

Run a Degree Audit with UAchieve

Student Reference Guide



October 2017



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uAchieve Degree Audit

What is uAchieve?

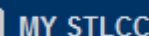
uAchieve is an online degree auditing tool used to monitor your progress towards the degree requirements for your major or program of study. You can quickly run a Degree Audit to show you the courses you have completed, courses in progress, and courses not yet attempted. Running an audit each semester is a great way to make sure you remain on-track to complete your program of study.

uAchieve also enables you to view your myPlan schedule(s) that you previously created with your academic advisor. This guide will show you how to both run an Audit and view your Plan.

How to Access uAchieve Degree Audit

You will access uAchieve through Banner Self-Service. Follow the steps below:

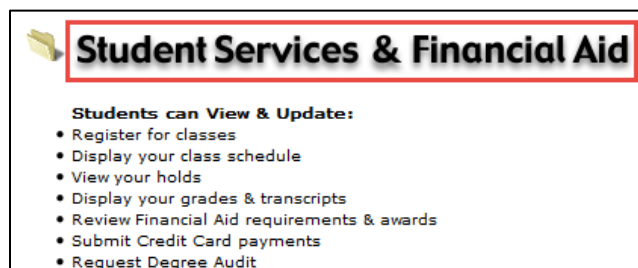
1. Open the STLCC.EDU website and select the **MySTLCC** button in the top right corner.



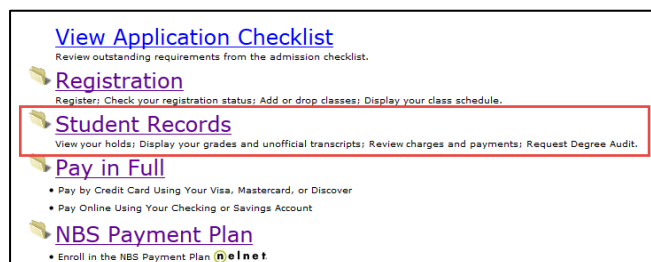
2. On the next page, click the **Banner Self-Service** button.



3. Login to Banner Self-Service, then select **Student Services and Financial Aid**.



4. On the next screen, select **Student Records**.





5. Select **Degree Audit** from the menu.

A screenshot of a web menu with the following items: View Holds, Midterm Grades, Final Grade Report, View Unofficial Transcript Online, Request an Official Transcript, Account Summary by Term, Account Summary, View and Print Tax Credit Form 1098T, and Degree Audit. The 'Degree Audit' item, which includes a sun icon and the text 'Request and review degree audits', is highlighted with a red rectangular border.

6. On the next screen, select **On-line Degree Audit System (uAchieve)**.

A screenshot of the Banner Self-Service website. The page title is 'Degree Audit (uAchieve)'. It features a navigation bar with tabs for Personal Information, Student Services & Financial Aid, Faculty Services, Employee, Online Payments, NBS Payment Plan, and Finance. Below the navigation bar is a search field and a 'Go' button. The main content area contains a sun icon and the text: 'Click for the [On-line Degree Audit System \(u Achieve\)](#)'. Below this, it says: 'Please use **Firefox/Mozilla, Chrome, or Safari** as your browser in order to view your audit. If you are using IE, right click on the Degree Audit link, copy the link, and paste it into a different browser.' At the bottom, it says 'RELEASE: 8.7' and '© 2016 Ellucian Company L.P. and its affiliates.'

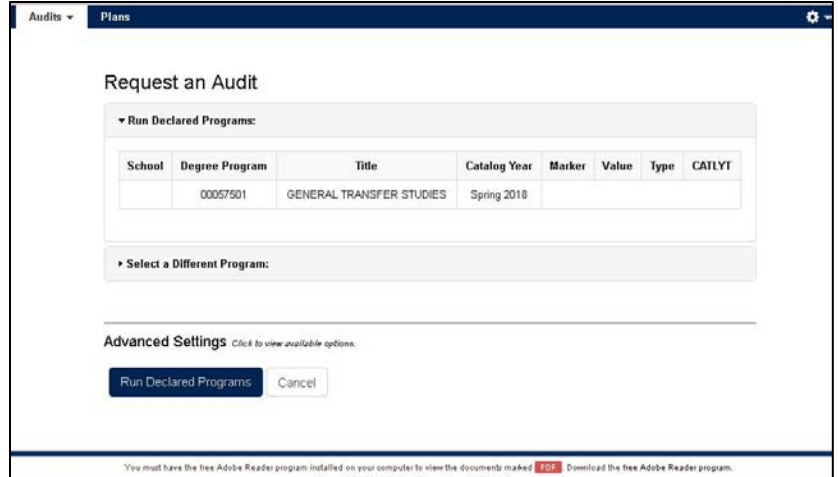
7. Finally, enter your MySTLCC ID and password on the Central Authentication Service (CAS) screen, and uAchieve will open up.

A screenshot of the STLCC Central Authentication Service (CAS - Test) login page. The page features the St. Louis Community College logo and the title 'STLCC Central Authentication Service (CAS - Test)'. The main content area is divided into two columns. The left column contains a form titled 'Enter your MySTLCC ID and Password' with fields for 'MySTLCC ID:' and 'Password:', a checkbox for 'Warn me before logging me into other sites.', and a 'LOGIN' button with a 'clear' link. The right column contains the text: 'The Central Authentication Service (CAS) provides single sign-on privileges to:' followed by a numbered list: 1. STLCC Attendance Tracking, 2. Blackboard Learn, 3. Dynamic Forms, 4. STLCC Career Network. Below the list is a 'Please Note' section: 'Before entering your MySTLCC ID and password, verify that the URL for this page begins with: https://casauth.stlcc.edu'. At the bottom of the right column, it says: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!' and 'Having Trouble? [Click here for assistance.](#)' At the very bottom of the page, it says 'Copyright © 2015 St. Louis Community College'.



Running an Audit

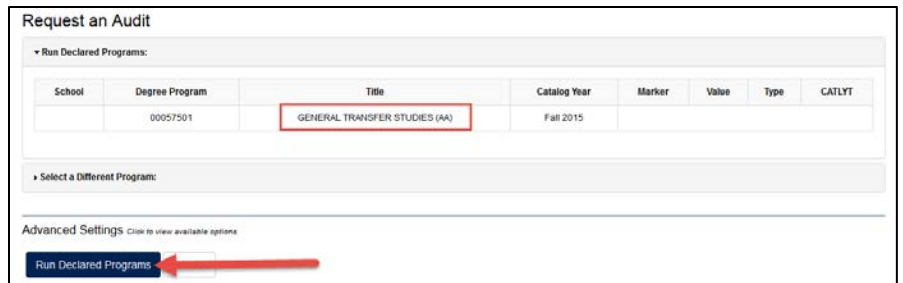
1. Once you login to uAchieve, the “Request an Audit” screen below will display.



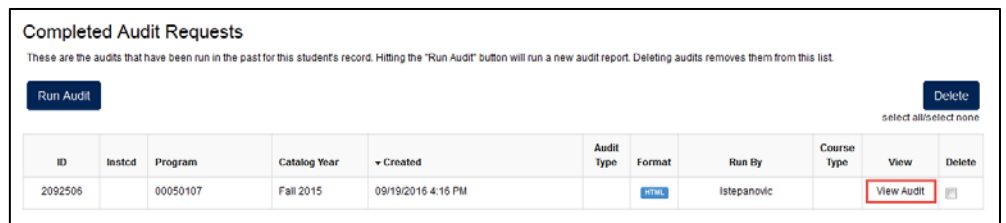
Note: If you created a Plan with your advisor, open the **Plans** tab on the Home screen to view it. Refer to page 7 to view an existing plan.

5. If you have declared a program of study, it will be listed on this screen. Click the **Run Declared Program** button at the bottom.

If you have not declared a major, you can select one from the **Select a Different Program** option.



6. The audit will run and when it is complete you will see a screen similar to the one below. Select the **View Audit** link to see the results.

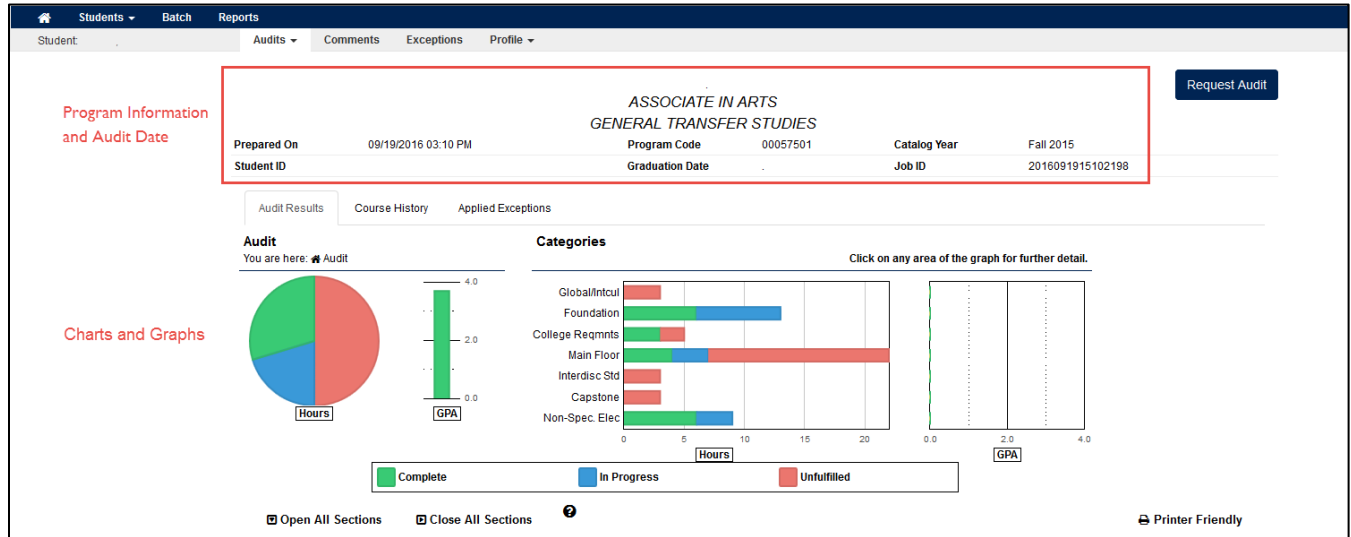


The audit will open.



Interpreting the Audit Information

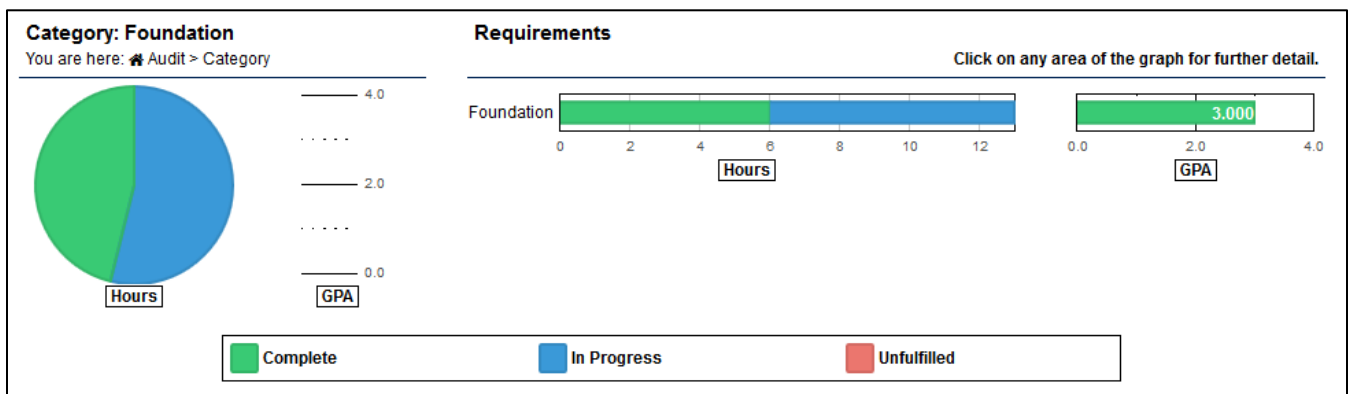
This section explains the information provided in the audit.



- The top part of the screen provides general information about your program of study and date of the degree audit.
- The pie chart displays your overall progress toward your degree. Credits are color-coded to represent completed, in progress, unfulfilled, and planned credits:

Color	Meaning
Green	Completed
Blue	In Progress
Red	Unfulfilled
Purple	Planned

- The “Categories” bar graph displays credits in the categories required for your program. Bars are color-coded to represent the status of your credits. You can click any area of the graph to see more detailed information about that category, as shown in the image below.





- You will need to scroll down the page to see the rest of the Audit screen.
- First, you will see the credit hours you earned at each campus and a summary of credits to date.
- The degree requirements appear next, along with an icon indicating which ones are completed, in progress, unfulfilled, and planned.

Icon	Meaning
	Completed
	In Progress
	Unfulfilled
	Planned

CAMPUS CREDIT HOUR SUMMARY TO DATE

FP	FV	HC	IM	Other	Failed	In Prog
0.00	0.00	0.00	0.00	0.00	0.00	0.00

CREDIT SUMMARY TO DATE

	ATTEMPTED HOURS	PASSED HOURS	EARNED HOURS	GPA	QUALITY POINTS	GPA
SLCC:	3.00	0.00	0.00	0.00	0.00	0.00
TRANSFER:	0.00	0.00	0.00	0.00	0.00	0.00
OVERALL:	3.00	0.00	0.00	0.00	0.00	0.00

→ AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED ←

- IMPORTANT: THE COLLEGE CATALOG IS THE FINAL AUTHORITY.**
-
- Minimum of 15 hours of credit applicable to the AA degree must be completed at St Louis Community College. Residency Requirement for AA degree**
 - 1) Minimum of 15 credit hours of credit applicable toward the AA degree must be completed at St Louis Community College.
- COLLEGE REQUIREMENTS GRADUATION REQUIREMENTS - 2.000 GPA MINIMUM**
 - 1) MINIMUM 2.000 GPA REQUIRED
- MINIMUM 64 HOURS REQUIRED**
EARNED: 0.0 HOURS
 - 1) 4 HOUR LIMIT ON DEVELOPMENTAL COURSES
 - 2) 9 HOUR LIMIT ON SPECIAL PROBLEMS COURSES
 - 3) MINIMUM 64 HOURS REQUIRED
- GLOBAL INTERCULTURAL STUDIES**
 - 1) Global Intercultural Courses
NEEDS: 3.0 HOURS 1 COURSE
SELECT FROM: [ARC126](#), [127](#), [ART100](#), [101](#), [102](#), [128](#), [168](#), [COM110](#), [120](#), [200](#), [ENG211](#), [215](#), [216](#), [217](#), [230](#), [231](#)

- To expand a section, click on the arrow > at the far left.

The screen shot below shows the expanded “Foundations Level Courses” section. In this example, the red X indicates that none of the requirements have been met. The audit will identify how many courses are required in the category and which courses will meet the requirement.





FOUNDATION LEVEL COURSES

- 1) Foundation Requirements
NEEDS: 3 COURSES
SELECT FROM: [IDS101](#), [ENG101](#), [COM101](#) OR [107](#)
- 2) Foundation Requirement - Mathematics
MTH160 or higher (except MTH165 or 166)
NEEDS: 1 COURSE
SELECT FROM: [MTH160](#), [161](#), [170](#), [177](#), [185](#), [186](#), [210](#), [212](#), [215](#), [220](#), [230](#), [240](#)



Course Codes

You may see the following course codes on the Audit:

Icon	What It Means
	Indicates a pre-requisite exists for the course.
	An Audit requirement that has been met.
	An Audit requirement that has not been met.
	An in progress course on the Audit. The student is currently taking the course.

Special Grades

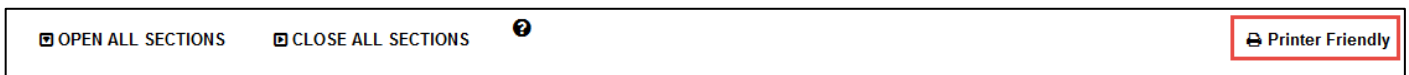
If special grades exist, they are coded like this:

Code	Meaning
RG	Currently Registered
AP	Advanced Placement Credit
PR	Proficiency Exam

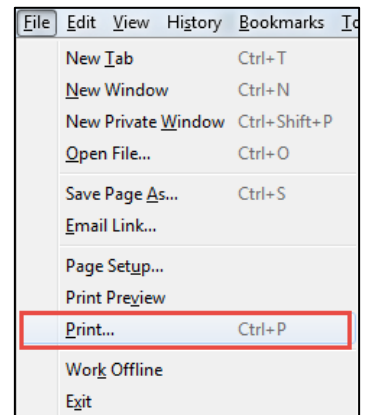
Printing the Audit

If you want to print the audit, do the following:

1. Click the **Printer-Friendly** link-under the charts section of the audit.



7. The printer-friendly audit will open in a new browser tab.
8. To print, open your browser's **File** menu and select **Print**.

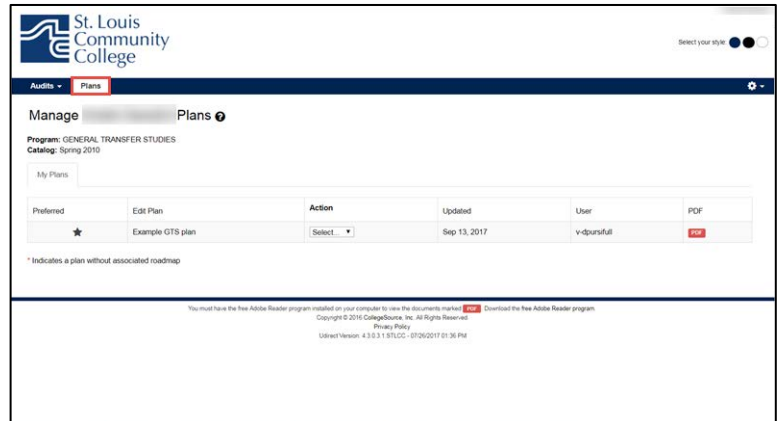




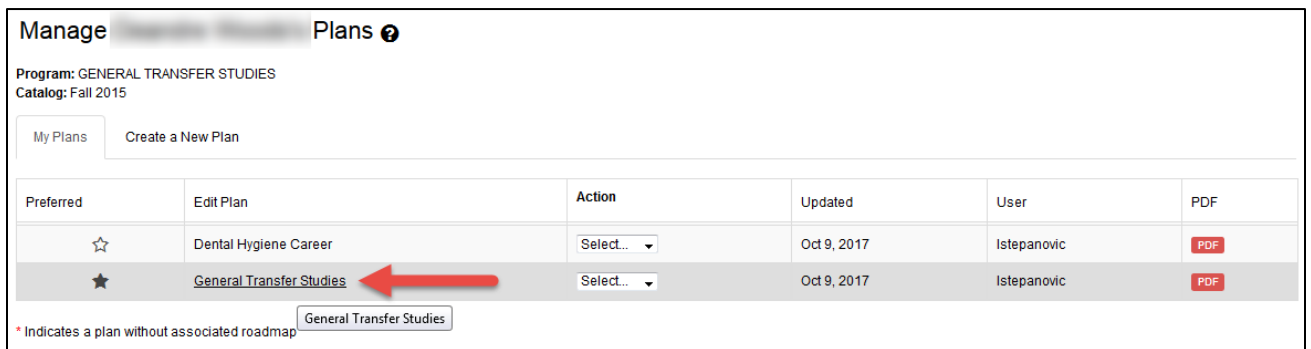
Viewing an Existing myPlan

STLCC has a new tool for students to use called myPlan, which is also part of the uAchieve program. This tool allows you and your advisor together to create your semester-by-semester academic plan. The advisor can save the plan(s) on your record, so you can refer back to it as you complete classes and register for the next semester. The instructions below show you how to view an existing Plan.

1. To access your Plan, select the **Plans** tab.

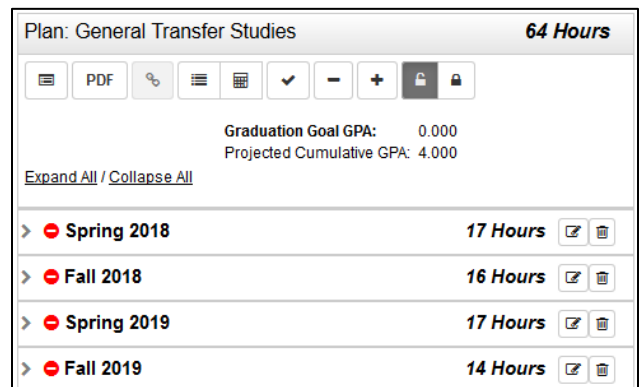


2. To open a plan, select the plan name. In this example, the General Transfer Studies plan is selected.



Note: The black star to the left of the plan name indicates the “preferred” plan, or the one you intend to follow.

3. The plan will display on the right side of the screen, with the Roadmap on the left. Select the right arrow > to expand a term and view the courses for that term.





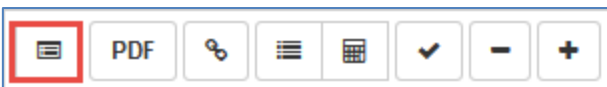
Icons on the Plan

Icon	What It Means
	An Audit requirement that has been met.
	An Audit requirement that has not been met.
	An in progress course that the student is currently taking.
	A course that the student has already taken.
	An alert indicating a prerequisite issue. Click this icon to see the pre-reqs.

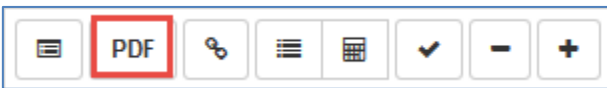
Tools for Working with Your Plan

This section explains what each icon at the top of the Plan side of the screen is used for.

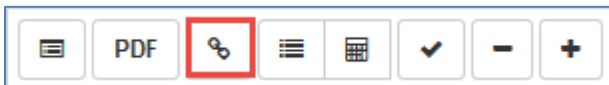
- The first button will allow you to view and save an audit with your planned courses. The audit will appear in graphical form with pie charts and bar charts. It will open in a new browser tab.



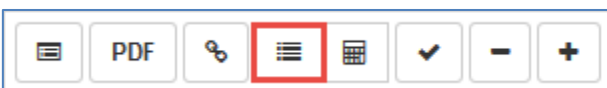
- The next button will display a PDF version of your plan, which you can download and print.



- The link button loads the Roadmap.



- The next button gives you a quick way to see completed courses, earned grade, planned grade, term taken, and term planned. You can then manually add courses here, without the Roadmap.



- The calculator button gives you another way to see how anticipated grades will affect your cumulative GPA.



Disclaimer: The GPA calculator provides an unofficial GPA projection and is provided to help you plan your grades as you plan your courses. It may not account for institutional repeat policies or transfer grade policies. Be sure to see the course catalog or an academic advisor for more information.



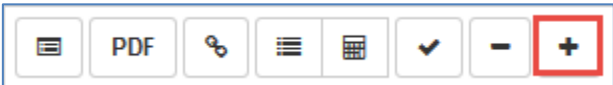
- The check button allows you to check your plan against your audit.



- The minus button deletes all courses from your plan.



- The plus sign button will add a semester to your plan.



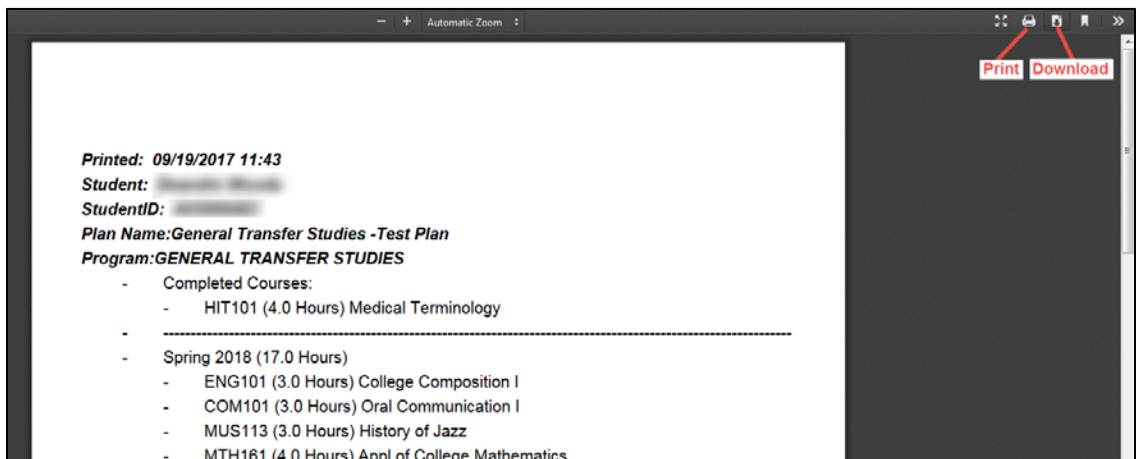
Printing or Downloading the Plan as a PDF

If you'd like to print the Plan or download it as a PDF file, do the following:

1. Click the **PDF** button at the top of the Plan.



2. The Plan will open up in a new browser tab. Select the Print or Download icon and follow the on-screen instructions.



Getting Help

If you experience problems or have questions about the uAchieve system, please call the STLCC Help Desk at (314) 539-5113 or email helpdesk@stlcc.edu.