interface for a student's profile. At the top, there are tabs: Learner, **Curricula**, Study Path, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree, and Miscellaneous. The 'Curricula' tab is active, and the sub-tab 'Curriculum / Field of Study' is selected. Below this, there are expandable sections: 'CURRICULUM' (expanded) and 'FIELD OF STUDY' (expanded). Under 'FIELD OF STUDY', there are two buttons: 'Attached Concentrations' and 'Inactivate'. A table lists the current field of study with columns: Current, Activity, Status, Term, Type, and Type Description. The table contains one row: 

Current	Activity	Status	Term	Type	Type Description
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	202110	MAJOR	Major

 Below the table, there is a 'Field of Study' section with a search bar. It contains two rows of information: 

Field of Study	ENGL	English	Start Date
Department	ENGL	English	End Date

 There is also a checkbox for 'Attached to Major' (unchecked) and a 'Rolled' checkbox (unchecked). At the bottom, there is a pagination control showing '1 of 1' and '3 Per Page'.

# General Student (7/9)

- The **Activities** tab lists any academic activities that may be recorded, namely participation in a sports team.

Activity Validation (STVACTC)

Criteria

Code	Description	Type	Category	Lead
ACT	Acrobatics and Tumbling		ATHLT	
MBA	Men's Baseball	SPRTS	SPRTS	
MBB	Men's Basketball	SPRTS	SPRTS	
MCC	Men's Cross Country	SPRTS	SPRTS	
MFB	Football	SPRTS	SPRTS	
MTI	Men's Indoor Track and Field	SPRTS	SPRTS	
MTN	Men's Tennis	SPRTS	SPRTS	
MTO	Men's Outdoor Track	SPRTS	SPRTS	
MWR	Men's Wrestling	SPRTS	SPRTS	
WBB	Women's Basketball	SPRTS	SPRTS	

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Cancel OK

Veteran Type Code Validation (STVVETC)

Criteria

Code	Description	ACTIVITY DATE
1	Ch 33 Post 9-11-100%	01/08/2024
4	Ch 33 Post 9-11-40%	01/08/2024
5	Ch 33 Post 9-11-50%	01/08/2024
6	Ch 33 Post 9-11-60%	01/08/2024
7	Ch 33 Post 9-11-70%	01/08/2024
8	Ch 33 Post 9-11-80%	01/08/2024
9	Ch 33 Post 9-11-90%	01/08/2024
A	Ch 30 Active Duty	01/08/2024
B	Ch 33 Post 9-11	01/08/2024
D	Ch 35 Dependent	01/08/2024

1 of 1 | 20 Per Page | Record 1 of 17

Cancel OK

- The **Veteran** tab indicates a student's veteran status.

# General Student (8/9)

- **Comments** contains any learner comments made for a given semester.
- The **Academic and Graduation Status** provides an overview of the student's progress towards graduation, with space for overrides when outside of the read-only query view.

The screenshot displays the 'Academic and Graduation Status, Dual Degree' tab. It is organized into several sections:

- ACADEMIC STATUS**:
  - Academic Term: 202010
  - Academic Status: GS (Good Standing)
  - Academic Standing: [Dropdown menu]
  - Academic Status Override Term: [Dropdown menu]
- Progress Evaluation**:
  - Progress Evaluation: [Dropdown menu]
  - Progress Evaluation Override: [Dropdown menu]
  - Progress Evaluation Override Term: [Dropdown menu]
- Combined Academic Standing**:
  - Combined Academic Standing: [Dropdown menu]
  - Combined Academic Standing Override: [Dropdown menu]
  - Combined Academic Standing Override Term: [Dropdown menu]
- Graduation Status**:
  - Expected Graduation Date: 01/14/2021
  - Graduation Term: [Dropdown menu]
  - Graduation Year: [Dropdown menu]
- Dual Degree**:
  - Degree: [Dropdown menu]
  - Level: [Dropdown menu]
  - College: [Dropdown menu]
  - Department: [Dropdown menu]
  - Major: [Dropdown menu]

# General Student (9/9)

- The Miscellaneous tab tracks additional information about the student, including details about campus employment.

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous		
<b>▼ MISCELLANEOUS INFORMATION</b>									
Orientation Session	<input type="text"/>	...					Employee and Training Code	<input type="text"/>	...
Career Plan	<input type="text"/>	...					Vocational Education	<input type="text"/>	...
Practical Training	<input type="text"/>	...					Transfer Center	<input type="text"/>	...
Education Level	<input type="text"/>	...					Educational Goal	<input type="text"/>	...
Income Range	<input type="text"/>	...					Basic Skills	<input type="text"/>	...
Employment Expectation	<input type="text"/>	...					<input type="checkbox"/>	Graduate Credit Approved	
Apprenticeship Code	<input type="text"/>	...					From Date	<input type="text"/>	
Leave of Absence	<input type="text"/>	...					To Date	<input type="text"/>	

# Tips

---

- While the query view is read-only, users still have the power to start entering data, though they will not be able to submit it. If you accidentally start entering data, click the – symbol to delete the unfinished entry.



- Certain data, like **Curricula**, are shown as records, with one record for every semester between the start and end of the student's program.

Current	Activity	Key Sequence	Term	Term Description
<input type="checkbox"/>	ACTIVE		99 202030	Fall 2020

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# Assign Advisor

---

The **Assign Advisor** tool is used to add a student to an advisor's list.

- To look up a student, enter their Spriden ID or use the student search utility.
- After entering a student's Spriden ID, enter a term code or use the term search utility.
- Click **Go** to see the student's advisor(s) for the selected term.

## Multiple Advisors SGAADVR 9.3.13 (PROD) (003322)

ID:

Term:

202410

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

# Assign Advisor

- To add an advisor, click the + icon and enter the advisor's Spriden ID (or look them up using the search utility). Specify whether the selected advisor will be the student's Major or Minor advisor and use the checkbox to indicate the student's primary advisor.
- To remove an advisor, click in the row that you would like to remove and click the – button to remove the entry.

## Multiple Advisors SGAADVR 9.3.13 (PROD) (003322)

Term: 202410



### ▼ ADVISOR INFORMATION



From Term 202410

Maintenance

To Term 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
		MAJR	Major/Program Advisor	<input checked="" type="checkbox"/>

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Record 1 of 1

# Additional Student Information

- This tool shows basic information about a student's cohort or attributes.

▼ STUDENT COHORT ⚙️ + - 📄 🔍

From Term 202410 👤 Maintenance To Term 999999

Cohort Code *	Description	Inactive	Reason
<input type="text"/>	...	<input type="checkbox"/>	

⏪ < 1 of 1 > ⏩ | 10 Per Page Record 1 of 1

▼ STUDENT ATTRIBUTE ⚙️ + - 📄 🔍

From Term 202410 👤 Maintenance To Term 999999

Attribute Code *	Description
DNTE	Disabilities Note Takers
DUAL	DUAL Enrollment
HONR	Honors Program
VET	Veteran

⏪ < 1 of 1 > ⏩ | 10 Per Page Record 1 of 4



# Registration Audit

- This tool allows academic support staff to view all the registration transactions for a student in a given semester. To use it, enter a student and term code. Optionally, enter a date range to narrow down the results.
- Click **Go** to view the student’s registration transactions.

Registration Audit    Registration Error Message

▼ STUDENT COURSE REGISTRATION AUDIT

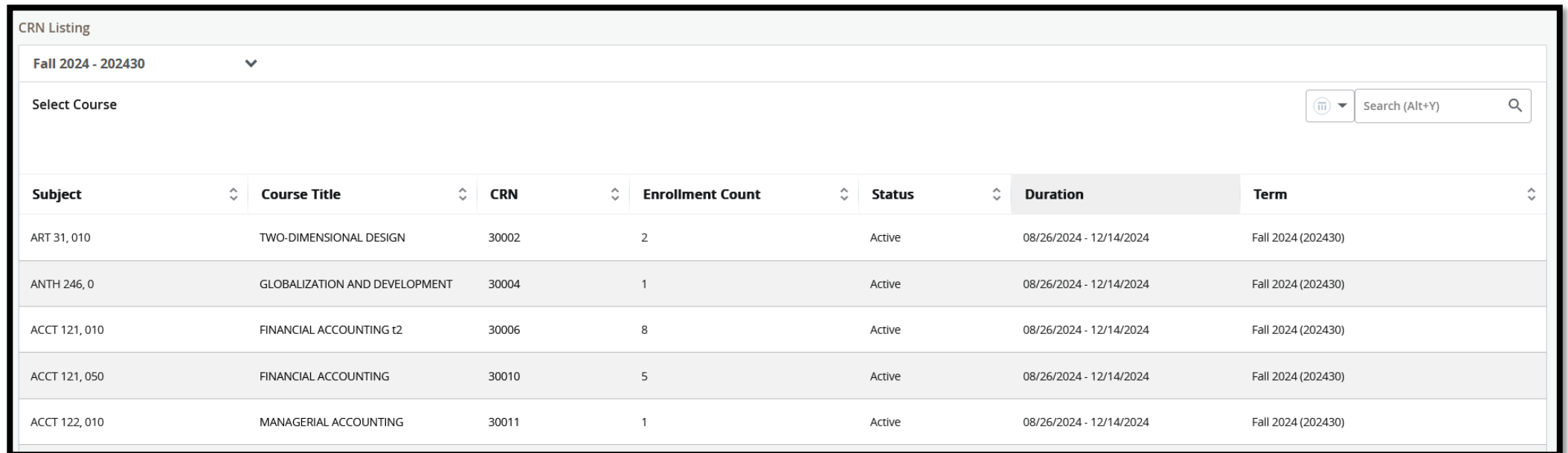
Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date	Block	Message
1	202410	10014	ACCT	317	010	KU	UG	S	3.000	3.000	3.000	TEMP	RW	12/18/2023	12/18/2023		
2	202410	10010	ACCT	122	010	KU	UG	S	3.000	3.000	3.000	TEMP	RW	12/18/2023	12/18/2023		
3	202410	10005	ACCT	121	010	KU	UG	S	3.000	3.000	3.000	TEMP	RW	12/18/2023	12/18/2023		
4	202410	10010	ACCT	122	010	KU	UG	S	3.000	3.000	3.000	TEMP	RW	12/18/2023	12/18/2023		You ha
5	202410	10014	ACCT	317	010	KU	UG	S	3.000	3.000	3.000	TEMP	RW	12/18/2023	12/18/2023		You ha
6	202410	10005	ACCT	121	010	KU	UG	S	3.000	3.000	3.000	BASE	RW	12/18/2023	12/18/2023		
7	202410	10010	ACCT	122	010	KU	UG	S	3.000	3.000	3.000	TEMP	RW	12/18/2023	12/18/2023		You ha
8	202410	10014	ACCT	317	010	KU	UG	S	3.000	3.000	3.000	TEMP	RW	12/18/2023	12/18/2023		You ha
9	202410	10024	ANIA	171	030	KU	UG	S	3.000	3.000	3.000	TEMP	RE	02/15/2024	02/15/2024		Colleg
10	202410	10024	ANIA	171	030	KU	UG	S	3.000	3.000	3.000	TEMP	RE	02/15/2024	02/15/2024		Colleg
11	202410	10024	ANIA	171	030	KU	UG	S	3.000	3.000	3.000	BASE	RE	02/15/2024	02/15/2024		
12	202410	10024	ANIA	171	030	KU	UG	S	0.000	0.000	0.000	BASE	DW	02/15/2024	02/15/2024		

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# Class List (1/2)

The **Class List** tool allows staff to view the list of registered students for a given class.

- Select a term from the dropdown, then use the search utility at the top or navigate by page to find the class you would like to see.
- Note that a course will not appear in the search results until at least one student has registered for it.



The screenshot displays the 'CRN Listing' interface. At the top, there is a dropdown menu for the term, currently set to 'Fall 2024 - 202430'. Below this is a search bar with the placeholder text 'Select Course' and a search icon. The main content is a table with the following columns: Subject, Course Title, CRN, Enrollment Count, Status, Duration, and Term. The table lists five courses with their respective details.

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ART 31, 010	TWO-DIMENSIONAL DESIGN	30002	2	Active	08/26/2024 - 12/14/2024	Fall 2024 (202430)
ANTH 246, 0	GLOBALIZATION AND DEVELOPMENT	30004	1	Active	08/26/2024 - 12/14/2024	Fall 2024 (202430)
ACCT 121, 010	FINANCIAL ACCOUNTING t2	30006	8	Active	08/26/2024 - 12/14/2024	Fall 2024 (202430)
ACCT 121, 050	FINANCIAL ACCOUNTING	30010	5	Active	08/26/2024 - 12/14/2024	Fall 2024 (202430)
ACCT 122, 010	MANAGERIAL ACCOUNTING	30011	1	Active	08/26/2024 - 12/14/2024	Fall 2024 (202430)

# Class List (2/2)

Click the class code to see the class list and other information. Clicking on the course's title will pull up additional details.

Fall 2024 - 202430 ACCT 121 | 30006

Course Information

**FINANCIAL ACCOUNTING t2 - ACCT 121 010**  
CRN: 30006  
Duration: 08/26/2024 - 12/14/2024  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	40	8	32
Wait List	0	0	0
Cross List	0	0	0

Summary View

Search (Alt+Y)

Registration Status	Level	Credit Hours	Midterm	Final	Class
**Registered**	Undergraduate	3	Enter Grade	A	Freshman
**Registered**	Undergraduate	3	Enter Grade	B-	Freshman
**Registered**	Undergraduate	3	Enter Grade	A	Freshman
**Web Registered**	Undergraduate	3	Enter Grade	Enter Grade	Senior
**Registered**	Undergraduate	3	Enter Grade	Enter Grade	Freshman
**Registered**	Undergraduate	3	Enter Grade	Enter Grade	Sophomore
**Registered**	Undergraduate	3	Enter Grade	B	Freshman
**Registered**	Undergraduate	3	Enter Grade	Enter Grade	Freshman

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Course Details for ACCT 121, Financial Accounting

Term: 202430

Catalog

Course Description

Attributes

Restrictions

Corequisites

Prerequisites

Fees

Title: Financial Accounting  
College: College of Business BU  
Division:  
Department: Business Administration BUSA  
Hours:  
Credit Hours: 3  
Lecture: 3  
Lab:  
Other:  
Levels:  
Undergraduate UG  
Grading Modes:  
Academic Forgiveness F  
Pass/Fail P  
Standard S