Faculty/Staff U.ACHIEVE

Let's help them get their degree.

EASTERN
MICHIGAN UNIVERSITY
Education First

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.
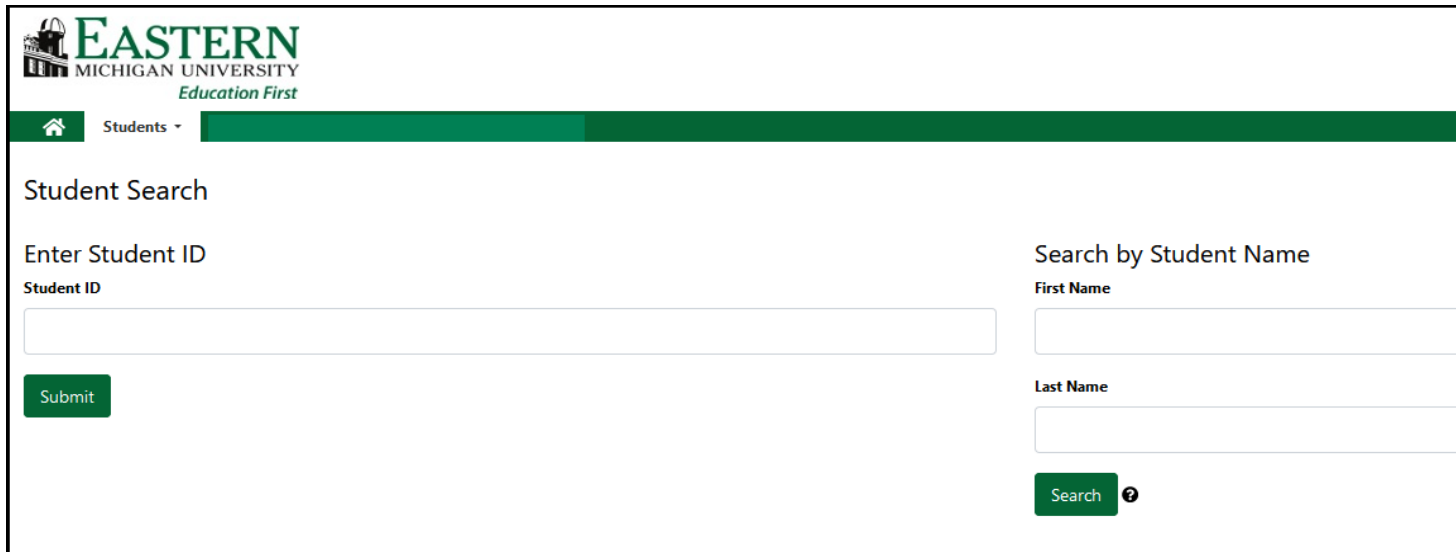
Who can use u.achieve?

- u.achieve has been built for all incoming *Undergraduate* students following **both** the Fall 2007 General Education program and the 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 "Faculty" tab at the top
- Choose the "Faculty & Advisors" link
- Click on "UG Degree Audit (u.achieve)" to be sent to your online evaluation
- **NOTE:** You must be granted access to the system by your department head or director. If you do not have access, please have them send Amy Frady an authorization email at afrady@emich.edu
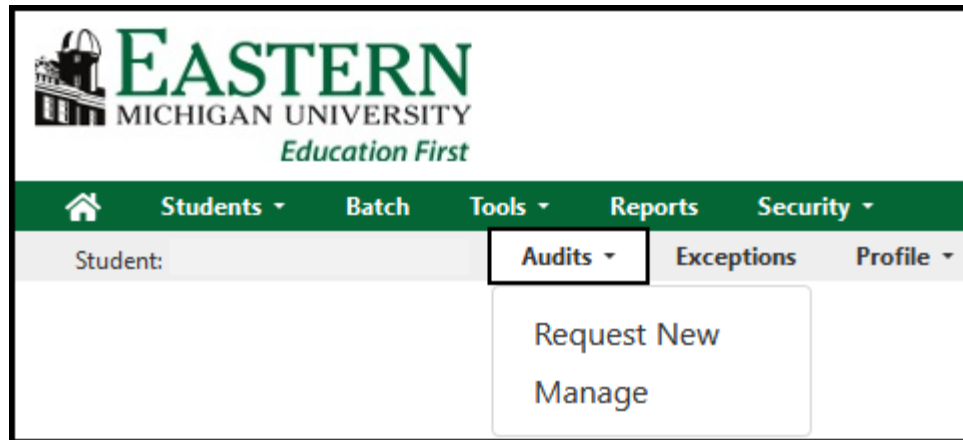
Where to start

- On the "Student Search" page, enter the student number for the selected student or you may search by name (be careful to select the correct student as searching by name may pull up more than one student.)

How to run a new audit

- Click the "Audits" link at the top of the page next to the current student number you're working with and select "Request New"

How to run a new audit

- Click the "Run Declared Programs" tab for the declared program audit, if correct (watch the catalog year! Must be 201310 forward).

Request an Audit

Run Declared Programs:

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

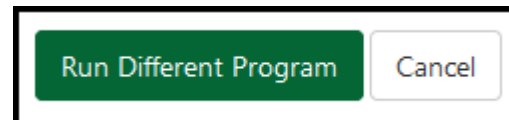- Submit the request by clicking on the "Run Audit" button at the bottom of the page

Run Declared Programs   Cancel

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 2012**   Clear Selections

Add: Concentration 2nd Major 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.

Run Different Program   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 the student's "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		CRM-BA	Fall 2017	02/11/2020 10:57 AM		HTML	•••	View Audit
1211949		CRM-BA	Fall 2017	02/06/2020 4:14 PM		HTML	•••	View Audit
1209644		CRM-BA	Fall 2017	01/29/2020 9:22 AM		HTML	•••	View Audit

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

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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 and 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.
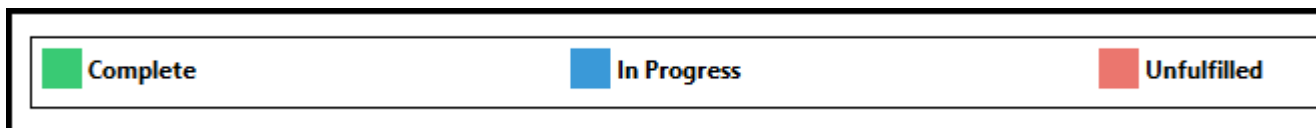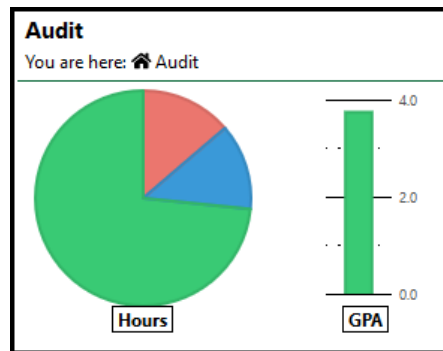
How to read an online audit

- 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.
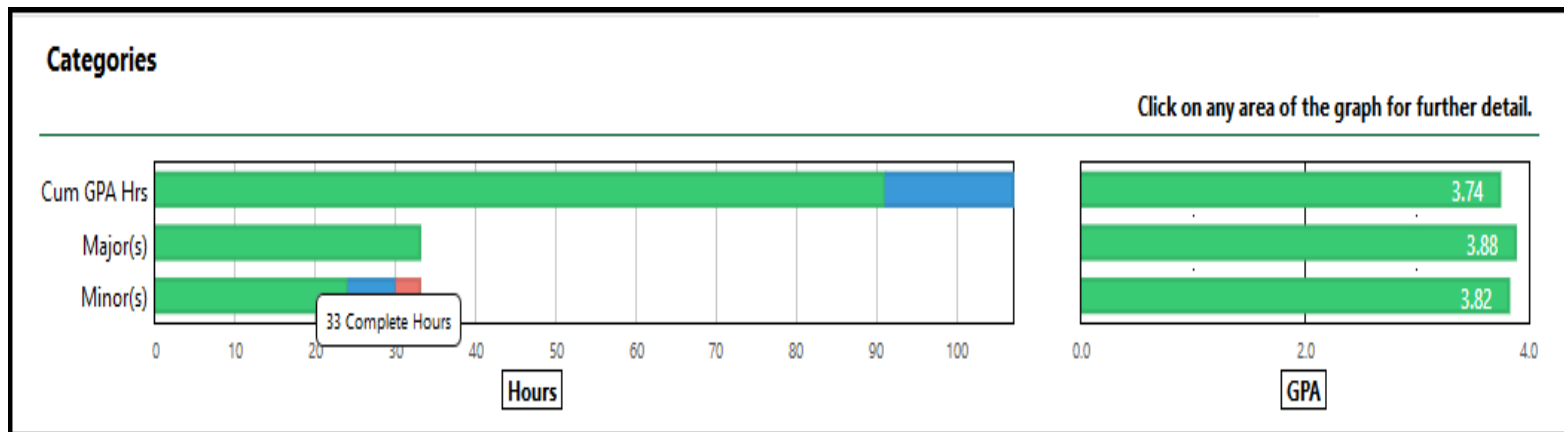
How to read an online audit

- 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.

Audit
You are here: 🏠 Audit

Hours

GPA
4.0
2.0
0.0

| 🟩 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.

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.

Public Administration Minor

EARNED:	15.0	HOURS			1	SUB-GROUP	3.85 GPA
NEEDS:	9.0	HOURS			2	SUB-GROUPS	2.00 GPA

1) PADM Required
WI18	PLSC270	3.0	A	Public Administration

2) PADM Restricted Electives
WI19	PLSC352	3.0	A-	Politics of Pub&Nonprof Budge
FA19	PLSC381	3.0	A	Public Policy Analysis

NEEDS: 2 COURSES
FULFILL USING PLSC 210, 334, 431W, 480L4

IP 3) PADM Electives
FA18	PLSC330	3.0	A-		Urban Politics
WI20	PLSC364	3.0	RE	RE	Legislative Process

NEEDS: 1 COURSE
FULFILL USING PLSC 202, 301, 331, 332, 380, 385, 470, 486L4

The online audit key/legend

Requirements

Legend
- ✅ - Complete
- ▪▪▪ - In Progress
- ❌ - Unfulfilled

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"

Online documentation

- Is this information posted anywhere online?
YES – *it is!!*

- Please visit our website at www.emich.edu/registrar/uachieve for information and printable documentation regarding u.achieve.

Questions??

Contact Amy Frady in the Records and Registration Office in 304 Pierce Hall, by phone at 734.487.4111, or via email at uachieve@emich.edu.

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