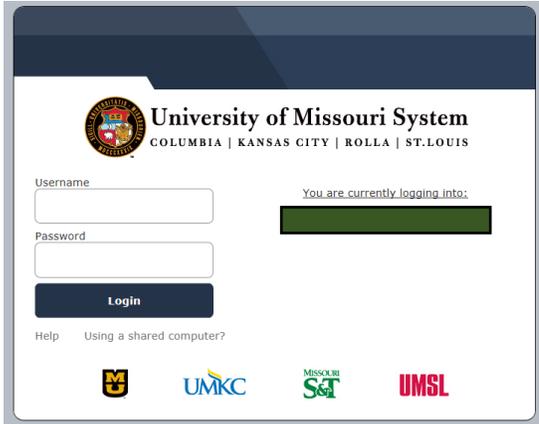


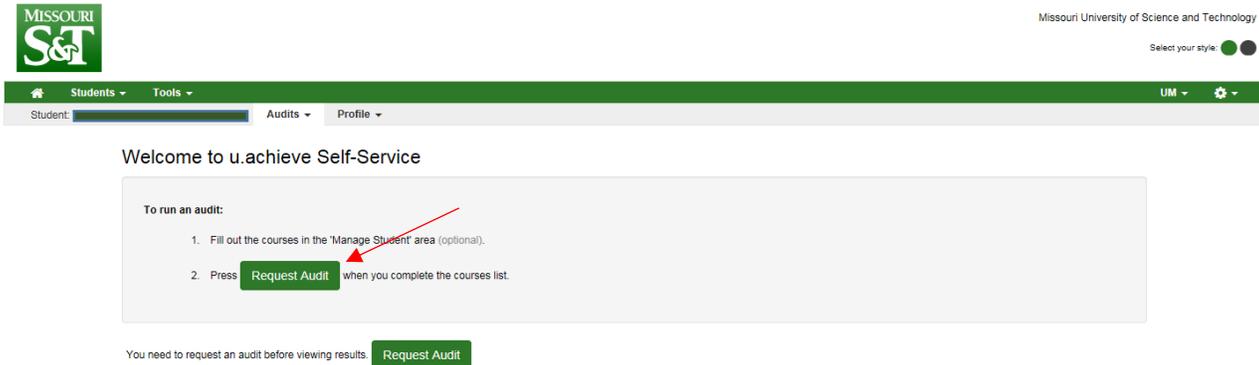
How do I run an online degree audit report?

1. Login to MyDegree.mst.edu. You can also log in via Joe'SS and go to your Student Center and click on Request Degree Audit.
2. The following screen will appear.



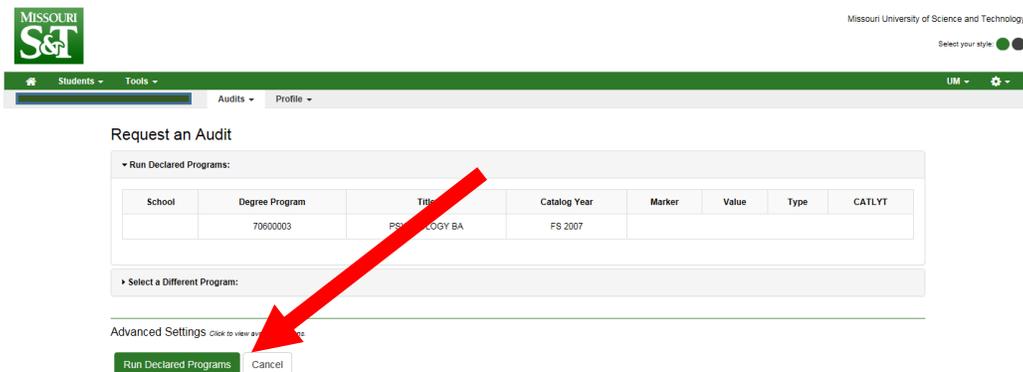
The screenshot shows the login page for the University of Missouri System. At the top, it says "University of Missouri System" with the logos for Columbia, Kansas City, Rolla, and St. Louis. Below that are fields for "Username" and "Password". A "Login" button is positioned below the password field. To the right of the password field, it says "You are currently logging into:" followed by a green box. At the bottom left, there are links for "Help" and "Using a shared computer?". Logos for Missouri S&T, UMKC, and UMSL are at the bottom.

3. Enter your Missouri S&T username (use only lowercase characters) in the appropriate field. Do not include "@mst.edu" when you enter your username.
4. Enter your password.
5. The following screen will appear.



The screenshot shows the "u.achieve Self-Service" page. At the top left is the Missouri S&T logo, and at the top right is "Missouri University of Science and Technology" with a "Select your style:" dropdown. A navigation bar contains "Students", "Tools", "Audits", and "Profile". The main content area says "Welcome to u.achieve Self-Service" and "To run an audit:" followed by two steps: "1. Fill out the courses in the 'Manage Student' area (optional)." and "2. Press 'Request Audit' when you complete the courses list." A red arrow points to the "Request Audit" button in step 2. Below this, it says "You need to request an audit before viewing results." with another "Request Audit" button.

6. To request a degree audit, select Request Audit.
7. The student's current degree program will be displayed. To request a degree audit for that specific degree program, click run declared programs.
8. The following screen will appear.



The screenshot shows the "Request an Audit" page. It has the same header as the previous screenshot. The main content area is titled "Request an Audit" and has a dropdown menu for "Run Declared Programs:" which is expanded to show a table of programs. A red arrow points to the "Run Declared Programs" button at the bottom of the page.

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	70600003	PSYCHOLOGY BA	FS 2007				

Advanced Settings [Click to view advanced settings](#)

You will need to click on View Audit and your degree audit will display.

Missouri University of Science and Technology

Select your style: ●●

Students Tools UM

Student: [redacted] Audits Profile

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

Run Audit Delete
select all/select none

ID	Instd	Program	Emphasis	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
3406		PSYCHOLOGY BA	GENERAL	FS 2007	04/24/2017 11:05 AM		HTML	kmt9r6		View Audit	<input type="checkbox"/>

9. You will need to click on Open All Sections to view your complete audit.

Missouri University of Science and Technology

Select your style: ●●

Students Tools UM

Audits Profile

Request Audit

Prepared On 04/24/2017 11:05 AM Program Code 70600003 Catalog Year FS 2007

Student ID [redacted] Job ID 2017042411051992

Audit Results Applied Exceptions

Open All Sections Close All Sections Printer Friendly

Advisor: Krueger, Merilee

INSTITUTION / PRIOR DEGREE	FIELD OF STUDY	DATE
MISSOURI S&T Psychology BA		12/2011
MISSOURI S&T History Minor		12/2011

***** ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET *****

- 1 ALL SENIORS ARE REQUIRED TO COMPLETE SENIOR ASSESSMENT PRIOR TO GRADUATION. CONTACT YOUR DEPARTMENT FOR

10. Each section of the audit is a requirement. Each requirement is numbered and is preceded by a green check mark signifying that the requirement or sub-requirement is complete. A red X means a requirement or sub-requirement is not fulfilled.

- 10 MINIMUM OF 128 HRS REQUIRED (ADDITIONAL HOURS MAY BE NEEDED TO SATISFY ALL REQUIREMENTS BELOW)
EARNED: 87.0 HOURS 3.521 GPA
NEEDS: 41.0 HOURS
- OPT ORIENTATION COURSE (OPTIONAL FOR TRANSFER STUDENTS)
EARNED: 1.0 HOUR 1 SUB-GROUP 2.000 GPA
FS15 FR ENG 1100 1.0 C
- 11 HUMANITIES AND SOCIAL SCIENCE REQUIREMENTS - (18 HRS)
EARNED: 15.0 HOURS 3 SUB-GROUPS 3.666 GPA
NEEDS: 1 SUB-GROUP
 - 1) ONE HISTORY/POL SCIENCE COURSE REQUIRED (WILLIAMS LAW)
3.0 HOURS ADDED 1 COURSE TAKEN
FS13 HISTORY 1200 3.0 EXT
 - 2) ONE ECON COURSE REQUIRED
3.0 HOURS ADDED 1 COURSE TAKEN 3.000 GPA
FS15 ECON 1100 3.0 B
 - 3) 1 UPPER LEVEL HUMANITIES/SOCIAL SCIENCE COURSE FROM APPROVED LIST. SEE ADVISOR FOR DETAILS
3.0 HOURS ADDED 1 COURSE TAKEN 4.000 GPA
SP16 POL SCI 3210 3.0 A
 - 4) CHOOSE 9 CREDIT HOURS OF HUMANITIES OR SOCIAL SCIENCES FROM APPROVED LIST
6.0 HOURS ADDED 2 COURSES TAKEN 4.000 GPA
FS14 POL SCI 1300 3.0 EXT
FS15 HISTORY 1300 3.0 A
NEEDS: 3.0 HOURS
- 12 REQUIRED BASIC SCIENCE/MATHEMATICS COURSES

11. There is a legend at the bottom of the audit that explains the various symbols used throughout the audit.

- > 19 ELECTIVES
- > OPT OTHER COURSES TAKEN AS GRADUATE CREDIT OR MARKED AS REPEATED COURSE GPA ADJUSTED
- > 20 EXTRA TRANSFER COURSES NOT COUNTED TOWARD A DEGREE
- > 21 EXTRA COURSE WORK DONE ON CAMPUS THAT DOES NOT COUNT TOWARD A DEGREE

***** END OF ANALYSIS *****

Legend

- Complete
- Planned
- In Progress
- Unfulfilled

Course Codes

- C - Cross Listed Course, credit only allowed once
- D - Duplicate Course, Does not Count
- E - Credit by Exam
- R - Repeatable Course
- T - Transfer Course
- IP - In-Progress Course

How do I run a 'What if' degree audit report?

1. Click on Select a Different Program, the following screen will appear.

MISSOURI S&T Missouri University of Science and Technology

Students Batch Tools Reports Security UM

Audits Exceptions Profile

Request an Audit

Run Declared Programs:

Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Degree: [-] [v]

Catalog Year: [-] [v]

Advanced Settings click to view available options.

Run Different Program Cancel

2. Select the degree program for the audit you would like to run from the drop down menu, also select a catalog year from the drop down menu.

MISSOURI S&T Missouri University of Science and Technology

Students Tools UM

Audits Profile

Request an Audit

Run Declared Programs:

Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Degree: [-] [v]

Catalog Year: [-] [v]

Advanced Settings click to view available options.

Run Different Program Cancel

- From the Degree Program drop-down menu, select the degree program for which you would like to run a “What if” degree audit report.

MISSOURI S&T Missouri University of Science and Technology

Students Batch Tools Reports Security UM

Audits Exceptions Profile

Request an Audit

Run Declared Programs:

Select a Different Program:

Choosing a degree program

Degree

Catalog Year:

Advanced Settings click to

Run Different Program

- ACTUARIAL SCIENCE CT - - - 38430078
- AEROSPACE ENGINEERING BS - - - 03400004
- AEROSPACE ENGINEERING MS - - - 03400062
- AEROSPACE ENGINEERING PHD - - - 03400091
- APPLIED & ENVIRONMENTAL BIOLOGY MS - - GENERAL - 05800062
- APPLIED MATHEMATICS BS - - ACTUARIAL SCIENCE - 05905004
- APPLIED MATHEMATICS BS - - ALGEBRA/DISCRETE MATH - 05901004
- APPLIED MATHEMATICS BS - - APPLIED ANALYSIS - 05902004
- APPLIED MATHEMATICS BS - - COMPUTATIONAL MATHEMATI - 05903004
- APPLIED MATHEMATICS BS - - GENERAL - 05900004
- APPLIED MATHEMATICS BS - - SECONDARY EDUCATION - 05901504
- APPLIED MATHEMATICS BS - - STATISTICS - 05904004
- APPLIED MATHEMATICS MS - - GENERAL - 05900062
- ARCHITECTURAL ENGINEERING BS - - - 06000004
- ARCHITECTURAL ENGINEERING BS - - CONST ENG & PROJECT MGT - 06002004
- ARCHITECTURAL ENGINEERING BS - - CONSTRUCTION MATERIALS - 06004004
- ARCHITECTURAL ENGINEERING BS - - ENV SYS FOR BUILDINGS - 06003004
- ARCHITECTURAL ENGINEERING BS - - STRUCTURAL ENGINEERING - 06001004
- BIG DATA MANAGEMENT & ANALYTICS CT - - - 14309078
- BIG DATA MANAGEMENT & SECURITY CT - - - 14309578
- BIOLOGICAL SCIENCES BA - - - 11500003
- BIOLOGICAL SCIENCES BA - - PRE-MEDICINE - 11501003
- BIOLOGICAL SCIENCES BA - - SECONDARY EDUCATION - 11501503
- BIOLOGICAL SCIENCES BS - - - 11500004
- BIOMATERIALS MS - - - 11800062
- BUSINESS ADMINISTRATION MBA - - BUSINESS ADMINISTRATION - 11900066
- BUSINESS ANALYTICS & DATA SCIENCE CT - - - 32004578
- BUSINESS AND MANAGEMENT SYST BS - - BUSINESS ADMINISTRATION - 10501004

- Then click Run Different Program.

MISSOURI S&T Missouri University of Science and Technology

Students Batch Tools Reports Security UM

Audits Exceptions Profile

Request an Audit

Run Declared Programs:

Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Degree: APPLIED MATHEMATICS BS - - GENERAL - 05900004

Catalog Year: FS 2016 Clear Selections

Advanced Settings click to view available options

Run Different Program Cancel

How do I run a degree audit report that does not include courses that are currently in progress?

1. In Advanced Settings, uncheck the 'Include In Progress Courses' box.

MISSOURI S&T Missouri University of Science and Technology

Students Tools UM

Student: [Name] Audits Profile

Request an Audit

Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	70600003	PSYCHOLOGY BA	FS 2007				

Select a Different Program:

Advanced Settings Click to view available options.

Include In Progress Courses

List All

What If Courses

Run Type

Format

Run Declared Programs Cancel

2. Select Run Declared Programs.
3. You will click on View Audit.

MISSOURI S&T Missouri University of Science and Technology

Students Tools UM

Student: [Name] Audits Profile

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

1 completed audit was deleted.

Run Audit Delete

select all/select none

ID	Instd	Program	Emphasis	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
3408		PSYCHOLOGY BA	GENERAL	FS 2007	04/24/2017 11:10 AM		HTML	kmt9r6		View Audit	<input type="checkbox"/>