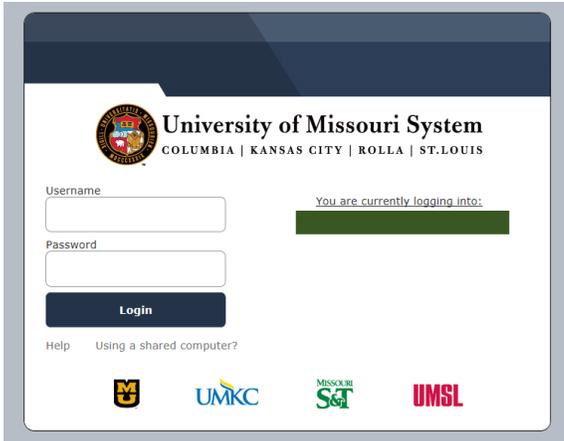


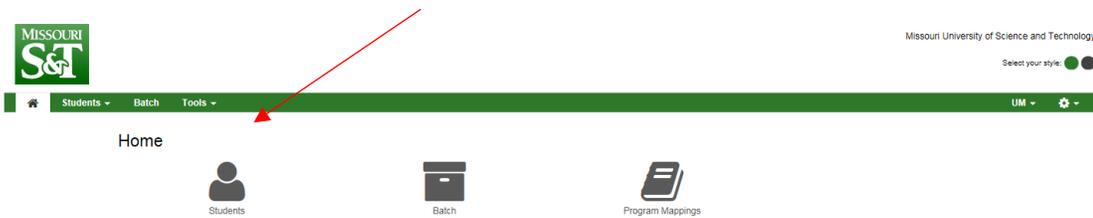
How do I run an online degree audit report?

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.



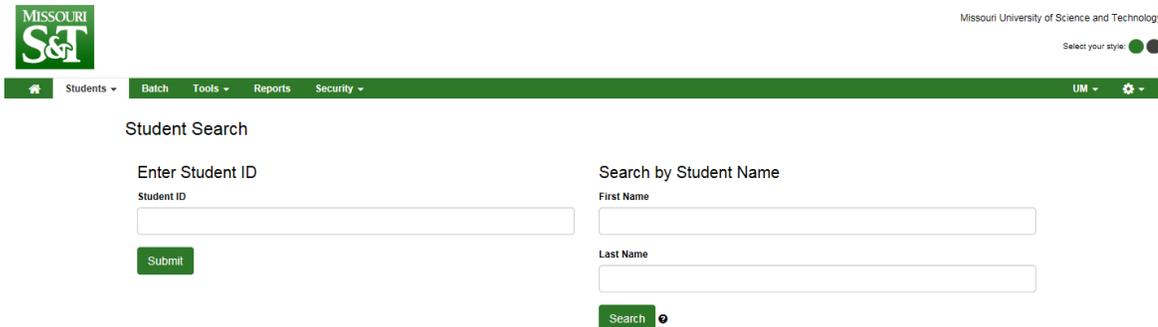
The screenshot shows the login page for the University of Missouri System. At the top left is the university's logo and name, with locations listed as Columbia, Kansas City, Rolla, and St. Louis. Below this are two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the password field. To the right of the password field, there is a green box with the text 'You are currently logging into:'. At the bottom left, there is a 'Help' link and a note 'Using a shared computer?'. At the bottom, there are logos for the University of Missouri (UM), UMKC, Missouri S&T, and UMSL.

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 dashboard for the Missouri University of Science and Technology. At the top left is the Missouri S&T logo. At the top right, it says 'Missouri University of Science and Technology' and 'Select your style:'. Below this is a green navigation bar with a home icon, 'Students', 'Batch', and 'Tools' dropdown menus, and a 'UM' dropdown menu with a settings icon. Below the navigation bar are four icons: 'Home', 'Students', 'Batch', and 'Program Mappings'. A red arrow points to the 'Students' dropdown menu in the navigation bar.

6. Click on Students and the following screen will appear. At this point you can either enter a Student number or Search by Student Name.



The screenshot shows the 'Student Search' page. At the top left is the Missouri S&T logo. At the top right, it says 'Missouri University of Science and Technology' and 'Select your style:'. Below this is a green navigation bar with a home icon, 'Students', 'Batch', 'Tools', 'Reports', and 'Security' dropdown menus, and a 'UM' dropdown menu with a settings icon. Below the navigation bar is the 'Student Search' section. It has two columns. The left column is titled 'Enter Student ID' and has a 'Student ID' input field and a 'Submit' button. The right column is titled 'Search by Student Name' and has 'First Name' and 'Last Name' input fields, and a 'Search' button with a magnifying glass icon.

7. Once the student information has been entered the following screen will appear.

MISSOURI S&T Missouri University of Science and Technology

Select your style: ● ●

Students Tools Audits Profile

Welcome to u.achieve Self-Service

To run an audit:

1. Fill out the courses in the 'Manage Student' area (optional).
2. Press **Request Audit** when you complete the courses list.

You need to request an audit before viewing results. **Request Audit**

8. To request a degree audit, select Request Audit.

9. The student's current degree program will be displayed. To request a degree audit for that specific degree program, click run declared programs.

10. The following screen will appear.

MISSOURI S&T Missouri University of Science and Technology

Select your style: ● ●

Students Tools 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.

Run Declared Programs Cancel

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

MISSOURI S&T Missouri University of Science and Technology

Select your style: ● ●

Students Tools 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	Instcd	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"/>

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

MISSOURI S&T Missouri University of Science and Technology

Students Tools UM

Student: [REDACTED] Audits Profile

Request Audit

PSYCHOLOGY BA GENERAL

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

Advisor: Krueger, Merilee

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

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

1 ALL SENIORS ARE REQUIRED TO COMPLETE SENIOR ASSESSMENT PRIOR TO GRADUATION. CONTACT YOUR DEPARTMENT FOR INSTRUCTIONS AT THE BEGINNING OF THE SEMESTER OF GRADUATION.

12. 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
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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
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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 1200	3.0	EXT
FS15	HISTORY 1300	3.0	A

NEEDS: 3.0 HOURS

12 REQUIRED BASIC SCIENCE/MATHEMATICS COURSES

13. 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.

The screenshot shows the 'Request an Audit' form in a web application. At the top left is the Missouri S&T logo. The navigation bar includes 'Students', 'Batch', 'Tools', 'Reports', 'Security', 'UM', and a settings icon. Below the navigation bar, there are tabs for 'Audits', 'Exceptions', and 'Profile'. The main content area is titled 'Request an Audit' and contains a section 'Run Declared Programs:' followed by a dropdown menu 'Select a Different Program:'. A red arrow points to this dropdown menu. Below the dropdown menu, there is a text box with the instruction 'Choosing a degree program here will not change your declared degree program.' and two dropdown menus for 'Degree' and 'Catalog Year'. At the bottom of the form, there are 'Advanced Settings' and a link 'click to view available options.', along with 'Run Different Program' and 'Cancel' buttons.

2. From the Degree Program Menu, 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.

This screenshot is similar to the previous one, showing the 'Request an Audit' form. In this view, two red arrows point to the 'Degree' and 'Catalog Year' dropdown menus, indicating where the user should select their options.

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

3. Then click Run Different Program.

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.

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: ****- Default**

What If Courses:

Run Type: **D-Degree Audit**

Format: **Regular (HTML)**

Run Declared Programs Cancel

2. Select Run Declared Programs.
3. Click on View Audit.

Missouri University of Science and Technology

Students Tools

Student 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	Instcd	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"/>

How do I run a degree audit using a paper saving method?

1. After you have ran and opened the degree audit, click on "UM" on the top right of the tool bar and choose the 2UP Audit option.

Missouri University of Science and Technology

Students Batch Tools Reports Security

Audits Exceptions Profile

MECHANICAL ENGINEERING BS
ENERGY CONVERSION

Prepared On 04/25/2017 08:03 AM Program Code 38603004 Catalog Year FS 2009
Student ID [REDACTED] Job ID 2017042508034243

Enter Exception Mode

Audit Results Applied Exceptions

Open All Sections Close All Sections

Printer Friendly

Advisor: Long, Erica L

DATE TYPE SCORE NW WSS SSP
01/1900 COMP 0920 48 00 00

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

> x 1 ALL SENIORS ARE REQUIRED TO COMPLETE SENIOR ASSESSMENT PRIOR TO GRADUATION. CONTACT YOUR DEPARTMENT FOR INSTRUCTIONS AT THE BEGINNING OF THE SEMESTER OF GRADUATION.

2. You will be prompted to Open, Save or Cancel. If you select Open a two column PDF version of the degree audit will appear.

How do I view a student's photo on the degree audit?

1. To view a picture of the student on the degree audit you will select UM and then photo. A photo of the student will then appear at the top of the screen.

Missouri University of Science and Technology

Students Batch Tools Reports Security

Audits Exceptions Profile

MECHANICAL ENGINEERING BS
ENERGY CONVERSION

Prepared On 04/25/2017 08:03 AM Program Code 38603004 Catalog Year FS 2009
Student ID [REDACTED] Job ID 2017042508034243

Enter Exception Mode

Audit Results Applied Exceptions

Open All Sections Close All Sections

Printer Friendly

Advisor: Long, Erica L