

How to Run an Online Audit – Students

IMPORTANT – You must be following a 2011-2012 or newer catalog and the New General Education requirements 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.



- When selecting “Request New” to run a new audit, choose either:
 - ❖ The “Run Current Programs” radio button and the system will run an audit based on your official EMU major(s)/minor(s) on record.
 - ❖ The “Run Selected Program” radio button and then choose which program you would like to run an audit against to force a specific major, catalog, and - ***NEW function - u.achieve can now add Minor’s, Concentrations, etc.**, for ‘What-If’ audits.

Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year
	ACC-BBA	Accounting BBA	201310
	MGMT-BBA	Management BBA	201310

Run Selected Program:
Choosing a degree program here will not change your declared degree program.

First Major: Accounting BBA - ACC BBA - - ACC-BBA

Catalog Year: Fall 2011

Add:

***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 “Run Selected 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 “New Audit”

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](#)

Program	Catalog Year	Created	Format	Type	View
ACC-BBA	201420	05/08/2014 10:52 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

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.

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
- 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
- Earn a minimum of 15 credits in 300-level or higher courses at EMU in each major that doesn't require a minor