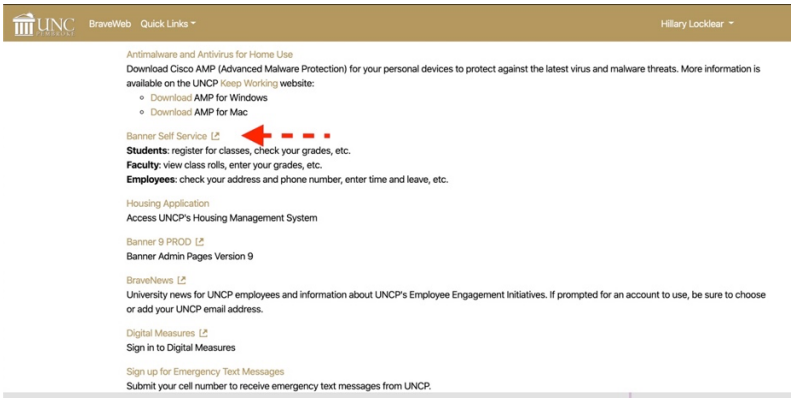
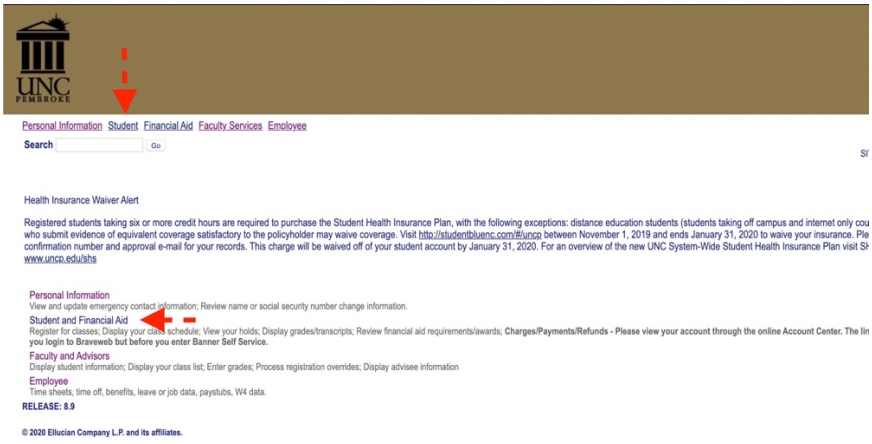
Guide to running and reading a Degree Audit

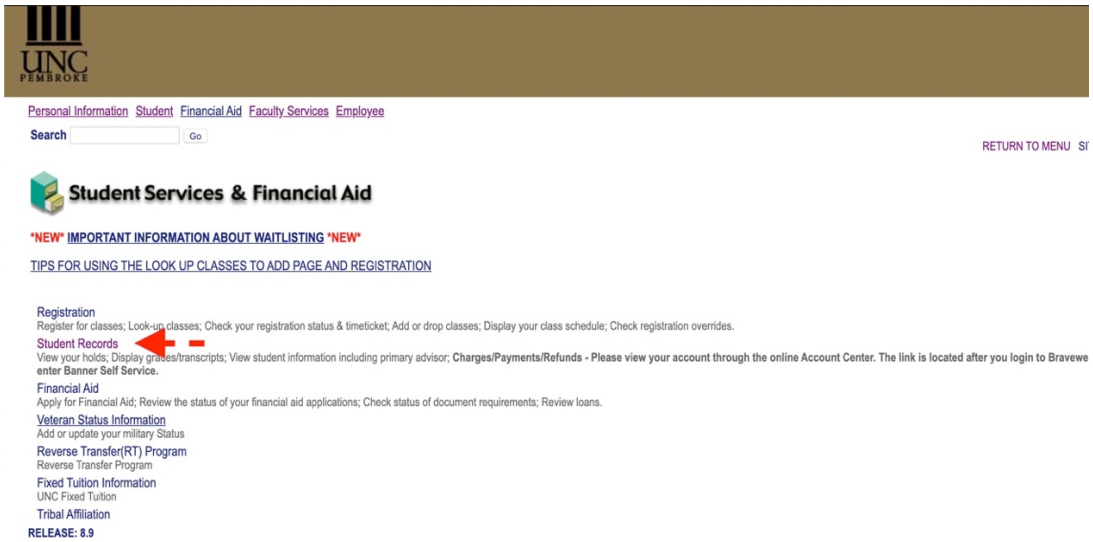
1. Log in to your Braveweb account.
2. Click on Banner Self Service.



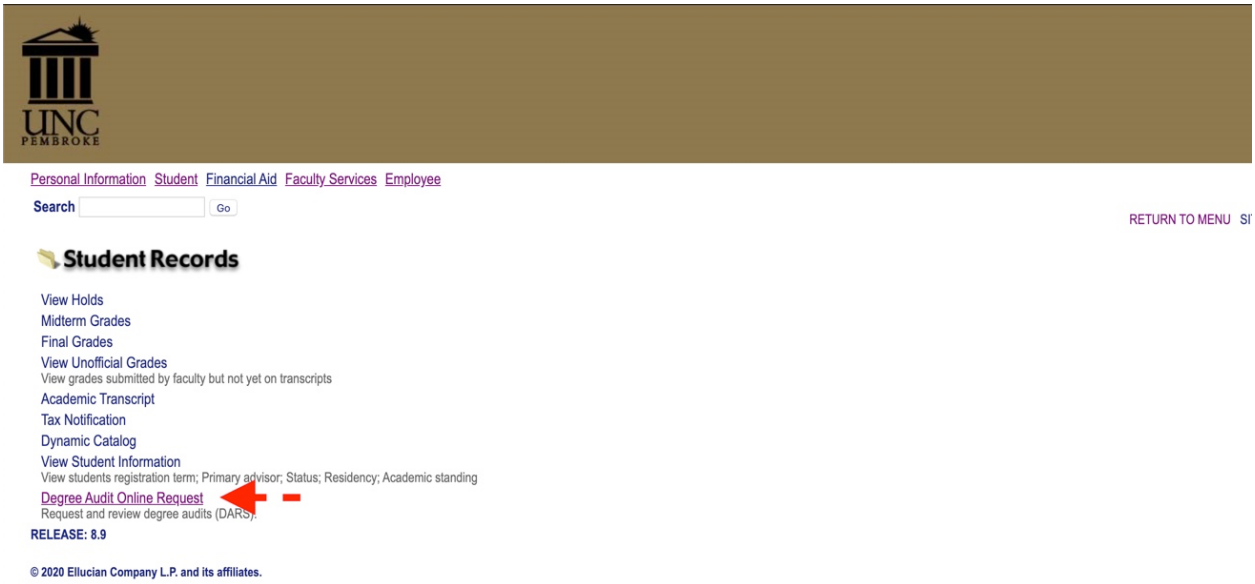
3. Click Student or Student and Financial Aid link on the Main Menu Page.



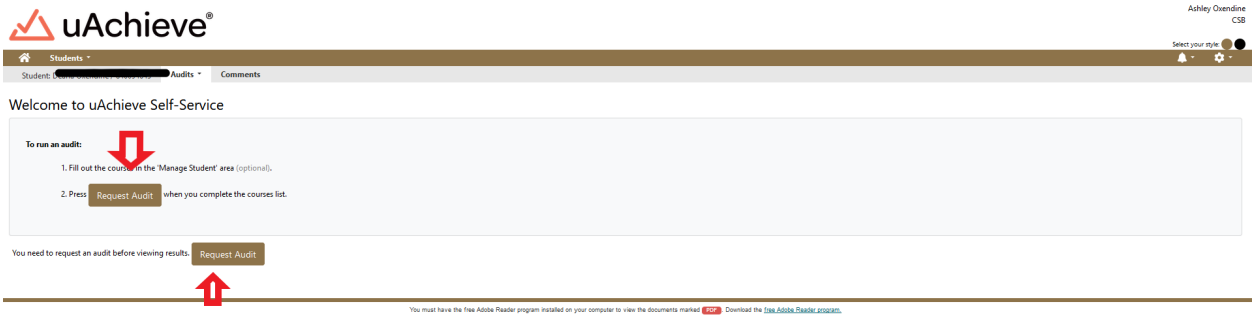
4. Next Click on the Student Records link.



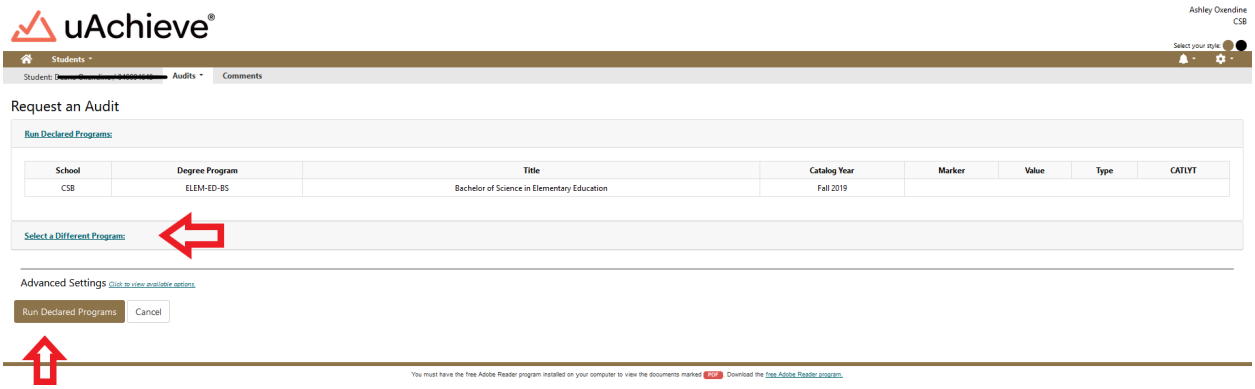
5. Click Degree Audit Online Request.



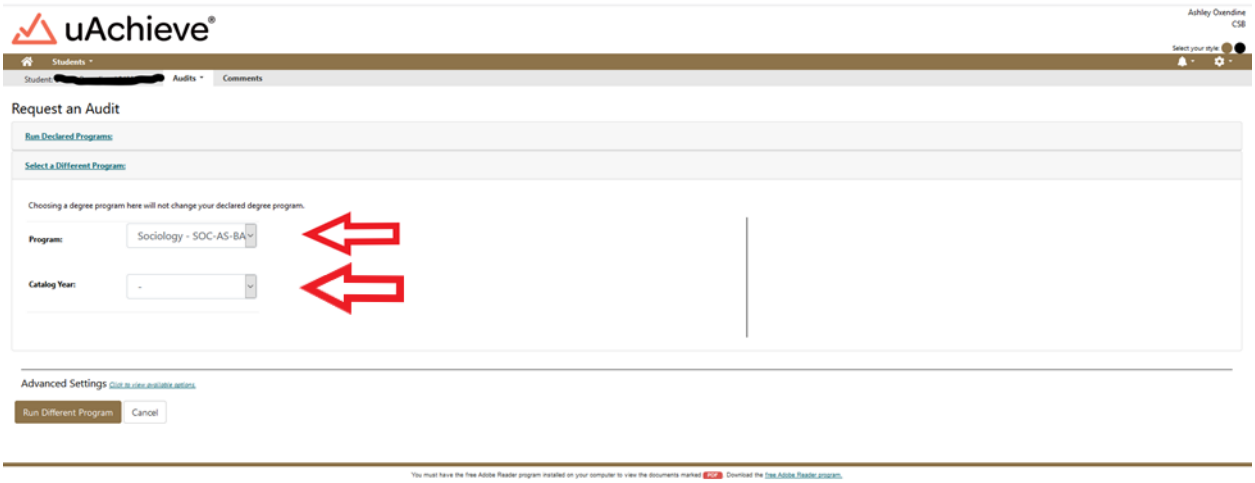
6. U Achieve will open in a new window. Log-in using your UNCP login if prompted. Click Request Audit.



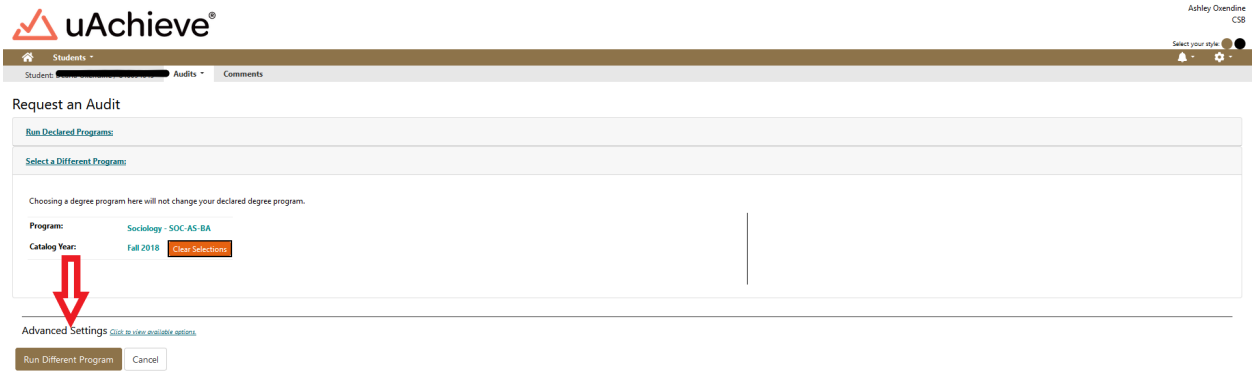
7. If you are running an audit on your current degree click Run Declared Program. If you want to change the degree click Select a Different Program (If running a current degree audit skip to step 11.)



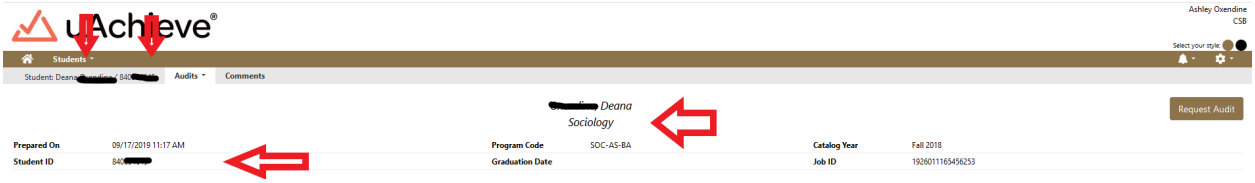
8. Select New Program (Major) and Catalog Year from Drop downs.



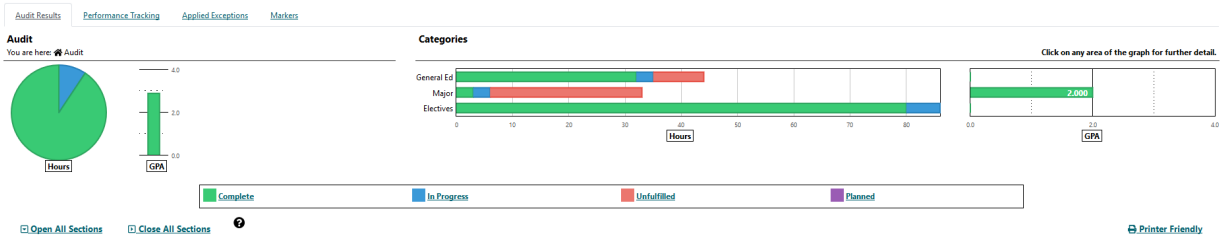
9. Click Run Different Program.



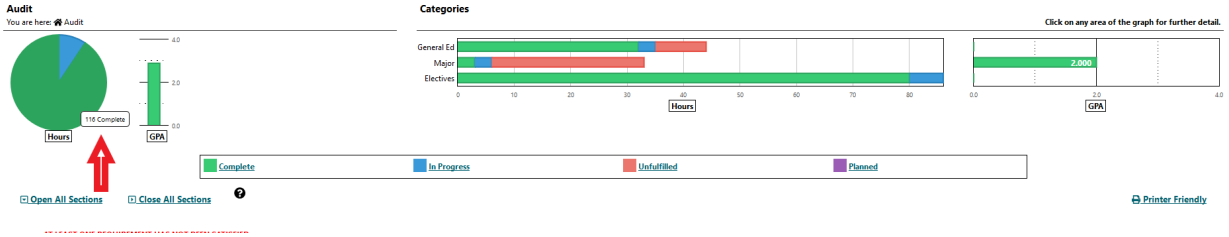
10. The Audit will then propagate with the student information at the top that includes your name and Degree at the top Banner ID, Program Code, and Catalog year.



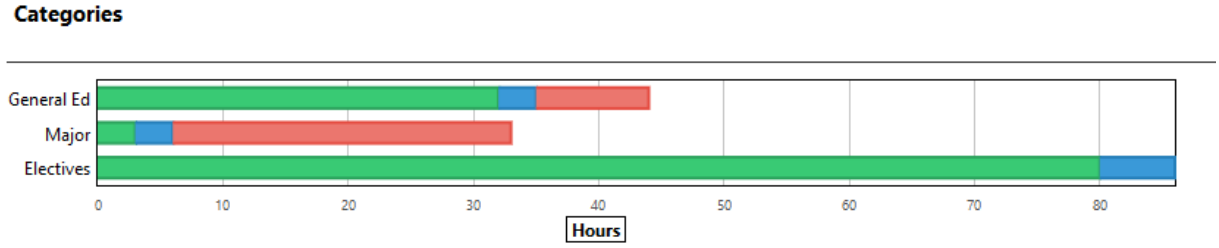
11. Below your student information at the top is charts and graphs that represent your progress towards degree completion. There is a legend that is color coded to represent each of the following: complete (green), in progress (blue) and unfulfilled (red). Planned (purple) is located here as well but we do not use this feature.



12. You can hover over the colored sections of the charts and grafts to see the number of hours related to that section either completed, in progress or unfulfilled.

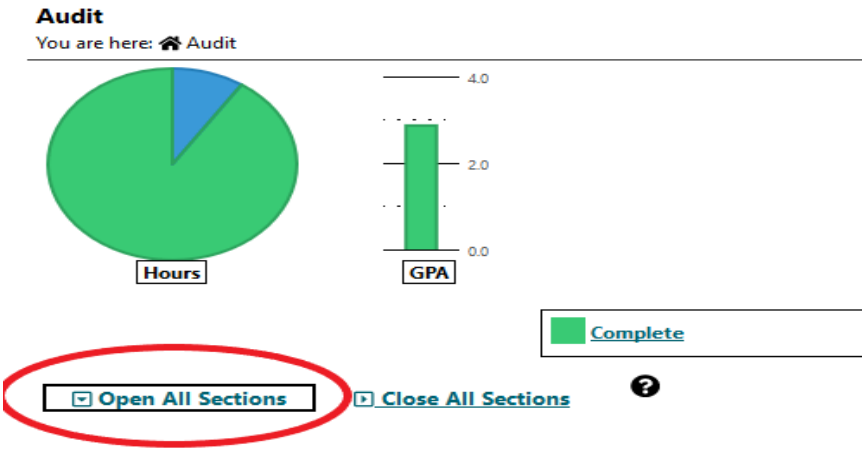


13. You can click on bar in the categories table below to go directly to that related section on the Degree Audit.

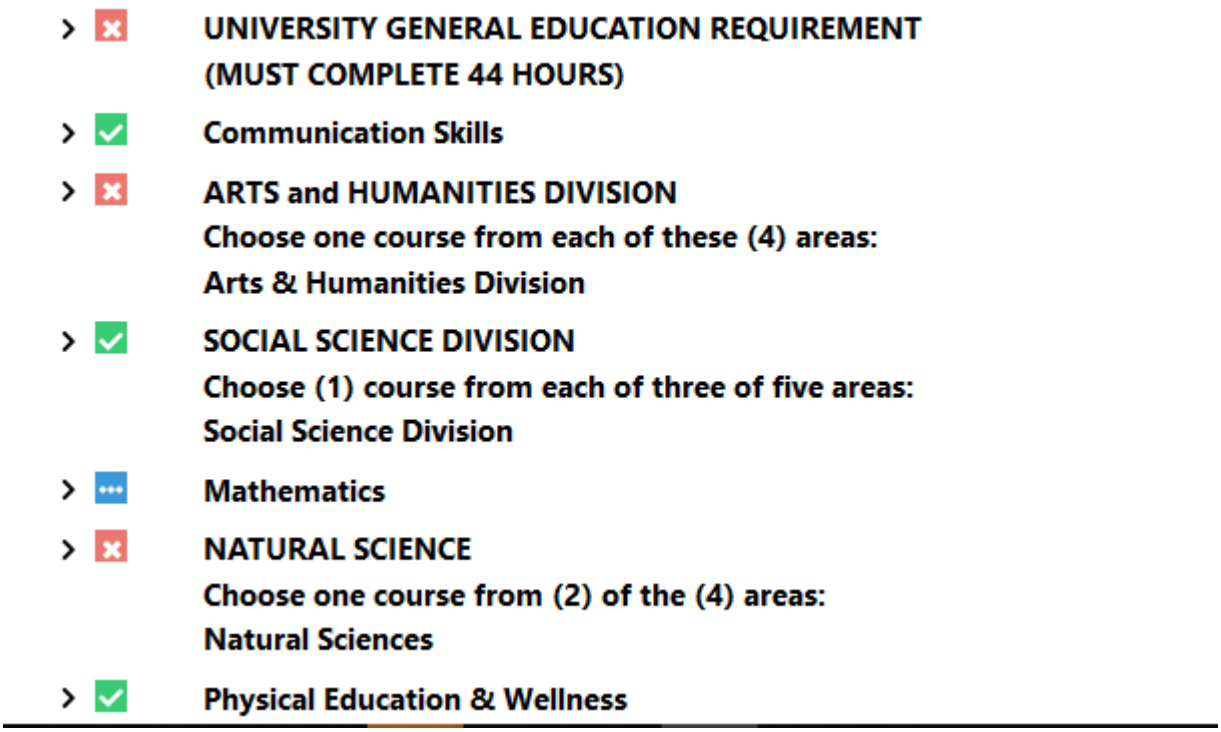


14. In the category section we selected Major. Below you will see a screen shot of the major requirements which include completed, in progress and unfulfilled requirements.

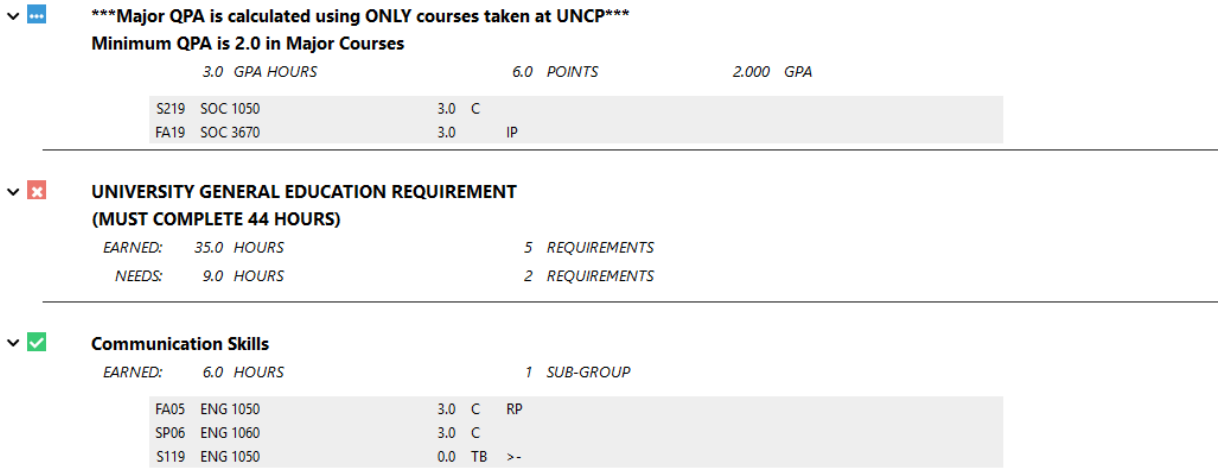
15. When the Audit is initially opened, All sections are closed. Click open all sections to see all requirements in each section.



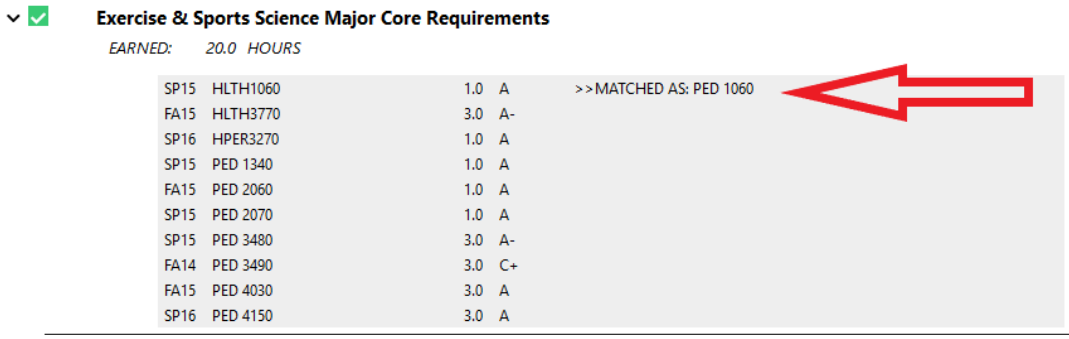
16. When reviewing the Degree Audit. = completed requirement, = In progress requirement, = unfulfilled requirements.



17. You can then scroll through each section of the DARS if you want to review more information. There are sections on In-Progress Courses, Total Hours/GPA, Residence, Major GPA, General Education, Major, Minor and Track Requirements.



18. If courses cross list or the course names change they will show up MATCHED AS: ABC 1XXX in the system.

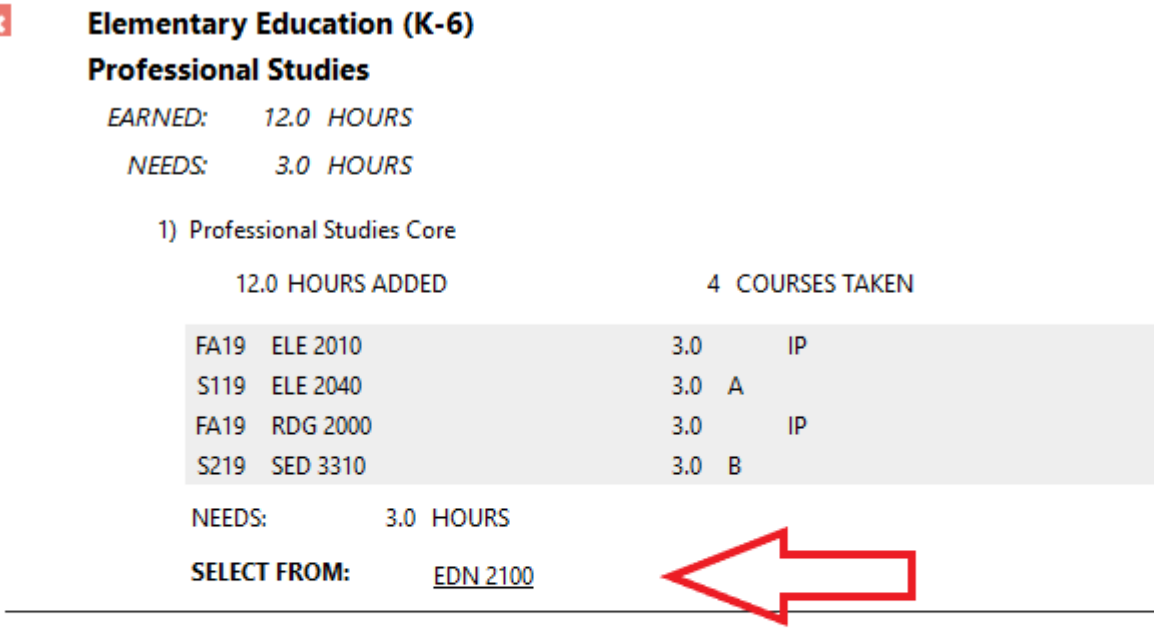


Exercise & Sports Science Major Core Requirements

EARNED: 20.0 HOURS

SP15	HLTH1060	1.0	A	>>MATCHED AS: PED 1060
FA15	HLTH3770	3.0	A-	
SP16	HPER3270	1.0	A	
SP15	PED 1340	1.0	A	
FA15	PED 2060	1.0	A	
SP15	PED 2070	1.0	A	
SP15	PED 3480	3.0	A-	
FA14	PED 3490	3.0	C+	
FA15	PED 4030	3.0	A	
SP16	PED 4150	3.0	A	

19. If you have not met a requirement for a section it will be indicated beside NEEDS: X.X Hours indicating the number of hours and the courses needed will be located under the courses taken Indicated the by the SELECT FROM: ABC 1XXX



Elementary Education (K-6)

Professional Studies

EARNED: 12.0 HOURS

NEEDS: 3.0 HOURS

1) Professional Studies Core

12.0 HOURS ADDED 4 COURSES TAKEN

FA19	ELE 2010	3.0	IP
S119	ELE 2040	3.0	A
FA19	RDG 2000	3.0	IP
S219	SED 3310	3.0	B

NEEDS: 3.0 HOURS

SELECT FROM: EDN 2100

Essential Standards

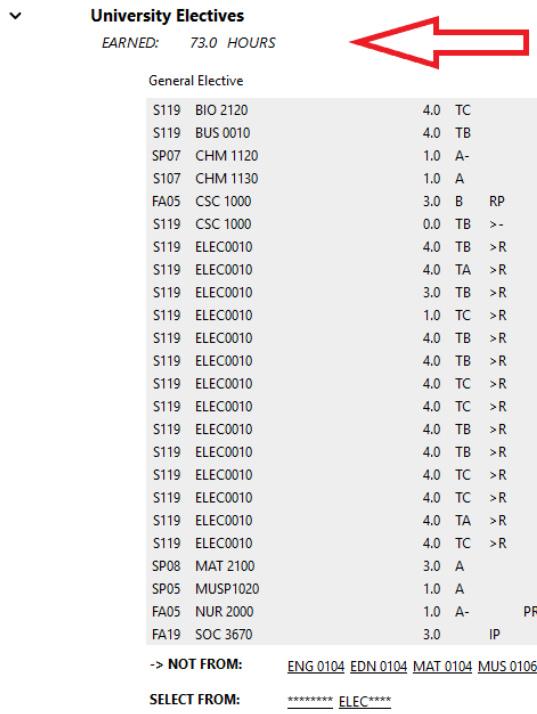
NEEDS: 18.0 HOURS

1) Complete the following Essential Standards:

NEEDS: 18.0 HOURS

SELECT FROM: ELE 3040, 3060, 4030, 4110, 4120, 4150

20. University Electives are located towards the bottom of the Degree Audit. Make sure to review this area especially if you are required to have a certain number of elective hours. ***Please review this section carefully. Elective hours may not always be accurate. Anything not counting as a requirement for the major will fall here.***



University Electives

EARNED: 73.0 HOURS

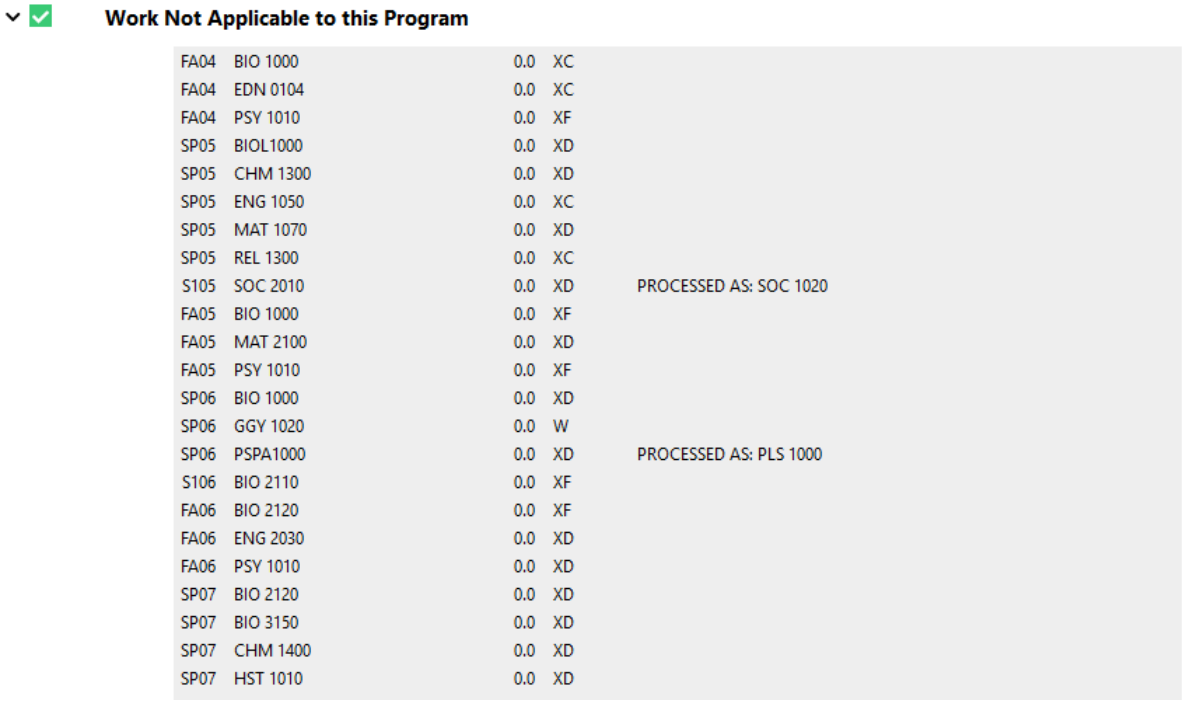
General Elective

S119	BIO 2120	4.0	TC	
S119	BUS 0010	4.0	TB	
SP07	CHM 1120	1.0	A-	
S107	CHM 1130	1.0	A	
FA05	CSC 1000	3.0	B	RP
S119	CSC 1000	0.0	TB	>-
S119	ELEC0010	4.0	TB	>R
S119	ELEC0010	4.0	TA	>R
S119	ELEC0010	3.0	TB	>R
S119	ELEC0010	1.0	TC	>R
S119	ELEC0010	4.0	TB	>R
S119	ELEC0010	4.0	TB	>R
S119	ELEC0010	4.0	TC	>R
S119	ELEC0010	4.0	TC	>R
S119	ELEC0010	4.0	TB	>R
S119	ELEC0010	4.0	TB	>R
S119	ELEC0010	4.0	TC	>R
S119	ELEC0010	4.0	TC	>R
S119	ELEC0010	4.0	TA	>R
S119	ELEC0010	4.0	TC	>R
SP08	MAT 2100	3.0	A	
SP05	MUSP1020	1.0	A	
FA05	NUR 2000	1.0	A-	PROCESSED AS: NUR 2020
FA19	SOC 3670	3.0		IP

-> NOT FROM: ENG 0104 EDN 0104 MAT 0104 MUS 0106 ****5000 TO 6999 FRS 1000

SELECT FROM: ******** ELEC****

21. Work not Applicable appears at the bottom of the Audit. This includes ENG 104, MAT 104, any course withdrawals or any course removed from overall GPA due to special readmission policy.



Work Not Applicable to this Program

FA04	BIO 1000	0.0	XC	
FA04	EDN 0104	0.0	XC	
FA04	PSY 1010	0.0	XF	
SP05	BIOL1000	0.0	XD	
SP05	CHM 1300	0.0	XD	
SP05	ENG 1050	0.0	XC	
SP05	MAT 1070	0.0	XD	
SP05	REL 1300	0.0	XC	
S105	SOC 2010	0.0	XD	PROCESSED AS: SOC 1020
FA05	BIO 1000	0.0	XF	
FA05	MAT 2100	0.0	XD	
FA05	PSY 1010	0.0	XF	
SP06	BIO 1000	0.0	XD	
SP06	GGY 1020	0.0	W	
SP06	PSPA1000	0.0	XD	PROCESSED AS: PLS 1000
S106	BIO 2110	0.0	XF	
FA06	BIO 2120	0.0	XF	
FA06	ENG 2030	0.0	XD	
FA06	PSY 1010	0.0	XD	
SP07	BIO 2120	0.0	XD	
SP07	BIO 3150	0.0	XD	
SP07	CHM 1400	0.0	XD	
SP07	HST 1010	0.0	XD	

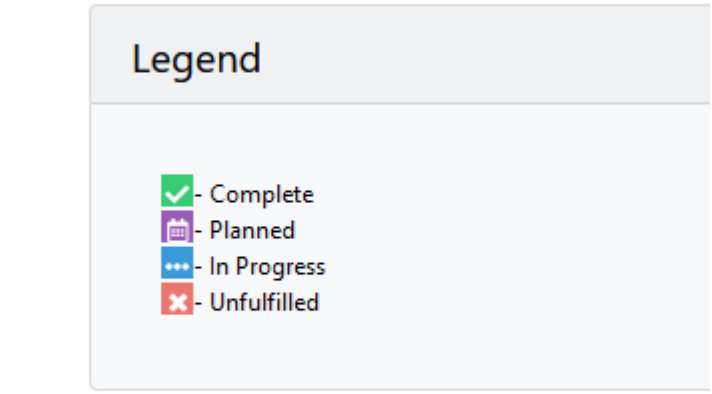
22. uAchieve also includes a legend at the bottom for your reference. >X is a grade replacement.

****** LEGEND ******

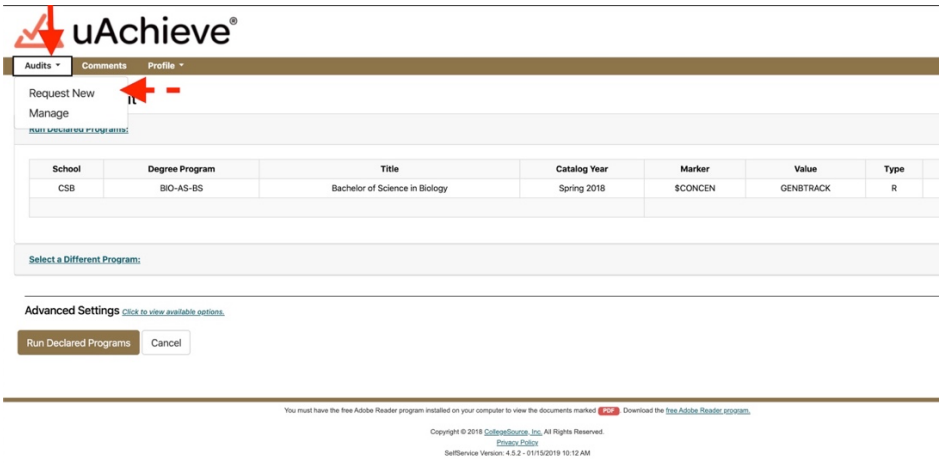
Explanation of Symbols and Grades used on Audit:

IP = Course In-Progress I = Grade is Incomplete
>S = Hours Split >X = Exlude from GPA
>- = Credit Reduction RP = Repeated Course
+R = Required Sub-Req is OK -R = Sub-Req still Required
TR, TA, TA-, TB, TB+, TB-, TC, TC+ = Transfer Credit
NO = Requirement Not Complete OK = Requirement Complete
*** = Any Character or Number**
>R = Permissible Repeatable Course

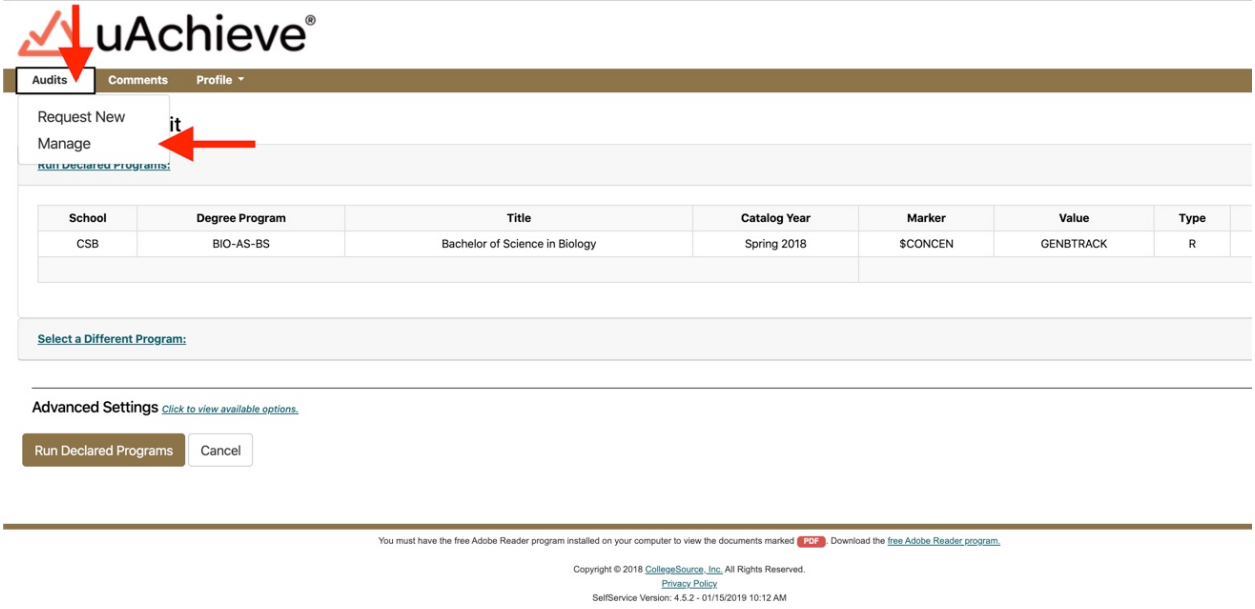
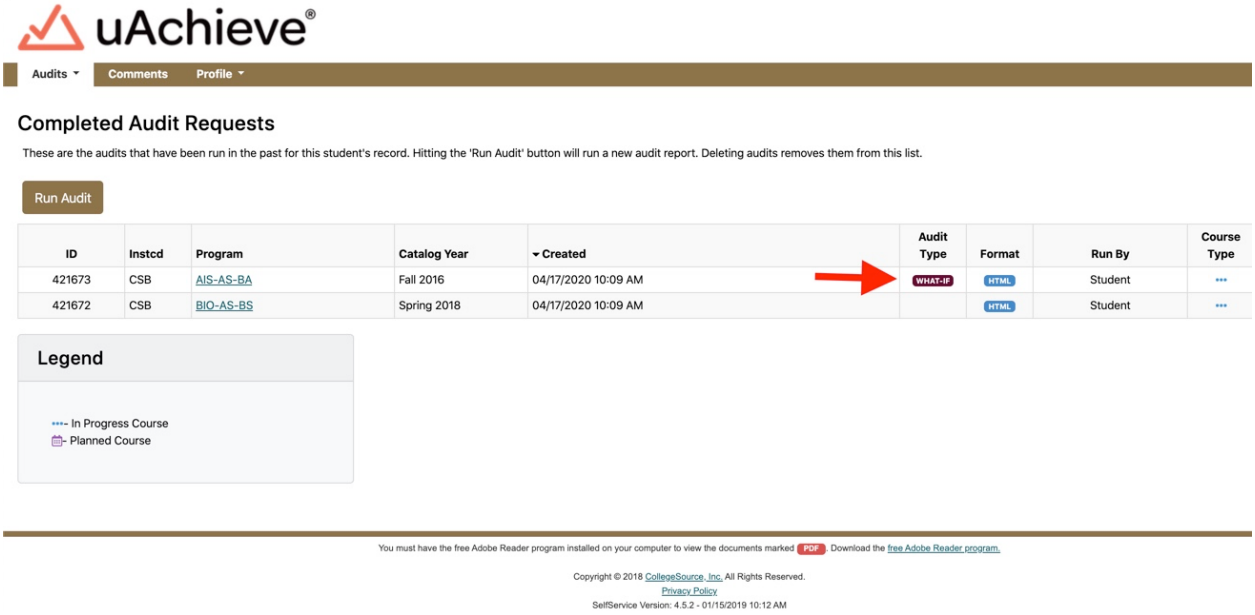
Legend



23. Click Audits and then click Request new to request a new audit.



24. Click Audits and then click Manage to see all of your audits.



25. You can now click the underline link to view to Audit. The one labeled What-If is the one that is different than your current declared major.