

Scheduling a Junior, Senior, or Graduate Audit

To be eligible for a **junior audit**, you must be planning to graduate within two calendar years (4 semesters).

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

1. Log into <https://accudemia.oru.edu> using your ORU username and password
2. Click on 'New Appointment'
3. Type: "Registrar's Office" in the search box and double click
4. Select 'Junior', 'Senior', or 'Graduate' audit
5. Click on the dropdown for 'Any Available Tutor'
6. Select the name of the person to conduct the audit (the only name which will appear should be the auditor for the type of audit you have selected).
7. You will leave check marks only for the days you are available to schedule.
8. Select the time that works for your schedule (if you do not see any times available, click on 'Next' to see the next week's availabilities).
9. In the **Notes** section (2nd field as shown below), enter your Z#, Program information (major, minor, degree plan year, etc.), and when you anticipate finishing your degree. Select your preferred contact method (in person, Zoom, or phone) **before** clicking Confirm.
10. Click 'Confirm'

Residential Audit?

The Registrar's office is located at the side entrance of the GC (third floor behind the deli).

Virtual or Online Audit?

To enter your scheduled audit on Zoom, you will log into accudemia or click on reminder link 5 minutes before selected meeting time. You may opt for a phone call from our office if internet connection is unreliable.

* Forget to add notes? Go back into your accudemia appointment record to add notes at any time before your scheduled session. This ensures that the correct program information is being evaluated!