



**THE OHIO STATE UNIVERSITY**

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# Degree Audit for Students

Run a Degree Audit Report or  
Transfer Credit Report



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

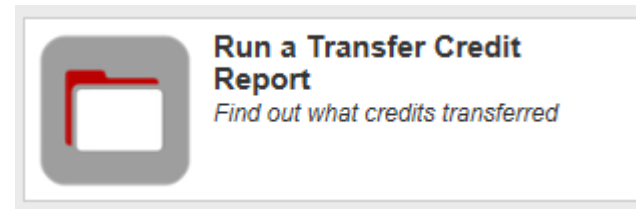
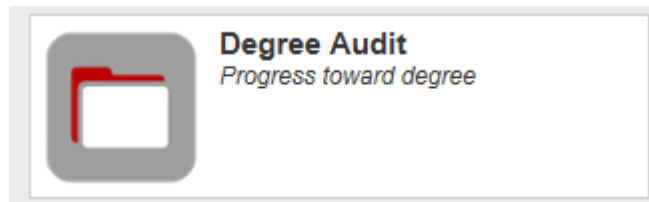
The screenshot shows the University Registrar website interface. At the top, there is a navigation bar with tabs for Students, Faculty, Staff, Alumni, Policies, and General Information. Below this is a large banner image of a stone sculpture. On the left side, there is a vertical sidebar menu with several red buttons. A red arrow points to the 'Degree Audits' button. The main content area is divided into three columns. The first column contains links for 'Agreements & Partnerships', 'Attendance & Participation Rosters', 'Buckeye Link', 'Calendar (Academic)', 'Classroom Scheduling', 'Course & Class Information', 'Degree Audits', and 'Degree Verifications'. The second column is titled 'Updating Social Security Number with the University' and contains instructions on how to report SSN/ITIN and upload forms. The third column is titled 'Autumn Semester 2018 Term Important Dates' and contains a table of dates and refund policies.

Autumn Semester 2018 Term Important Dates		
Aug. 25	Sa	If dropping a first session class, the First Friday is the last day to receive a 100% refund and then the 50% refund period begins.
Aug. 25	Sa	If dropping an autumn semester class, the First Friday is the last day to receive a 100% refund and then the 75% refund period begins.
Aug. 31	F	After the Second Friday of the session a student will receive a "W" on their record for dropping a class.

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



Step 1b. From buckeyelink, at <https://buckeyelink.osu.edu/>, select “Degree Audit” or “Run a Transfer Credit Report,” or...





# Step 1c. From My Buckeye Link, select “Degree Audit.”

The screenshot displays the My Buckeye Link interface. On the left, there are two main sections: 'Academics' and 'Finances'. The 'Academics' section includes links for 'My Class Schedule', 'Add a Class', 'Drop a Class', 'Grades', 'Generate Advising Report', and 'My Academics'. Below these links is a search box containing 'other academic...' and a search button. The 'Finances' section includes a 'My Account' sub-section with links for 'Account Inquiry', 'Account Refund', and 'Guardian Setup', and an 'Outstanding Charges' table.

Outstanding Charges	
Past Due	0.00
Due Now	0.00

On the right side of the interface, there are three main sections: 'Holds', 'To Do List', and 'Enrollment Information'. The 'Holds' section shows 'No Holds.'. The 'To Do List' section shows 'No To Do's.'. The 'Enrollment Information' section includes links for 'Open Enrollment Dates', 'Schedule Planner', 'Degree Audit', and 'Enrollment Verification'. A red arrow points to the 'Degree Audit' link.

SEARCH FOR CLASSES

**Academics**

[My Class Schedule](#)  
[Add a Class](#)  
[Drop a Class](#)  
[Grades](#)  
[Generate Advising Report](#)  
[My Academics](#)

other academic... 🔍

**Finances**

**My Account**

[Account Inquiry](#)  
[Account Refund](#)  
[Guardian Setup](#)

**Enrollment Information**

[Open Enrollment Dates](#)  
[Schedule Planner](#)  
[Degree Audit](#)  
[Enrollment Verification](#)

**Holds**

No Holds.

**To Do List**

No To Do's.

**You are not enrolled in classes.**

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



# 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](mailto: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](mailto: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 3. Choose to run your default program or...

**THE OHIO STATE UNIVERSITY**

Audits

### Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
ASC	COMM-BASCM	BACHELOR OF ARTS, ARTS AND SCIENCES	20174				



## ...select a “What-if” Degree Program

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

School

College:

Degree Major:

Degree:

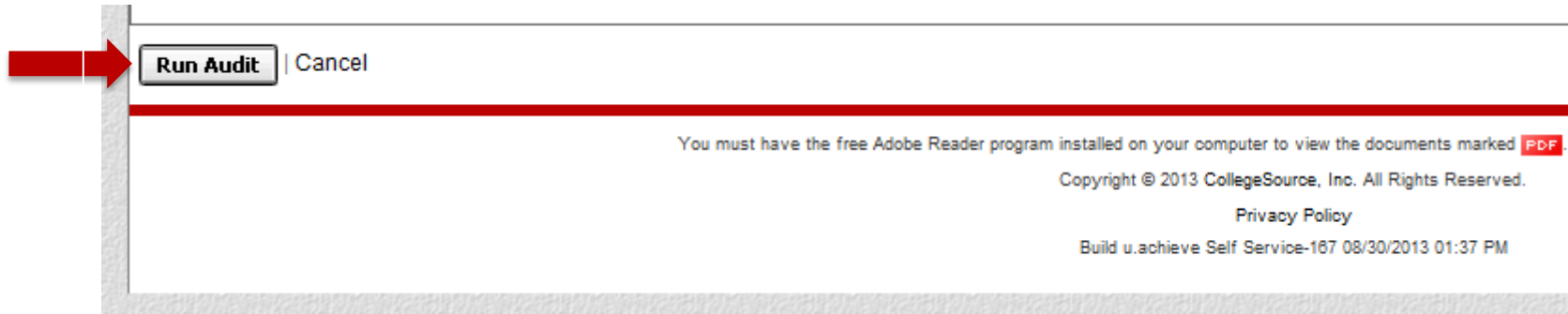
Program:

Catalog Year

- Use dropdown menus to select your desired college, major, degree, and program (subplans, if applicable, will appear as part of the program).



And click the “Run Audit” button on the bottom of the page.







This audit is processing. The page might refresh several times before the audit finishes.



Audits ▾



Loading Your Audit...

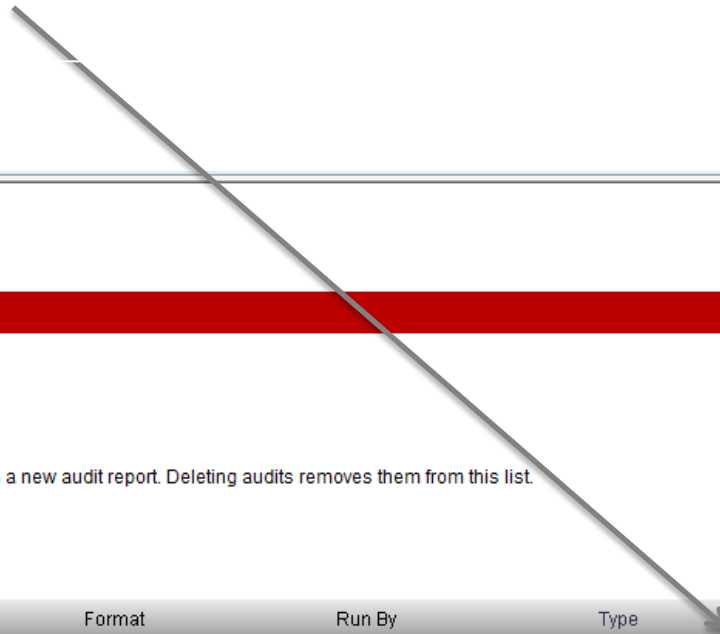
**Your Audit is Loading**



Your audit should load in about 5-10 seconds. Processing time may be longer during the first week or last week of the term, due to high demand.(more...).



# Step 4. Click on "View Audit" button to display.



Audits ▾



## 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
CRIMINO-BA	20122	07/07/2014 8:23 AM	<a href="#">HTML</a>	Student		<a href="#">View Audit</a>	
ECON-BS	20122	07/07/2014 8:22 AM	<a href="#">HTML</a>	Student		<a href="#">View Audit</a>	

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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: 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



## 4. GENED: NATURAL SCIENCE (10 HOURS)

← Completed

### BIOLOGICAL SCIENCES

AU16	BIOLOGY 1113	4.0	A
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### PHYSICAL SCIENCES

AU15	CHEM 1210	5.0	A
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SP16	CHEM 1220	5.0	A
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LABORATORY COURSE - COMPLETED



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

← In Progress

AU18	PHR 3420	3.0	IP	>I
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# Missing coursework? Courses that don't match anywhere will fall to the bottom



## COURSES UNUSED TOWARD SPECIFIC PROGRAM REQUIREMENTS

EARNED: 11.00 HOURS

IN-  
PROGRESS: 3.00 HOURS

AU16	COMM 1101	3.0	A	
AU17	KNSFHP 1103	2.0	A	
AU17	SOCIOL 2202	3.0	B+	
SP18	ANTHROP 1100	3.0	C	
AU18	ART 2555	3.0	IP	>I



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

**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.

**Audits** ▾

- 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

Program	Catalog Year	Created	Format	Run By	Type	View	Delete
INTSTD-BAAFS	20122	07/07/2014 8:33 AM	<a href="#">HTML</a>	Student	☑	<a href="#">View Audit</a>	
CRIMINO-BA	20122	07/07/2014 8:23 AM	<a href="#">HTML</a>	Student	☑	<a href="#">View Audit</a>	
ECON-BS	20122	07/07/2014 8:22 AM	<a href="#">HTML</a>	Student	☑	<a href="#">View Audit</a>	

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