

## How to complete your ANSC Senior Audit

Senior Audits are generally requested from students who have completed 75 total credits and at least one semester at UMD. **Students required to complete a Senior Audit will receive an email notification and an invitation to the Senior Audit ELMS group, which you will need to accept to submit your audit.** Students in this group will be required to submit a completed Senior Audit before your registration block will be removed for that semester, regardless of what other advising activities you must complete that semester.

To complete your Senior Audit:

1. Download the Senior Audit workbook from the [ANSC website](#) or Senior Audit ELMS group.
2. Use [UAchieve](#) and pull up your degree audit. This will display your outstanding course requirements, as well as your major GPA. Your UAchieve audit will show you everything you still need to complete to earn your degree. Fill out the top part of the Senior Audit form with your information, making sure to include your Major GPA.
3. Take the requirements you still need to complete, and put them in the correct column (General Education, Major, or Supporting) on the Senior Audit. **Please include the courses in which you are currently enrolled.**
  - a. General Education – courses you list in this column should be courses that only satisfy [General Education requirements](#). If a course is a major requirement that also satisfies a Gen Ed requirement, please list it under Major Requirements.
  - b. Major Requirements – anything defined as a major required course (full list available on [ANSC website](#))
  - c. Supporting Courses – courses you need for elective credit, other majors/minors, etc.
4. If you find any discrepancies or errors in your UAchieve audit, please note these in the “Notes” section at the bottom of the audit.
  - a. Only note TRUE errors - **remembering that just because a course is not reflected in UAchieve does not mean that the course is not being counted for your degree requirements.** Many of these edits have to be made manually, and that can take time. If you have received confirmation that a course counts for one of our requirements, whether you received an email directly, a posting to the listserv, or a posting on our website, then you are being awarded credit for that course and that degree requirement regardless of whether or not it appears in UAchieve.
5. Make sure to enter your credits in the credit section of the audit. Students must complete a minimum of 120 credits as a requirement for graduation.
6. Upload your completed workbook to the indicated assignment in the Senior Audit ELMS group for review and feedback. Audits submitted with significant errors may be required to re-submit a corrected version before registration block is removed.

### SENIOR AUDIT

Your Name: Jane Doe  
 Your UID: 123456789  
 Semester you started at UMD: Fall 2015  
 Planned Graduation Semester: Spring 2019  
 Your option in ANSC: Science/Pre-Professional  
 Major GPA\*: 3.3

\*Students must have a minimum GPA of 2.0 in all major required courses to graduate. Students with below a 2.0 GPA in major requirements will not be cleared to graduate until the major GPA is raised above a 2.0.

**List ALL courses to still be completed [For Gen Ed requirements, you may just indicate the type of Gen Ed still needing to be completed (eg IS, SP)]. Include courses you are currently enrolled in. \*\*Making sure you are meeting prerequisites for your remaining courses and planning to take those courses in semesters they are offered is YOUR responsibility as a student. \*\***

General Education		Major		Supporting	
Course	Credits	Course	Credits	Course	Credits
HU	3	ANSC314	3	General Elective	3
IS	3	ANSC315	3		
Out of major SP	3	Advanced ANSC Elective	3		
		Advanced ANSC Elective	3		
		ANSC327	3		
		BCHM463	3		

**Credits**

# of credits in courses still to be completed (including courses you are currently enrolled in):	30
Transfer and/or AP/IB:	12
Already completed at UMCP:	78
Total:	120

If total is not equal to 120 or greater, indicate number of elective credits needed to reach 120:

Notes: