Faculty/Staff U.ACHIEVE

Let's help them get their degree.

EASTERN
MICHIGAN UNIVERSITY
Education First

What is u.achieve?

- u.achieve is the new degree evaluation tool purchased by EMU. This program will allow students and their advisor to track academic progress through graduation.

- u.achieve includes all University requirements, the Fall 2007 General Education program, and *most* undergraduate Major and Minor programs offered by EMU.
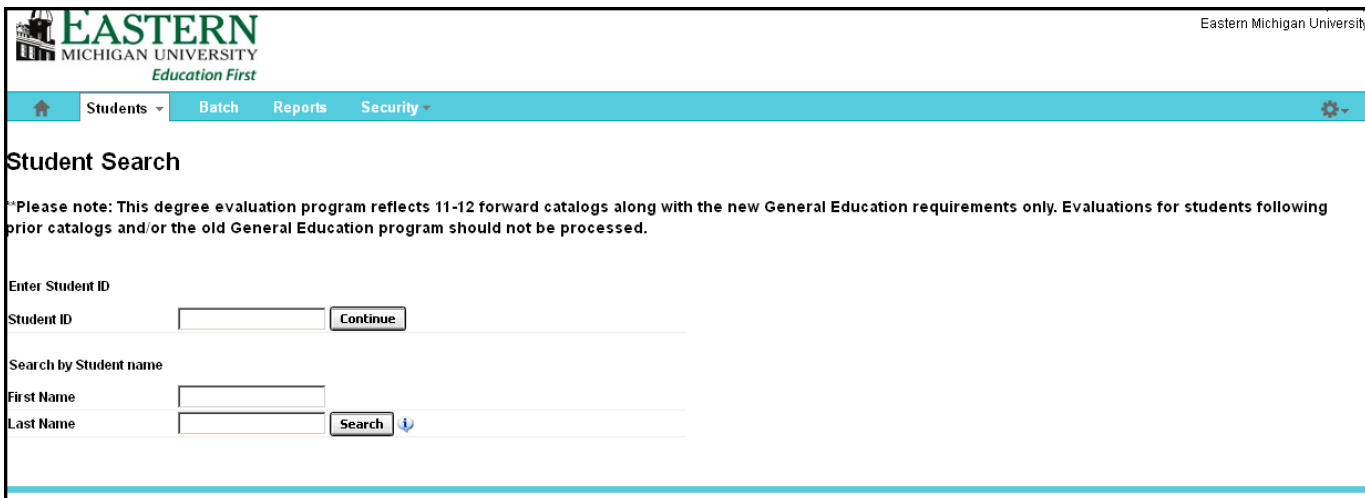
Who can use u.achieve?

- u.achieve has been built for all incoming _Undergraduate_ students following **both** the Fall 2007 General Education program and the 2011-2012 or later catalog.
    - NOTE: Students must be _admitted_ to EMU as of Fall 2011, not have their major declared as of this term for the program to run successfully.

- Graduate, Second Bachelor, and Teacher Preparation students will **NOT** be able to use this system.

Online access to your degree evaluation

- Log into your my.emich account
- Click on the "Faculty" tab at the top
- Choose the "Faculty & Advisors" link
- Click on "UG Degree Audit (u.achieve)" to be sent to your online evaluation
- **NOTE:** You must be granted access to the system by your department head or director. If you do not have access, please have them send Amy Frady an authorization email at afrady@emich.edu

Where to start

- On the "Student Search" page, enter the student number for the selected student (using a capital E), or you may search by name (be careful to select the correct student as searching by name may pull up more than one student.)

How to run a new audit

- Click the "Audits" link at the top of the page next to the current student number you're working with and select "Request New"
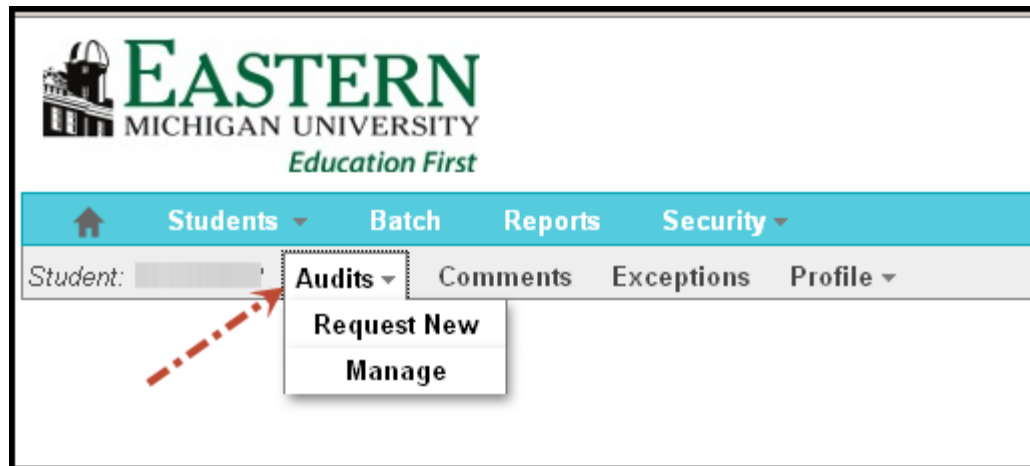
How to run a new audit

- Click the "Run Current Program" radio button for the official program audit, if correct (watch the catalog year! Must be 201210 forward).

Select A Program			
⊙ **Run Current Programs:**			
School	Degree Program	Title	Catalog Year
	ACC-BBA	Accounting BBA	201310
	MGMT-BBA	Management BBA	201310

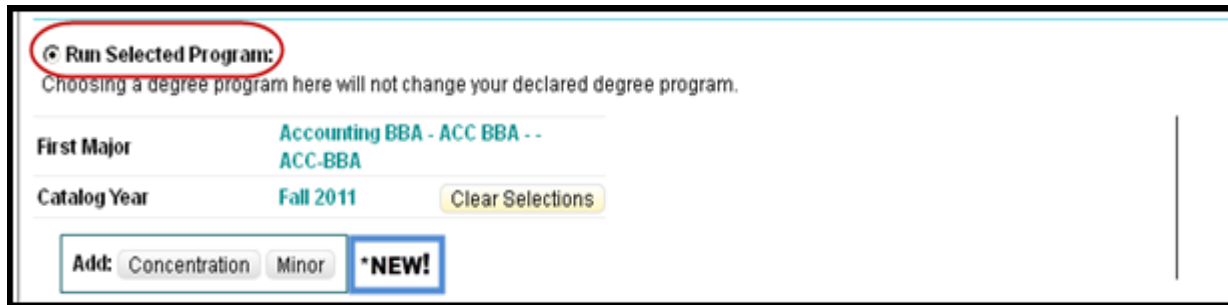- Submit the request by clicking on the "Run Audit" button at the bottom of the page

Run Audit | Cancel

How to run a new audit

To select a new program

- Click the "Run Selected Program" radio button for a What-if audit.

- Choose the Degree Program you wish to view along with the catalog year (11-12 forward!)
- Submit the request by clicking on the "Run Audit" button at the bottom of the page.

How to view an existing audit

- Click the "Audits" link at the top of the page next to the current student's number and select "Manage"

- This will take you to the student's "Completed Audit Requests" page (don't worry, for the first time there *may* be nothing there!)

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from this list.

New Audit

select all/s

Program	Catalog Year	▼ Created	Format	Type	View
ACC-BBA	201310	05/06/2014 1:28 PM	HTML	✓	View Audit
ACC-BBA	201310	03/14/2014 3:16 PM	HTML	◪	View Audit
ACC-BBA	201310	03/12/2014 4:53 PM	HTML	◪	View Audit

How to view an existing audit

- To view a previously processed audit, click on the "View Audit" link next to the one you wish to view.

How to delete an audit

- Currently, only administration in the Office of Records and Registration can delete an audit. Please contact them for assistance in 303 Pierce Hall or by phone at 734.487.4112.

How to read an online audit

- There are messages that display at the top of each audit.

- The first will tell the reader if the audit has been processed using a declared program, as listed on the official school record, or if the audit was run as a "What-If" scenario.

- The next message will appear on all audits, regardless of program, indicating that there may be required pre-requisites not listed here and to contact the program advisor with questions.

How to read an online audit

- At the top of every audit will be a header indicating the status of the overall audit. There are three different messages that may appear.

- 1) AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED – This indicates that there is at least one requirement that has NOT been fulfilled.

- 2) ALL REQUIREMENTS COMPLETED – IN-PROGRESS COURSES USED – This indicates that the audit is MET using in-progress courses and may change if courses are withdrawn or failed
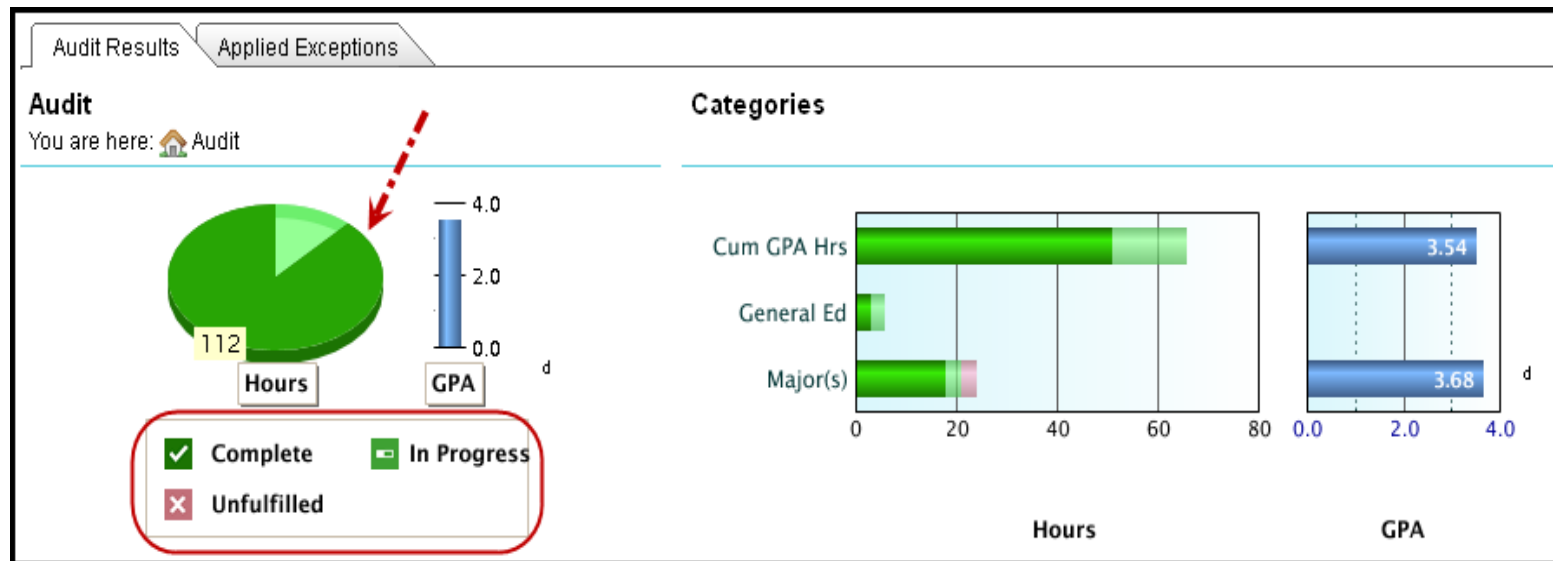
How to read an online audit

- 3) ****ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET**** - This indicates that the audit has been completely MET.

Note: Every area is considered a requirement; however, there may be several sub-requirements within each main requirement.
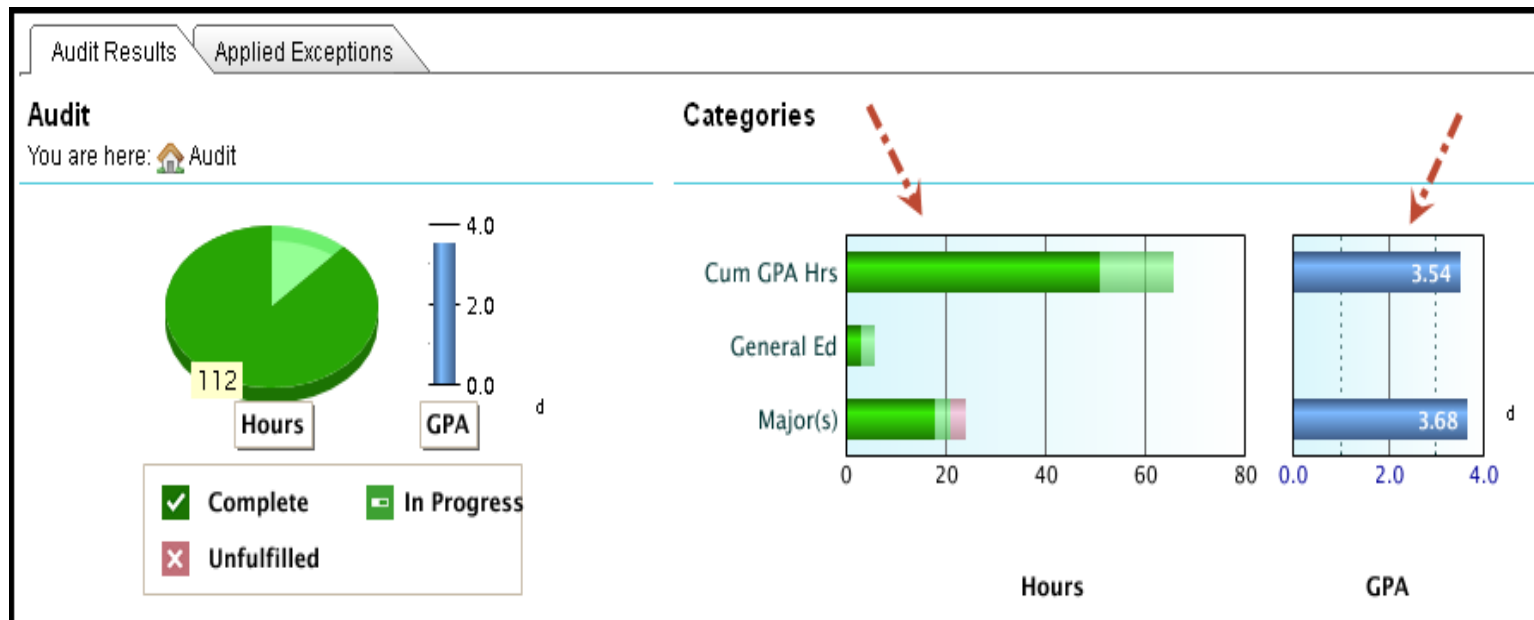
How to read an online audit

- The top of the audit has a pie chart that shows all course hours _applicable_ to the degree (hover the mouse over it for total).

- Completed course totals are in dark green, in-progress courses are indicated in light green, and unfulfilled courses are shown in red.

How to read an online audit

- Completion graphs for Cumulative hours, General Education, and Majors/Minor areas are shown at the top of the audit along with cumulative and Major GPA graphs.

How to read an online audit

- The body of the audit lists each of the required areas and indicates if they are Met (dark green check), In-progress (light green progress bar), or Unfulfilled (red "X"). You may drill-down for more information.

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

▶	▭	A minimum GPA of 2.0 must be earned to graduate from EMU
▶	▭	University Total Requirements
▶	✓	MACRAO Satisfied
▶	✓	Effective Communication area waived by MACRAO
▶	✓	Quantitative Reasoning
▶	▭	Perspectives on Diversity
▶	✓	Knowledge Disciplines - Arts area waived by MACRAO
▶	✓	Knowledge Disciplines - Humanities area waived by MACRAO
▶	✓	Knowledge Disciplines - Natural Sci area waived by MACRAO
▶	✓	Knowledge Disciplines - Social Sci area waived by MACRAO
▶	✓	Learning Beyond the Classroom
▶	✗	Business Core Courses FA2011
▶	✓	Earn a minimum of 15 credits in 300-level or higher courses at EMU in each major that doesn't require a minor
▶	✗	Accounting Major FA2011
▶	▭	Required free electives

How to read an online audit

- Click on the arrow next to the requirement for which you would like additional details. This will give you specific information about what has been taken and what is still outstanding.

Business Core Courses FA2011

EARNED:	33.0 HOURS		0 SUB-GROUPS	3.566 GPA	
NEEDS:			1 SUB-GROUP	2.000 GPA	

1) Business Core Courses

FA09	ACC 240	3.0	TCR		Principles of Financial Acct
FA09	ACC 241	3.0	TCR		Principles of Managerial Acct
FA09	IS 215	3.0	TCR		End-User Computing
FA09	LAW 293	3.0	TCR		Legal Environment of Bus
WI11	DS 265	3.0	B-		Business Statistics I
WI11	MGMT202	3.0	A		Business Communication
SP11	FIN 350	3.0	A		Principles of Finance
SU11	OM 374	3.0	B		Intro to Operations Mgmt
FA11	MGMT386	3.0	A-		Orgznl Behavior & Theory
SU12	MKTG360	3.0	A		Principles of Marketing
FA12	MGMT490	3.0	RE	RE	Business Policy

NEEDS: 3.0 HOURS

SELECT FROM: COB 200L

The online audit key/legend

Requirements

- ☒ Not Yet Complete

- ☑ Currently Satisfied

- ▬ Satisfied if In-progress Work is Included

Sub-requirements

For PDF audit sub-requirements run by EMU

- − Not Yet Complete

- + Currently Satisfied

For online audit sub-requirements

- ☒ Not Yet Complete

- ☑ Currently Satisfied

The status of the main requirement will be determined by one of the symbols listed under "Requirements" while the status of the individual area sub-requirements will be determined by one of the symbols under "Sub-requirements"

Online documentation

- Is this information posted anywhere online? **YES – *it is!!***

- Please visit our website at www.emich.edu/registrar/uachieve for information and printable documentation regarding u.achieve.

Questions??

Contact Amy Frady in the Records and Registration Office in 303 Pierce Hall, by phone at 734.487.4112, or via email at uachieve@emich.edu.