



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" (with a dollar sign icon), "Tax Information" (with a document icon), "Student Planning" (with a calendar icon, highlighted by a red box), "Grades" (with a book icon), "Academic Attendance" (with a person icon), and "Faculty" (with a person icon). A dark sidebar on the left contains navigation icons for home, university, clock, graduation cap, 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" (with a checklist icon, highlighted by a red box) and "2. Plan your Degree & Register for Classes" (with a calendar icon). The "View Your Progress" step includes the text "Start by going to My Progress to see your academic progress in your degree and search for courses." and a "Go to My Progress" button. The "Plan your Degree & Register for Classes" step includes the text "Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree." and a "Go to Plan & Schedule" button. A search bar is located at the top right of the main content area. At the bottom, there is a navigation bar with "Programs", "Cumulative GPA", and "Progress" tabs.

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

View holds on your account

- Please clear past due balance with Bursar's Office.
- Must see Advisor to Register

Verify your academic program

Review your progress at-a-glance

At a Glance

Cumulative GPA: (2,000 required)
 Institution GPA: (2,000 required)
 Degree: Bachelor of Arts
 Majors: English
 Departments: English
 Catalog: 2017
 Anticipated Completion Date: 12/17/2022

Program Completion must be verified by the Registrar.

| Credits | 34 of 120 |
|---------------------------------------|-----------------|
| 31 | 34 of 30 |
| Total Credits from this School | 34 of 30 |

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).

B. Upper Level 06
 Forty-two credit hours must be in courses numbered 300 or above.
 Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

0 of 42 Credits Completed. [Hide Details](#)

| Status | Course | Grade | Term | Credits |
|-------------|--------------------------------------|-------|-------|---------|
| In-Progress | CS-330 Networks & Wireless Communica | | 19SPZ | 3 |
| Planned | HUM-389 Culture & Social Issues | | 20FAZ | 3 |

C. WI Requirement
 Writing Intensive Requirement All students must complete one three-credit course in writing or a writing-intensive course designated by the major.
 Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

0 of 1 Courses Completed. [Hide Details](#)

| Status | Course | Grade | Term | Credits |
|-------------|--------|-------|------|---------|
| Not Started | | | | |

D. SI Requirement
 Speech Intensive Requirement All students must complete one three-credit course in speech or a speech-intensive course designated by the major.
 Complete all of the following items. **0 of 1 Completed. Fully Planned** [Hide Details](#)

Fully Planned 0 of 3 Credits Completed. [Hide Details](#)

| Status | Course | Grade | Term | Credits |
|---------|--------------------------------------|-------|-------|---------|
| Planned | COMM-201SI Principles of Speech Comm | | 20SPZ | 3 |

E. Exper. Learn. Req
 Take a minimum of 3 credit hours to meet the graduation requirement in Experiential Learning, defined as 1 of the following types of courses: Undergraduate Research (including Departmental Honors and Research Intensive courses), Internship, Study Abroad, or Service Learning.
 Complete 1 of the following 2 items. **0 of 1 Completed.** [Hide Details](#)

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."