



Welcome to u.achieve Degree Audit

Degree Audit Self-Service For Students¹

User Guide

Revised April 12, 2017

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- ¹ u.achieve is Columbus State's new Degree Audit system that will replace DARS (Degree Audit Reporting System)
 - Same great functionality, new "look and feel"

INTRODUCTION TO DEGREE AUDIT

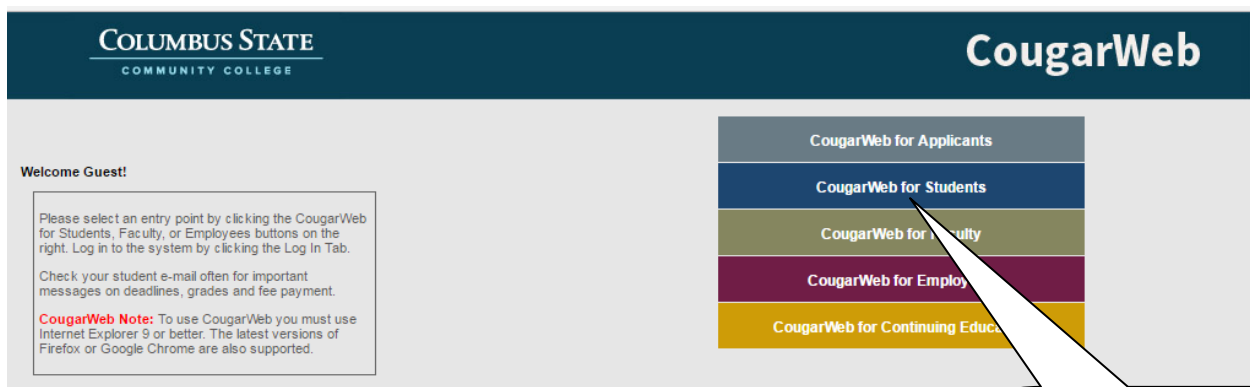
A Degree Audit system is used to compare your academic course work against a program's requirements to answer the questions:

- What do I need to take to graduate?
- Have I met graduation requirements?
- What happens if I change my major?

Columbus State's Degree Audit is a software product called u.achieve (formerly DARS), owned by College Source, Inc.

ACCESSING u.achieve Self-Service.

The first step is to access CougarWeb. The URL is <https://cougarweb.csc.edu>, or you can navigate from the Columbus State home page (www.csc.edu).



COUGARWEB FOR STUDENTS MENU

Welcome Guest!

The following links may display confidential information.

REMINDER: To use CougarWeb you must use Internet Explorer 9 or better. The latest versions of Firefox or Google Chrome are also supported.

Apply for Financial Aid

[Learn About Financial Aid \(On Financial Aid TV\)](#)
[Complete the FAFSA](#)
[FAFSA Deadlines](#)
[Need Help? Attend a Workshop](#)
[Apply for Scholarships](#)
[Eligible Coursework for Aid](#)

Forms and Information

[CougarWeb User Guide](#)
[Blackboard](#)
[Buy Books](#)
[CSCC Home Page](#)
[Academic Calendar \(Important Dates and Deadlines\)](#)
[Petition to Graduate Form](#)
[Student E-Mail](#)
[Transcript Request Form](#)
[Online Official Enrollment Verification](#)

Registration

[Search for Classes \(NEW FEATURE\)](#)
[Course Descriptions](#)
[Register and Pay for Continuing Education Classes](#)

What's My Password

Click 'Log In'

LOG IN

MAIN MENU

STUDENTS MENU

COLUMBUS STATE
COMMUNITY COLLEGE

CougarWeb

CURRENT STUDENTS

Log In

User ID

Password

SUBMIT

Enter your **Columbus State User ID and Password** and then click **'SUBMIT'**

CSCC Home Page

What's My Cougar ID?

What's My Username?

What's My Password

LOG IN

MAIN MENU

STUDENTS MENU

The following links may display confidential information.

REMINDER: To use CougarWeb you must use Internet Explorer 9 or better. The latest versions of Firefox or Google Chrome are also supported.

Financial Information

[Manage My Account](#)
[1098 Electronic Consent](#)
[View My 1098-T Forms](#)
[Bank Information \(U.S.\)](#)
[Manage My Account Tutorial](#)
[Extended Payment Plan Forms and Information](#)
[Bookstore Charge Transactions](#)
[Payment Deferral Option](#)

Apply for Financial Aid

[Learn About Financial Aid \(On Financial Aid TV\)](#)
[Complete the FAFSA](#)
[FAFSA Deadlines](#)
[Need Help? Attend a Workshop](#)
[Apply for Scholarships](#)
[Eligible Coursework for Aid](#)

Complete Financial Aid Steps

[Financial Aid Self Service](#)
[Requesting Summer 2017 Financial Aid](#)
[Complete Student Loan Exit Counseling](#)

Registration

[Search and Register for Course Sections](#)
[Add and Drop My Classes](#)
[Register and Pay for Continuing Education Classes](#)

Select 'My Degree Audit'

[My Grades](#)
[My Grade Point Average](#)
[My Unofficial Transcript](#)
[My Schedule](#)
[My Profile](#)
[My Degree Audit](#)

Placement Testing

[Access ALEKS PPL \(Placement, Preparation and Learning\)](#)

Forms and Information

[CougarWeb User Guide](#)
[Blackboard](#)
[Buy Books](#)
[CSCC Home Page](#)
[Academic Calendar \(Important Dates and Deadlines\)](#)
[Petition to Graduate Form](#)
[Student E-Mail](#)
[Transcript Request Form](#)
[Online Official Enrollment Verification](#)
[DARS \(Degree Audit\) User Guide](#)
[Haven/Haven Plus Training](#)

Additional Services

[Step 1: Vehicle Registration](#)
[Step 2: Order Parking Permit](#)
[Step 3: Pay for Parking](#)

User Account

[Update My Address](#)

You will then be presented with the u.achieve Degree Audit login page:

COLUMBUS STATE
COMMUNITY COLLEGE

Welcome to u.achieve Degree Audit

User Name

Enter username

Password

Log in

Although directed from CougarWeb, u.achieve Degree Audit is a separate login. Enter **the same User ID and password**. If you cannot login, please contact the Help Desk at (614) 287-5050.

Click '**Log in**' or '**ENTER**'

REQUESTING A DEGREE AUDIT REPORT. The Audit Request page consists of two parts: (1) Declared Program (Active Program(s) of Study); and (2) Select a Different Program (a 'What If' function).



Audits ▾ Courses ▾ Exceptions Transfer Evaluations Profile ▾

Request an Audit

▼ Run Declared Programs:

School	Degree Program	Title	Catalog Year
	AA	ASSOCIATE OF ARTS	Autumn 2016

► Select a Different Program:

Advanced Settings [Click to view available options.](#)

Run Declared Programs Cancel

Use this part of the Audit Request screen to request a report on your Declared Program(s).

Use this part of the Audit Request screen to request a report for a Different Program (a 'What If' report).

'Advanced Settings' allows you to Include Planned and/or In-Progress Courses and to select different report formats (HTML, PDF):

Advanced Settings [Click to view available options](#)

Include In Progress Courses	<input checked="" type="checkbox"/>
Include Planned Courses	<input type="checkbox"/>
Run Type	A-Audit and Evaluat ▾
Format	Regular (HTML) ▾

'Run Declared Programs' Option.

This option automatically runs ALL active programs from your academic program information.

Just click the 'Run Declared Programs' button to produce the report:

Run Declared Programs Cancel

'Select a Different Program ('Whatif' Audit) Option:

The second option on the Audit Request Page is the 'What If' (or 'Select a Different Program') run option. This will produce a report for the program of your choice. Running this degree audit does not change the program on your official college program record. In order to officially declare a program, you must complete a Program Change Form (http://www.csc.c.edu/services/recordsandregistration/pdf/Program_of_Study_Update.pdf).

Request an Audit

The screenshot shows a web form for requesting an audit. At the top, there are two tabs: 'Run Declared Programs:' and 'Select a Different Program:'. A callout points to the second tab with the instruction '1. Click the 'Select a Different Program' option'. Below the tabs, a message states: 'Choosing a degree program here will not change your declared degree program.' There are three dropdown menus labeled 'Degree:', 'Program:', and 'Catalog Year:'. A callout points to these menus with the instructions: '2. Select Degrees or Certificates', '3. Select the Degree or Certificate', and '4. Select the Catalog Year (if applicable)'. At the bottom, there are two buttons: 'Run Different Program' (in dark blue) and 'Cancel' (in light gray). A callout points to the 'Run Different Program' button with the instruction '5. Click the 'Run Different Program' button'.

While the Audit Runs:

Your Audit is Loading



Your audit will be ready momentarily(more...).

The Degree Audit/u.achieve collects information from your student record, (courses taken in previous terms, registered classes and transfer credits), and information from the Degree Audit database (program requirements, exceptions) in order to produce the Audit.

Viewing the Audit:

Completed Audit Requests

These are the audits that have been run in the past for this student.

Run Audit

Delete

select all/select none

Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
ACCT.AAS	Autumn 2016	04/04/2017 9:08 AM		HTML	knewmang	IP	View Audit	
CSCI.CYBER.AAS	Autumn 2016	04/04/2017 8:28 AM	WIZIA.F.I.P	PDF	knewmang		View Audit	
ACCT.AAS	Autumn 2016	04/04/2017 8:25 AM		HTML	knewmang	IP	View Audit	

Audits are listed in reverse chronological order with the most recent appearing first.

Click the 'View Audit' button to view the audit

When the Audit finishes running, the report will appear at the top of the Audits List. Audit reports you've run previously will also be presented on this page.

READING THE AUDIT:

Basic information about you (name, ID, graduation petition) and information about the run itself (date, time, program, catalog) appear at the top of the report, followed by a standard disclaimer.

Student, Sally					
Accounting					
Request Audit					
Prepared On	04/03/2017 02:11 PM	Program Code	ACCT.AAS	Catalog Year	Autumn 2014
Student ID	0792792	Graduation Date	UNKNOWN	Job ID	2017040314112228

Audit Results Course History Applied Exceptions Markers

Open All Sections Close All Sections

Printer Friendly

When the 'HTML' report is first opened, all sections are closed. You have the option to 'Open All Sections' by clicking this link or selectively open each requirement.

A 'Printer Friendly' link provides the entire audit with all sections open, ready for printing.

The 'sections' of the Degree Audit Report represent different requirements that comprise the Academic Program (whether that is a two-year degree or certificate). The Legend explains the different completion status indicators that may appear:

Legend

- Complete
- Planned
- In Progress
- Unfulfilled



MATHEMATICS, STATISTICS & FORMAL LOGIC

SU16	STAT1450	3.00	X	AP CRDT : STATISTICS STATISTICS
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NATURAL SCIENCES



BIOLOGICAL SCIENCES

SP17	BIO 1111	4.00	RG	IP	Intro to Biology
------	----------	------	----	----	------------------

SELECT FROM: NO LAB: [ANTH2200](#)
 INCLUDES LAB: [BIO 1112](#) [BIO 1113](#) [BIO 1114](#) [BIO 1125](#)
[BIO 1127](#) [BIO 2215](#) [BIO 2301](#)



BASIC RELATED REQUIREMENTS



Personal Finance

NEEDS:

SELECT FROM: [FMGT116](#)



Computer Concepts & Applications

NEEDS: 1 COURSE

SELECT FROM: [CSC1101](#)

This requirement is incomplete as indicated by a red X. The X indicator will remain until all required sub-requirements are satisfied.

There are some differences between the Arts and Sciences (AA/AS) and Career & Tech (AAS/ATS) Degree Audit Reports, but they share some of the same general sections:

PLACEMENT INFORMATION

WRITING

SP14	COMPP0155	0.00	Place into DEV-0155
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MATHEMATICS

SP14	COMPP0105	0.00	Place into DEV-0105
SP14	DEV P0105	0.00	NC Eq for DEV 0105

READING

SP14	COMPP0140	0.00	Place into DEV-0140
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SCIENCE

SU14	BIO P0100	0.00	NC Equiv for HS Biology
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Placement Test Outcomes

SCHEDULED COURSES

SP17	CRJ 1140	3.00	RG	IP	Corrections
SP17	CRJ 2043	3.00	RG	IP	Institutional Corrections
SP17	CRJ 2901	3.00	RG	IP	Practicum/Seminar CRJ
SP17	MULT1114	3.00	RG	IP	Intro Addict Studies
SP17	MULT1140	0.50	RG	IP	Adult & Pediatric CPR

Scheduled/In-Progress Courses

**INFORMATION REGARDING HOW YOUR REGISTERED COURSES APPLY TO
 YOUR PLAN OF STUDY.**

** THE FOLLOWING COURSES APPLY TO YOUR PLAN OF STUDY **

SP17	CRJ 1140	3.00	RG	IP	Corrections
SP17	CRJ 2043	3.00	RG	IP	Institutional Corrections
SP17	CRJ 2901	3.00	RG	IP	Practicum/Seminar CRJ
SP17	MULT1114	3.00	RG	IP	Intro Addict Studies

Course Applicability to Your Plan of
 Study – can impact your eligibility
 for Financial Aid funding

**INFORMATION REGARDING HOW YOUR REGISTERED CO
 YOUR PLAN OF STUDY.**

The following section categorizes courses that you have
 scheduled that do NOT apply to your Plan of Study.
 If you have questions about alternative course
 recommendations, contact your Academic Advisor. A listing
 is available at:
csc.edu/services/advising/directory.shtml

*** COURSES THAT DO NOT APPLY TO YOUR PLAN OF STUDY ***

SP17	MULT1140	0.50	RG	IP	Adult & Pediatric CPR
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- ✓ **A CUMULATIVE 2.000 GRADE POINT AVERAGE FOR ALL COLLEGE LEVEL COURSES COMPLETED AT COLUMBUS STATE COMMUNITY COLLEGE IS REQUIRED FOR AN ASSOCIATE DEGREE.**

EARNED: 51.66 HOURS

3.311 GPA

Remedial Courses That Do Not Contribute to the Cumulative College-Level GPA Calculation:

WI12	DEV 0145	2.00		
SP12	DEV 090	1.33	A	College Success

Cumulative Grade Point Average (on College-Level Course Work)

The Associate of Applied Science and Associate of Technical Studies degree are comprised of three major categories of courses, or requirement:

✓ **GE-COLLEGE COMPOSITION REQUIREMENT**

SU14 ENGL1100 3.00 K

✗ **GE-MATHEMATICS**

✗ Statistical Concepts for Business

NEEDS: 1 COURSE

SELECT FROM: [STAT1400](#)

1. General Education Requirements

✓ ✗ *****TECHNICAL STUDIES REQUIREMENTS*****

NEEDS: 30.00 HOURS

✗ Principles of Business

NEEDS:

SELECT FROM: [BMGT1101](#)

✗ Interpersonal Skills

NEEDS: 1 COURSE

SELECT FROM: [BMGT1102](#)

3. Technical Studies Requirements

✗ *****BASIC RELATED REQUIREMENTS*****

✗ Personal Finance

NEEDS:

SELECT FROM: [FINC1101](#)

✗ Computer Concepts & Applications

NEEDS: 1 COURSE

SELECT FROM: [CSCI1101](#)

2. Basic Related Requirements

The Associate of Arts/Associate of Science degrees are designed to be the first two years of a bachelor's degree and consist of General Education requirements requiring courses that transfer and apply to four-year degree requirements at another college.

✗ *****ENGLISH AND INTERMEDIATE COMPOSITION*****

Complete both English and Intermediate Composition requirements for a minimum of six semester hours.

IN-PROGRESS 3.00 HOURS

NEEDS: 3.00 HOURS

ENGLISH COMPOSITION

SP17 ENGL1100 3.00 RG IP Composition I

✗ INTERMEDIATE COMPOSITION

NEEDS: 1 COURSE

SELECT FROM: [ENGL2367](#) [ENGL2567](#) [ENGL2667](#) [ENGL2767](#)

✓ ✗ *****HISTORICAL STUDY*****

✗ (minimum 3 semester hours)

NEEDS: 3.00 HOURS

SELECT FROM: [HIST1111](#) [HIST1112](#) [HIST1151](#) [HIST1152](#) [HIST1181](#) [HIST1182](#) [HIST2223](#) [HIST2224](#)

Other Associate Degree Requirements:

RESIDENCY HOURS REQUIREMENT

At least 20 semester hours of the coursework required in this program must be earned at Columbus State.
At least 14 of these credit hours must be earned in technical studies required for the program.

20 TOTAL RESIDENCY HOURS
50.00 HRS APPLIED
IN-PROG
14 TECHNICAL RESIDENCY HOURS
21.00 HRS APPLIED
IN-PROG
9.00 HOURS

Residency – At least 20 hours of any associate degree must consist of Columbus State courses

NON-APPLIED ELECTIVES

Elective coursework not used toward any specific requirement in this program. If you believe any of these courses may meet a requirement, contact your advisor. If Planned Courses list here unexpectedly, check for course formatting errors.

SP17	BMGT1102	2.00	A	QUARTER: BMGT102 Mnging Intrprsnl Skl
SP17	BMGT1111	3.33	A	QUARTER: BMGT111 Management

This section contains courses that were successfully completed but do not apply toward degree requirements above.

SPECIAL NOTE REGARDING QUARTER COURSES (taken prior to Autumn 2012):

Quarter courses taken prior to Autumn 2012 will be converted to semester courses with semester credit hour values.



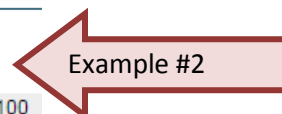
GE-COLLEGE COMPOSITION REQUIREMENT

AU11	ENGL1100	4.00	AV=B	QUARTER: ENGL101,102
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GE-SOCIAL/BEHAVIORAL SCIENCES REQUIREMENT

WI10	PSY 1100	3.33	C	QUARTER: PSY 100 Intro to Psychology
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In this Degree Audit Report, quarter courses on the right side of the equations are converted to their semester equivalents on the left.

Quarter hours are converted to semester hours.

Example #1 (many-to-one)

- ENGL101 and ENGL102 (taken for 3 quarter hours each) are converted to one semester course, ENGL1100 for 4 semester hours.

Example #2 (one-to-one)

- PSY 100 (taken for 5 quarter hours) is converted to one semester course, PSY 1100, for 3.33 semester hours.

PLANNED COURSES:

The system provides functionality for you to create and store courses you would like to plan for future enrollment.

Step 1. Select and edit the course, using one of two methods.

METHOD 1 (recommended): From the 'HTML' formatted audit:

✓ ✕ **GE-MATHEMATICS REQUIREMENT**

✕ Statistical Concepts for Business

NEEDS: 1 COURSE

SELECT FROM: STAT1400

Click on the course directly from the 'select from' line within the requirement you want to satisfy.

A description of STAT1400 is shown below. Would you like to add this as a planned course?

Add Cancel

STAT 1400 Statistical Concepts for Business (A, SP, SU) 3 credits

This course is designed to introduce students to statistical concepts focusing primarily on business applications. The course contains techniques in descriptive and inferential statistics and includes sampling techniques; data types; experiments; measures of central tendency; measures of dispersion; graphical displays of data; basic probability concepts; binomial and normal probability distributions; sampling distributions and Central Limit Theorem; estimating population parameters and hypothesis tests of parameters for one and two samples; linear regression and forecasting with exponential smoothing. STAT 1400 is intended for students pursuing an AAS degree in the business programs.

Lecture: 2 hours – Lab: 2 hours

Prerequisite: MATH 1025 or MATH 1050, minimum grade of "C" or by completion of MATH 1099 (MATH 1050 module), or by placement equivalent

Lab fee: \$7.00

Term	Course	RCredit	Grade	Title	Seq
Spring 2018	STAT1400	3	B		001
Add To List Return					

Edit the entry by:

- (1) Selecting a Term (if different from default);
- (2) Entering Credit Hours ;
- (3) Selecting a Grade (if different from default).

METHOD 2: From the 'Courses' Tab, select 'Add Planned Course'

Student: Student, Sally / 0792792 Audits ▾ **Courses ▾** Trans

Planned Coursework

Adding planned coursework will display on an audit if requested but do not

Add Planned Course Filter by: Term

From here: (1) Select the Term, (2) Type in the Course [Subject and Number]², (3) Enter Credit Hours, and (4) Select the Grade:

Term	Course	RCredit	Grade	Title	Seq
Spring 2018 ▾	STAT1400	3	B ▾		001

Step 2. Add to List:

Term	Course	RCredit	Grade	Title	Seq
Spring 2018 ▾	STAT1400	3	B ▾		001
Add To List Return					

Step 3. Re-run the Degree Audit Report, selecting the 'Include Planned Courses' Option:

Under the 'Advanced Settings' navigation, check the 'Include Planned Courses' box before running a new audit:

Advanced Settings [Click to view available options.](#)

Include In Progress Courses	<input checked="" type="checkbox"/>
Include Planned Courses	<input checked="" type="checkbox"/>
Run Type	A-Audit and Evaluat ▾
Format	Regular (HTML) ▾

² Please note in Method 2, the planned course must be entered in the expected format: official department name from the course description (such as BIO or MATH) + 4 digit course number. Otherwise, the course will not match in the Degree Audit Report as expected.

The following disclaimer appears on Degree Audit Reports that contain Planned Courses:

**THIS AUDIT INCLUDES PLANNED COURSES
PLEASE BE AWARE OF THE FOLLOWING:**

- * Planned courses are NOT automatically registered Remember to schedule your classes each term via CougarWeb Registration.
- * Planned Courses with projected grades are calculated into GPAs on the audit report. Remember you have the option to re-run the audit without including Planned Courses.
- * At the end of each term, Planned Courses for that term will be automatically deleted from the system.

Planned Courses can be incorporated into the Audit run to see what effect they would have on program requirements and GPA. This can be helpful in projecting GPAs for graduation eligibility.

It is critical that you understand that Planned Courses are not automatically registered.

PLANNED COURSES IN A DEGREE AUDIT REPORT:

A Planned Course has tentatively completed the requirement as indicated by purple box with the calendar symbol.

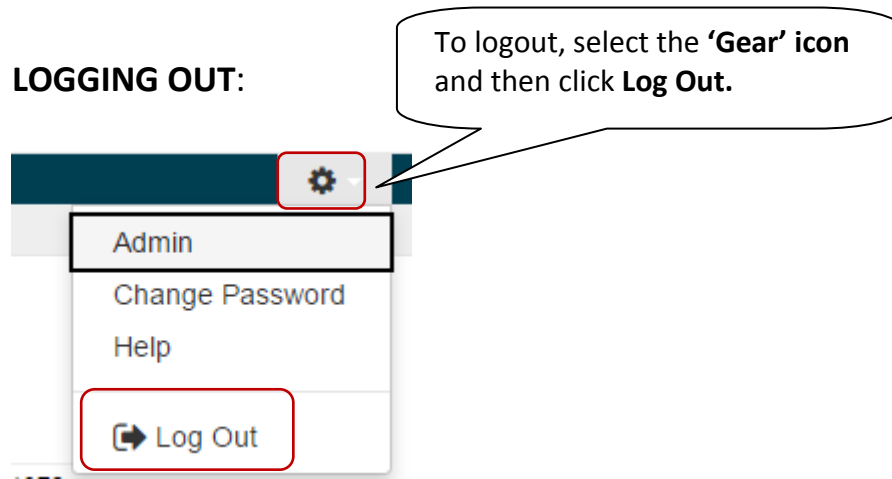


GE-MATHEMATICS REQUIREMENT

SU16	STAT1400	3.00	A?	PL	Business Statistics
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The projected grade of each Planned Course is indicated by a question mark to remind the user this course has not yet actually been taken. In this example the student has predicted they may earn an 'A' in STAT 1400.

LOGGING OUT:



For questions about your Degree Audit Report and/or how to use the u.achieve Degree Audit System, please contact your Academic Advisor. An Advisor Directory is available at: www.csc.edu/services/advising/directory.shtml.