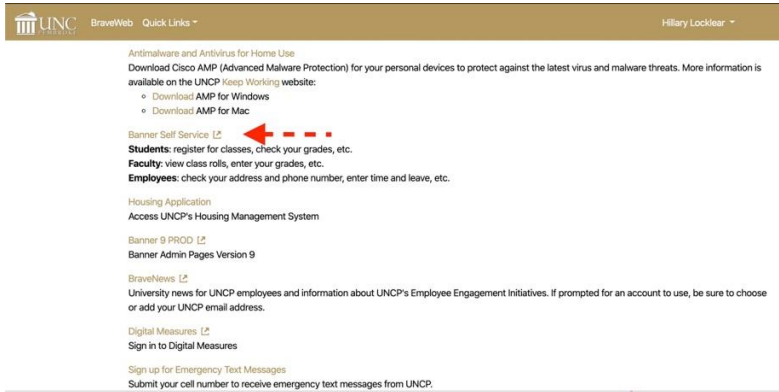


Guide to running and reading a Degree Audit


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



UNC
Braveweb Quick Links Hilary Locklear

Antimalware and Antivirus for Home Use
Download Cisco AMP (Advanced Malware Protection) for your personal devices to protect against the latest virus and malware threats. More information is available on the UNCP Keep Working website:

- Download AMP for Windows
- Download AMP for Mac

Banner Self Service  [\[L\]](#)
Students: register for classes, check your grades, etc.
Faculty: view class rolls, enter your grades, etc.
Employees: check your address and phone number, enter time and leave, etc.

Housing Application
Access UNCP's Housing Management System

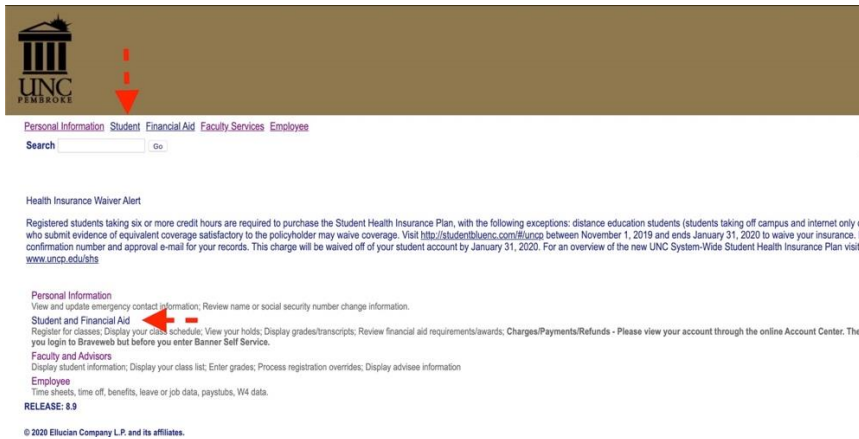
Banner 9 PROD [\[L\]](#)
Banner Admin Pages Version 9

BraveNews [\[L\]](#)
University news for UNCP employees and information about UNCP's Employee Engagement Initiatives. If prompted for an account to use, be sure to choose or add your UNCP email address.

Digital Measures [\[L\]](#)
Sign in to Digital Measures

Sign up for Emergency Text Messages
Submit your cell number to receive emergency text messages from UNCP.

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




UNC
Personal Information **Student** Financial Aid Faculty Services Employee

Search Go SI

Health Insurance Waiver Alert
Registered students taking six or more credit hours are required to purchase the Student Health Insurance Plan, with the following exceptions: distance education students (students taking off campus and internet only) who submit evidence of equivalent coverage satisfactory to the policyholder may waive coverage. Visit <http://studentbuenc.com@unpc> between November 1, 2019 and ends January 31, 2020 to waive your insurance. Please confirm number and approval e-mail for your records. This charge will be waived off of your student account by January 31, 2020. For an overview of the new UNC System-Wide Student Health Insurance Plan visit www.uncp.edu/ah

Personal Information
View and update emergency contact information; Review name or social security number change information.

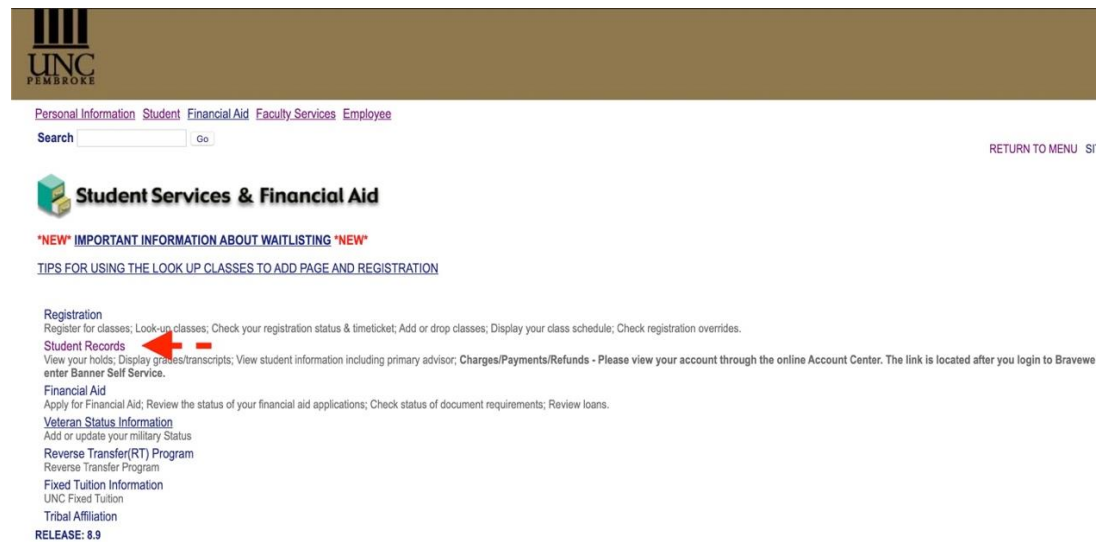
Student and Financial Aid  [\[L\]](#)
Register for classes; Display your class schedule; View your holds; Display grades/transcripts; Review financial aid requirements/awards; Charges/Payments/Refunds - Please view your account through the online Account Center. The link you login to Braveweb but before you enter Banner Self Service.

Faculty and Advisors
Display student information; Display your class list; Enter grades; Process registration overrides; Display advisee information

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W4 data.

RELEASE: 8.9
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4. Next Click on the Student Records link.



UNC
Personal Information **Student** Financial Aid Faculty Services Employee


Search Go RETURN TO MENU SI

Student Services & Financial Aid

NEW* IMPORTANT INFORMATION ABOUT WAITLISTING *NEW

TIPS FOR USING THE LOOK UP CLASSES TO ADD PAGE AND REGISTRATION

Registration
Register for classes; Look-up classes; Check your registration status & ticket; Add or drop classes; Display your class schedule; Check registration overrides.

Student Records  [\[L\]](#)
View your holds; Display grades/transcripts; View student information including primary advisor; Charges/Payments/Refunds - Please view your account through the online Account Center. The link is located after you login to Braveweb enter Banner Self Service.

Financial Aid
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

Veteran Status Information
Add or update your military Status

Reverse Transfer(RT) Program
Reverse Transfer Program

Fixed Tuition Information
UNC Fixed Tuition

Tribal Affiliation

RELEASE: 8.9

5. Click Degree Audit Online Request.

The screenshot shows the UNC Pembroke website header with the logo and navigation links: Personal Information, Student, Financial Aid, Faculty Services, Employee. Below the search bar, the 'Student Records' section is expanded, listing various options. A red arrow points to the 'Degree Audit Online Request' link, which is underlined. Below this link, it says 'Request and review degree audits (DARs)'. At the bottom left, there is a copyright notice: © 2020 Ellucian Company L.P. and its affiliates.

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

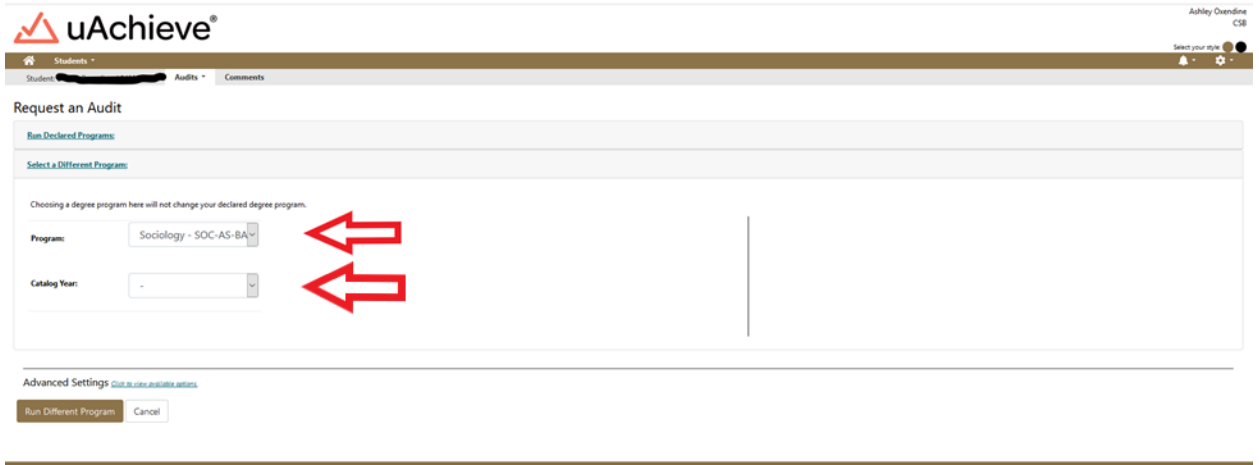
The screenshot shows the uAchieve Self-Service interface. The user is logged in as Ashley Owendine (CSB). The page title is 'Welcome to uAchieve Self-Service'. Under the heading 'To run an audit:', there are two numbered steps: 1. Fill out the courses in the 'Manage Student' area (optional), and 2. Press 'Request Audit' when you complete the courses list. A red arrow points to the 'Request Audit' button in step 2. Below the instructions, there is a message: 'You need to request an audit before viewing results.' with a 'Request Audit' button. At the bottom, there is a footer note: 'You must have the free Adobe Reader program installed on your computer to view the documents marked PDF. Download the free Adobe Reader program.'

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.)

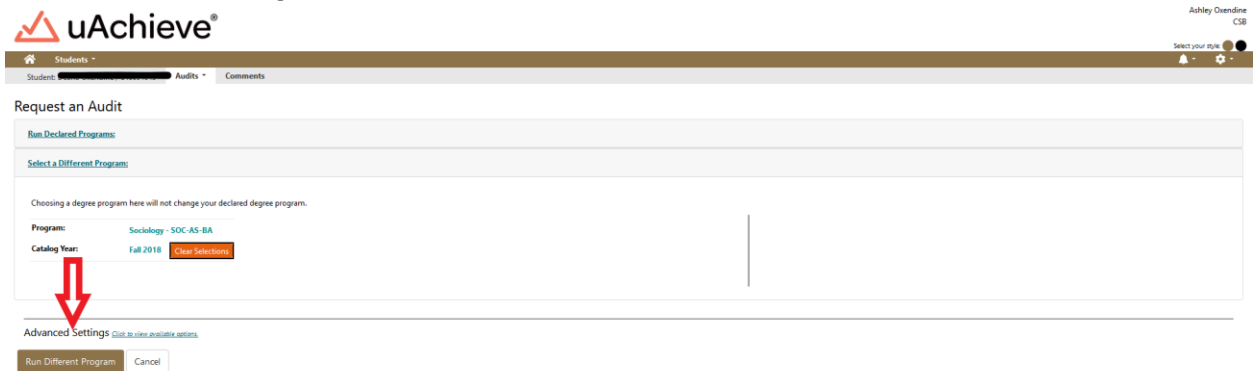
The screenshot shows the 'Request an Audit' page in uAchieve. It features a section titled 'Run Declared Programs' with a table of current programs. Below the table, there is a 'Select a Different Program' link highlighted by a red arrow. At the bottom, there are 'Run Declared Programs' and 'Cancel' buttons. A red arrow also points to the 'Run Declared Programs' button. The footer note is the same as in the previous screenshot.

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
CSB	ELEM-ED-BS	Bachelor of Science in Elementary Education	Fall 2019				

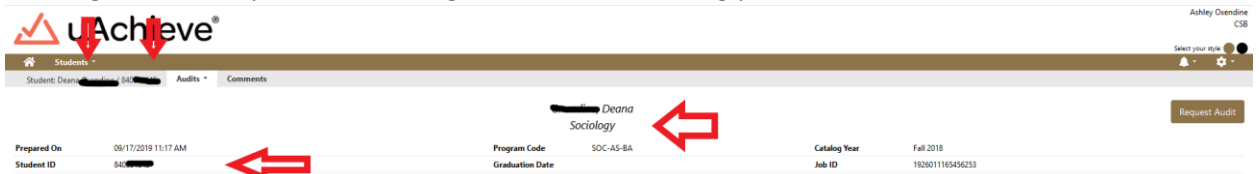
8. Select New Program (Major) and Catalog Year from Drop downs.



9. Click Run Different Program.



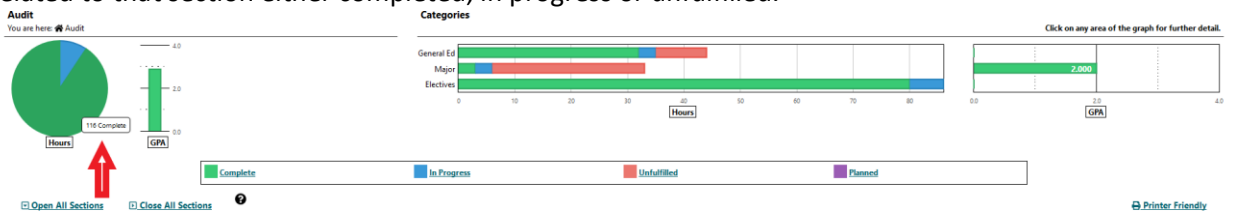
10. The Audit will then propagate with the student information at the top that includes your name and Degree at the top Banner ID, Program Code, and Catalog year.



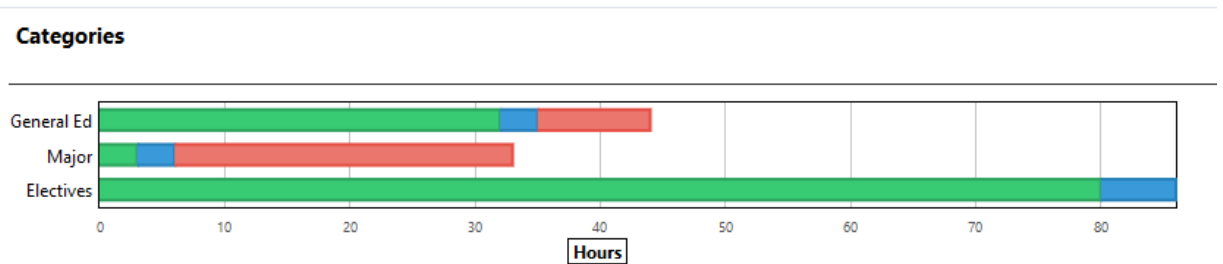
11. Below your student information at the top is charts and graphs that represent your progress towards degree completion. There is a legend that is color coded to represent each of the following: complete (green), in progress (blue) and unfulfilled (red). Planned (purple) is located here as well but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



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



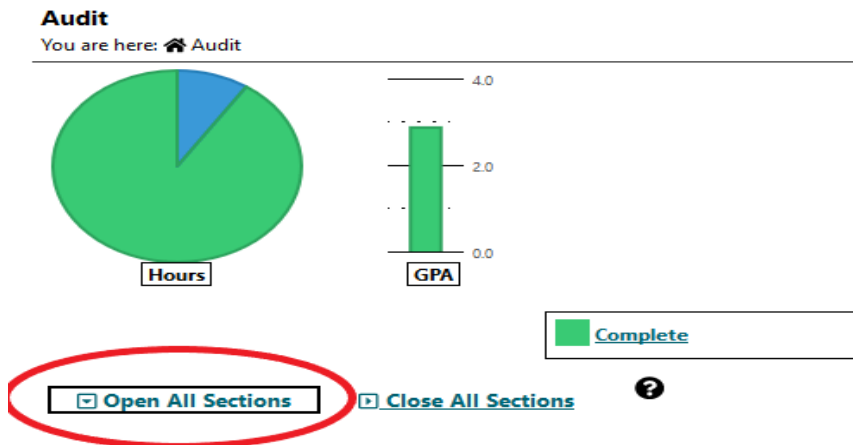
13. You can click on bar in the categories table below to go directly to that related section on the Degree Audit.













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.


- >  **UNIVERSITY GENERAL EDUCATION REQUIREMENT (MUST COMPLETE 44 HOURS)**
 - >  **Communication Skills**
 - >  **ARTS and HUMANITIES DIVISION**
Choose one course from each of these (4) areas:
Arts & Humanities Division
 - >  **SOCIAL SCIENCE DIVISION**
Choose (1) course from each of three of five areas:
Social Science Division
 - >  **Mathematics**
 - >  **NATURAL SCIENCE**
Choose one course from (2) of the (4) areas:
Natural Sciences
 - >  **Physical Education & Wellness**
-

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.


▼  *****Major QPA is calculated using ONLY courses taken at UNCP*****

Minimum QPA is 2.0 in Major Courses

	3.0 GPA HOURS	6.0 POINTS	2.000 GPA
S219 SOC 1050	3.0	C	
FA19 SOC 3670	3.0	IP	

▼  **UNIVERSITY GENERAL EDUCATION REQUIREMENT (MUST COMPLETE 44 HOURS)**

EARNED:	35.0 HOURS	5 REQUIREMENTS
NEEDS:	9.0 HOURS	2 REQUIREMENTS

▼  **Communication Skills**

EARNED:	6.0 HOURS	1 SUB-GROUP
---------	-----------	-------------

FA05 ENG 1050	3.0	C	RP
SP06 ENG 1060	3.0	C	
S119 ENG 1050	0.0	TB	>-

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	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 = Exclude 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

Legend

- Complete
- Planned
- In Progress
- Unfulfilled

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

uAchieve

Audits - Comments Profile -

Request New

Manage

School	Degree Program	Title	Catalog Year	Marker	Value	Type
CSB	BIO-AS-BS	Bachelor of Science in Biology	Spring 2018	\$CONCEN	GENTRACK	R

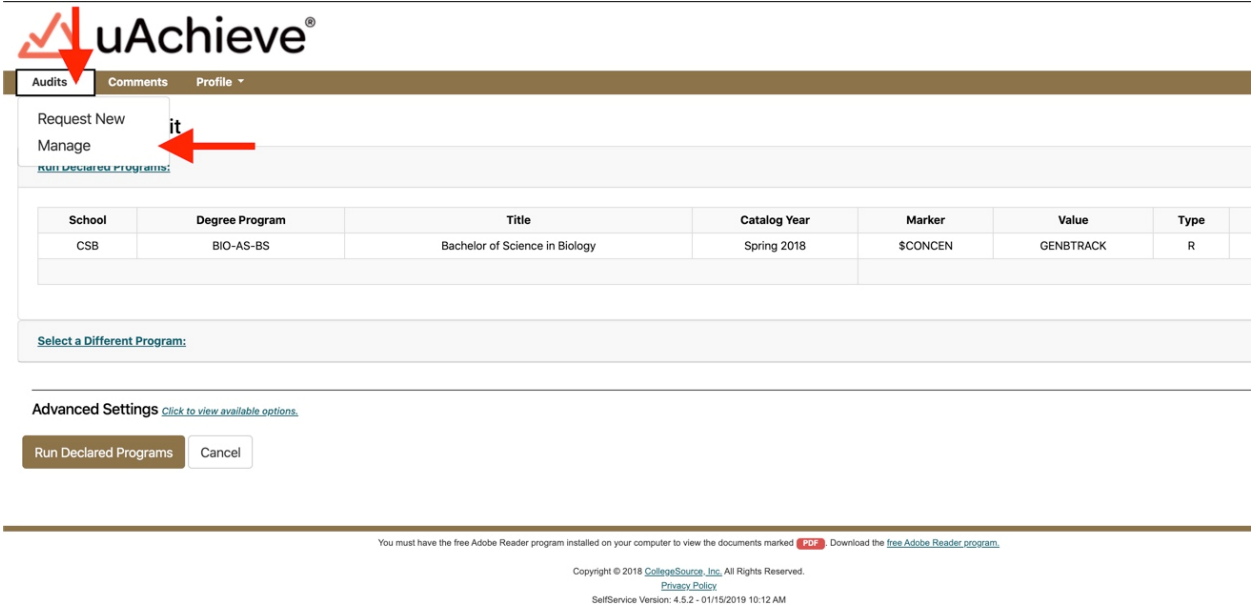
Select a Different Program:

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

Run Declared Programs Cancel

You must have the free Adobe Reader program installed on your computer to view the documents marked . Download the [free Adobe Reader software](#).

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



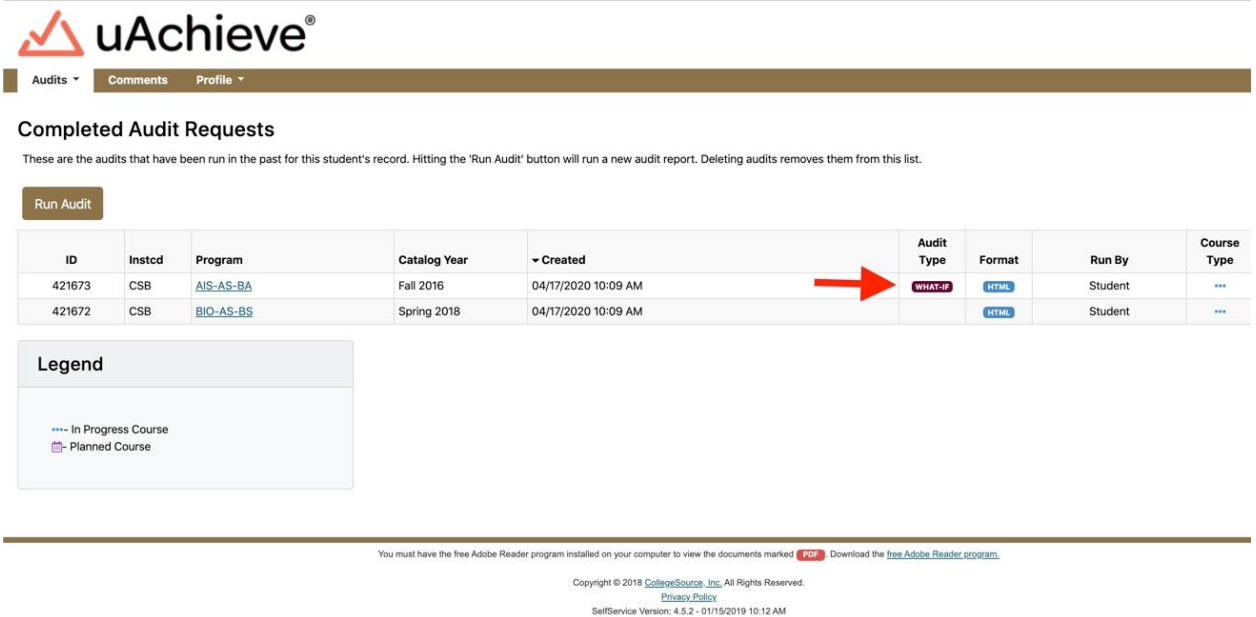
The screenshot shows the uAchieve interface. At the top, there is a navigation bar with 'Audits', 'Comments', and 'Profile'. Below this, there are options for 'Request New' and 'Manage', with a red arrow pointing to 'Manage'. A table below lists audit details:

School	Degree Program	Title	Catalog Year	Marker	Value	Type
CSB	BIO-AS-BS	Bachelor of Science in Biology	Spring 2018	\$CONCEN	GENTRACK	R

Below the table is a link 'Select a Different Program:' and an 'Advanced Settings' section with a 'Run Declared Programs' button and a 'Cancel' button.

At the bottom, there is a footer with the text: 'You must have the free Adobe Reader program installed on your computer to view the documents marked PDF. Download the free Adobe Reader program. Copyright © 2018 CollegeSource, Inc. All Rights Reserved. Privacy Policy. SelfService Version: 4.5.2 - 01/15/2019 10:12 AM'.

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.



The screenshot shows the uAchieve interface. At the top, there is a navigation bar with 'Audits', 'Comments', and 'Profile'. Below this, there is a section titled 'Completed Audit Requests' with a 'Run Audit' button. The text below the button reads: '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.'

Below the text is a table of audit requests:

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type
421673	CSB	AIS-AS-BA	Fall 2016	04/17/2020 10:09 AM	WHAT-IF	HTML	Student	---
421672	CSB	BIO-AS-BS	Spring 2018	04/17/2020 10:09 AM		HTML	Student	---

Below the table is a 'Legend' section with the following items:

- In Progress Course
- Planned Course

At the bottom, there is a footer with the text: 'You must have the free Adobe Reader program installed on your computer to view the documents marked PDF. Download the free Adobe Reader program. Copyright © 2018 CollegeSource, Inc. All Rights Reserved. Privacy Policy. SelfService Version: 4.5.2 - 01/15/2019 10:12 AM'.