



## How to Access and Review Your Degree Audit in Self-Service

Step 1: Log into MyJU and select “Self-Service.” Then select “Student Planning.”

The screenshot shows the MyJU Self-Service home page. At the top, there is a green header with the Jacksonville University logo and the text "JACKSONVILLE UNIVERSITY". Below the header, a grey bar says "Hello, Welcome to JU Self-Service!" and "Choose a category to get started." The main content area features several category cards: "Student Finance", "Tax Information", "Student Planning", "Grades", "Academic Attendance", and "Faculty". The "Student Planning" card is highlighted with a red border and contains the text: "Here you can search for courses, plan your terms, and schedule & register your course sections." A dark sidebar on the left contains navigation icons for home, university, calendar, graduation, briefcase, and user profile.

Step 2: Select “Go to My Progress” – this will bring you to your degree audit.

The screenshot shows the MyJU Student Planning page. At the top, there is a green header with the Jacksonville University logo and the text "JACKSONVILLE UNIVERSITY". Below the header, a grey bar says "Steps to Getting Started" and "There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:". The main content area features two steps: "1. View Your Progress" and "2. Plan your Degree & Register for Classes". The "View Your Progress" step is highlighted with a red box and contains the text: "Start by going to My Progress to see your academic progress in your degree and search for courses." Below this text is a button labeled "Go to My Progress". The "Plan your Degree & Register for Classes" step contains the text: "Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree." Below this text is a button labeled "Go to Plan & Schedule". At the bottom of the page, there is a navigation bar with the text "Programs", "Cumulative GPA", and "Progress".

Step 3: Verify correct academic program, view holds, and review overall progress.

The screenshot shows the 'Advising Overview' page for a student named Ima Undergrad. Red callouts point to several key areas:

- View holds on your account:** Points to a notification box in the top right corner containing two messages: 'Please clear past due balance with Bursar's Office.' and 'Must see Advisor to Register'.
- Verify your academic program:** Points to the student's profile information, including their program (BA in English), advisor (Robert Berwick and Sarah Sowers), and student ID (0502875).
- Review your progress at-a-glance:** Points to the 'At a Glance' section on the left, which displays cumulative and institution GPA, degree (Bachelor of Arts), major (English), and anticipated completion date (12/17/2022). It also points to the progress bar on the right showing 31 credits completed out of 34 required.

Step 4: Scroll through audit to identify completed or in-progress requirements (green), planned courses (beige), and courses that have not been taken or planned (red).

The screenshot displays the degree audit page, organized into sections with their respective completion status:

- B. Upper Level 06:** 0 of 1 Completed. Includes a table with one planned course: H.U.M.-389 (Culture & Social Issues, 20FAZ, 3 credits).
- C. WI Requirement:** 0 of 1 Courses Completed. Includes a table with one in-progress course: CS-330 (Networks & Wireless Communica, 19SPZ, 3 credits) and one planned course: H.U.M.-389 (Culture & Social Issues, 20FAZ, 3 credits).
- D. SI Requirement:** Fully Planned, 0 of 3 Credits Completed. Includes a table with one planned course: COMM-201SI (Principles of Speech Comm, 20SPZ, 3 credits).
- E. Exper. Learn. Req:** 0 of 1 Completed. Includes a table with one planned course: COMM-201SI (Principles of Speech Comm, 20SPZ, 3 credits).

Step 5: To add a course to your academic plan, click on "search" or the course prefix/number link. For more information about developing an academic plan, refer to the document "Developing an Academic Plan Using the Degree Audit."