




# Degree Audit Guide

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**Degree Audit** is a set of online tools to assist you and your advisor with evaluation and planning as you progress toward completion of a [Certificate, AAS or AAS-T Degree](#).

*Degree Audit consists of four features which will be described below.*

- [Degree Audit](#)
- [Test Scores](#)
- [Academic Plan](#)
- [Notes](#)

Each feature is accessed by a separate tab across the top. Access "[HELP](#)" by clicking on the blue icon. 

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## Degree Audit

Use Degree Audit to obtain an UNOFFICIAL audit of classes you have completed, transferred, and are registered for against the requirements for a specific certificate or degree.

### *Notes about Degree Audit*

- Degree Audit provides an UNOFFICIAL snapshot of your progress at a given point in time. Your [OFFICIAL TRANSCRIPT](#) is your official document.
- Bellingham Technical College became a credit institution in summer quarter 2007.
  - BTC classes taken prior to summer 2007 earned clock hours and are not recognized by Degree Audit. These classes will be evaluated by registration staff according to your Official Transcript when you submit your Graduation Application.
  - Credits transferred in from other colleges for classes taken prior to summer 2007 may not be recognized by Degree Audit and will be evaluated by registration staff.
- Transfer in credits will appear in Degree Audit before they are posted to your transcript. Effective summer 2009, cumulative transfer credits will be noted on your transcript when your degree or certificate is posted.

### *USE Degree Audit to check*

- Classes completed toward a certificate or degree
- Degree or certificate requirements not completed

### *Do NOT use Degree Audit to check*

- Grades – check your [transcript](#)
  - Grades are final when posted to your transcript. (posting date listed on [campus calendar](#))
  - You may see grades on your schedule and/or in Degree Audit during the instructor grading period, but grades are not official or final until posted to your transcript.
- Cumulative GPA – use your [unofficial or official transcript](#)
  - Degree Audit calculates an unofficial GPA of the classes used in each audit.
  - If your classes include both credits and clock hours, email a request to [registration@btc.ctc.edu](mailto:registration@btc.ctc.edu) requesting calculation of your cumulative GPA.

- Cumulative Credits – use your [unofficial or official transcript](#)
  - Degree Audit only calculates the number of credits it recognizes as completed toward a specific certificate or degree.
- Classes to take next quarter – see your advisor to create an academic plan
  - Certificate/ Degree requirements are listed in alpha-numeric order for completion evaluation, not in the order in which students are recommended to take classes.

### *How to interpret Unused Courses*

Classes which are not recognized in a particular audit are listed below in the Unused Courses section and noted with a superscript number 1-4 corresponding to the “key” (i.e. ENGL&101<sup>1</sup>). Below are some possible explanations for why Degree Audit placed some of your classes in “Unused Courses”. These will be evaluated when you complete your [Graduation Application](#).

#### 1 – May not be applicable to this degree

- *You may have taken the class as part of a different degree.*
- *You may have taken the class prior to summer 2007 in clock hours.*
- *You may have taken the class when it was a different credit amount. You may or may not have to make up the credit difference.*
- *You may have taken an older version of the class either at BTC or another college.*
- *This class may be an elective approved by your advisor. Elective options are not all programmed into Degree Audit.*
- *You may have taken a Continuing Education or Community Education class.*

#### 2 – Repeated course

- *If you repeat a class, the class completed successfully with the highest grade will display under the requirement; other attempts will be listed under Unused Courses.*
- *A repeated class is only counted once for credit and in your cumulative GPA.*

#### 3 – Insufficient grade

- *Compare the grade you earned on the class with the “Minimum grade required” statement on the blue category heading.*
- *If you do not earn the minimum grade for a requirement, your class does not count toward the degree or certificate. Please consult with your advisor.*

#### 4 – Missing grade

- *Your class cannot be evaluated by Degree Audit because the grade is missing.*
  - *Classes in progress are recognized with an asterisk\* in the grade field.*
  - *Classes registered for are recognized with an asterisk\* in the grade field.*
  - *3 days after the end of the quarter, grades are posted. “Missing grade” means that we are waiting for the grade from your instructor.*

### *Who to ask if you have questions about Degree Audit results*

- Departmental Course requirements – [Faculty Advisor / Dean](#)
- Prerequisite requirements – [Student Services Advisor](#)
- Academic Core requirements – [Student Services Advisor](#) or [Faculty Advisor](#)
- Cumulative GPA including both clock hours and credits – [Registration & Enrollment](#)
- [Completion / Graduation](#) – [Registration & Enrollment](#)

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## Test Scores

The test scores feature is available for you to review the Accuplacer placement testing you have completed as well as any waiver of assessment testing you may have received through an approval of test records or transfer credit from other institutions. Your Accuplacer test scores will be posted within 48 hours after testing. Your waiver of assessment testing will be posted within 4 weeks of receiving your official college records and the evaluation request form.

To understand what coursework your scores place you into, please speak with a [Student Services Advisor](#).

The college uses abbreviations and codes to document your test scores and test waivers.

### Guide to Testing Codes

#### Test Name

ACPLR = Accuplacer placement test

OTHER = Other records used for placement into BTC courses/programs

Specific Waivers will have unique names entered in the Test Name field.

**Accuplacer placement test Subject Names**  
with specific scores achieved or equivalent placement from other records posted.

**College Math** stands for the BTC College level Math test

Example

Test Scores								
Test Name	Reading	Arithmetic	Algebra	Sentence Skills	Month(A-L) Year	College Math	Source	Requisite
ACPLR	54	102	95	69	G11			
OTHER						32	TRN	
FALL12					D12			WV
ORIENT					G12			WV

**Month (A-L) Year** = Month and Year testing was taken

**OR** when transfer records were received

- Letters A-L correspond to months January – December
- Year – 2 digits
- i.e. F11 = June 2011

A = Jan	E = May	I = Sep
B = Feb	F = Jun	J = Oct
C = Mar	G = Jul	K = Nov
D = Apr	H = Aug	L = Dec

#### Requisite Waivers

WV indicates a specific waiver such as a transfer student orientation waiver or a “grandfathering” waiver for a new prerequisite.

**Source** = identifies the records used for assessment testing waiver

- TRN = college transcript
- CMP = Compass test scores
- AST = Asset test scores
- WCC = Whatcom test scores

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## Academic Plan

Check Academic Plan if you have met with an advisor and received a recommendation of how to schedule a sequence of coursework for upcoming quarters. The latest plan created will be the plan that you see first when you open Academic Plan.

You may have multiple academic plans to refer back to. At the top of the page under “Plan” select the down arrow to view other plans created.

If you have questions about an Academic Plan, contact [your Advisor](#).

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## Notes

The Notes feature is where BTC student services and faculty advisors can record important steps, suggestions, reminders, and specific approvals for you. The most recent note will be listed on the reading pane on the right with the date and time the note was created and the advisors name. Additional prior notes are viewable on the left pane according to the date of posting.

Your advisor may use BTC email to communicate steps or directions with you. Check all of the resources available to make sure you are receiving all pertinent information.

Students cannot write notes or communicate with the advisor through this tool. To follow up regarding notes made in Degree Audit, please email or make an appointment with your advisor.

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**Degree Audit tools do not replace human advising or evaluation. These tools provide a means for recording and retrieving advising recommendations, and for obtaining a student’s transcript details and program requirements more readily for the purpose of advising and evaluation.**

The purpose of Degree Audit is to efficiently assist you in successfully identifying and meeting your degree or certificate program requirements as you progress towards completion.

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