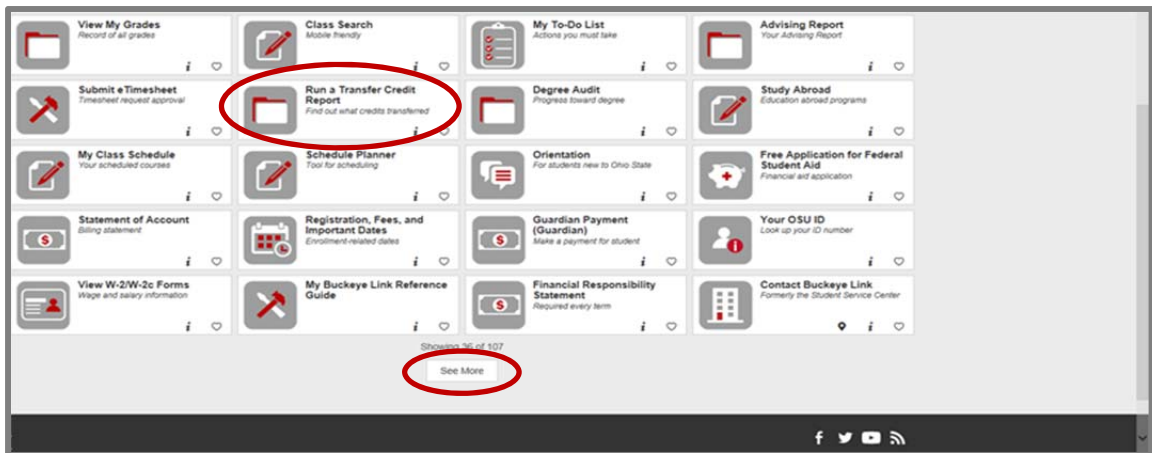


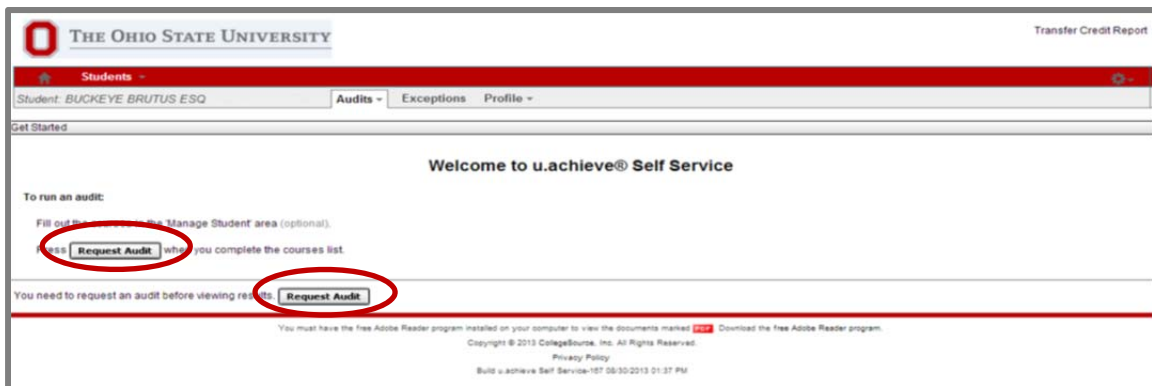
Instructions for Viewing Your Transfer Credit Report

1. Visit Buckeye Link: <http://buckeyelink.osu.edu/>

2. Scroll down and choose: **Run a Transfer Credit Report** Click **See More** until you find it.



3. At the **Self Service** page click **Request Audit**



4. At the **Request an Audit** page **Run Current Programs** will be selected by default. Change this to **Run Selected Program** and set the following as:

- School: TRN-Transfer Credit Report
- College: OSU
- Major: TRANSFER
- Degree: EVALUATION
- Program: TRANSFER CREDIT REPORT-TCR-ALPHA
- Catalog Year: (Select any option here)

5. Click **Run Audit** to run your Transfer Credit Report.

Note: An **HTML** version of the Transfer Credit Report will open by default. To produce a **PDF** version, under **Options**, change **Format** to **PDF**.

THE OHIO STATE UNIVERSITY Transfer Credit Report

Students - Student: BUCKEYE BRUTUS ESQ Audits - Exceptions Profile -

Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
EHE	FMRESM-PRE	BACHELOR OF SCIENCE IN HUMAN ECOLOGY	2014Z				

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

School: TRN - Transfer Credit Report
College: OSU
Degree: TRANSFER
Major: EVALUATION
Program: TRANSFER CREDIT REPORT - TCR-ALPHA
Catalog Year: AU 2014

Options

Include In Progress Courses

List All: *- Default

What if Courses: *- Default

Run Type: S-Degree Audit with Course Sort

Format: Regular (HTML)

Run Audit Cancel

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6. You will be directed to the **Completed Audit Requests** page where your audit will appear shortly.

7. Click **View Audit** to open the report.

THE OHIO STATE UNIVERSITY Transfer Credit Report

Students - Student: BUCKEYE BRUTUS ESQ 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.

Program	Catalog Year	Created	Format	Run By	Type	View	Delete
TCR-ALPHA	99993	05/25/2014 12:53 PM	HTML	x0000006	<input checked="" type="checkbox"/>	View Audit	<input type="button" value="Delete"/>

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8. Choose or to ensure you are viewing the entire report.

The screenshot shows a web interface for a Transfer Credit Report. At the top, there are two buttons: "Open All Sections" and "Printer Friendly". Below these buttons is a legend for course status: "Complete" (green checkmark), "Unfulfilled" (red X), "In Progress" (green square), and "Planned" (blue square). There are also two progress bars: one for "Hours" (0 to 15) and one for "GPA" (0.0 to 4.0). Below the legend, there are two buttons: "Open All Sections" (circled in red) and "Close All Sections". To the right, there is a "Printer Friendly" button (circled in red). Below these buttons, there are several sections of text, each with a play button icon on the left:

- IT IS IMPORTANT THAT YOU WORK WITH YOUR ACADEMIC ADVISOR TO UNDERSTAND HOW THESE TRANSFER COURSES APPLY TOWARD YOUR INTENDED DEGREE AT OHIO STATE
- IMPORTANT INFORMATION ABOUT PLACEMENT TESTING
- THESE COURSES TRANSFER TO OHIO STATE
- PROVISIONAL CREDIT

For tips on understanding your Transfer Credit Report, please visit:

http://registrar.osu.edu/transfer_credit/tcr_brochure.pdf
