

DEGREE-TRACKING WITH YOUR ACADEMIC PROGRESS REPORT AND DPCLS

WHAT? Your “Academic Progress Report,” aka [U-Achieve](#), is the system that matches your classes to the requirements they fulfill: For pending requirements, it also provides lists of allowable classes from which to choose.

WHERE? Most find the link to U-Achieve the first time through their LORA account: Login and navigate to the Student Records menu -- click the link for “Academic Progress Report” and then bookmark the new login page. ([You can also click here for the shortcut.](#))

WHEN? Checking this program **before registration and the day after* registration every term** will...

- Ensure that you always know what courses to take next
- Ensure that you always choose from the right set of courses
- Inform you of your overall progress and status, and
- Keep you on track for graduation

*The system refreshes overnight -- the classes you sign up for today won't show until tomorrow.

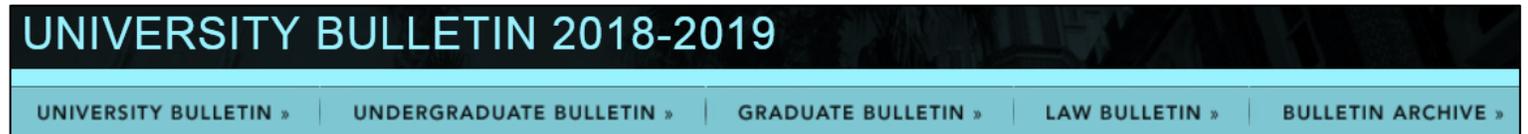
See your U-Achieve for missing requirements and allowable courses...

See the Bulletin for course descriptions by Subject...

See LORA for course-availability by Semester, plus syllabi, and book orders...

HOW? Most students and faculty alike find it helpful to have a list for their list -- get a copy of your official degree-plan course-listing (DPCL) to inform your U-Achieve account and vice-versa:

DPCLs are stored in the [University Bulletin](#) (for students starting in the current catalog year) or the [Bulletin Archives](#) (for students who started in an earlier catalog year).



Choose Undergraduate or Graduate, then navigate to your College, then to your department, program, or division, and then find the “pdf” of the dpcl for your degree...

The image shows a screenshot of the Undergraduate Bulletin website. On the left, there is a sidebar titled "Undergraduate Bulletin" with a list of colleges: "College of Arts and Sciences", "College of Business", "College of Music and Fine Arts", and "College of Nursing and Health". The "College of Business" is highlighted with a red underline. In the main content area, under the heading "Social Sciences", there is a list of departments: "Criminology & Justice", "Economics", "Political Science", and "Sociology". "Criminology & Justice" is highlighted with a red underline. To the right of this list, there is a box containing two links: "2018-2019 B.A. Criminology and Justice Major DPCL PDF" and "2018-2019 Bachelor of Criminology and Justice (Adult Part-Time Program) PDF". A red arrow points from the "Criminology & Justice" link to the second link in the box.

Each section of the dpcl has a corresponding section in U-Achieve:
Think of U-achieve and your dpcl as checklists that should always be in sync.

- Using your transfer and registration information from U-achieve, fill-in your dpcl: Mark transfers TR.
- Mark the courses in which you have enrolled-but-not-yet-started with the abbreviation for the semester in which you will take the course: **18F** (Fall 2018), **19S** (Spring 2019), **19M** (Summer 2019), etc.
- Then update your dpcl again with your grades when your final grades are posted.

See pages 2 and 3 for more detailed help with screenshots.

Request an Audit

To run a normal audit in order to fill-in your dpcl, click the big red **Run Declared Programs** button

Advanced Settings

To get a pdf you can save or print, click the *italicized* text next to Advanced Settings > Format > pdf. Then **Run Declared Programs...** *always include "In Progress" courses*

Advanced Settings *Click to view available options.*

Include In Progress Courses

Planned Courses & What-If Audit

You can "Plan" courses to see how they'll count in your degree. Enter these in the Courses tab.

Add Planned Course

To see them alongside your real records, also check the **What-If** box under Advanced Settings.

Include In Progress Courses

What If Courses

This purple icon will appear next to Planned Courses when you run the "What-If" Audit.



Select A Different Program

This feature models your existing work against a different degree-plan. Try this first if you're thinking about changing your Major.

Comments

Check the Comments Tab every semester. If your Advisor or Dean's office made program-specific changes, they may have included a note with instructions for you.

Request an Audit

▼ Run Declared Programs:

School	Degree Program
	BCJ CRIM

▶ Select a Different Program:

Advanced Settings *Click to view available options.*

Run Declared Programs

Cancel

After you run the audit, you'll see a list of all the audits that have been run: Choose the top-most line.

You can clean up your list -- deleting old audits doesn't change anything.

Delete
select all/select none

Format	Run By	Course Type	View	Delete
HTML	jdavid	IP	View Audit	<input type="checkbox"/>
HTML	srclark	IP	View Audit	<input type="checkbox"/>
HTML	jdavid	IP	View Audit	<input type="checkbox"/>
HTML	Student		View Audit	<input type="checkbox"/>
HTML	Student		View Audit	<input type="checkbox"/>
HTML	Student		View Audit	<input type="checkbox"/>

Once inside the audit, the easiest thing to do is **Open All Sections**.

Hours GPA 0.0

Complete

Open All Sections Close All Sections

Continued on next page...

ALEKS Math Course Placement: Students not transferring a college level Math course must take the ALEKS assessment before school starts.
 0-45: _____ Must take MathA092 as prereq to T122 or A115 (no credit)
 46-75: _____ Choice of T122 or A115
 76-100: _____ Exempted from T122/A115. 3 crs reserved for this req move over to General Elective to be fulfilled.

LOYOLA CORE - 30 Credits

FOUNDATION COURSES	Crs/Grade
Engl T122: Critical Reading & Writing <u>ENGL102</u>	3 <u>TR</u>
Math T122: Math Models or A115: Finite Math _____	3 _____
Sci I: T129: Investigating Nature <u>GEO 200</u>	3 <u>TR</u>
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KNOWLEDGE-VALUE COURSES	
Creative Arts and Cultures <u>ENGLV244</u>	3 <u>B-</u>
Hist I: T122/Emerging World or T124/Modern <u>HISTG124</u>	3 <u>D</u>
Rel I: Christian Traditions S200 - S499 <u>S285</u>	3 <u>18F</u>
Phil I: Reasoning R122 - R199 <u>PHILG122</u>	3 <u>D</u>
Phil II: Knowledge & Morality U200 - U400 or Rel II: World Religions V200 - V499 _____	3 _____
Social Science _____	3 _____
Writing About Literature _____	3 _____
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< ALEKS Math Course Placement Every degree-plan includes at least one math course: For the sake of your GPA, be prepared. Students who don't have math credit appropriate to their degree must take ALEKS before enrolling in a math class. Students with appropriate math credit do not have to take ALEKS (the minimum for non-science degrees is "College Algebra.") **Testing options expire: Those who do not test in a timely fashion default to placement in a developmental course.**

Core Foundation Courses

- 1) Critical Reading and Writing
3.0 HRS COMPLETED
05F ENGL 102 3.00 TC CRITICAL READING/Writing
Southeastern LA Univ.
PROCESSED AS: ENGLT122
- 2) Math Foundation
NEEDS: 3.0 HOURS
SELECT FROM: MATHA115,T122
- 3) Science I: Investigating Nature
3.0 HRS COMPLETED
14M GEO 200 3.00 TC+ SCIENCE ELECTIVE
Southern New Hampshire Univer
PROCESSED AS: SCIEAELC

Knowledge and Values Requirements

- 1) Creative Arts & Cultures
3.0 HRS COMPLETED
12M ENGLV244 3.00 B- SCREEN POWER
>>MATCHED AS: ENGL0244
- 2) History Requirement
3.0 HRS COMPLETED
12F HISTG124 3.00 D WORLD CIV FROM 1650
>>MATCHED AS: HISTT124
- 3) RELS I: Christian Traditions
0.0 HRS COMPLETED
IN-P ---> 3.0 HOURS
18F RELSS285 3.00 RG HERESIES AND HERETICS
- 4) PHIL I: Reasoning
3.0 HRS COMPLETED
13S PHILG122 3.00 D INTRO TO PHILOSOPHY
>>MATCHED AS: PHILR122
- 5) PHIL II: Found. of Knowledge & Morality or
RELS II: Religions of the World
NEEDS: 3.0 HOURS
SELECT FROM: PHILU2**,U3**,U4**,W2**,W3**,W4** RELSV2**,V3**,V4**
- 6) Social Sciences
NEEDS: 3.0 HOURS
SELECT FROM: CMMNX2**,X3**,X4** CRIMX2**,X3**,X4** LAS X2**,X3**,X4**
PSYCX2**,X3**,X4** SOCIX2**,X3**,X4** TEACX2**,X3**,X4**

Match Requirement to Requirement >

Mark "TR" if you transferred the course. **Write in the transfer-code too.** In the first example, ENGLT122 is the Loyola code. ENGL 102 is the transfer code.

If you are registered, but haven't finished (or started) the class, mark the semester for which you are enrolled: If Fall is in session, because we register for Spring and Summer in the Fall, you may be enrolled in **18F** (fall), **19S** (spring), AND **19M** (summer)... See **RELS I: Christian Traditions -- RG means "registered."** Mark this as **"18F"** (see the semester listed on the left-side of the line) until the grade is posted.

Mark the grade you received if you successfully completed the course.

Leave the grade line blank for pending requirements.

Note examples #5) and #6) above: Check U-Achieve for eligible course-codes when preparing your next proposed schedule for registration-advising... Make a list to use while searching LORA.