

## 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). All audits will be done over Zoom. To enter your scheduled audit you will log into accudemia or click on reminder link 5 minutes before selected meeting time.
9. In the **'Notes'** section (2<sup>nd</sup> field as shown below), enter your Z#, Major and Minor information, and when you anticipate finishing your degree **before** clicking Confirm (i.e. Fall 2020, Spring 2021, Etc.).

Center ✓  
Subject Area ✓  
Pick a Slot ✓  
Confirm ▶

You're Almost Done!

Recurrence: Setup Recurrence

Notes: Type to add notes to the appointment...

Review Details:

FEB 24 MONDAY 9:30-10 AM  
Laura L Renteria  
Registrar's Office  
Schedule a Junior Audit

PREVIEW - NOT CONFIRMED YET

CONFIRM Discard and Start Over

10. Click **'Confirm'**