

FOCAL DEGREE AUDIT

Step-by-step directions for running a degree audit

Faculty & Staff Resources page: <https://bluecc.edu/about/faculty-staff-resources/#advising-resources>

Advising Resources

Select Degree Audit Instructions – Step-by-step instructions

Advising Resources

General Information and Systems Access

- **BMCC Advising Syllabus**
- **YouCanBookMe** – to schedule appointment with a Navigator or Success Coach
- **Degree Audit Instructions – Step-by-step instructions**
- **Degree Audit Login** (requires login)
- Degree Audit Orientation – please contact the Registrars' Office to schedule your training.
 - Phone: 541-278-5757 or by email to studentrecords@bluecc.edu

Username (BMCC staff email address)

Password should be the same as your BMCC computer log in (if you need a password reset contact IT 541-278-5927)

Login to


Username

Password

Remember Me

OPEN A STUDENT RECORD

From the menu below, select the drop-down arrow in the select a student area



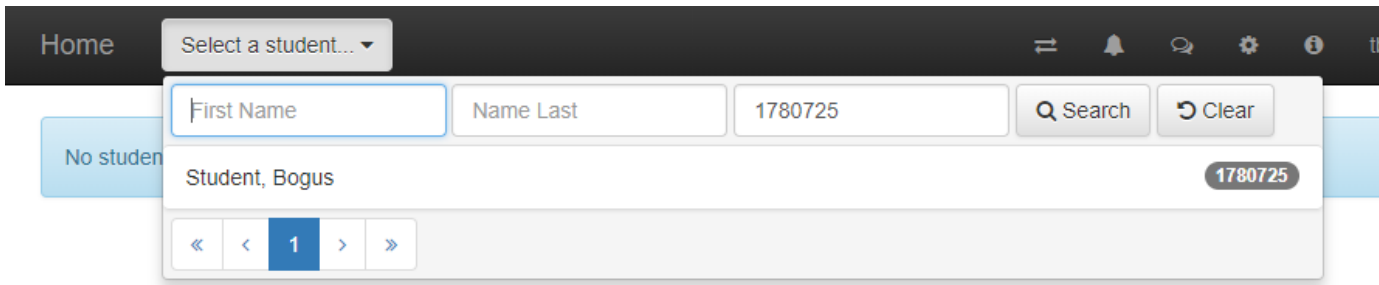
Home

No student selected. Please select a student from the list above.

You may search by First Name, Last name or Student ID. Once you have entered one or more of these fields, select the "Search" button.

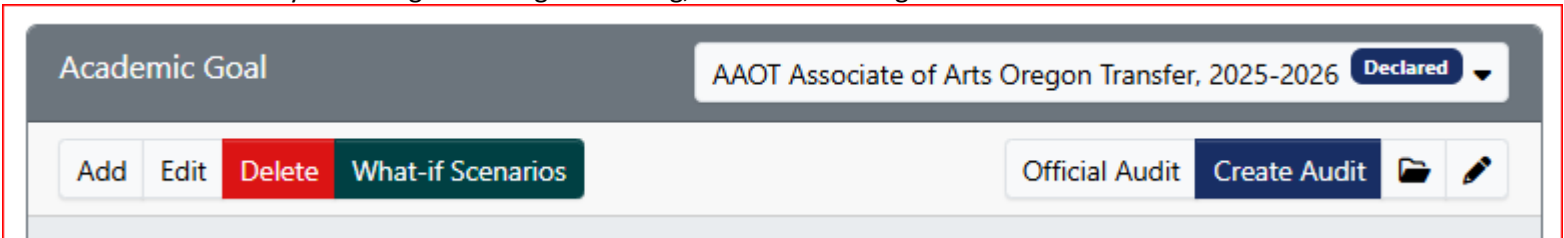
Home

To open their audit, click on either the students' name or their ID number



ACADEMIC GOAL

If the student is currently attending and is degree seeking, their "declared" goal will be listed first.



You can select Add to create a different degree audit.

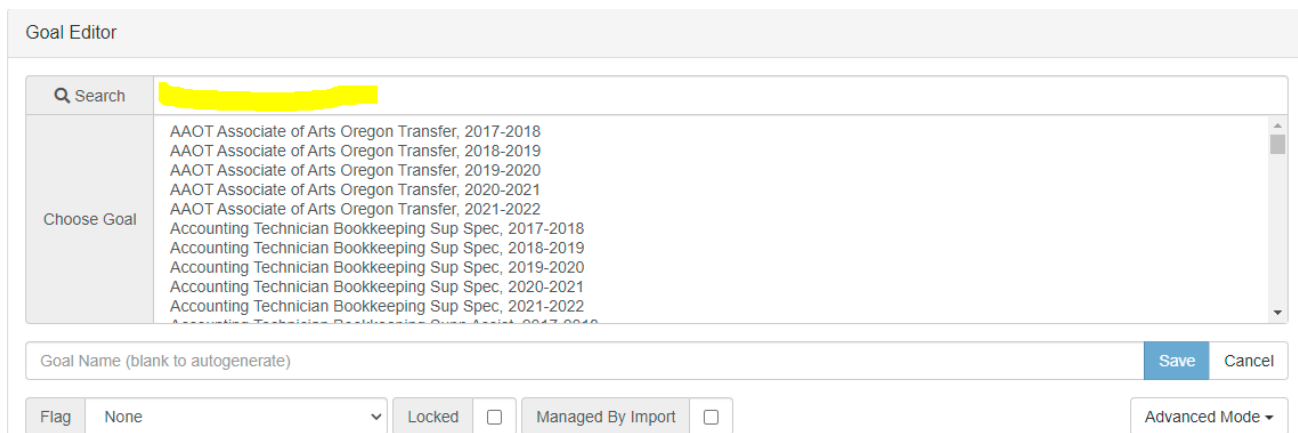


NOTE: Degrees are listed in alphabetical order.

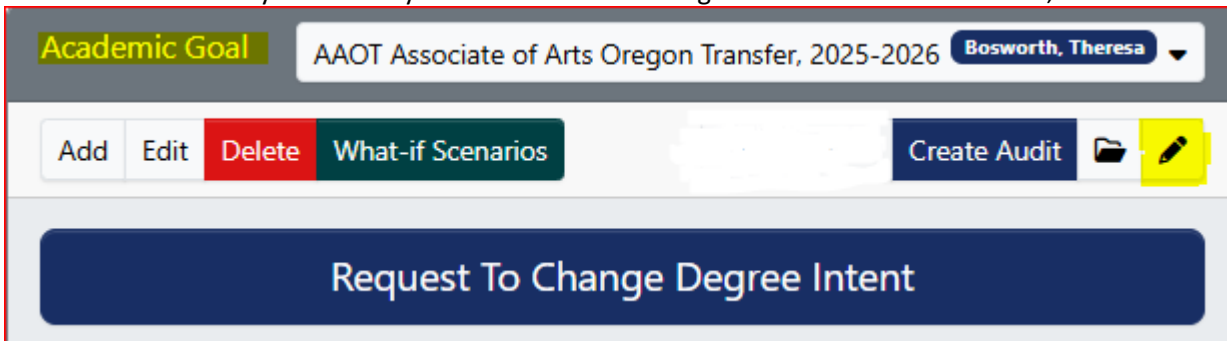
Start typing the name of the degree in the Search bar

Be sure to select an academic year that the student qualifies for (see the last page for more information)

Hit the "save" button.



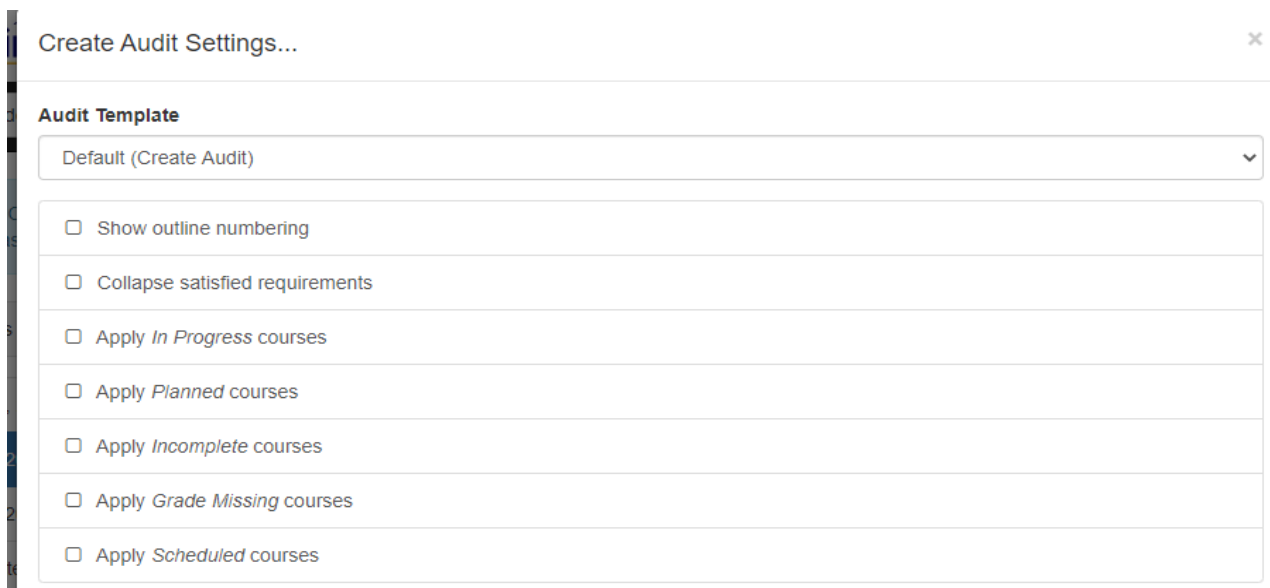
From the Goal Editor your recently created audit is showing in the box. To run the audit, select the “Create Audit’ button.



The screenshot shows a software interface for managing academic goals. At the top, there is a header with 'Academic Goal' in a yellow box, followed by the text 'AAOT Associate of Arts Oregon Transfer, 2025-2026' and a user profile 'Bosworth, Theresa' with a dropdown arrow. Below the header is a toolbar with buttons for 'Add', 'Edit', 'Delete', 'What-if Scenarios', and 'Create Audit'. The 'Create Audit' button is highlighted in blue. To the right of the 'Create Audit' button are icons for a folder and a pencil. Below the toolbar is a large blue button with the text 'Request To Change Degree Intent'.

Note: You can also hit the pencil for additional audit type options. (Note: this will include *In Progress* AND *Scheduled* courses options)

To edit courses applied, click the pencil



The screenshot shows a dialog box titled 'Create Audit Settings...' with a close button (X) in the top right corner. The dialog has a section titled 'Audit Template' with a dropdown menu currently set to 'Default (Create Audit)'. Below the dropdown are several checkboxes, all of which are currently unchecked:

- Show outline numbering
- Collapse satisfied requirements
- Apply *In Progress* courses
- Apply *Planned* courses
- Apply *Incomplete* courses
- Apply *Grade Missing* courses
- Apply *Scheduled* courses

Select PDF to open the audit

Bogus Student (1780725) » Jul 21, 2020 2:54pm

This is an unofficial audit. For an official audit, please complete and submit a Transcript Evaluation Request form. Coursework from other colleges will be evaluated using an official transcript only.

Flagged by: Unknown User

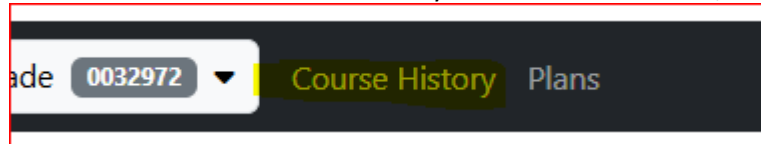
Share Rerun Save PDF Default

Details Legend Tour

Student Bogus Student (1780725)
Audit Name AAOT, 2019-2020 - tbosworth, Jul 21, 2020
Audit Date 21 Jul 2020, 2:54 pm

Academic Goal AAOT, 2019-2020 - tbosworth
Major AAOT
Year 2019-2020

To see a student's full Course History from the Home screen, select the Course History link.



From this screen you can sort it in a variety of ways.

Course History								ADD	CREATE TRANSCRIPT
Code	Title	Grade	Status	Credits	Session	Transfer Text	Actions	Filters	
begins with	begins with	begins with	begins with	begins with	begins with	begins with			

You can see transfer credit from this view

Course History							ADD	CREATE TRANSCRIPT
Filters ▾								
Code ▲ 1	Title ▼	Grade ▼	Status ▼	Credits ▼	Session ▼	Transfer Text ▼	Actions	
begins with	begins with	begins with	begins with	begins with	begins with	begins with		
009.301	CONNECT 2 OREGON GOVERNMENT CONTRACTING	P	Complete	0	2016 Spring (parent)			
009.702	GATES FOUNDATION LIBRARY WORKSHOP	NP	Complete	0	2004 Winter (parent)			
ANTH101	Anthropology	B	Complete	4	2018 Summer			
ANTH103	INTRODUCTION TO CULTURAL ANTHROPOLOGY		Dropped	4	2025 Winter			
BI102	GENERAL BIOLOGY FOR NON-MAJORS	A	Complete	4	2021 Spring	BIOL 102W/LAB - GENERAL BIOLOGY W/LAB / EASTERN OREGON UNIVERSITY		

How to select the correct catalog year to choose for degree audit.

Situation	Catalog of year started	Catalog of year returning from break	Catalog year graduating or prior catalog (5 YR limit) if no break of enrollment of 1 year.
Attend for fewer than 5 years with no break of enrollment over 1 year	X		X
Re-attend with more than a 1 year break		X	X
Attend for longer than five years with no break in enrollment of more than one year	First catalog within 5 year time frame		Grad year or any prior 4 years
Attend for longer than five years with more than a one year break		X	or here

QUESTIONS? Please do not hesitate to call Enrollment Services at x 5759 or email us at studentrecords@bluecc.edu