How to Run & Read Your Audit (U. Achieve)

EASTERN MICHIGAN UNIVERSITY
University Advising & Career Development Center
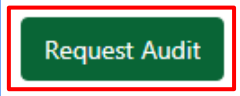
#WeSupportYourGoals

How to Access Your Audit

- ☐ Login to MY.EMICH.EDU
- ☐ Click on the Student Tab
- ☐ Click on Student Records
- ☐ Click on UG Degree Audit (u.achieve)
  - ▪ The most current audit will pull up on the screen (if one has already been ran)

How to Run a New Audit
(If you already have an audit that has been run)

1. Click on the "Request Audit" button on the upper right hand side of the screen

Request Audit

2. Click "Run Declared Programs" if you would like to run a new audit with the program listed

Request an Audit

Run Declared Programs:

School	Degree Program	Title	Catalog Year
	MKTG-BBA	Marketing BBA	Fall 2012

Select a Different Program:

Run Declared Programs Cancel

3. Click "Select a Different Program" if you are looking to add a major, minor, double major, double minor, or concentration that has not yet been declared (what if scenario).
   a. Select the catalog year you are following (should be the year you were admitted unless you had your catalog year changed)
   b. Click "Run Different Program"

Request an Audit

Run Declared Programs:

Select a Different Program:

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

Program: Written Communication BS - WRCM BS - - WRCM-BS
Catalog Year: Winter 2019   Clear Selections

Add: Concentration | 2nd Major | Minor

Adding a Minor:
Catalog Year:
Winter 2019 ▾

Minor:
- ▾   Never mind

Run Different Program Cancel

4. Your new audit will show on the screen

How to Run a New Audit
(If you have never used the system)

1. Select the green "Request Audit" button
2. Repeat steps 2-3 listed above to complete running your audit

Welcome to uAchieve Self-Service
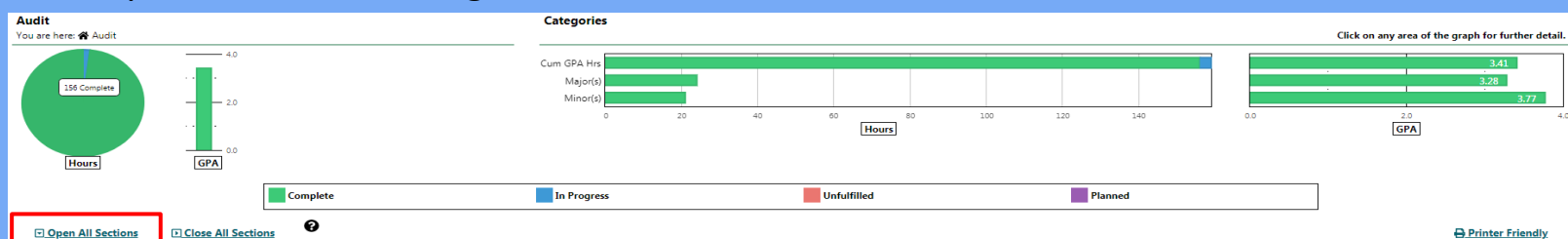
To run an audit:

1. Fill out the courses in the 'Manage Student' area (optional).

2. Press **Request Audit** when you complete the courses list.

You need to request an audit before viewing results   **Request Audit**

Reading Your Audit

☐ The top or your audit will show your progress towards degree completion for your major & minor (if necessary). You will be able to open all sections to view all of your requirements towards graduation.

☐ Course requirements will be listed with three colors
- Red: There are still requirements that need to be completed
- Blue: Requirements are in progress
- Green: Requirements are complete

☐ The first requirement you will see is the graduation requirements

☐ Courses you have taken that do not apply towards your degree will be listed next
- Transfer credits that did not transfer
- MATH 097 & MATH 098

☐ The General Education Program will be listed following (courses taken but not applied toward degree)

☐ Once you declare your major, your audit will automatically run with these requirements added

☐ If you need a minor or choose to declare one, requirements will be listed after your major.

☐ If you have any additional credits that are counting towards the 124 graduation requirement, they will be listed under other academic history.

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 9 credits in 300-level or higher courses at EMU in each major that requires a minor
> ✅ General Chemistry Major
> ❌ You must declare a minor for this major
> ⟩ Other Academic History