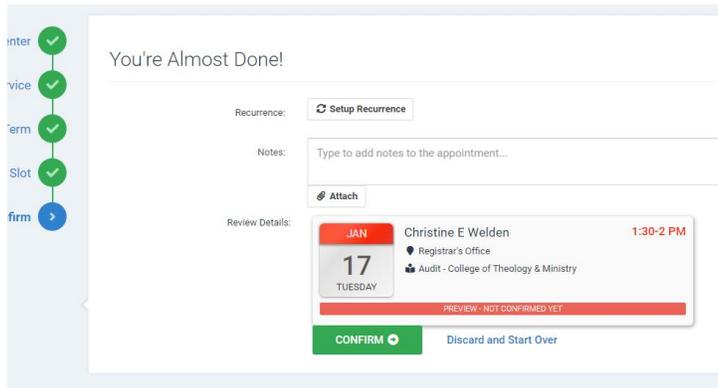


## Scheduling a Degree Audit

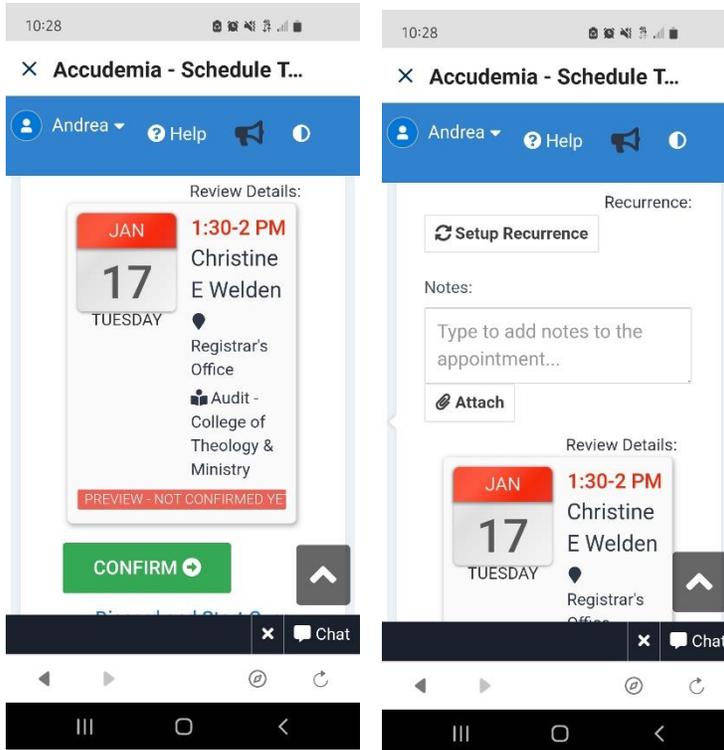
The Registrar's Office is available to assist with degree audits for Juniors, Seniors, and Graduate students. Below you will find instructions on how to schedule an audit. If you need additional assistance please reach out to [registrar@oru.edu](mailto:registrar@oru.edu).

1. Log into <https://accudemia.oru.edu> using your ORU username and password OR, access Accudemia through the ORU App.
2. Click on **"Appointments"**
3. Click on **"Create New Appointment"**
4. Type: **"Registrar's Office"** in the "Center" search box and double click
5. Select audit type by your college, e.g. *"Audit – College of Business"*
  - a. If a term option appears, select the date range of your desired appointment
6. Select your specific tutor/counselor from the drop down menu
7. Leave check marks only for the days you are available
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. Add Notes:
  - a. Via the website: In the **Notes** section (2<sup>nd</sup> field as shown below),
  - b. Via the App: when the confirmation page appears, scroll UP to add notes
  - c. In your Note, enter:
    - i. **Z#**
    - ii. **Program information (major, minor, degree plan year, etc.)**
    - iii. **when you anticipate finishing your degree**
    - iv. **Your preferred method of meeting for your appointment (in-person or virtual – In person audits are highly recommended).**
10. Click **'Confirm'**

Via the Website:



Via the App:



**\* 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!**

On the day of the appointment, you will receive an email reminder. The registrar's office is located on the 2.5 floor entrance to the Graduate Center behind the deli area (facing the Baseball Stadium). Please bring a laptop/note-taking device if desired.

You may also attend your appointment virtually. Your confirmation email includes a link to join your auditor via zoom.