



THE OHIO STATE UNIVERSITY

Degree Audit for Advisors

How to Run a Degree Audit Report




Step 1a. From the OSU Registrar's page, select "Degree Audit," or...



Office of the University Registrar

Link: <http://registrar.osu.edu/>

Students Faculty Staff Alumni Policies General Information



Buckeye Link		Autumn 2012 Term Important Dates
Calendar (Academic)	<i>Spring 2013 Enrollment Appointments begin October 15.</i>	Nov. 12 M Legal holiday - Veteran's Day observed – no classes, offices closed.
Classroom Scheduling	<i>Spring Semester begins January 7.</i>	Nov. 17 Sa 60% completion date for Session 2 courses; financial aid will not be recalculated on withdrawals after this date.
Course & Class Information	<i>For more information regarding deadlines and permissions, visit Registration, Fees, and Important Dates.</i>	Nov. 21 W Thanksgiving Break begins - no classes, offices
Degree Audits		
Degree Verifications		
Enrollment Verifications		





Step 1b. From the Faculty/Staff tab on Buckeye Link at <http://buckeyelink.osu.edu/> or...

The screenshot shows the Buckeye Link website interface. At the top, there is a navigation bar with 'OSU.EDU' on the left and 'Help Buckeye Link Map Find People Webmail Search Ohio State' on the right. Below this is a dark header with 'Buckeye Link Ohio State's Online Academic Center' and the OSU logo. A navigation menu below the header has four tabs: 'Students', 'Future Students', 'Faculty/Staff' (which is highlighted in red), and 'Alumni'. The main content area is divided into three columns. The left column contains 'Updates' (with links for 'Buckeye Alert Notice', 'Post Final Grades Using the Grade Roster', and 'Web browser compatibility') and 'Important Dates' (with links for 'Date file unavailable', 'More dates and deadlines', 'Academic Calendar', and 'Events calendar'). The middle column is titled 'Faculty/Staff' and contains 'Student Information System (SIS)' with links for 'Student Information System (main page)', 'Student Services Center (staff view of Student Center)', 'Faculty Center', and 'Faculty Center Help'. The right column is titled 'Academic Advising' and contains two columns of links: 'ACADAOS', 'AdvisingConnect', 'Advising Report (Online)', 'Advising Report Portal (Batch Run)', 'Career Services Offices', 'Counseling and Consultation Services', 'Degree Audit Report/Transfer Credit Report', 'Degree Audit Report Help', 'Degree Audit Batch Portal', 'eMailer', 'Job Aid for Degree Audit Portal', and 'Student Class Schedule'. A large red arrow points to the 'Degree Audit Report/Transfer Credit Report' link.



Step 1c. From SIS Student Services Center (Student), Advising tab....

student center general info prior educ & tests transfer credit academics finances **advising**

Degree Audit

[AdvisingConnect \(University Notes\)](#)

[Generate Advising Report](#)

[Advising Reports Portal](#)

Note: This opens in a new window – make sure you allow pop-ups.

[Student Center](#) [General Info](#) [Prior Educ & Tests](#) [Transfer Credit](#) [Academics](#) [Finances](#) **Advising**

[Return to Search](#) [Notify](#)



Step 2a. Login to OSU Degree Audit

OSU.EDU

[Help](#) [BuckeyeLink](#) [Map](#) [Find People](#) [Webmail](#) [Search Ohio State](#)

Login Required

A login is required to access the requested service.

Ohio State Username

Enter your Ohio State Username (lastname.#).

Password or Passcode

BuckeyePass users, enter your Passcode.

Login

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.

VIEW SYSTEM STATUS AND MAINTENANCE

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”

THE OHIO STATE UNIVERSITY

Select a College

College

- TRN - Transfer Credit Report
- AGR - Food Agricultural and Environmental Sciences
- AHR - Architecture
- ASC - Arts and Sciences
- ATI - Agricultural Technical Institute
- BUS - Business
- DHY - Dental Hygiene
- EHE - Education and Human Ecology
- ENG - Engineering
- ENR - Environment and Natural Resources
- GRD - Graduate School
- HRS - Health and Rehabilitation Sciences
- JGS - John Glenn School of Public Affairs
- NUR - Nursing
- OPT - Optometry
- PBH - Public Health
- PHP - Pharmacy - Professional Program
- PHR - Pharmacy
- SWK - Social Work

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Step 3a. Click the Students icon.

The screenshot shows the Registrar's Office website interface. At the top, there is a header with the Ohio State University logo and name. Below this is a navigation bar with a home icon and a 'Students' dropdown menu. The main content area is titled 'Home' and features a large 'Students' icon, which is a grey square with a white person silhouette. A red arrow points to this icon. Below the icon is the text 'Students'. At the bottom of the page, there is a footer with a red horizontal line above it. The footer contains the following text: 'You must have the free Adobe Reader program installed on your computer to view the documents marked PDF. Download the free Adobe Reader program.', 'Copyright © 2013 CollegeSource, Inc. All Rights Reserved.', 'Privacy Policy', and 'Build u.achieve Self Service-167 08/30/2013 01:37 PM'.



Step 3b. Type the Student ID or ...



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Students ▾


Student Search

Enter Student ID

Student ID

Search by Student name

First Name

Last Name 

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Step 3c. Search via First/Last name



THE OHIO STATE UNIVERSITY

 **Students** ▾


Student Search

Enter Student ID

Student ID

Search by Student name

First Name

Last Name 

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Step 4. Choose to Run Student's Default Program or...

Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
ASC	POLSCI-BA	BACHELOR OF ARTS, SOCIAL & BEHAVIORAL SCIENCES	20122	\$MINOR	GLOBLST-MN	D	20122



...select a “What-if” Degree Program

Run Selected Program:
Choosing a degree program here will not change your declared degree program.

School:

College:

Major:

Degree:

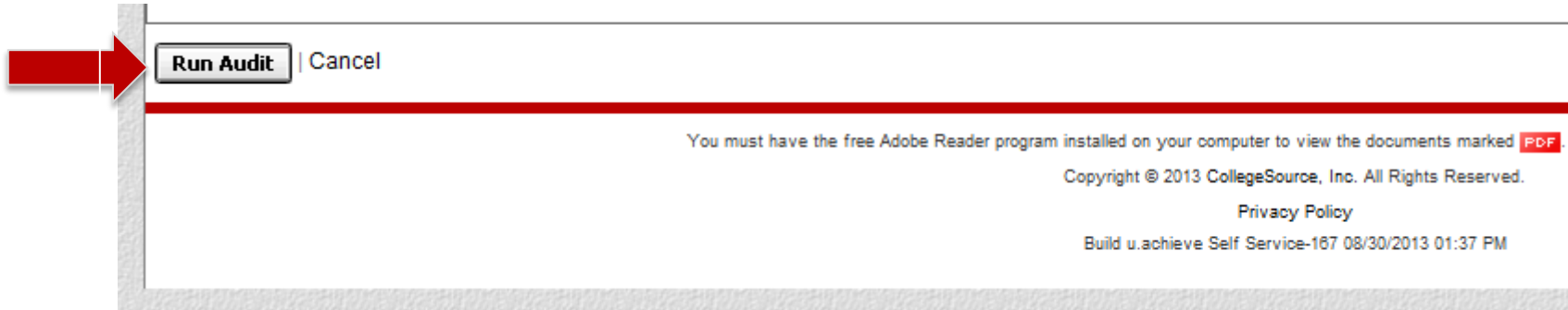
Program:

Catalog Year:

- 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.

THE OHIO STATE UNIVERSITY

Students

Student: CARMEN BUCKEYE, ML TEST / 888888200

Audits

Last updated at 9:46:50 AM
updating every 3 seconds (stop)

Update

Running Audits

Cancel Running Audits

Program	Catalog Year
*	

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from this list.

New Audit

Delete

Program	Catalog Year	Created	Format	Run By	Type	View	Delete
POLSCI-BA	20122	03/25/2014 9:34 AM	PDF	X0000001		View Audit	



Step 5. Click on "View Audit" button to display.

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Students ▾

Student: CARMEN BUCKEYE, ML TEST / 888888200 Audits ▾ Exceptions Profile ▾

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from this list.

[New Audit](#) [Delete](#)
select all/select none

Program	Catalog Year	Created	Format	Run By	Type	View	Delete
POLSCI-BA	20122	03/25/2014 9:46 AM	HTML	X0000001	☰	View Audit	<input type="checkbox"/>
POLSCI-BA	20122	03/25/2014 9:34 AM	PDF	X0000001	☰	View Audit	<input type="checkbox"/>

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Reading an Audit: Icons

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

How to Interpret Audit Results

Requirements & Subrequirements

-  Unfulfilled - Not yet complete
-  Complete - Currently satisfied
-  In Progress - Satisfied if in-progress work is included
-  Planned - Satisfied if planned coursework is included
-  None - No status



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 2101,2102.01,2102.02,2103,2104,2105,2301,2864H,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 JEWSHST 2700,2702, JEWSHST 2703,2704,2708,3371 KOREAN 2451 MDRNGRK 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(WI97 OR AFTER) CHINESE 4405 COMPSTD 3607,3686(AU10 OR AFTER) DANCE 2401 EALL 3446 ENGLISH 2263,2269 FILMSTD 2270,2271 FRENCH 2801 HEBREW 2205,2245 HISTART 2001,2002,2003,2005,2101,2901,3001,3002,3005,3101, HISTART 3102,3211,3521,3601,3603,3605,3611,3631,3635,3901,4121,4421,4605,4630, HISTART 4810,4820 ITALIAN 2053,2055 JEWSHST 2205,2245 LARCH 2600 MDRNGRK 2680 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



A. GEC: WRITING AND RELATED SKILLS

← Completed

FIRST WRITING

AU10	ENGLISH 1110.01	3.00	A
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SECOND WRITING

AU12	PSYCH 2367.01	3.00	B
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NATURAL SCIENCE

← In Progress

EARNED: 7.02 HOURS

IN-PROGRESS: 3.00 HOURS

AU10	BIOLOGY 1101	2.01	A-
SP14	ANTHROP 2200.01	3.00	IP >I
AU10	CHEM 1210	2.01	B
AU12	PHYSICS 1200	3.00	C



Missing coursework? Courses that don't match anywhere will fall to the 'bottom'



COURSE WORK COUNTED TOWARD GRADUATION BUT NOT USED TOWARD A SPECIFIC GEC OR MAJOR REQUIREMENT

AU09	AFAMAST G000.04	2.67	A
AU09	ECON G000.01	3.00	B+
AU09	HISTORY G000.12	3.00	A
AU09	PSYCH G000.01	3.00	B
SU10	BIOLOGY G000.01	2.01	B
SU10	BIOLOGY G000.02	3.00	B+
SU10	ECON 5000	3.00	D
SU10	MATH G000.03	2.01	A
AU10	CHEM 256	2.01	A-
SP12	ECON 4400	3.00	B
SP12	PSYCH 3313	3.00	B
SP12	PSYCH G000.03	3.00	B
AU12	SOCWORK 3401	3.00	D
SP13	SOCIOL 3487	3.00	B
SU13	PSYCH 2311	3.00	C-
SU13	SPHHRNG S000.01	2.00	B
AU13	CHEM 2510	3.00	B
AU13	GEOG 5100	3.00	B
AU13	GEOG 5200	3.00	C



To run a Transfer Credit Report, select “Run Selected Program.”

Run Selected Program:
Choosing a degree program here will not change your declared degree program.

School: TRN - Transfer Credit Report

College: OSU

Degree Major: TRANSFER

Degree: EVALUATION

Program: TRANSFER CREDIT REPORT, BY DATE - TCR-BY DATE

Catalog Year: Started Quarters, Graduate Semesters

- 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).



Click on titles to open each section to see what courses do or do not transfer.



IT IS IMPORTANT THAT YOU WORK WITH YOUR ACADEMIC ADVISOR
TO UNDERSTAND HOW THESE TRANSFER COURSES APPLY TOWARD YOUR
INTENDED DEGREE AT OHIO STATE



THESE COURSES TRANSFER TO OHIO STATE AS SEMESTER CREDIT



THESE COURSES DO NOT TRANSFER



**** L E G E N D ****

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 unlike 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.

The image displays two screenshots of a web application interface for The Ohio State University Registrar's Office. The top screenshot shows the 'Students' menu bar with a dropdown menu open, highlighting the 'Audits' option. The bottom screenshot shows the same interface with the 'Students' menu bar closed and the 'Audits' dropdown menu open, highlighting the 'Add' option. Both screenshots show the 'Completed Audit Requests' section, which includes a 'New Audit' button and a 'Delete' button. The text below the screenshots explains that hitting the 'New Audit' button will run a new audit report and that deleting audits removes them from the list.

THE OHIO STATE UNIVERSITY

Students ▾

Student: CARMEN BUCKEYE, ML TEST / 888888200

Audits ▾ Exceptions Profile ▾

Request New Manage

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from this list.

New Audit

Delete
select all/select none

THE OHIO STATE UNIVERSITY

Students ▾

Student: CARMEN BUCKEYE, ML TEST / 888888200

Audits ▾ Exceptions Profile ▾

Search Add

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from this list.

New Audit

Delete
select all/select none



**Logout and close your
browser to completely
exit the application.**