

**Graduate CARES report** – an advising and registration tool. Outlines program requirements, lists in progress courses and completed hours for the major and other requirements.

## **STUDENT: Accessing a CARES Report**

CARES Reports are created by EKU's degree audit system. They can be accessed at any time via the internet.

CARES will replace the hard copy planned programs previously prepared at the department level. The CARES provides an academic roadmap for the advisor and student: It shows where the student has been, where they are and where they need to go as they pursue their degree.

### **To access a report:**

1. Login to your student web banner account through EKU Direct ([www.eku.edu](http://www.eku.edu))
2. Click on Student Services and Financial Aid, then Student Records, then EKU CARES
3. You will have the choice of "Submit an Audit" or "View and Audit"
4. Select "Submit an Audit" and enter student ID number
5. Run Audit
6. View submitted audit
7. Click the Refresh button
8. Once the system has had time to run your audit, you will see a link under the "View Link" column that lists the student current major. Click that link to view the student report. Unmet course requirements will appear in red. Click the red arrow at the left of an area to skip to that part of the CARES. Clicking the red arrow a second time returns you to the table of contents.
9. There is a link to "View a Printer Friendly Report." Select the print button on your computer.

### **What-If CARES Reports**

A What-If CARES report allows you to view different majors prior to making application. To run a What-If report:

1. Follow steps one through four above. Then select the "What-If" option.
2. Using the pull-down menu, choose the College of Education then click "Select." Choose the degree associated with the major (Master of Arts, Master of Arts in Education, Master of Arts in Teaching). Finally, select the major you wish to preview. If there are concentrations, select those as well. Select term.
3. Click the "Run Analysis" button and on the following screen click "View Submitted Audits." Follow steps 7 through 9 above.