

# U.ACHIEVE

Let us help you get your degree.



## 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.
- 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 “Student” tab at the top
- Choose the “Student Services” link
- Select “Student Records”
- Click on “UG Degree Audit (uachieve)” to be sent to your online evaluation

# How to run a new audit

- Click the “Audits” link at the top of the page and select “Request New”



# How to run a new audit

To choose the program on file (declared major/minor)

- Click the “Run Current Program” radio button for the declared program audit, if correct

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.

**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 Clear Selections

Add: Concentration Minor **\*NEW!**

- 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.

**Run Audit** | Cancel

# How to view an existing audit

- Click the “Audits” link at the top of the page and select “Manage”
- This will take you to your “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.

select all

Program	Catalog Year	Created	Format	Type	View
ACC-BBA	201310	05/06/2014 1:28 PM	<a href="#">HTML</a>	<input checked="" type="checkbox"/>	<a href="#">View Audit</a>
ACC-BBA	201310	03/14/2014 3:16 PM	<a href="#">HTML</a>	<input type="checkbox"/>	<a href="#">View Audit</a>
ACC-BBA	201310	03/12/2014 4:53 PM	<a href="#">HTML</a>	<input type="checkbox"/>	<a href="#">View Audit</a>



# 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.

Student:  Audits  Exceptions  Profile

### 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.

select all

Program	Catalog Year	Created	Format	Type	View
ACC-BBA	201310	05/06/2014 1:28 PM	<a href="#">HTML</a>	✓	<a href="#">View Audit</a>
ACC-BBA	201310	03/14/2014 3:16 PM	<a href="#">HTML</a>	☐	<a href="#">View Audit</a>
ACC-BBA	201310	03/12/2014 4:53 PM	<a href="#">HTML</a>	☐	<a href="#">View Audit</a>
ACC-BBA	201310	11/09/2013 10:18 AM	<a href="#">HTML</a>	☐	<a href="#">View Audit</a>
MGMT-BBA	201210	11/04/2013 12:22 PM	<a href="#">HTML</a>	☐	<a href="#">View Audit</a>
ACC-BBA	201210	11/04/2013 12:21 PM	<a href="#">HTML</a>	☐	<a href="#">View Audit</a>
ACC-BBA	201310	10/29/2013 2:12 PM	<a href="#">HTML</a>	☐	<a href="#">View Audit</a>
MGMT-BBA	201210	09/09/2013 5:13 PM	<a href="#">HTML</a>	☐	<a href="#">View Audit</a>
ACC-BBA	201210	09/09/2013 5:12 PM	<a href="#">HTML</a>	☐	<a href="#">View Audit</a>

# 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 but 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

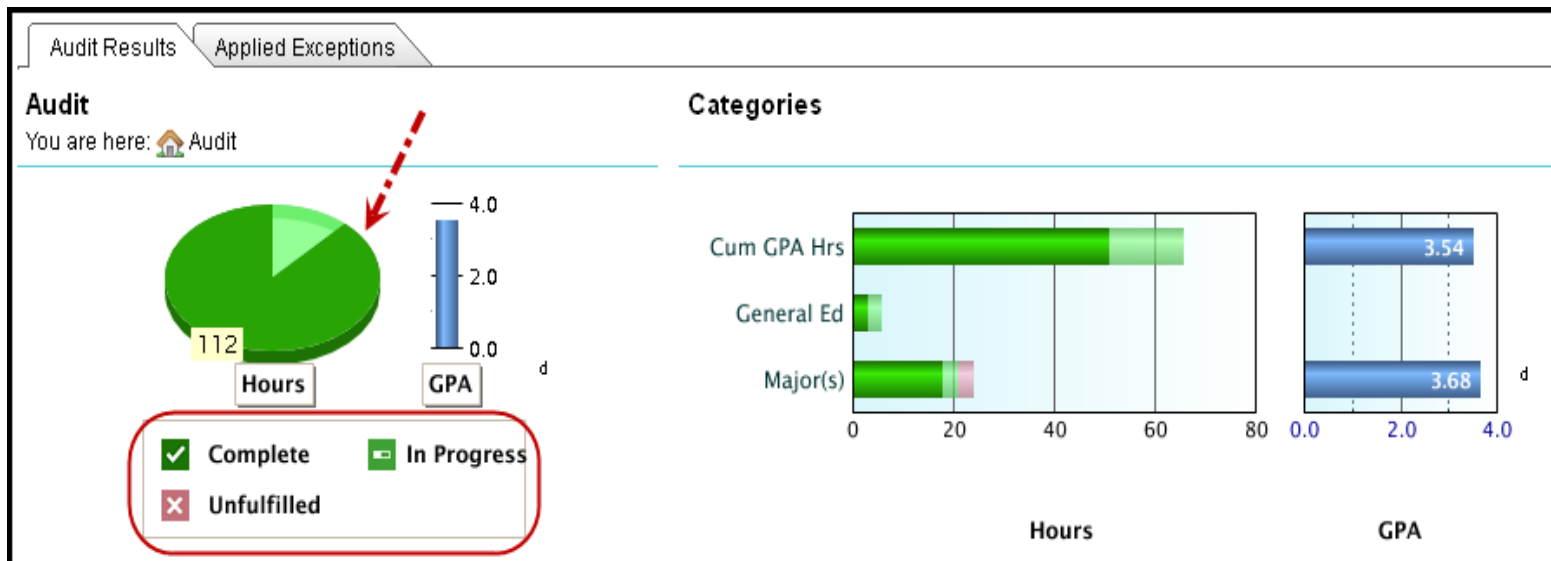
## How to read an online audit

- 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.**

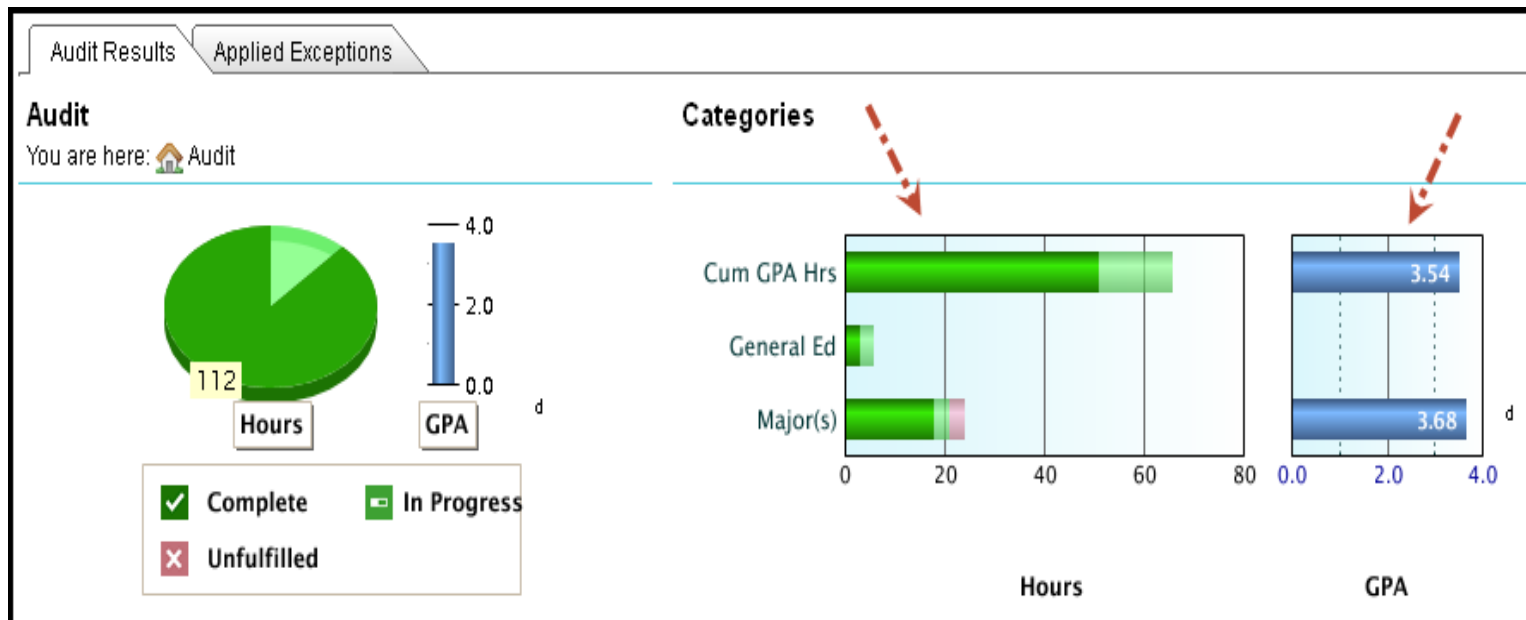
# How to read an online audit

- 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 Major(s)/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**




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





# 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”

# Questions??

Contact Amy Frady in the Records and Registration Office at 303 Pierce Hall or by phone at 734.487.4112.

