Degree Audit for Advisors

How to Run a Degree Audit Report
Step 1a. From the OSU Registrar’s page, select “Degree Audit,” or...

Link: http://registrar.osu.edu/
Step 1b. From SIS Student Services Center (Student), Advising tab....

Note: This opens in a new window – make sure you allow pop-ups.
Step 2a. Login to OSU Degree Audit

Login Required

A login is required to access the requested service.

**Ohio State Username**

Enter your Ohio State Username (last name.#)

**Password or Passcode**

BuckeyePass users, enter your Passcode.

[Login Button]

**IMPORTANT LOGIN INFORMATION**

For help with password or login issues, contact the IT Service Desk by dialing 8-HELP (on campus), 614-688-HELP, or 8help@osu.edu.

The Ohio State University will **NEVER** ask for your password via email, phone, or any other method. If you receive such a message or have replied to one, please report it to report-phish@osu.edu. **NEVER** reply to any email asking for your account information or other personal details.

Need Help?
- Forgot your username?
- Reset your password?
- Need to activate your Ohio State Username?
- Need a BuckeyePass Token?

Other questions?
- About Ohio State Usernames
- About OSU Web Login
- Contact IT Service Desk
Step 2b. Select college/school. For a Transfer Credit Report, select “TRN”
Step 3a. Click the Students icon.
Step 3b. Type the Student ID or …
Step 3c. Search via First/Last name

Student Search

Enter Student ID

Student ID [ ] Continue

Search by Student name

First Name [ ]
Last Name [ ] Search

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Step 4. Choose to Run Student’s Default Program or…
...select a “What-if” Degree Program

- Use dropdown menus to select student’s desired college, major, degree, and program (subplans appear as part of the program).
- Catalog Year is similar to Requirement Term. For any student with native quarter coursework taken prior to Summer 2012, select “Started Quarters.”
And click the “Run Audit” button on the bottom of the page.
This audit is processing. The page might refresh several times before audit finishes and appears in the list below.
Step 5. Click on “View Audit” button to display.
Reading an Audit: Icons

- Icons help to indicate completion and progress status of requirements and sub-requirements on the audit.
- This key can also be found in the Help files within degree audit Self Service.
Reading an Audit: Legend

- NO = Requirement not completed
- OK = Requirement completed
- IP = In progress; not “OK” until course or courses completed satisfactorily
- - = This part of the requirement is incomplete
- K = Transfer course
- >R = Repeated course
- >D = Crosslisted or Duplicate course – identical or duplicate courses taken; hours do not count toward graduation; grade counts in GPA
Reading an Audit: Legend Continued

- >X = Repeat not permitted – hours do not count toward graduation; grade does not count in GPA
- >- = Repeated course – limit exceeded; credit reduced
- >S = Split course – hours used in more than one requirement
- >I = In-progress course
- R = Required requirement or required course
- X = Original course value
- WC = Waived course
- WH = Waived hours
- WR = Waived requirement
- RC = Requirement has been forced to completion
Reading an Audit: Incomplete Requirements

**ARTS AND HUMANITIES**

**EARNED: 3.00 HOURS**

**LITERATURE REQUIREMENT - CHOOSE 1 COURSE**

**FROM:**

AFAMAST 2251, 2281, 2367, 01, 2367, 04, 4551 ARABIC 2701, 2702, 2705 CHINESE 2451, CHINESE 4401, 4402, 4403, 4404 CLAS 1101, 2220, 2401, 3203, 3402, 3407 COMPSTD 1100, COMPSTD 2101, 2102, 01, 2102, 02, 2103, 2104, 2105, 2301, 2854H, 3603, 3604, 3606, 3608 EDUTL 2368(SU12 OR AFTER), 3356(AU12 OR AFTER) ENGLISH 2201, 2202, 2220, 2260, 2261, ENGLISH 2262, 2275, 2280, 2281, 2290, 2291, 2367, 02, 3361, 3372 FRENCH 1801, 2501 GERMAN 2251, 2252H, 2253, 3252, 4252 HEBREW 2700, 2702, 2703, 2704, 2708 ITALIAN 2051(SP94 OR AFTER), 2052, 2054 JAPANESE 2451, 2452 JEWISHST 2700, 2702, JEWISHST 2703, 2704, 2708, 3371 KOREAN 2451 MDNRGRK 2500H, 3710 MEDREN 2888 NELC 3702, 3704 PERSIAN 2301, 2701, 2704 PHILOS 2120, 3210(SP95 OR AFTER), PHILOS 3220(SP95 OR AFTER), 3230(SP95 OR AFTER), 3240(SP95 OR AFTER), PHILOS 3250(SP95 OR AFTER), 3261, 3262 PORTGSE 2150, 2159 RUSSIAN 2250 SCANDVN 3350, 4250 SLAVIC 2345(AU98 OR AFTER) SPANISH 2320, 2321, 2520 THEATRE 2367.02 TURKISH 2701 WGSST 2215, 2367.01, 2367.02, 2367.03, 2367.04, 2702 YIDDISH 3371, 3399

**VISUAL/PERFORMING ARTS - TAKE 5 HOURS**

**NEEDS: 1 GROUP**

**FROM:**

AFAMAST 2288, 3376, 4571 ART 2100, 2300, 2502, 2555, 3201H ARTEDUC 1600, 2367.01, ARTEDUC 2520(W97 OR AFTER) CHINESE 4405 COMPSTD 3607, 3666(AU10 OR AFTER) DANCE 2401 FALL 3448 ENGLISH 2263, 2269 FILMSD 2270, 2271 FRENCH 2801 HEBREW 2205, 2215 HIHIST 2001, 2002, 2003, 2005, 2101, 2901, 3001, 3002, 3005, 3101, HISTART 3102, 3211, 3521, 3601, 3603, 3605, 3611, 3631, 3635, 3501, 4121, 4421, 4605, 4630, HISTART 4810, 4820 ITALIAN 2053, 2055 JEWISHST 2205, 2245 LARCH 2600 MDNRGRK 2080 MUSIC 2250, 2251, 2252, 2253, 2288, 3341, 3342, 3343, 3345, 3347, 3348, 3349, MUSIC 3350 PHILOS 2450(AU96 OR AFTER), 2470H PHYSICS 3201H PORTGSE 2335 RUSSIAN 3460 SCANDVN 4450 SLAVIC 3320, 3360 SPANISH 2322, 2330, 2380
Reading an Audit: Complete Requirements

4. GENED: NATURAL SCIENCE (10 HOURS)

- **BIOLOGICAL SCIENCES**
  - AU16 BIOLOGY 1113
  - 4.0 A

- **PHYSICAL SCIENCES**
  - AU15 CHEM 1210
  - 5.0 A
  - SP16 CHEM 1220
  - 5.0 A

LABORATORY COURSE - COMPLETED

9. GENED: CULTURE & IDEAS OR HISTORICAL STUDY (3 HOURS)

- AU18 PHR 3420
  - 3.0 IP
  - >I

Completed

In Progress
Missing coursework? Courses that don’t match anywhere will fall to the ‘bottom’

### COURSES UNUSED TOWARD SPECIFIC PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Earned: 11.00 Hours</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>In-Progress: 3.00 Hours</td>
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<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Grade</th>
<th>Course Code</th>
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<tbody>
<tr>
<td>3.0</td>
<td>A</td>
<td>COMM 1101</td>
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<tr>
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<td>A</td>
<td>KNSFHP 1103</td>
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<td>3.0</td>
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<td>SOCIOL 2202</td>
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<td>3.0</td>
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<tr>
<td>3.0</td>
<td>IP</td>
<td>ART 2555</td>
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To run a Transfer Credit Report, select “Run Selected Program.”

Use dropdown menus to select:
- School = TRN – Transfer Credit Report
- College = OSU
- Major = TRANSFER
- Degree = EVALUATION
- Program – Select either alphabetical or by date
- Catalog Year – Choose one (cannot be left blank).
How to Run a PDF version of a degree audit

1. Scroll to the “Options” section of the Request screen.
2. Select the dropdown menu for “Format” and select “PDF”
3. Click Run.
4. This can be done for either “Run Current Program” or a “Run Selected Program”
Click on titles to open each section to see what courses do or do not transfer.

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IT IS IMPORTANT THAT YOU WORK WITH YOUR ACADEMIC ADVISOR TO UNDERSTAND HOW THESE TRANSFER COURSES APPLY TOWARD YOUR INTENDED DEGREE AT OHIO STATE
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THESE COURSES TRANSFER TO OHIO STATE AS SEMESTER CREDIT
THESE COURSES DO NOT TRANSFER
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***** LEGEND *****
GRADES:
KA = original grade of A or A-
KB = original grade of B+, B, or B-
KC = original grade of C+, C, or C-
KD = original grade of D+ or D
KM = transfer credit awarded for placement testing
K2 = two or more unalike grades combined; check transcript for original
NT = Non-Transferable grade of D+, D, or D-
Use the Menu bar at the top of the screen to run more audits, or select a different student.
Logout and close your browser to completely exit the application.