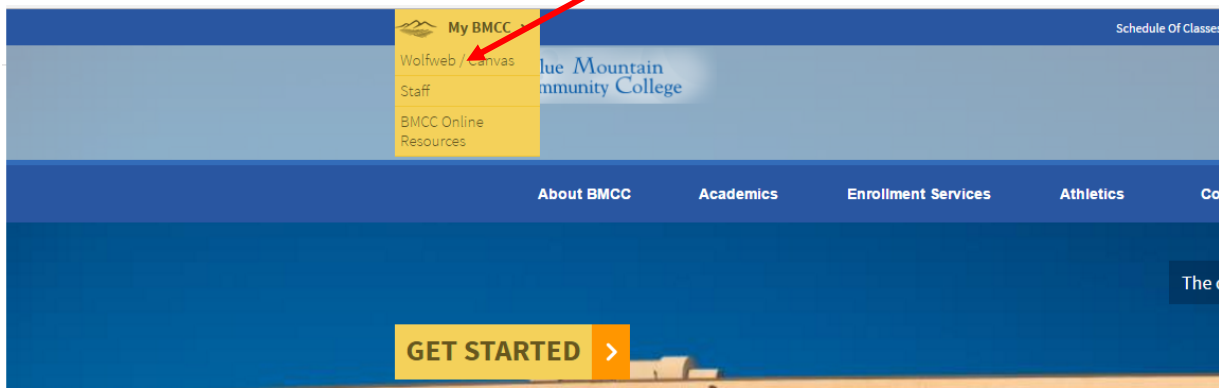


“I want to see how my completed BMCC courses fit into the degree or certificate I am trying to earn?”

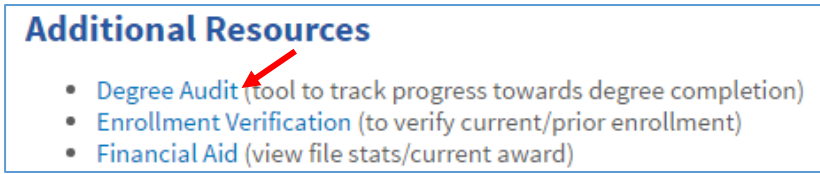
“Great, you can run a Degree Audit!!!”

“How?”

“Log on to your BMCC WolfWeb account”



a. Select the Link “Degree Audit” under Additional Resources



b. Read the information and check the “understand/accept” box, then click the “GO TO MY DEGREE AUDIT HOME PAGE” button

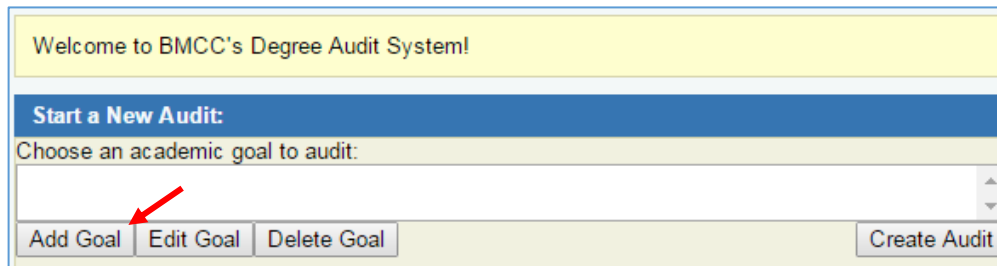


“Now what?”

“Now you create your goal for the degree/certificate you are interested in”

Creating a Goal:

- 1- Add a “Goal” (the certificate or degree you want to earn at BMCC).
 - Select the “Add Goal” button



- Select the “Catalog Year” (usually the year you started taking courses towards this goal) by clicking on it.

Instructions: Below is a representation of your school's program requirements. To create an academic goal, simply choose which program requirements you wish to include. When the goal is complete, you will be able to save it.

Status: There is not yet enough information to save the goal.

Next:
Choices need to be made beneath [Blue Mountain Community College](#).

Blue Mountain Community College
Please select at least 1 sub-requirement.

- ** Storage **
- 2012-2013
- 2013-2014
- 2014-2015
- 2015-2016
- 2016-2017
- 2017-2018
- Restructure

The degrees and certificates offered for that year will drop down.

- Select the degree you are interested in by clicking on it (“+” sign means there are different “types” of this degree. The list of “types” will drop down - select a type if needed).

2016-2017
Please select at least 1 sub-requirement.

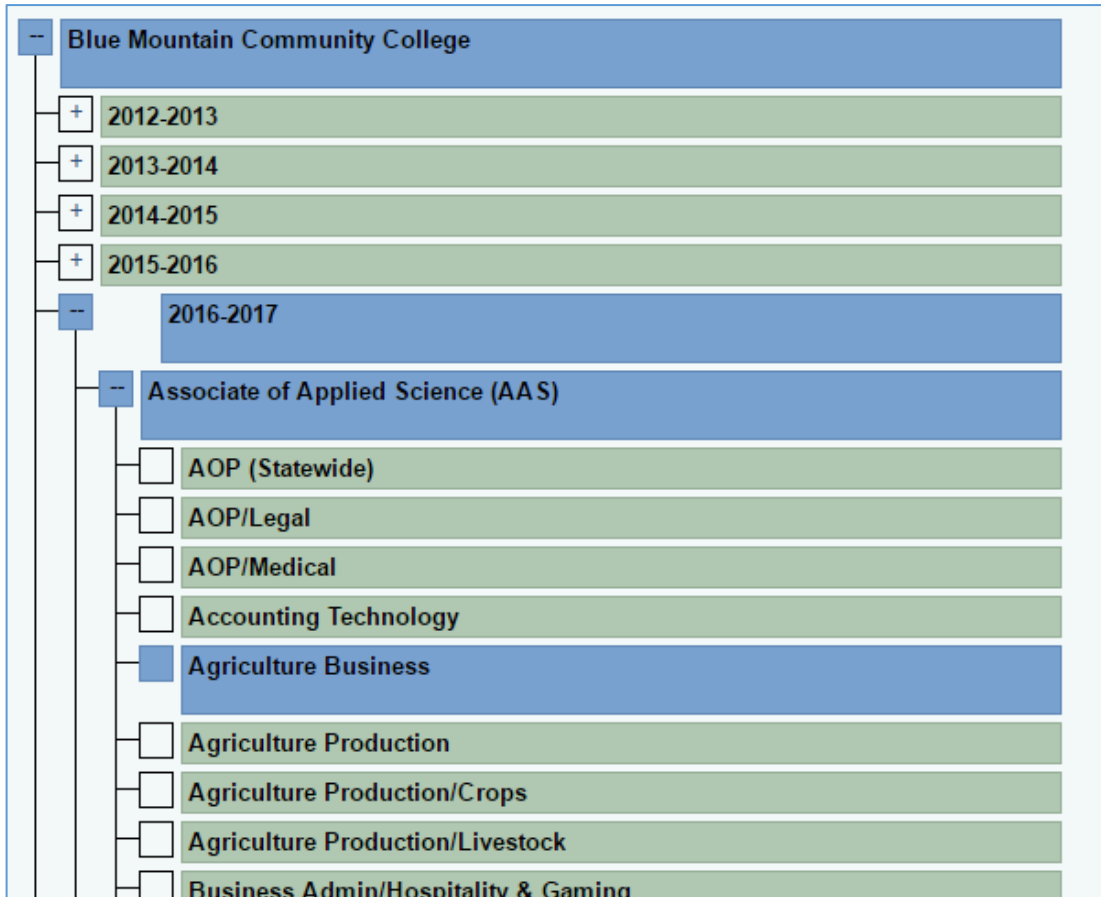
- Associate of Applied Science (AAS)
- Associate of Arts Oregon Transfer (AAOT)
- Associate of General Studies (AGS)
- Associate of Science (AS)
- Associate of Science Oregon Transfer/Business (ASOT/BUS)
- Associate of Science Oregon Transfer/Computer Science (ASOT/CS)
- Career Pathway Certificate of Completion (CPCC & SPCC)
- Certificate of Completion: 1-Year
- Certificate of Completion: Less Than 1-Year (LTOY)
- Limited Entry Programs: Fall 2016 Admission Requirements
- Oregon Transfer Module

2017-2018

“Here’s an example for you”

An Associates of Applied Science (AAS) Degree in Agriculture Business for the Catalog Year 2016-2017

(You see that options will highlight in blue as you select them)



2- Create a name for your Academic Goal.

“We suggest you use this guide to name your Goal”

Name of Degree, Type (if needed), Academic Year, your first initial & last name
Example from above degree choice: AAS Ag. Business 2016-17 – ylastname

3- Save your goal. Type the name of your academic goal in the yellow section and then click the “Save Academic Goal” button.

Instructions: Below is a representation of your school's program requirements. To create an academic goal, simply choose which program requirements you wish to include. When the goal is complete, you will be able to save it.

Next:

Click the "Save Academic Goal" button when you have finished choosing program requirements.

Save Academic Goal

Lock this academic goal

Goal Flag:

* Leave name empty to let Advisor name this Academic Goal

“Now you are ready to run your audit!”

Running a Degree Audit

1- Click on the goal that you just created to highlight it, then click “Create Audit” to run the audit.

AAS Admin ASST 07/06
AAS Ag Business 2016-2017 bbaty
barbs AAOT

Add Goal Edit Goal Delete Goal Create Audit

Additional Options:

Show outline numbering	<input checked="" type="radio"/>	<input type="radio"/>
Collapse satisfied requirements	<input type="radio"/>	<input checked="" type="radio"/>
Apply <i>In Progress</i> courses	<input type="radio"/>	<input checked="" type="radio"/>
Apply <i>Planned</i> courses	<input type="radio"/>	<input checked="" type="radio"/>
Apply <i>Incomplete</i> courses	<input type="radio"/>	<input checked="" type="radio"/>
Apply <i>Grade Missing</i> courses	<input type="radio"/>	<input checked="" type="radio"/>

Academic Plan: Default Plan

2- Check the degree audit to make sure that the catalog, degree and type are correct.

“I don’t understand how to read the audit!”

“Let’s look at the example below”

Reviewing a Degree Audit

In the example below you can see:

- This audit is for a 2016-17 AAS AOP (Statewide) degree
- It requires 93 credits
- means that a requirement has been met
- means that one or more requirements in that category have not been met.

	Courses	Credits	GPA
<input checked="" type="checkbox"/> 2016-2017	Required Applied	12 Courses 43 Credits	3.51
x 1 mandatory sub-requirement still needs to be completed. ✓ Do not allow repeat courses			
1 <input checked="" type="checkbox"/> Associate of Applied Science (AAS)	Required Applied	12 Courses 43 Credits	2.00 3.51
x 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 3.51. ✓ Do not allow repeat courses			
1.1 <input checked="" type="checkbox"/> AOP (Statewide)	Required Applied	93-93 12 Courses 43 Credits	3.51
x Exactly 93 credits required. You need 50 more credits. x 1 mandatory sub-requirement still needs to be completed. ✓ Do not allow repeat courses			
1.1.1 <input checked="" type="checkbox"/> Coursework	Required Applied	12 Courses 43 Credits	3.51
x 3 mandatory sub-requirements still need to be completed.			
1.1.1.1 <input checked="" type="checkbox"/> Accounting	Required	1-1	
✓ Exactly 1 course required.			
	Courses Applied:	4	3.00
	• BA 211 - PRIN ACCOUNTING I	4 B	FA/93
	Course Options: BA 111, 211 (show course titles)		
1.1.1.2 <input checked="" type="checkbox"/> Discipline Related Courses	Required	All	
x You must complete all courses here. You have 13 courses remaining.			
	Courses Applied:	26	3.46
	• BA 101 - INTRODUCTION TO BUSINESS	4 A	FA/99
	• BA 110A - BUSINESS COMPUTER APPLICAT	3 A	SP/11
	• BA 110X - BUSINESS COMPUTER APPLICAT	3 A	WI/11
	• BA 131 - INTRODUCTION TO DATA PROCES	4 A	WI/97
	• BA 206 - PRIN/MANAGEMENT	5 C	SP/90
	• BA 214 - BUSINESS COMMUNICATIONS	3 A	SP/97
	• BA 226 - BUSINESS LAW I	4 B	FA/97
	Required Courses: BA 101, 110A, 110X, 131, 206, 209Q, 214, 224, 226, 284*; BT 116, 121, 122, 140, 201M, 202M, 206, 220; HTM 131, 226 (show course titles)		


Hints

🖱 You can hover over a course to see the full course title

🖱 If you want to print a readable version of the degree audit click “Print View” at the top of the page

“I still have some questions”

“Check out some of these resources for help!”

- **Video Tutorial** - How to create a Goal (click on the  icon at the top, far right of the Degree Audit home page)
- **Contact our Credentialing and Completion Specialist**- Linnet Preston (541) 278-5789.
- **Email us** - studentrecords@bluecc.edu

“How often can I run a degree audit?”

“You can run your degree audit as often as you like. We suggest running it at the end of each term after grades have posted to see your progress.

You can also:

- **edit existing audits**
- **delete unwanted audits and**
- **re-run audits to update them with the most current information**

Let us know how we can help!”