Degree Audit Self-Service For Students

User Guide

Revised April 12, 2017

1 u.achieve is Columbus State’s new Degree Audit system that will replace DARS (Degree Audit Reporting System)

2 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.cscc.edu, or you can navigate from the Columbus State home page (www.cscc.edu).
Enter your Columbus State User ID and Password and then click ‘SUBMIT’.
You will then be presented with the u.achieve Degree Audit login page:

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.
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).

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

‘RunDeclared 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:
‘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.cscc.edu/services/recordsandregistration/pdf/Program_of_Study_Update.pdf).

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:

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.

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

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.
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

The 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 Test Outcomes

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>SP14 C0MPP0155</td>
<td>0.00</td>
<td>Place into DEV-0155</td>
</tr>
<tr>
<td>Mathematics</td>
<td>SP14 C0MPP0105</td>
<td>0.00</td>
<td>Place into DEV-0105</td>
</tr>
<tr>
<td></td>
<td>SP14 DEV-0105</td>
<td>0.00</td>
<td>NC Eqv for DEV-0105</td>
</tr>
<tr>
<td>Reading</td>
<td>SP14 C0MPP0140</td>
<td>0.00</td>
<td>Place into DEV-0140</td>
</tr>
<tr>
<td>Science</td>
<td>SU14 BIO-PD100</td>
<td>0.00</td>
<td>NC Equiv for HS Biology</td>
</tr>
</tbody>
</table>

### Scheduled/In-Progress Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Type</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP17 CRJ 1140</td>
<td>Corrections</td>
<td>3.00</td>
<td>RG IP</td>
<td>Corr</td>
</tr>
<tr>
<td>SP17 CRJ 2043</td>
<td>Institutional Corrections</td>
<td>3.00</td>
<td>RG IP</td>
<td>Inst Corr</td>
</tr>
<tr>
<td>SP17 CRJ 2901</td>
<td>Practicum Seminar CRJ</td>
<td>3.00</td>
<td>RG IP</td>
<td>Pract</td>
</tr>
<tr>
<td>SP17 MULT1114</td>
<td>Intro Addict Studies</td>
<td>3.00</td>
<td>RG IP</td>
<td>Addict</td>
</tr>
<tr>
<td>SP17 MULT1140</td>
<td>Adult &amp; Pediatric CPR</td>
<td>0.50</td>
<td>RG IP</td>
<td>CPR</td>
</tr>
</tbody>
</table>

### Information Regarding How Your Registered Courses Apply to Your Plan of Study

The following courses apply to your Plan of Study:

<table>
<thead>
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</tbody>
</table>

### Courses That Do Not Apply to Your Plan of Study

<table>
<thead>
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<th>Type</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP17 MULT1140</td>
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<td>RG IP</td>
<td>CPR</td>
</tr>
</tbody>
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The Associate of Applied Science and Associate of Technical Studies degree are comprised of three major categories of courses, or requirement:

1. General Education Requirements
2. Basic Related Requirements
3. Technical Studies 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.
Other Associate Degree Requirements:

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.

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

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

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:

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?

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’

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

Step 2. Add to List:

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:

$^2$ ‘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 the purple box with the calendar symbol.

The projected grade of each Planned Course is indicated by a question mark to remind the user that the course has not yet actually been taken. In this example, the student has predicted they may earn an ‘A’ in STAT 1400.
LOGGING OUT:

To logout, select the ‘Gear’ icon and then click Log 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.cscce.edu/services/advising/directory.shtml.