New MyKU

Academic Support Services (Staff)
Academic Support Services
Overview

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 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.
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.
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.
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.
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.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Status Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>MA_ENGL English</td>
</tr>
<tr>
<td>Level</td>
<td>GR Graduate</td>
</tr>
<tr>
<td>Campus</td>
<td>KU Kutztown Campus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field of Study</th>
<th>Status Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Type</td>
<td>Rolled to Outcome</td>
</tr>
<tr>
<td>Application</td>
<td>Student Type</td>
</tr>
<tr>
<td>Maitlciated Term</td>
<td>Site</td>
</tr>
<tr>
<td>Roll Learner</td>
<td>Rate</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td></td>
</tr>
</tbody>
</table>

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MYKU EXPERIENCE – ACADEMIC SUPPORT SERVICES 8
• **Field of Study** displays the student’s detailed field and department.

![Field of Study Diagram]
General Student (7/9)

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

• 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 Miscellaneous tab tracks additional information about the student, including details about campus employment.
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.
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.
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.
Additional Student Information

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