



Degree Audit Student Guide

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 degree.

Degree Audit consists of four features described below.

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

Use Degree Audit to obtain an UNOFFICIAL audit of classes towards the requirements for a specific certificate or degree.

Use Degree Audit to check

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

If wanting to know

- Grades – check your transcript
 - Grades are official when posted to your transcript. (posting date listed on campus calendar)
- Cumulative GPA – use your transcript
 - If your classes include both credits and clock hours, email a request to registration@btc.edu requesting calculation of your cumulative GPA.
- Cumulative Credits – use your 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 www.btc.edu/myAdvisor
- Unused Courses – see your advisor www.btc.edu/myAdvisor

See your [Advisor](#) if you have questions about your Degree Audit results

If you have questions about graduation please contact registration@btc.edu

Test Scores

This feature is available for you to review placement scores, waivers, or transfer credit from other institutions.

Academic Plan

This feature is a quarter-by-quarter plan through graduation.

If you have questions about how to make or update a plan, contact [your Advisor](#).

Notes

The Notes feature is where BTC student services and faculty advisors can record important steps, suggestions, reminders, and recommended approvals for you.

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.