

# How to run a U.Achieve degree audit

Center for Student Success

2



# Logging into U.Achieve

- Go to web.Ramapo.edu, click on U.Achieve block on the main page

Ramapo Public Site Moodle Ramapo Gmail (Faculty/Staff/Students) Calendars QuickLinks

**RAMAPO COLLEGE OF NEW JERSEY** INTRANET HOME STUDENT RESOURCES FACULTY & STAFF RESOURCES NEWS & MEDIA Search...

## WELCOME TO INTRANET HOME PAGE

TOUR NEW DESIGN A A

Alpha Sigma Lambda Induction Ceremony 4/13/18  
View Larger Image

RAMAPO GMAIL	WEB SELF-SERVICE / WEB REGISTRATION	PHONE DIRECTORY	LIBRARY
MOODLE	CONNECT	SPACE RESERVATIONS	BOOKSTORE
HANDSHAKE	MY RAMAPO (LUMINIS)	<b>U.ACHIEVE</b>	ORGSYNC

### EVENT CALENDARS

UPCOMING EVENTS SAVE THE DATE

**TUESDAY, APR. 24 2018**  
**The Power of the Mindful Pause Before You Write**  
11:30 am - 2:30 pm

**TUESDAY, APR. 24 2018**  
**How to Find your Co-op**  
1:15 pm - 1:45 pm

**TUESDAY, APR. 24 2018**

### FEATURED STORY:

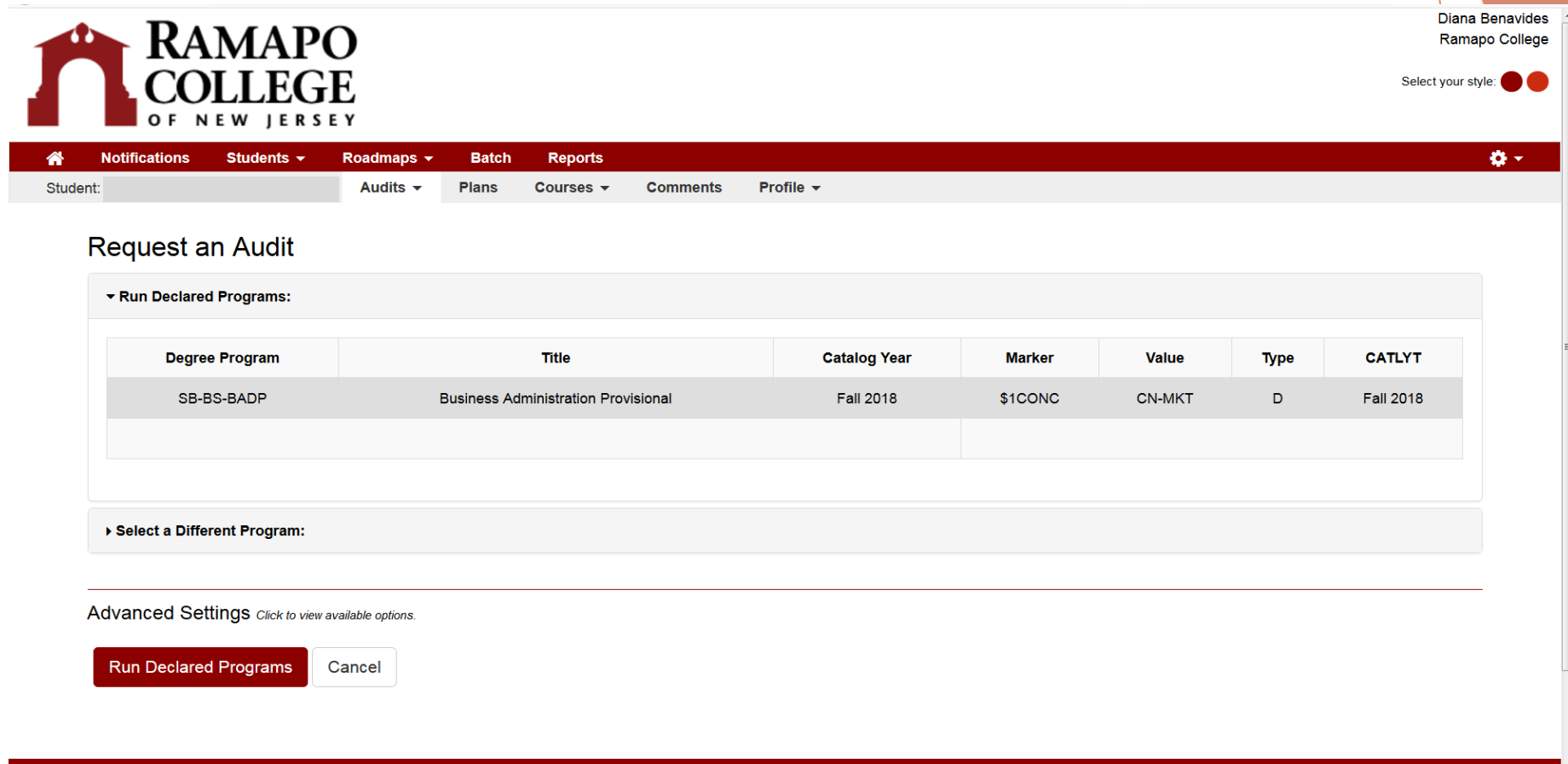
**Cover Image Senior Thesis Exhibition Opens at Ramapo College**

MAHWAH, N.J. – The Ramapo College of New Jersey's School of Contemporary Arts' Class of 2018 is announcing its senior thesis exhibition *Cover Image*. The dynamic exhibition will be on view in the Kresge and Pascal Galleries, located in Ramapo College's Angelica and Russ Berrie ... (more)

SEE MORE STORIES >

### FEATURED VIDEO:

# Request an Audit



The screenshot shows the Ramapo College website interface. At the top left is the college logo. The top right shows the user's name, 'Diana Benavides', and the institution, 'Ramapo College', along with a 'Select your style' option. A navigation bar contains links for 'Notifications', 'Students', 'Roadmaps', 'Batch', and 'Reports'. Below this is a secondary navigation bar with 'Student:' followed by 'Audits', 'Plans', 'Courses', 'Comments', and 'Profile'. The main content area is titled 'Request an Audit' and features a section for 'Run Declared Programs' with a table of program details. Below the table is a 'Select a Different Program' section. At the bottom, there are 'Advanced Settings' and two buttons: 'Run Declared Programs' and 'Cancel'.

**RAMAPO COLLEGE OF NEW JERSEY**

Diana Benavides  
Ramapo College

Select your style: ● ●

Notifications Students Roadmaps Batch Reports

Student: Audits Plans Courses Comments Profile

### Request an Audit

▼ Run Declared Programs:

Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
SB-BS-BADP	Business Administration Provisional	Fall 2018	\$1CONC	CN-MKT	D	Fall 2018

► Select a Different Program:

Advanced Settings *Click to view available options.*

Run Declared Programs Cancel

# View Audit



Diana Benavides  
Ramapo College

Select your style: ● ●

Home Notifications Students Roadmaps Batch Reports Student: Audits Plans Courses Comments 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	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
17861		SB-BS-BADP	Fall 2018	04/17/2018 10:49 AM		HTML	dbenavid		View Audit	<input type="checkbox"/>

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Selfservice Version: 4.4 - 01/09/2017 12:05 PM

# What do we see?

## Audit Results

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Student name (Last Name, First Name) **Business Administration** [Request Audit](#)

**Prepared On** 10/17/2017 12:01 PM    **Program Code** SB-BS-BADM    **Catalog Year** Fall 2017  
**Student ID** R005    **Graduation Date** 06/20/19    **Job ID** 2017101712010235

[Audit Results](#)
[Course History](#)
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[Curriculum](#)

**Audit**  
 You are here: [Home](#) [Audit](#)

**Categories**  
 The **Categories** bar graph shows the status of some of the specific requirements in the audit.  
 Click on any area of the graph for further detail.

**Pie Chart:**  
Visual representation of the minimum credit hours required to graduate, including completed, in progress and unfulfilled courses

**Hours**

**GPA**

**Hours**

**GPA**

**Open All Sections**

**Close All Sections**

**?**

**Printer Friendly**

Click on **this question mark** to get a pop-up legend to display with an explanation on items in the audit

**Legend:** Complete (green), In Progress (blue), Unfulfilled (red), Planned (purple)

# Understanding Requirements and Sub-requirements

My Audit - Audit Results Tab | Majors and Minors - Anisfield

https://uachieve.ramapo.edu:8443/selfservice/audit/read.html?id=JobQueueRun!!!!ISEhIWludFNlcU5vPTE4Mjc5

150%

Complete In Progress Unfulfilled Planned

Open All Sections Close All Sections Printer Friendly

**AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED**

**Graduation Requirements**

**Minimum of 128 Credits Needed to Graduate**

EARNED: 22.0 Credits

NEEDS: 106.0 Credits

Credits earned →

Credits remaining →

2.000 GPA ← Minimum gpa required

1) Transfer Credit: Maximum of 80 transfer credit hours

22.0 HOURS ADDED

Fa18	CRWT102	3.00	TA-	CRITICAL READING & WRITING II
Fa18	CRWT199	3.00	TA	TRANSFER ELECTIVE
Fa18	HIST101	3.00	TB	EARLY AMERICA TO 1865
Fa18	INFO199	3.00	TB-	TRANSFER ELECTIVE
Fa18	INTD199	1.00	TA	TRANSFER ELECTIVE
Fa18	MATH022	0.00	TC	TRANSITIONAL MATHEMATICS
Fa18	MUSI101	3.00	TA	INTRO TO MUSIC
Fa18	MUSI263	3.00	TB	BUSINESS OF MUSIC
Fa18	NA000	0.00	TC	NOT ACCEPTABLE
Fa18	PSYC299	3.00	TB-	TRANSFER ELECTIVE

2) Complete: 48 Ramapo Credits

NEEDS: 48.0 Credits

3) Residency: Last 32 hours must be taken at Ramapo

NEEDS: 32.0 Credits

**Graduation Policies**

- 128 credits to graduate
- Maximum of 80 transfer credits
- 48 credits must be completed at Ramapo
- Last 32 hours must be completed at Ramapo

# Fall 2019 General Education Requirements

## AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

- > **x** Graduation Requirements  
Minimum of 128 Credits Needed to Graduate
- > **x** General Education 2018-Keystone
- > **x** General Education Distribution Courses-ASB  
Two courses required (One outside school)
- > **x** School of Business Writing Intensive Requirement
- > **x** ASB Foundations Requirement
- > Major GPA
- > **x** Major: Business Administration
- > **x** Marketing
- > **x** Residency Requirement for Major
- > **x** ASB: Career Pathways
- > Free Electives
- > Disclaimer: You are encouraged to use the degree audit report as a guide when planning your progress toward completion of your degree requirements.

### Gen. Ed. 2018 Keystone:

- Critical Reading & Writing 102
- Studies in Arts & Humanities
- Social Science/Honors Inquiry
- Historical Perspectives
- Global Awareness
- Quantitative Reasoning
- Scientific Reasoning

### Gen. Ed. 2018 Distribution Courses:

- Culture & Creativity
- Systems, Sustainability & Society
- Values & Ethics

# Requirements to be Completed

**Requirements that have not been completed:**  
If you have a requirement or sub-requirement that is not complete, there will be information below the requirement/sub-requirement. It will list either the number of hours, number of courses,

▼ ✖ **Finance**

✖ 1) Required: 2 Courses

NEEDS: 2 COURSES

SELECT FROM: [FINC302](#), [406](#)

✖ 2) Elective: 4 Courses

NEEDS: 4 COURSES

SELECT FROM: [FINC303](#), [305](#), [313](#), [318](#), [321](#), [322](#), [323](#), [330](#), [335](#), [336](#), [360](#), [411](#), [415](#), [426](#)  
[ECON310](#)

Courses that will fulfill the sub-requirements

Do NOT click on course number part of the planner piece.



**Business Administration: Management**  
Recommended Four-Year Plan (Fall 2018)

The recommended four-year plan is designed to provide a blueprint for students to complete their degrees within four years. Students must meet with their Major Advisor to develop a more individualized plan to complete their degree. This plan assumes that no developmental courses are required. If developmental courses are needed, students may have additional requirements to fulfill which are not listed in the plan and may extend degree completion.  
**NOTE:** This recommended Four-Year Plan is applicable to students admitted into the major during the 2018-2019 academic year.

First Year					
Fall Semester	HRS	✓	Spring Semester	HRS	✓
Gen Ed: INTD 101-First Year Seminar	4		Gen Ed: Scientific Reasoning	4	
Gen Ed: CRWT 102-Critical Reading & Writing II	4		Gen Ed: Historical Perspectives	4	
Gen Ed: Social Science Inquiry	4		School Core: ECON 102 Macroeconomics	4	
Gen Ed: Quantitative Reasoning (MATH 101, 110 or 121 required for ASB majors; MATH 101 is highly recommended)	4		School Core: ACCT 221-Principles of Financial Accounting	4	
			Career Pathways** Module 1: BADM 001 Career Assessment/Advisement Visit ASB Career Services Office in ASB-513	Grad. Rqmt.	
<b>Total:</b>	16		<b>Total:</b>	16	

Second Year					
Fall Semester	HRS	✓	Spring Semester	HRS	✓
Gen Ed: Arts & Humanities	4		Gen Ed: Distribution Category (Values & Ethics) (BADM 301 Ethics in Business double counts for Values & Ethics and School Core)	4	
Gen Ed: Global Awareness	4		Gen Ed: Distribution Category (Systems, Sustainability, & Society OR Culture & Creativity)	4	
School Core: ECON 101-Microeconomics	4		School Core: ACCT 222-Principles of Managerial Accounting	4	
School Core: BADM 225-Management Statistics	4		School Core: BADM 223-Business Law 1	4	
Career Pathways**Module 2: BADM 002 Resume/LinkedIn/Cover Letter Visit ASB Career Services Office in ASB-513	Grad. Rqmt.		Career Pathways**Module 3: BADM003 Interview Practice Visit ASB Career Services Office in ASB-513	Grad. Rqmt.	
<b>Total:</b>	16		<b>Total:</b>	16	

Third Year					
Fall Semester	HRS	✓	Spring Semester	HRS	✓
School Core: INFO 224-Principles of Managerial Accounting	4		School Core: International Category (ASB)	4	
School Core: MKTG 290-Marketing Principles & Practices	4		School Core: MGMT 370-Operations Management	4	
School Core: MGMT 302-Managing Organizational Behavior	4		MGMT 340-Human Resource Management	4	
School Core: FINC 301-Corporate Finance 1	4		MGMT Elective	4	
<b>Total:</b>	16		<b>Total:</b>	16	