

# U.ACHIEVE

Let us help you get your  
degree.



# What is u.achieve?

- u.achieve is the 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, Undergraduate Major/Minor programs and Graduate Programs offered by EMU.

# Who can use u.achieve?

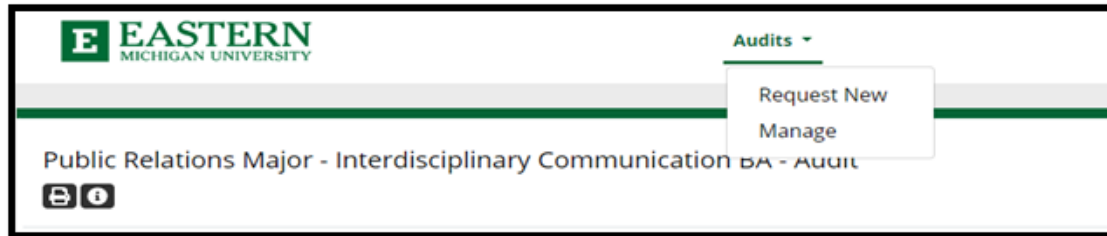
- u.achieve has been built for all incoming Undergraduate students following **both** the Fall 2007 General Education program and the Fall 2017 or later catalog. Graduate students following the Fall 2022 or later catalog.
- Doctoral, Specialist, Second Bachelor, and Teacher Preparation students will NOT be able to use this system.

# Online access to your degree evaluation

- Log into your my.emich account
- Click on “Student Academic Services” card
- Click on “Degree Audit (uachieve)” link to be sent to your online evaluation

# How to run a new audit

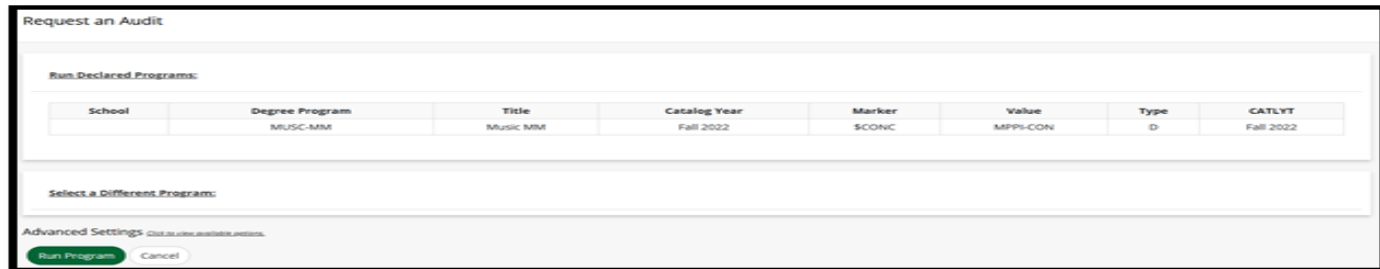
- Click the “Audits” link at the top of the page and select “Request New”



# How to run a new audit

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

- Click the “Run Program” tab for the declared program audit, if correct



Request an Audit

Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	MUSC-MM	Music MM	Fall 2022	SCONC	MPPH-CON	D	Fall 2022

Select a Different Program:

Advanced Settings [Click to view available options.](#)

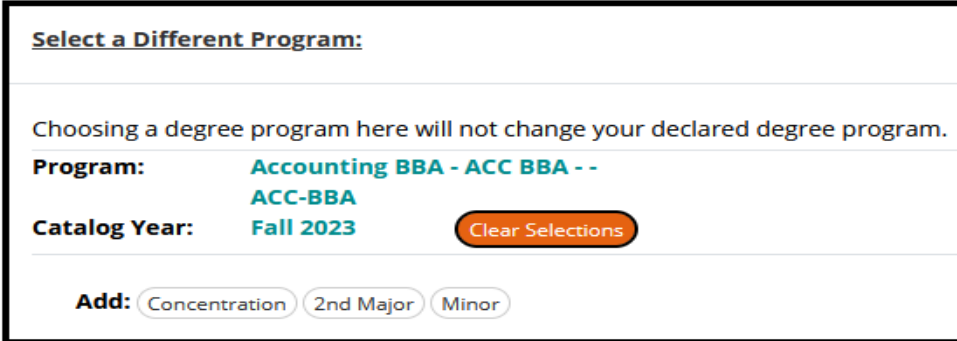
- Submit the request by clicking on the “Run Program” button at the bottom of the page



# How to run a new audit

## To select a new program

- Click the “Select a Different Program” tab for a ‘What-if’ audit.



**Select a Different Program:**

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

**Program:** Accounting BBA - ACC BBA - -  
ACC-BBA

**Catalog Year:** Fall 2023

**Add:**

- Choose the Degree Program you wish to view along with the catalog year
- Submit the request by clicking on the “Run Program” button at the bottom of the page.



# 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 'Run Audit' button will run a new audit report. Deleting audits removes them from this list.

[Run Audit](#)

[select all/s](#)

ID	Instcd	Program	Catalog Year	▼ Created	Audit Type	Format	Course Type	View
1212746		<a href="#">CRM-BA</a>	Fall 2017	02/11/2020 10:57 AM		<a href="#">HTML</a>	***	<a href="#">View Audit</a>
1211949		<a href="#">CRM-BA</a>	Fall 2017	02/06/2020 4:14 PM		<a href="#">HTML</a>	***	<a href="#">View Audit</a>
1209644		<a href="#">CRM-BA</a>	Fall 2017	01/29/2020 9:22 AM		<a href="#">HTML</a>	***	<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.

## 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

[select all/s](#)

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1209644		<a href="#">CRM-BA</a>	Fall 2017	01/29/2020 9:22 AM		<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 by phone at 734.487.4111 or via email at [uachieve@emich.edu](mailto:uachieve@emich.edu).

# 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) CURRENT AND FUTURE REGISTRATION WILL SATISFY ALL REQUIREMENTS**– This indicates that the audit is MET using in-progress courses and may change if courses are withdrawn or failed.

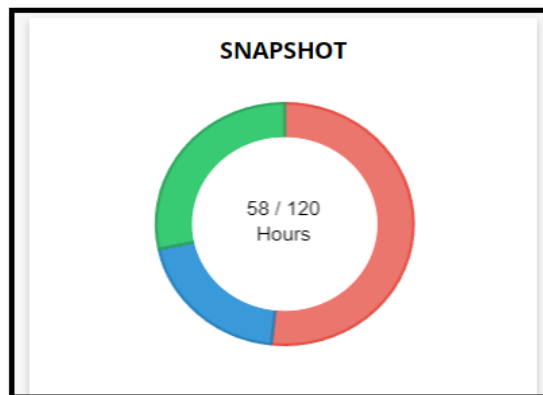
# How to read an online audit

- 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 green, in-progress courses are indicated in blue, and unfulfilled courses are shown in red.



# How to read an online audit

- Completion graphs for Cumulative hours and Majors/Minor areas are shown at the top of the audit along with cumulative and program 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 (green check), In-progress (blue dots), 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  
\*\*Totals include current and future registration\*\*
- > Courses taken but not applied toward degree
- >  Effective Communication
- >  Quantitative Reasoning
- >  Knowledge of Disciplines - Arts
- >  Knowledge of Disciplines - Humanities
- >  Knowledge of Disciplines - Natural Sciences
- >  Knowledge of Disciplines - Social Science
- >  Perspectives on Diversity
- >  Learning Beyond the Classroom
- >  Earn a minimum of 15 credits in 300-level or higher courses at EMU in each major that requires a minor
- >  Social Work Major
- > Other Academic History



# 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.

		<b>Public Administration Minor</b>				
<input checked="" type="checkbox"/>		<i>EARNED:</i> 15.0 HOURS	1 SUB-GROUP	3.85	GPA	
<input checked="" type="checkbox"/>		<b>NEEDS:</b> 9.0 HOURS	2 SUB-GROUPS	2.00	GPA	
<input checked="" type="checkbox"/>		1) PADM Required				
		WI18 PLSC270	3.0	A	Public Administration	
<input checked="" type="checkbox"/>		2) PADM Restricted Electives				
		WI19 PLSC352	3.0	A-	Politics of Pub&Nonprof Budge	
		FA19 PLSC381	3.0	A	Public Policy Analysis	
		<b>NEEDS:</b> 2 COURSES				
		<b>FULFILL USING</b>	<u>PLSC 210, 334, 431W, 480L4</u>			
IP	<input checked="" type="checkbox"/>	3) PADM Electives				
		FA18 PLSC330	3.0	A-	Urban Politics	
		WI20 PLSC364	3.0	RE	RE	Legislative Process
		<b>NEEDS:</b> 1 COURSE				
		<b>FULFILL USING</b>	<u>PLSC 202, 301, 331, 332, 380, 385, 470, 486L4</u>			

# The online audit key/legend

The screenshot displays two columns of information. The left column, titled 'Requirements', contains a 'Legend' box with three items: a green checkmark for 'Complete', a blue checkmark for 'In Progress', and a red 'x' for 'Unfulfilled'. The right column, titled 'Sub-requirements', is divided into two sections. The top section, 'For PDF audit sub-requirements run by EMU', lists a grey minus sign for 'Not Yet Complete' and a grey plus sign for 'Currently Satisfied'. The bottom section, 'For online audit sub-requirements', lists a red 'x' for 'Not Yet Complete' and a green checkmark for 'Currently Satisfied'.

Requirements	Sub-requirements
<b>Legend</b>	<b>For PDF audit sub-requirements run by EMU</b>
- Complete	> - Not Yet Complete
- In Progress	> + Currently Satisfied
- Unfulfilled	<b>For online audit sub-requirements</b>
	>  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 Records and Registration Office by phone at 734.487.4111, or via email at [uachieve@emich.edu](mailto:uachieve@emich.edu).

