

How to run an undergraduate degree audit for a concurrent student

- 1) Sign into AccessPlus
- 2) Click Faculty/Adviser tab
- 3) Click on Dpt Adv Svcs SE in tree on left side of screen
- 4) Click on Degree Audit in tree on left side of screen
- 5) Enter ID# of one of your undergraduate only students in box at top of screen

The screenshot shows a web interface titled "Dpt Adv Svcs SS SE". At the top, there are three columns: "Student ID", "ID Type", and "Student Name". The "Student ID" field contains a masked ID (represented by dots) and is circled in red. The "ID Type" dropdown is set to "University ID". Below this is a student profile card with the following information:

- Name: [Redacted]
- University ID: [Redacted]
- Classification: Senior
- Curr/Major: P BUS
- Home City: AMES IA
- Concurrently Enrolled as Undergraduate
- Last Registered Term: Spring 1998
- Entry Term: Fall 1975
- 2nd Curr/Major:
- College: Business
- Adviser: [Redacted]

- 6) Click Enter or Connect to ISU Degree Audit
- 7) That will bring you to this screen

The screenshot shows the uAchieve logo at the top. Below it is a navigation bar with "Students" selected. The main content area is titled "Request an Audit". It features a section for "Run Declared Programs" with a table that has columns for "Title" and "Degree Program". A yellow message box below the table states "No default programs found". There is also a "Select a Different Program" option. At the bottom, there are "Advanced Settings" and two buttons: "Run Declared Programs" and "Cancel".

- 8) Click on Students in the red or gray bar at the top of the screen
- 9) Click on Search. That will bring you to this screen

Student Search

Enter Student ID

Student ID

Submit

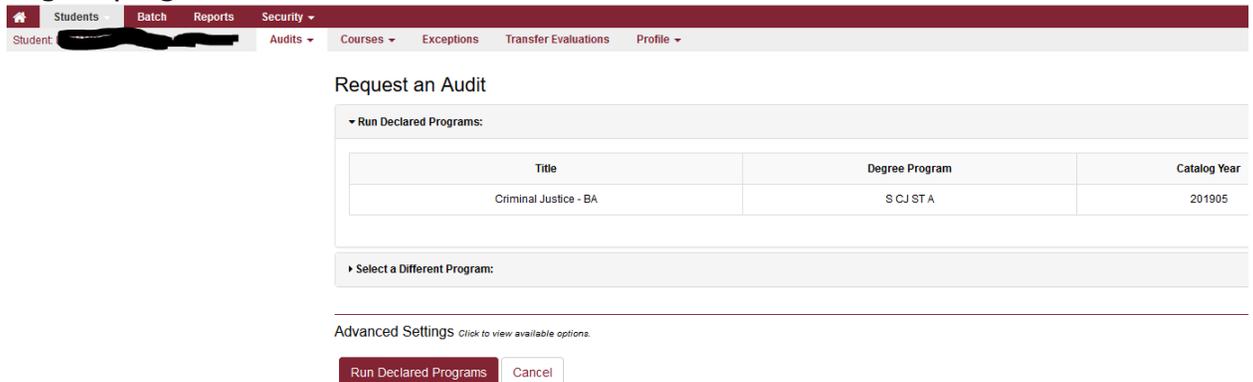
Search by Student Name

First Name

Last Name

Search 

- 10) Enter either the student id number or student name and hit search or submit.
- 11) That will bring up this screen, which lists the student's current undergraduate degree program



Request an Audit

Run Declared Programs:

Title	Degree Program	Catalog Year
Criminal Justice - BA	S C J ST A	201905

Select a Different Program:

Advanced Settings Click to view available options.

Run Declared Programs Cancel

- 12) To run the current program as an HTML audit, Click Run Declared Program.
- 13) To run the current program as a PDF audit, Click Advanced Settings, next to Format, select PDF from drop down then hit Run Declared Program.
- 14) To run a What-if Audit, Click Select a Different Program
- 15) Then select the major/program from the drop down. You must also select the catalog.
- 16) If an option is needed, that will appear as a choice on the right side of the screen once the major is selected.
- 17) A minor may also be added to a What-If audit.