How to Run an Online Audit – Students

IMPORTANT – You must be following a 2012-2013 or newer catalog in order to use this program. Please meet with your academic advisor in the department of your major/minor for advising questions.

To access u.achieve, log into your my.emich account and follow the steps below:

- ➢ Click on the "Student" tab
- ➢ Choose the "Student Services" link
- ➢ Select "Student Records"
- ➢ Click on the "UG Degree Audit (u.achieve)" link

To run a new audit, or view any previous audits, click on the 'Audits' tab on the toolbar at the top of the page. Then, select "Request New" to run a new audit or "Manage" to view any previously run audit. Or, if viewing an audit, click on the "Request New" to run a new audit.

- ➢ On the "Request an Audit" page, choose either:
  - ❖ The first block option - "Run Declared Programs" and the system will run an audit based on your official EMU major(s)/minor(s) on record.

Request an Audit

▾ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	CRM-BS	Criminology & Criminal Justice BS	Fall 2013				

▸ Select a Different Program:

Advanced Settings *Click to view available options.*

[Run Declared Programs] [Cancel]

  - ❖ The second block option - "Select a Different Program" will allow you to choose which program you would like to run an audit against to force a specific major, minor, concentration, or catalog year for these 'What-If' audits.

Request an Audit

▸ Run Declared Programs:

▾ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Program: [– ▾]

Catalog Year: [– ▾]

Advanced Settings *Click to view available options.*

[Run Different Program] [Cancel]

*Please note: If you have an undeclared or intent major, you will only receive General Education audit results and must run an audit per the directions above for "Select a Different Program" to choose your intended major.

➢ If you select the "Manage" link, this will take you to the Completed Audit Requests page (shown below) where you may:
  ❖ Select and view any previously run audit, if applicable, by selecting the 'View Audit' link
  ❖ Choose to submit a new audit request by clicking on "Run Audit"

| Audits ▾ | Comments | Exceptions | 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	Course Type	View	Delete
703357		CRM-BS	Fall 2013	11/01/2017 7:18 AM		HTML		View Audit	☐
675943		MGMT-BBA	Winter 2018	08/21/2017 3:28 PM		HTML		View Audit	☐
660875		CRM-BS	Fall 2013	07/13/2017 8:28 AM		PDF		View Audit	☐
660211		CRM-BS	Fall 2013	07/12/2017 3:16 PM		HTML		View Audit	☐
654675		CRM-BS	Fall 2013	06/23/2017 6:41 PM		HTML		View Audit	☐
652705		CRM-BS	Fall 2013	06/18/2017 2:34 AM		HTML		View Audit	☐

➢ Once an audit has run, you may view the results online (as shown below) or select the "Printer Friendly" button for a paper copy.

⊞ Open All Sections   ⊡ Close All Sections   ❓   🖶 Printer Friendly

THIS DEGREE AUDIT REPORT IS BASED ON THE MAJOR/MINOR DATA FROM YOUR CURRENT STUDENT RECORD. IF THERE ARE ANY PROBLEMS OR DISCREPANCIES, OR IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE SEE YOUR ADVISOR OR YOUR DEPARTMENT REPRESENTATIVE.
****
THIS PROGRAM MAY REQUIRE PRE-REQUISITES THAT ARE NOT SPECIFICALLY LISTED HERE.
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*NOTE: Do NOT use this program if you are following an Articulation Agreement**

    AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

> ✅ **A minimum GPA of 2.0 must be earned to graduate from EMU**
> ❌ **University Total Requirements**
>   ****Totals include current and future registration****
> ✅ **Effective Communication**