![Jacksonville University logo] **Academic Advising**
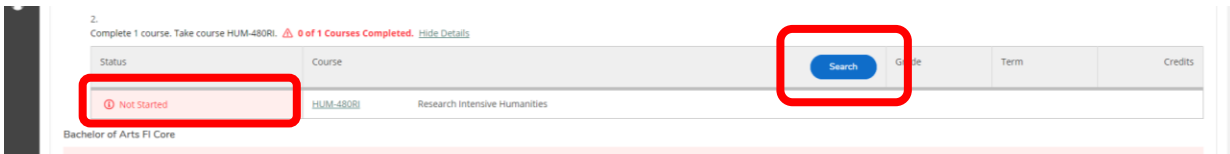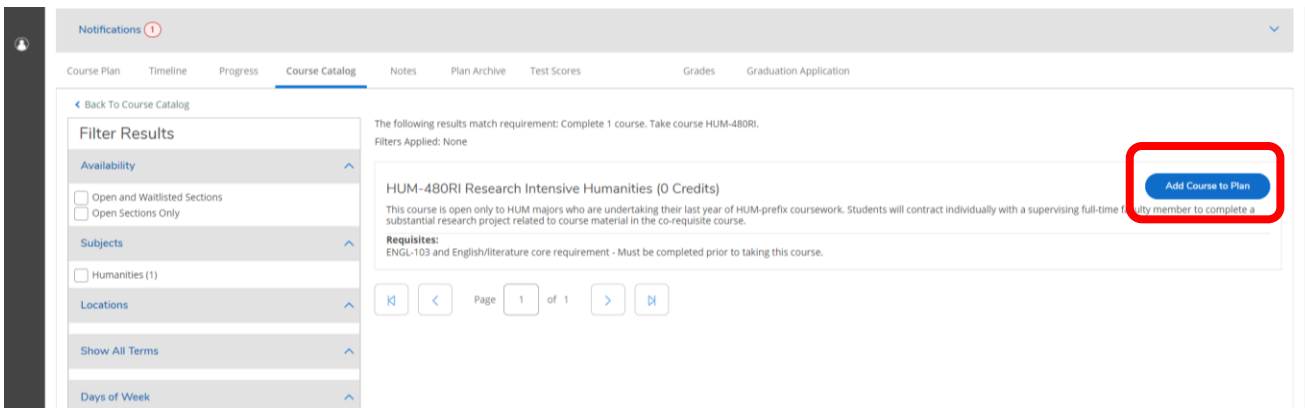JACKSONVILLE UNIVERSITY

Developing an Academic Plan Using the Degree Audit

Step 1: Access your degree audit by logging into MyJU and selecting "Self-Service." Then select "Student Planning."

Step 2: Select "Go to My Progress" – this will bring you to your degree audit.
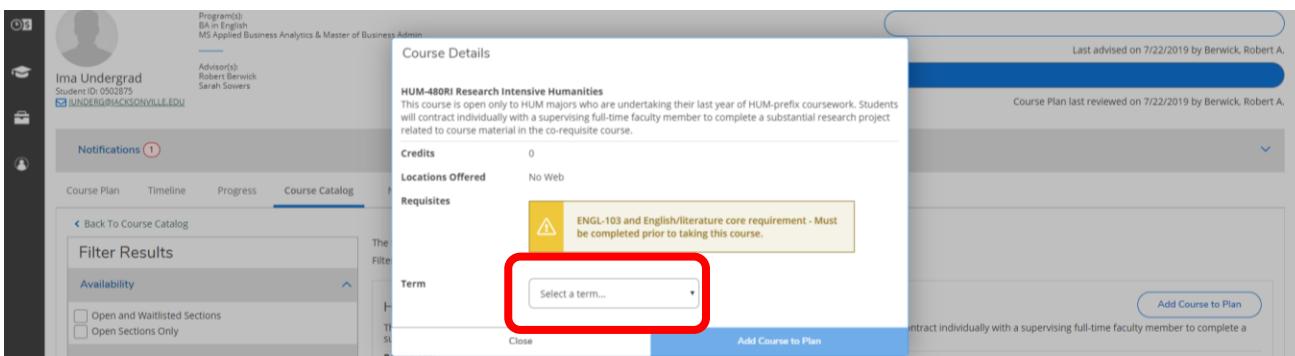
Step 3: Identify course that needs to be planned (indicated in red with words "Not Started." Click on Search.
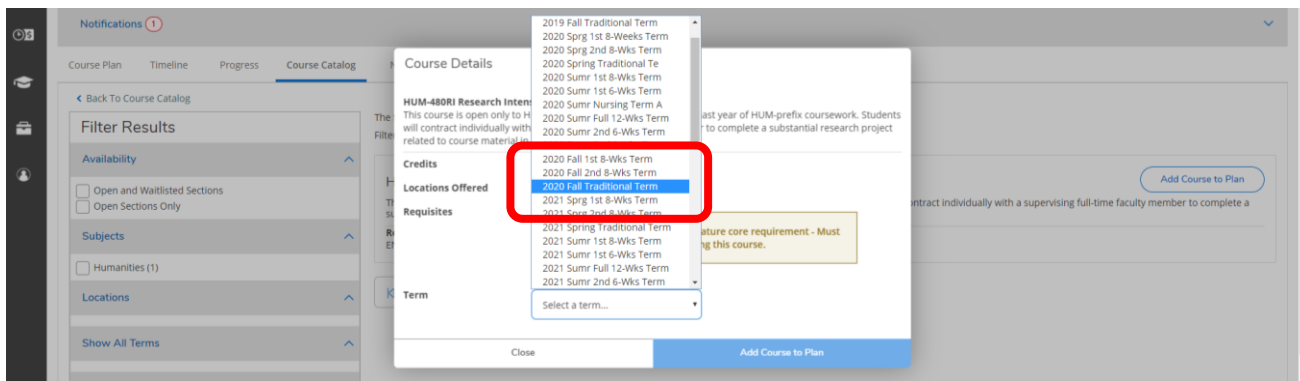

Step 4: Pressing "Search" will bring you to the course catalog (schedule of classes). After reviewing course description and any existing pre- or co-requisites, click on "Add Course to Plan."
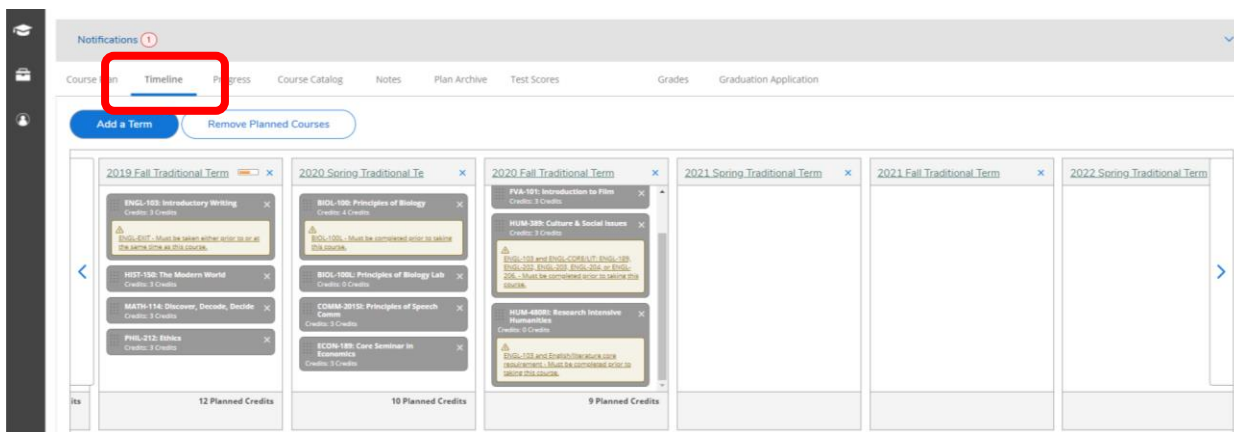

Step 5: Review any pre- or co- requisites in the Requisites message area. Select the term you plan to take the course.

Traditional undergraduate students should plan courses during the fall and spring traditional terms. Summer courses can be planned using the summer 1st 6-weeks term and 2nd 6-weeks term. Some summer 1st 8-weeks term & summer 2nd 8-weeks term courses may be available if noted in the "Additional Information" box within the course.

Step 6: Verify that course has been added to your plan by selecting the "Timeline" tab and viewing each semester's plan.

Please note that adding a course to a specific semester does not guarantee that the course will be offered then. Please consult the official schedule of classes ("Course Catalog") in Student Planning prior to registration.

Considerations:
- Plan courses that are pre-requisite (required before) to other courses first.
- Consider and plan course sequences (ex. math and science courses)
- To complete in 4 years, the recommended course load is 15 credits per semester during the fall and spring semesters. Consult with your advisor if you would like to take less than or more than 15 credits per semester. An individual plan can be developed based on your needs.
- 12 to 18 credits per semester is considered full-time. Full-time status is required for certain financial aid, scholarships, and benefits. Consult with Student Financial Services and external agencies (ex. parents' health insurance) to determine the impact of part-time study should you plan to drop below 12 credits per semester.