u.achieve®
Degree Audit

A tutorial for Michigan Tech Undergraduate Students
What is the u.achieve® interactive degree audit?

The u.achieve® interactive audit is the official report that displays your progress toward meeting the requirements of a degree.

The audit provides key information:
• Completed courses
• Registered courses
• How the courses fit into your degree schedule
• How the courses would fit into a different degree if you are thinking about a change
• Grades and GPA
• Remaining course requirements
What is the u.achieve® interactive degree audit?

Keep in mind….

• u.achieve® is a tool you and your advisor will use when meeting
to facilitate awarding of your degree, your advisor will finalize your
audit once degree requirements are met
• students are encouraged to run their degree audit after
registration to verify course placement and ensure requirements
are met
• your degree audit must be complete and finalized before your
degree can be awarded
Getting Started

Access u.achieve® through MyMichiganTech
Once you are signed in … run your degree audit

- Select the **Current Students** tab
- Locate **Academic Information**

![Academic Information](image)
Click “run audit” to view your *current* degree program.

*Please note: the audit may take several minutes to load...please wait*
Click to obtain the audit for your current program. Do not use the drop down menu. Selecting a program from the drop down menu allows you to view course placement for a different degree program. This is a useful tool if you’re thinking about changing majors.

Please note: the audit may take several minutes to load...please wait
Curriculum information and audit results will be displayed.

Degree Audit

Degree Audit Results
Bachelor of Science in Electrical Engineering
Certificate in Electric Power Engineering

Primary Program Advisor
Donahue, Judy M.
jmdonahu@mtu.edu

Expected Graduation Term
Fall 2017

Major Information as of Fall 2016
Primary Program

<table>
<thead>
<tr>
<th>Level</th>
<th>College</th>
<th>Major</th>
<th>Catalog Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>College of Engineering</td>
<td>Electrical Engineering</td>
<td>Fall 2011</td>
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Secondary Program

<table>
<thead>
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<th>Level</th>
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<th>Major</th>
<th>Catalog Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>College of Engineering</td>
<td>Electric Power Engineering</td>
<td>Fall 2015</td>
</tr>
</tbody>
</table>

Minor
French
Catalog Term
Fall 2015

Click on a program to view audit results
At the top of each audit is personal information and graphics to help guide you through the audit.

Categories are color-coded to coincide with the pie chart. You can scroll over the individual categories to see how many credits are earned, in progress or unfulfilled.

A color-coded pie chart shows complete, in progress and unfulfilled credits.
Display all categories and requirements at once. (Recommended)
Example:
All requirement areas will remain closed until you open them.

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

Requirements:
- Complete Required Courses
- Complete Lab Science
- Complete Concentration
- Complete Free Electives

Major Requirements - 53-56 credits

Note: Additional free elective credits may be required to meet overall degree credit requirement depending on the number of credits taken in the major and/or concentration area(s).

Science Requirement - 3 credits

Marketing Concentration

Concentration Requirements - 18 credits

Free Elective Requirement - 23-26 credits

Note: Additional free elective credits may be required to meet overall degree credit requirement depending on the number of credits taken in the major and/or concentration area(s).
Or…… Display one category at a time.
(Alternative)

Click anywhere on the bar graph to view requirements of an individual category…
Example: By clicking on the Major Area category, requirements associated with the major will display.

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

PLEASE NOTE: This audit is provided for information and advisement only. Every effort has been made to insure its accuracy. Any apparent discrepancies should be discussed with your academic advisor. For an official record of your academic course work, please obtain a copy of an official transcript.

Final confirmation of degree requirements is subject to department and university approval.

Requirements associated with the major category

Business Administration - Marketing

Requirements:
- Complete Required Courses
- Complete Lab Science
- Complete Concentration
- Complete Free Electives

Major Requirements - 53-56 credits
Once a requirement is opened, it will list all the sub-requirements within that requirement, including course options, courses taken, courses in progress, credits earned, courses yet to be completed.

Understanding Sub-requirements

This example has two sub-requirements.

Once a requirement is opened, it will list all the sub-requirements within that requirement, including course options, courses taken, courses in progress, credits earned, courses yet to be completed.
Audit Structure

This line indicates the overall status of degree completion.

Requirement type and credits required

Sub-requirement

“Needs” tells how many credits are needed to complete the sub-requirement.

Other status notifications include:
- All degree requirements have been successfully completed.
- All requirements completed – in progress courses used.

Course selection list. Click on courses number for course description!
Let’s break this requirement into three sections:

**Concentration Requirement**

**Sub-requirement 1**

**Sub-requirement 2**
The red X means there are unmet sub-requirements in this area.

The Marketing Concentration is looking for 18 credits within 2 sub-requirements.

15 credits are earned, 9 of those are in-progress.

The student still needs to complete 3 credits in one sub-requirement.
Sub-requirement 1 is incomplete.

9 credits are required, six are in-progress. This student still needs three credits before the area will be complete.

Note: the course needed is listed as BA4800. This is a required course.

Concentration Requirement

- **IP-** 1) Required Courses - 9 credits
  - 6.0 credits added  2 courses taken
  - IN-P ---» 6.0 credits  2 courses taken
  - Sp10 BA 3620  3.0 RGIF Project Management
  - Sp10 BA 4860  3.0 RGIF Buyer Behavior and E-Commerce
  - **Needs:** 3.0 credits
  - Course list: BA 4800

Sub-requirement 2
Sub-requirement 2 is complete with in-progress courses (note the plus sign).

9 credits are required, six are taken and have a grade, three are in-progress.

This requirement is considered complete, however the student must pass the course or the area will go incomplete.
There are two requirements near the bottom of your audit that will always be ‘incomplete’ because there is no limit to the course work accepted within the requirements.

Any repeated courses will be listed in this requirement.

This requirement consists of three sub-requirements:

1. Courses with valid grades that may be applicable toward your degree
2. Course work with invalid grades that are not eligible to be used toward degree requirements, and
3. Graduate level course work that has been applied to a graduate level transcript.

Repeated Courses:
- 1) All courses repeated by student:

Courses not used to complete degree requirements:

IP 1) Undergraduate level courses available which may be applicable toward degree requirements:
   - Fa07 BA 1700 1.0 TR Business Orientation
   - Fa09 CH 1151 1.0 RGIP University Chemistry Lab I
   - Sp10 EH 2020 2.0 RGIP Intro to Individual Sports
   - Fa07 SSA 9100L 3.0 TR Approved SS WC Elective
   - Fa07 SSA 9200L 3.0 TR Approved SS INST Elective

IP 2) Undergraduate level course work not eligible to be used toward degree requirements:
   - Fa07 MA 0030 0.0 V Team Approach for Coll Algebr
   - Sp08 MA 0031 0.0 V Team Approach for Col Alg II
   - Sp09 MA 1135 4.0 F Calculus for Life Sciences
   - Fa09 CH 0100 0.0 RGIP Chemistry Coaching

3) Graduate level courses taken by student that have been applied to a graduate level transcript.
A red ‘X’ means the requirement is incomplete.

A hollow green ‘check’ means the requirement is complete using in-progress course work.

A solid green ‘check’ means the requirement is complete with completed course work.

An RGIP grade means the course is “registered, in-progress”.

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**General Education Upper Division Requirement**

- Earned: 3.0 credits  
  Needs: 1 sub-req

1. General Education - Upper Division Requirement.  
Nine (9) credits of 3000 level or higher courses must be completed.  
3.0 credits added  
  1 course taken  
  **SU07 EH 4110**  
  **3.0 A**  
  Sports Psychology  
Needs: 6.0 credits  
Course list: ****

**Co-curricular Course Requirement - 3 credits**

Note: Co-curricular courses are required for graduation, but not included in the calculation of GPA’s or credit requirements for degrees.

- Earned: 3.0 credits  
  IN-PROCESS: 1.0 credit

1. Fa07 PE 0105  
  0.5 S  
  Beginning Bowling

Sp08 PE 0117  
  0.5 S  
  Beginning Hockey

Sp08 PE 0140  
  0.5 S  
  Beginning Skating

Fa08 PE 0217  
  0.5 S  
  Intermediate Hockey

Fa09 PE 2150  
  1.0 RGIP Cross Training

**Free Elective Requirement - 23-26 credits**

Note: Additional free elective credits may be required to meet overall degree credit requirement depending on the number of credits taken in the major and/or concentration area(s).

**University General Education Math Requirement**

- Earned: 6.0 credits  
  1 sub-req

1. This sub-requirement has been met.

A minimum of four (4) credits of any MA or MAT course at the 1000 level or above is required.

- 6.0 credits added  
  2 courses taken  
  **Fa07 MA 1030**  
  **3.0 CD**  
  College Algebra I

  **Sp08 MA 1031**  
  **3.0 CD**  
  College Algebra II with Trig
View Course History for a complete list of your course work including in-progress courses.

A summary of your credit hours by term is displayed in chart form.
Click the column header to view course history by term, course number, credit hours, or grade.

To return to your audit, select the ‘View Academic Progress’ link.

View course history by individual term using the drop-down menu.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
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</table>
Example of a completed audit

All categories will be shaded in either light green (in-progress) or dark green (complete) and the audit statement will say “all requirements completed...”.
Finally, a legend at the bottom of the audit explains grade, requirement and sub-requirement symbols.