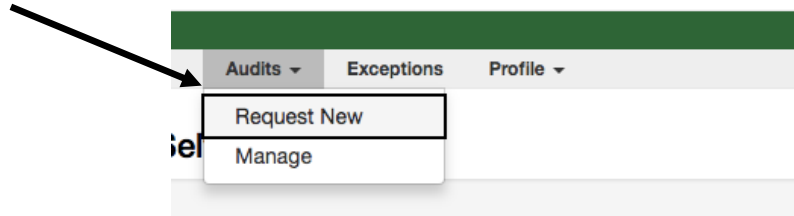


How to Run an Online Audit

To access your audit, 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.



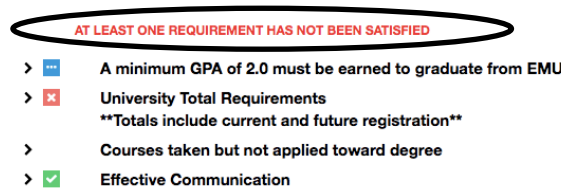
When you “request new” audit, two options will appear: 1) run declared programs and 2) select a different program.

- If you wish to run an audit on the major you have declared, choose “Run Declared Programs”
- If you wish to run an audit on a different major:
 - Choose “Select a different program”
 - Then select the major
 - Select your desired program catalog year
 - Choose a minor if required
 - Now click on “Run Different Programs”

How to Read an Online Audit

At the top of each audit, there will be a header indicating the status of the overall audit. There are three different messages that may appear:

- AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED – This indicates that there is at least one requirement that has NOT been fulfilled.
- 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IN-PROGRESS COURSES USED – This indicates that the audit is met using in-progress courses and may change if courses are withdrawn or failed.
- ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET – This indicates that the audit has been completely met.



Under each tab, you will see one of three colored boxes indicating whether that area is unfulfilled, in progress or completed:

A screenshot of the audit details page. Three boxes are overlaid on the page: 'Red: Unfulfilled' points to a red 'x' icon next to 'Knowledge of Disciplines - Arts'; 'Green: Completed' points to a green checkmark icon next to '11) Humanities - PHIL'; and 'Blue: In Progress' points to a blue square with a white 'x' icon next to 'Knowledge of Disciplines - Humanities'. The background shows a list of requirements and courses. The 'Knowledge of Disciplines - Humanities' section is expanded, showing 'EARNED: 8.0 HOURS' and '2 SUB-GROUPS'. Below this, there are two rows of course information: '2) Humanities - CHL' with 'FA17 CHL 207' (3.0 RE RE Intro to Children's Literatur) and '11) Humanities - PHIL' with 'FA16 PHIL100' (3.0 TCR Intro to Philosophy). Other sections like 'Knowledge of Disciplines - Natural Sciences' and 'Knowledge of Disciplines - Social Science' are partially visible at the bottom.