University of Kentucky

PRINT DEGREE AUDITS

FACULTY AND STAFF

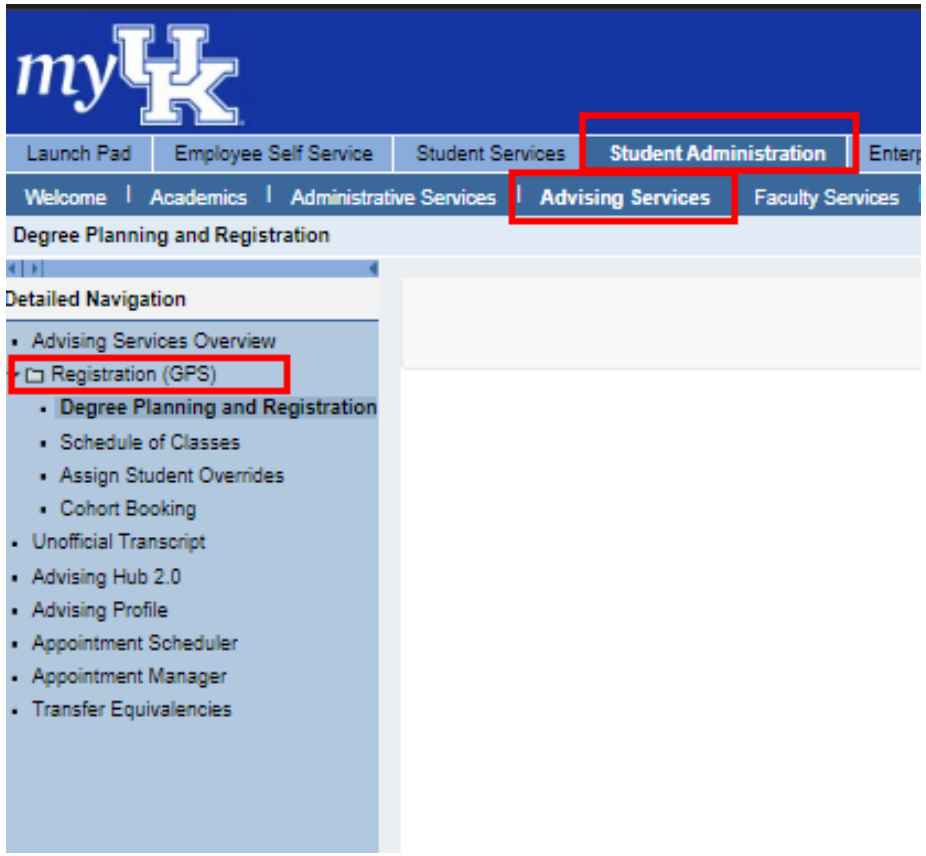
Wildly Possible

PRINT DEGREE AUDITS

FOR THE FOLLOWING STEPS, YOU WILL NEED ACCESS TO MYUK GPS. IF YOU DO NOT, PLEASE VISIT THE REGISTRAR WEBSITE TO LEARN HOW TO GAIN ACCESS OR REACH OUT TO THE GPS TEAM AT TEAM-GPS@LSV.UKY.EDU

ONCE LOGGED INTO MYUK, SELECT “STUDENT ADMINISTRATION,” THEN “ADVISING SERVICES,” AND THEN “REGISTRATION.” THE “DEGREE PLANNING AND REGISTRATION” SELECTION SHOULD COME TO SEARCH FOR A STUDENT NEXT.

PLEASE NOTE THAT YOU WILL BE GIVEN AN ERROR MESSAGE IF YOU DO NOT HAVE ACCESS, SO PLEASE REFER TO THE BEGINNING FOR SETTING UP TRAINING.



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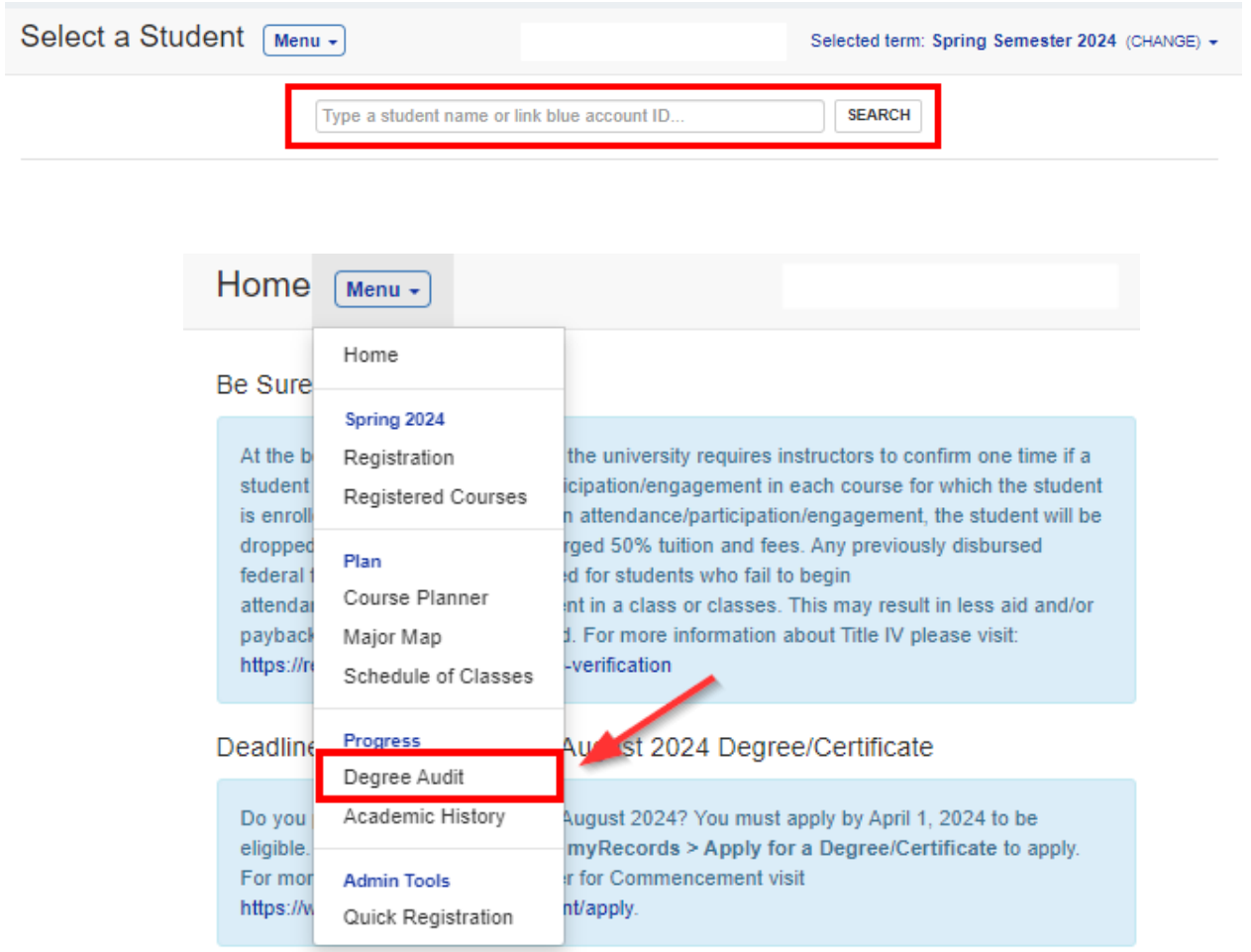
SEARCH FOR A STUDENT BY TYPING THEIR NAME OR STUDENT ID IN THE SEARCH BAR AND PRESSING “SEARCH” OR THE ENTER KEY.

FROM THE “HOME” DROPDOWN MENU, SELECT “DEGREE AUDIT.”



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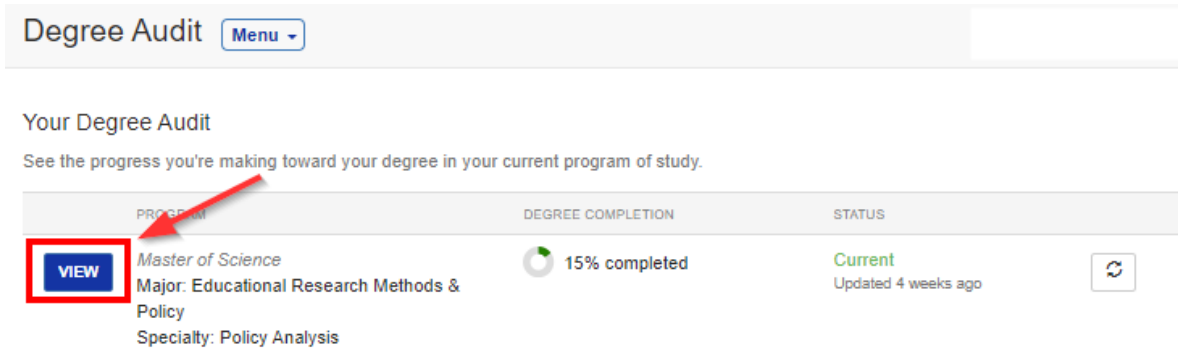
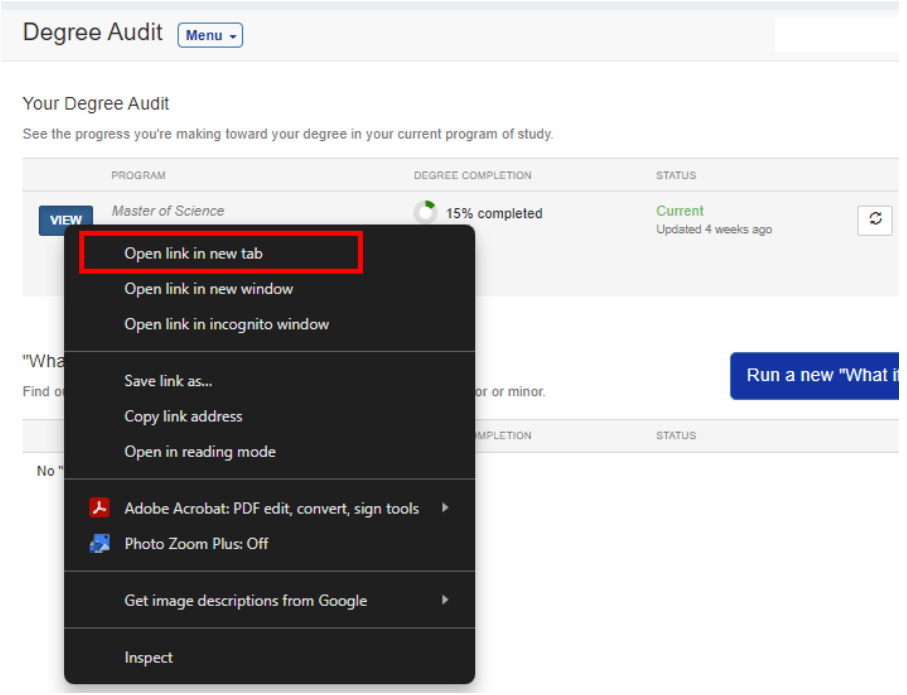
RIGHT-CLICK THE “VIEW” BUTTON TO THE LEFT OF THE DEGREE AUDIT, AND SELECT “OPEN LINK IN NEW TAB.”

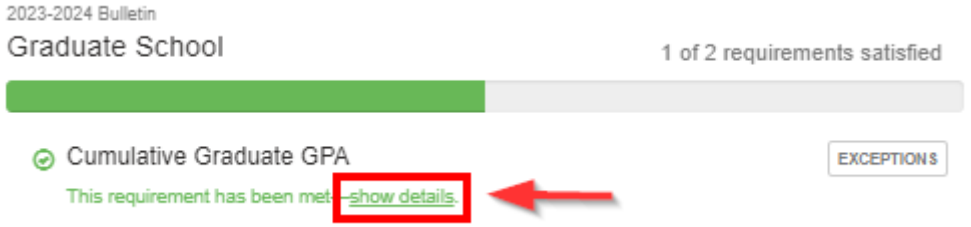




PRINT DEGREE AUDITS

THE DEGREE AUDIT WILL LOAD IN ITS TAB, AND THE BORDER FOR MYUK WILL BE GONE.

SELECT “SHOW DETAILS” FOR ALL COLLAPSED OR COMPLETED REQUIREMENTS. THE DOCUMENT WILL NOT SHOW THESE AREAS IF THIS IS NOT DONE BEFORE PRINTING.



ONCE ALL REQUIREMENTS ARE OPEN, SELECT THE “CTRL+P” COMBINATION ON THE KEYBOARD OR FIND YOUR BROWSER’S PRINT SELECTION. YOU MAY EITHER PRINT THE DEGREE AUDIT OR SELECT “SAVE AS PDF” TO HAVE A PDF FILE OF THE DEGREE AUDIT.