



Degree Audit

DEGREE AUDIT is the program used by BMCC to process certificate and degree evaluations. It has some great benefits which include accessibility from the internet and audits can be updated as more courses are completed.

STUDENTS WITH TRANSCRIPTS FROM OTHER SCHOOLS will need to submit a Transcript Evaluation Request prior to using Degree Audit. Your request will be processed within 4- 6 weeks so please be sure to turn this request in and have all of your official transcripts sent to us as soon as possible.

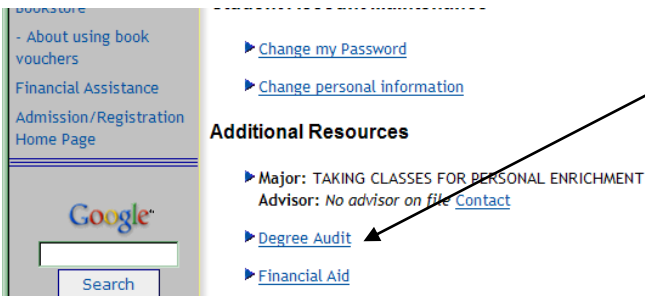
Completion of a Transcript Evaluation will enable required transfer courses to apply to the audit for the specified program. Transfer credits applied will be a permanent part of the student's audit process and available for future audits rerun on this same program as long as it is run under the same catalog year. Students who change programs or plan to graduate under a different years catalog will need to submit a new Transcript Evaluation Request specifying the new program and or catalog year.

STUDENTS WHO HAVE COMPLETED COURSES ONLY AT BMCC can run an un-official audit at any time.

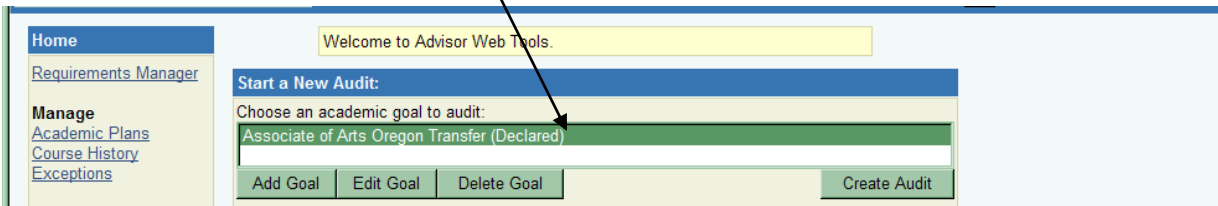
To run a degree audit: **-BEFORE STARTING PLEASE PRINT THESE PAGES.**

1. Go to BMCC's webpage at www.bluecc.edu
2. Log on to the Student Wolfweb using your BMCC ID and password. If you have not logged onto the system in the past your default password is "bmcc". If you need your password reset please contact any BMCC location.

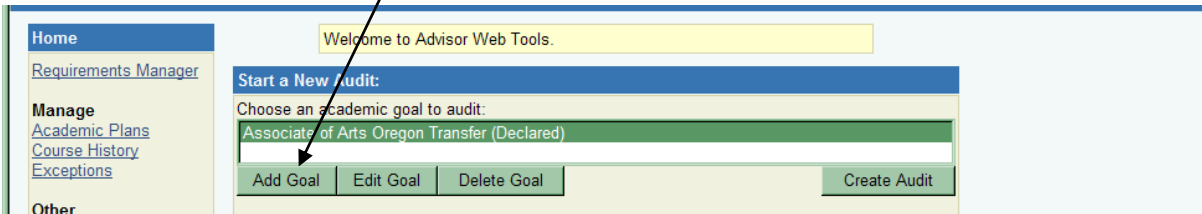
3. On the Student Online Resources page select the link for *Degree Audit* under the **Additional Resources** area



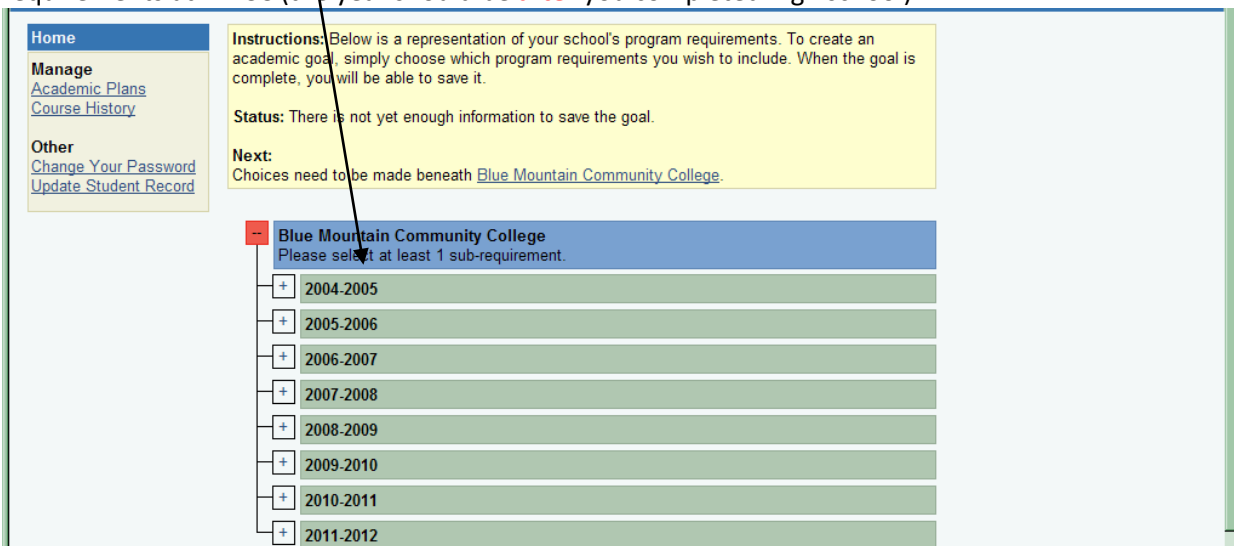
4. NOTE: Do **not** use the declared goal as it will run an audit under an incorrect catalog year.



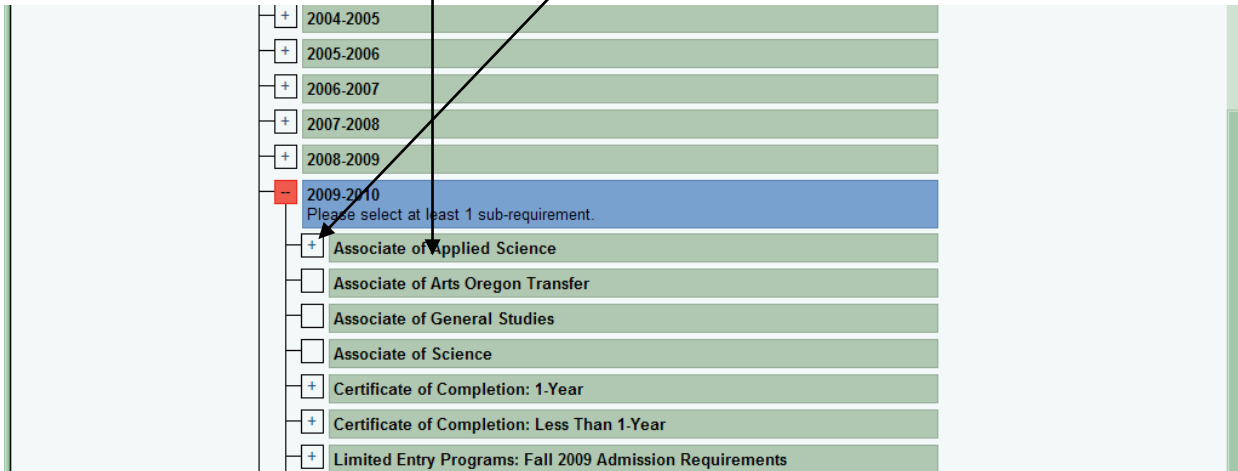
5. Select the "Add Goal" button



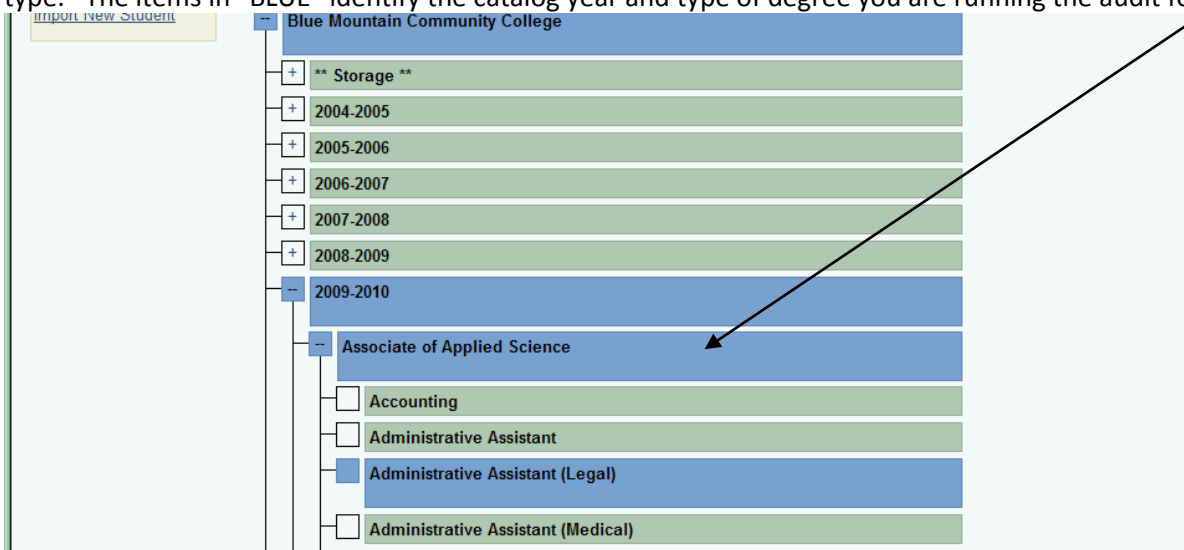
6. Select the *Catalog Year* for the degree you are seeking. Make sure you select the year you started taking your degree requirements at BMCC (the year should be **after** you completed high school)



7. Select the degree you are seeking. If there is a "+" sign next to the degree you will need to also select the type of AAS or Certificate you are seeking

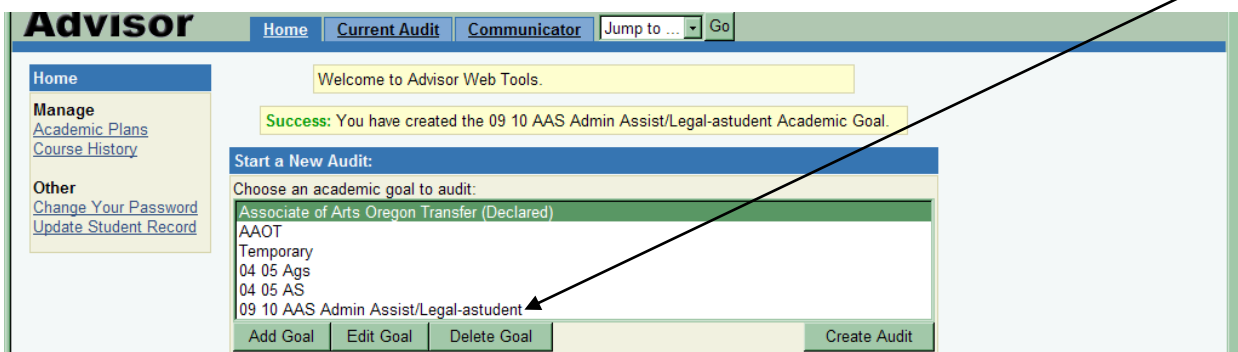


8. If you are seeking an Associate of Applied Science degree or Certificate program you will need to select the degree type. The items in "BLUE" identify the catalog year and type of degree you are running the audit for.



9. Name the goal and then press the "Save Academic Goal" button. Name your goal by identifying the academic year, type of degree and then your first initial and last name. Using the example from above you would name this goal: **09 10 AAS Admin Assist/Legal- astudent**

10. Then select *Save Academic Goal*. Once you have saved your goal your screen should look like below:



11. To run the degree audit for this goal, select it and it the "Create Audit" button.

12. Once you run the audit double check it to make sure that the catalog year and degree type is correct:

Student: Another Student (8536625)
 Audit Date: 9 Nov 2009, 5:55 pm
 Major: Administrative Assistant (Legal)

Audit Name: 09 10 AAS Admin Assist/Legal-tbosworth, Nov 9
 Academic 09 10 AAS Admin Assist/Legal-tbosworth
 Goal:
 Year: 2009-2010

	Courses	Credits	GPA
Associate of Applied Science	Required Applied	90 14 Credits	2.00 2.64
× 90 credits required. You need at least 76 more credits. × 1 mandatory sub-requirement still needs to be completed. ✓ No more than 12 credits of "Pass" credits can be applied towards this degree. ✓ The minimum cumulative GPA for this requirement is 2.00. Your GPA here is 2.64.			
Administrative Assistant (Legal)	Required Applied	92-92 14 Credits	2.64
× Exactly 92 credits required. You need at least 78 more credits. × 3 mandatory sub-requirements still need to be completed.			

Additional Hints and tips when viewing a degree audit:

- 🔗 If you see courses that are Upper and lower case these are **transfer** courses (courses taken at other colleges).
- 🔗 If you see courses that are all UPPER CASE they are **BMCC** courses.
- 🔗 If you want to print a readable version of the degree audit select the "Print View" option available once you have run the audit. These are much easier to read.

This is an unofficial audit. For an official audit, please contact the Admissions and Records Office.

Change audit flag to:

[Legend](#) [Move Courses](#)
[Collapse Satisfied](#) [Make Exceptions](#)
[Expand All](#) [Share Audit](#)
[Show Outline](#) [GPA Calculator](#)

Student: Another Student (8536625) Audit Name: 09 10 AAS Admin Assist/Legal-tbosworth, Nov

- 🔗 **UPDATE YOUR OWN DEGREE AUDIT** in future terms.
 - Scroll down to the Restore an Audit section.
 - Use the drop down arrow to find and select the audit you have previously run.
 - Click the Restore Audit button.

Your audit will appear as it was last run. When you click the "Rerun Audit" located on the top right side, your audit will automatically update. It will apply your current in progress courses and any courses you have successfully completed since your initial evaluation was created.