<u>Scheduling an Undergraduate Senior Audit</u>

To be eligible for a senior audit, you must be planning on graduating within the next calendar year – <u>with no more than 2 semesters</u> (not including summer) remaining to complete your degree.

1. Log into https://accudemia.oru.edu using your ORU username and password
2. From the menu on the left side of the screen, select 'Center Attendance', then select 'Appointments > New by tutor - counselor'
3. Select "Registrar's Office" for the 'Center'
4. Select the range of desired dates for the Senior Audit appointment
    a. Select the earliest desired date for 'Date From'
    b. Select the latest desired date for 'Date To'
5. Choose 'Schedule a Senior Audit' and click on the 'Find Tutors' button
6. Scroll down to display available time slots for the appointment.
    a. Appointment times are 30 minutes, so look for TWO adjacent GREEN blocks indicating available times.
    b. Select the start time for the appointment by clicking on the GREEN block that corresponds to the start time
        i. Confirm the start and end times for the appointment
        ii. In the 'Notes' section, enter your **Z#, Major, and Minor information**, and when you **anticipate finishing your degree** (ex. Fall 2018, Spring 2019, etc.)
        iii. Click 'Accept'
        iv. Click 'Make the Appointment'
    c. If there are no time slots available
        i. Scroll to the top of the screen
        ii. Select a later date for 'Date To'
        iii. Click 'Find Tutors'
        iv. Scroll down to view the additional date selected
7. You will receive an email invitation to your Senior Audit appointment.
8. If for some reason your audit needs to be cancelled or rescheduled, you will receive an email.