

CARES Report: The Student's "Academic Roadmap"

A CARES report provides a cumulative degree audit for you and your advisor to use when planning your course choices. A CARES report lists all EKU and transfer course work taken, and the requirements you'll need to complete a degree at Eastern Kentucky University.

How do I get my CARES report?

1. Access EKU homepage (www.eku.edu)
2. Click on "EKU Direct" icon on left side of page
3. Click orange "Log In Now" button. (First-time EKU Direct users should click "1.LOGIN" link and read instructions before proceeding)
4. Enter ID (SS#) and PIN (six-digit number that you made up)
5. Click on "Student Services and Financial Aid," then "Student Records," the "EKU CARES"
6. Select "Submit an Audit"
7. Choose "Run Audit" then "View Submitted Audits"
8. Click "View Link" to view your report

What if I want to know requirements for another major?

Run a "What-If" CARES report and follow steps 1-5 above.

6. Select "What-If"
7. Using info from your catalog, make selections in drop-down menu.
8. Choose "Run Audit" then "View Submitted Audits"
9. Click "View Link" to view your report

Do I still need to see an advisor?

YES! An academic advisor can help you interpret your CARES report and guide your progress through your academic program.

What if I think something is wrong with my CARES report?

If you have any academic problems on your CARES report, please notify the Academic Advising Center, (859) 622-2276, or the Extended Campus Director.

Is there a CARES report tutorial?

Yes, there is a tutorial that can be found on the web at www.advising.eku.edu.

What about course work transferred from another school?

Transfer courses from other institutions will be evaluated for equivalencies when applicable. For more information, please contact the Transfer Coordinator in SSB 347, or transfer@eku.edu.

How do I know if my summer courses will transfer to Eastern Kentucky University?

1. Run a "SSCT" CARES Report
2. Follow steps 1-5, above
3. Select "Summer School Course Transfer (SSCT)"
4. Select "S Reference Articulation"
5. Select "SSCT Institution"
6. "Click Run Audit", then "View Submitted Audits"
7. Click "View Link" to view audit
*If equivalent courses exists they can be found in brackets { }.
** Complete information may not be in the system for all schools. Check with Academic Advising Center (SSB 347) or Extended Campus Director if you have questions.

How do I declare a major?

Students can declare a major during the change of major season on January 19 through March 12, 2004. To change a major you must complete the following steps.

1. Complete a Change of Major Form.
2. Print a **printer-friendly** "What-If" CARES report on chosen major and attach to change of major form.
3. Submit completed forms to the Academic Advising Center (SSB 347) or Extended Campus Director.

Academic Advising Office
Student Services Building, Rm 347
SSB CPO 64

521 Lancaster Avenue
Richmond, KY 40475-3164
Office (859) 622-2276
Fax (859) 622-5887
Email: advising@eku.edu