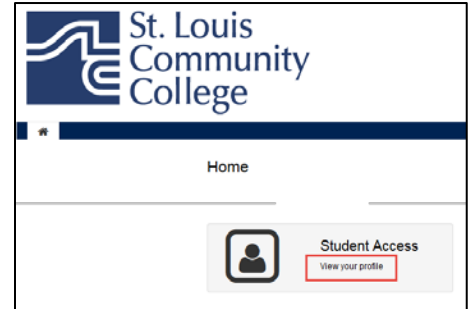
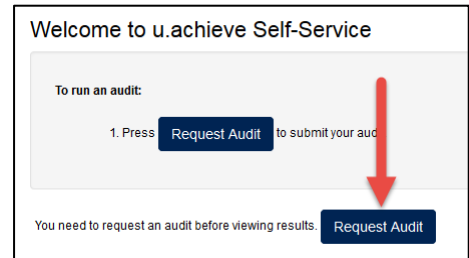


## Running an Audit

1. On the Home screen, select the **View your profile** link.

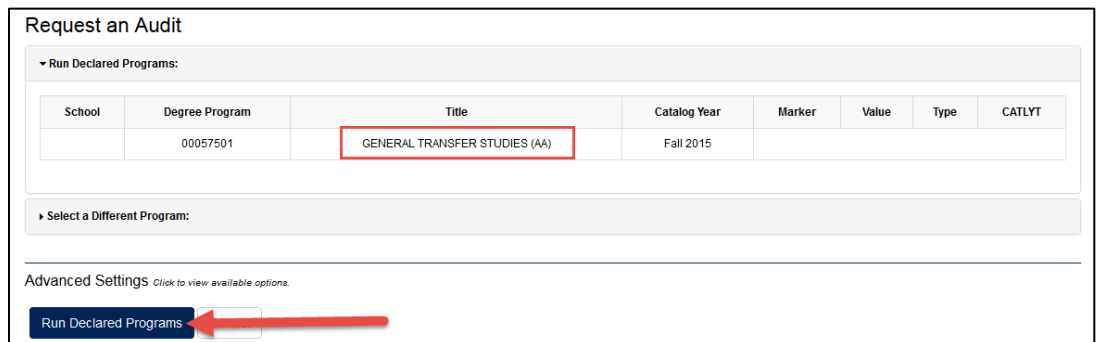


2. On the “Welcome to u.achieve Self-Service” screen, select the **Request an Audit** button at the bottom.

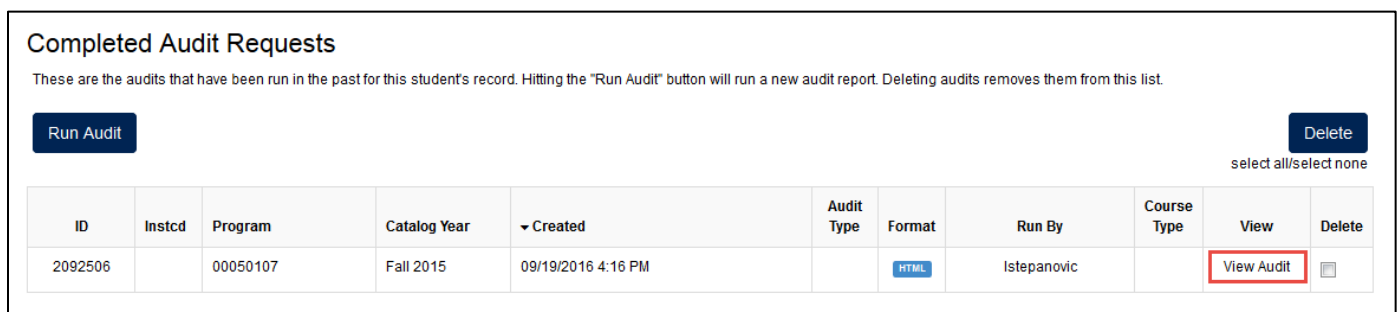


3. If you have declared a program of study, it will be listed on the “Request an Audit” screen. Click the **Run Declared Program** button at the bottom.

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

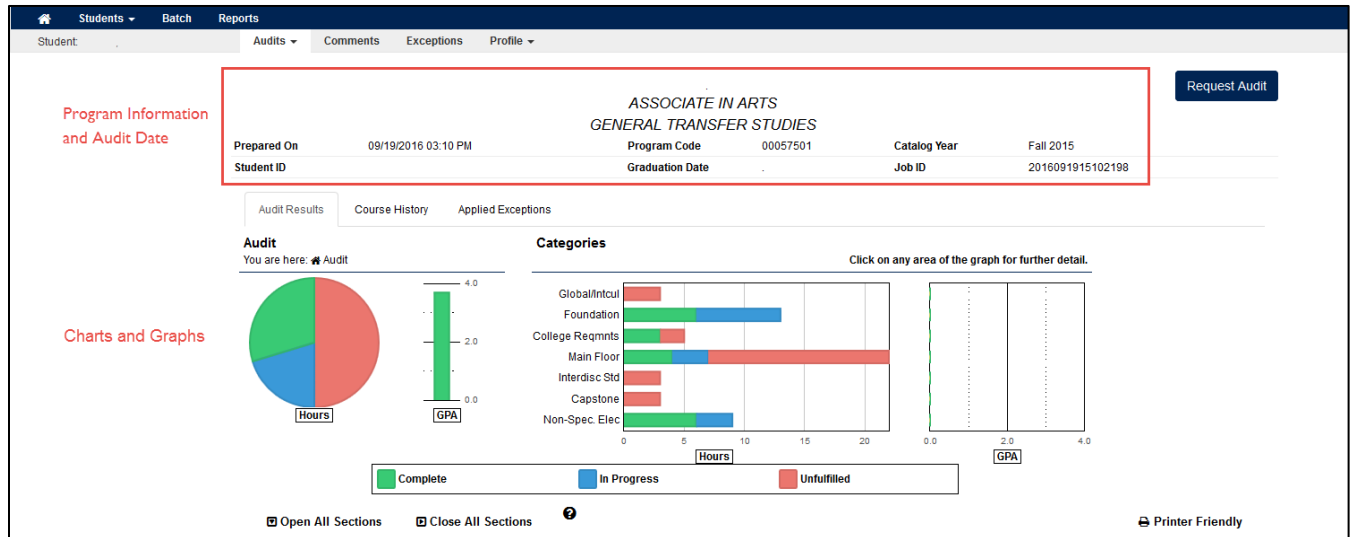


4. The audit will run and when it is complete you will see a screen similar to the one below. Select the **View Audit** link to see the results. The audit will open.



## Interpreting the Audit Information

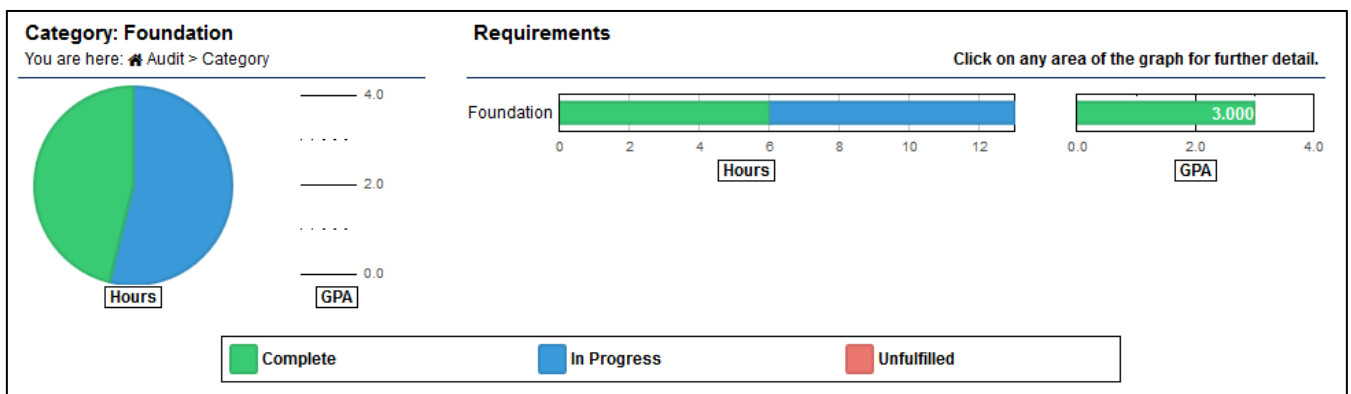
This section explains the information provided in the audit.






- 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, and unfulfilled credits:



Green	Completed
Blue	In Progress
Red	Unfulfilled

- 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. The screen shot below shows the expanded “Foundation” category. Click on any area of the bar graph for even more detail.



- By default, the requirements sections are closed. If you want to expand all of the requirements, click the **Open All Sections** link at the top.
- To print the audit, click on the **Printer Friendly** link. The audit will open in a new window, where you can print it.
- The next sections shows the credit hours you earned at each campus. It also provides a summary of credits to date.
- The degree requirements appear next, along with an icon indicating which ones are completed, in progress and unfulfilled. To expand a section, click on the arrow > at the far left.

	Completed
	In Progress
	Unfulfilled

Open All Sections
 Close All Sections

 Printer Friendly













  

CAMPUS CREDIT HOUR SUMMARY TO DATE						
FP	FV	MC	WW	Other	Failed	In Prog
0.00	19.00	0.00	0.00	0.00	0.00	13.00


  

CREDIT SUMMARY TO DATE						
ATTEMPTED	PASSED	EARNED	GPA	QUALITY		
HOURS	HOURS	HOURS	HOURS	POINTS	GPA	
SLCC:	23.00	19.00	19.00	19.00	70.00	3.68
TRANSFER:	0.00	0.00	0.00	0.00	0.00	0.00
OVERALL:	23.00	19.00	19.00	19.00	70.00	3.68


--> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <--

- > IMPORTANT: THE COLLEGE CATALOG IS THE FINAL AUTHORITY.
- > IMPORTANT NOTE
- >  COLLEGE REQUIREMENTS
- >  GRADUATION REQUIREMENTS - 2.000 GPA MINIMUM
- >  MINIMUM 64 HOURS REQUIRED
- >  GLOBAL INTERCULTURAL STUDIES
- >  FOUNDATION LEVEL COURSES
- >  MISSOURI STATE CONSTITUTION REQUIREMENT
- >  MAIN FLOOR - SOCIAL AND BEHAVIORAL SCIENCES
- >  MAIN FLOOR - HUMANITIES AND FINE ARTS  
Select three courses
- >  MAIN FLOOR - LIFE AND PHYSICAL SCIENCES  
Select at least one laboratory course
- >  INTERDISCIPLINARY STUDIES COURSE
- >  CAPSTONE COURSE
- >  COLLEGE REQUIREMENTS  
P.E. Requirement

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. You will see 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](#)

## Getting Help

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

## Minimum System Requirements

Below are the minimum system requirements. If your computer meets or exceeds these requirements, it is compatible with the u.achieve application.

Operating System	Browser	Java	Other
Windows Mac	Firefox 3.5, 8 and 9 Safari 5.1.2 Chrome	SE 6 or 7 EE 6 or 7	Web connectivity Adobe Reader to view PDF results

## Course Codes

Here is what each of the course codes mean:

<b>IP</b>	In Progress Courses
<b>PL</b>	Planned Course To Be Taken (not implemented yet)
<b>R</b>	Repeatable Courses
<b>X</b>	Duplicate Course, Does Not Count
<b>&gt;</b>	Hours on Course Reduced
<b>S</b>	Course with hours split between requirements

## Special Grades

If special grades exist, they are coded like this:

<b>RG</b>	Currently Registered
<b>AP</b>	Advanced Placement Credit
<b>PR</b>	Proficiency Exam