

# 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, and most undergraduate Major and Minor programs offered by EMU.

# Who can use u.achieve?

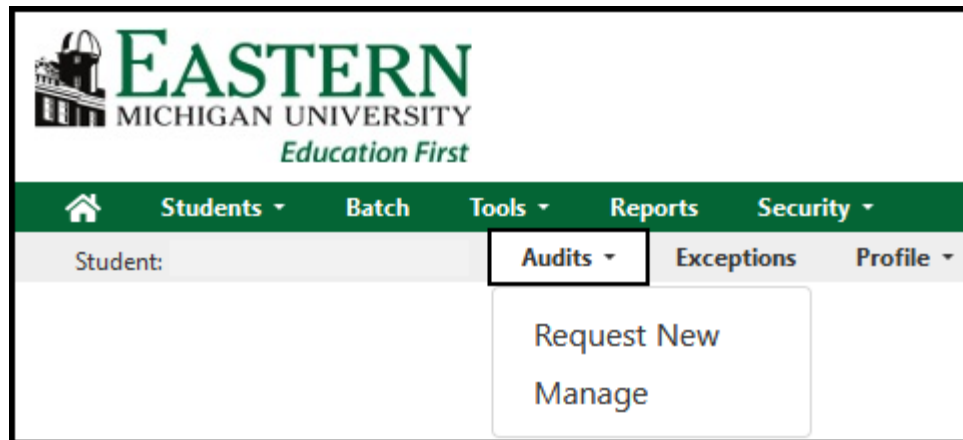
- u.achieve has been built for all incoming Undergraduate students following **both** the Fall 2007 General Education program and the 2012-2013 or later catalog.
- Graduate, Second Bachelor, and Teacher Preparation students will **NOT** be able to use this system.

# 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)

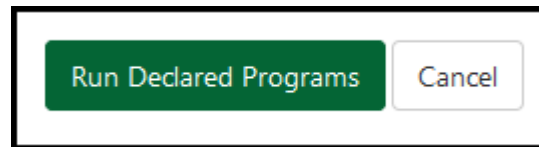
- Click the “Run Declared Programs” tab for the declared program audit, if correct

Request an Audit

[Run Declared Programs](#)

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	CRM-BA	Criminology & Criminal Justice BA	Fall 2017	SCONC	CORR-CON	D	Fall 2017

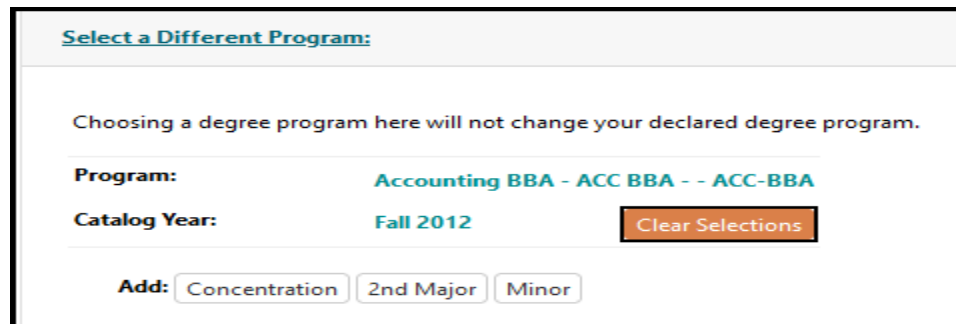
- Submit the request by clicking on the “Run Declared Programs” button at the bottom of the page



# How to run a new audit

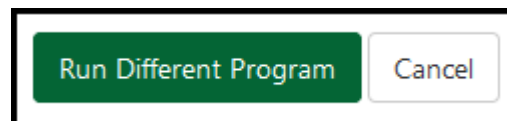
## To select a new program

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



The screenshot shows a web form titled "Select a Different Program:". Below the title is a note: "Choosing a degree program here will not change your declared degree program." The form contains two input fields: "Program:" with the value "Accounting BBA - ACC BBA -- ACC-BBA" and "Catalog Year:" with the value "Fall 2012". To the right of the "Catalog Year:" field is a "Clear Selections" button. At the bottom, there is an "Add:" label followed by three buttons: "Concentration", "2nd Major", and "Minor".

- Choose the Degree Program you wish to view along with the catalog year (12-13 forward!)
- Submit the request by clicking on the “Run Different program” button at the bottom of the page.



The screenshot shows two buttons: a green "Run Different Program" button and a white "Cancel" button.

# 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](#)

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 delete an audit

- Currently, only administration in the Office of Records and Registration can delete an audit. Please contact them for assistance in 304 Pierce Hall or by phone at 734.487.4111.



# 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.

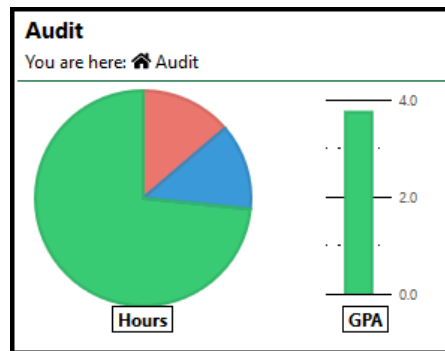
# How to read an online audit

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



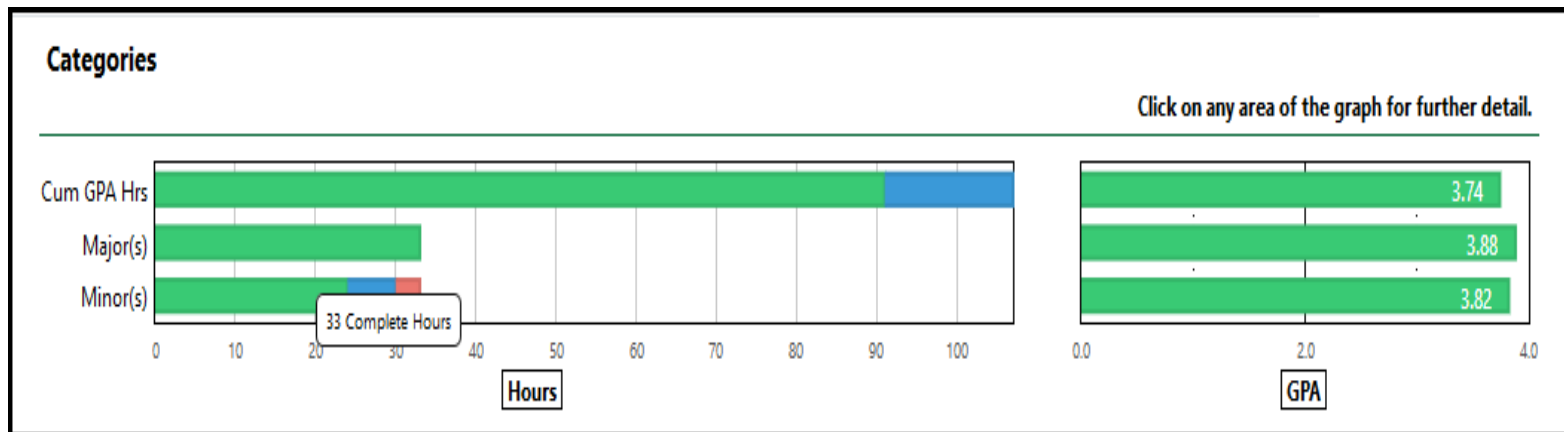
 Complete

 In Progress

 Unfulfilled

# 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.

<input checked="" type="checkbox"/> <input type="checkbox"/>		<b>Public Administration Minor</b>					
<i>EARNED:</i> 15.0 HOURS		1	SUB-GROUP		3.85	GPA	
<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 type="checkbox"/>	2) PADM Restricted Electives						
	WI19	PLSC352	3.0	A-	Politics of Pub&Nonprof Budg		
	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 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 with three dots 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 Amy Frady in the Records and Registration Office at 304 Pierce Hall or by phone at 734.487.4111, or via email at [uachieve@emich.edu](mailto:uachieve@emich.edu).

