

## How to access and interpret the **DEGREE AUDIT REPORT TRANSFER INFORMATION**

### How to Access the Degree Audit Report:

1. Go to the Office of Records and Registration homepage at <http://www.stcloudstate.edu/registrar/>
2. Click on e-Services Sign-In on the right side of the webpage
3. Enter your SCSU ID and PIN number
4. Click on Grades and Transcripts on the left side of the webpage
5. Click on Degree Audit Report under Grades and Transcripts
6. At the end of your session remember to Logout at the top right hand corner of the screen
7. If you have any question about your Degree Audit please send an e-mail to [dars@stcloudstate.edu](mailto:dars@stcloudstate.edu)

### How to interpret the Degree Audit Report transfer information:

The degree audit report includes information on how previous post-secondary credits are accepted by St. Cloud State University.

You will find the following information detailed on your degree audit:

1. The name of the educational institution from which we have received transcripts
2. The total number of credits accepted by SCSU.

If you have attended other educational institutions that are not listed, please contact those institutions and have an official transcript sent to SCSU.

Transcripts have been received from the following:

\* Central Lakes College  
Abbreviated on Report as: CLC  
38.0 Credits Earned

### Explanation of Coursework Accepted

A- Indicates the term the course was taken.

B- Indicates the SCSU course number for the course. It may be accepted as a direct equivalent to a SCSU course (ENGL191) or as an elective course (ELECT\*\*, T001, T01 or OVERALL) (The \*\* are random numbers assigned to the transfer course.)

C- Credits

D- Grades received. TB=Transfer B grade.

E- If >R or RP displays it indicates the course number assigned to the particular course is repeated on the audit. If >X and credits are 0.0 appears, it indicates you are currently registered for the course.

F- The first line includes the title of the course as it appears on the transfer institution's transcript. The second line indicates from which institution the course was transferred (CLC) and the transfer course subject and course number.

A	B	C	D	E	F
F 07	ENGL191	6.0	TB		Intro to Rhetorical and Analytical Writing CLC: ENGL 1410 & 1411
F 07	ELECT**	3.0	TC	>R	Environmental Philosophy CLC: PHIL 1421
F 07	CMST192	3.0	TC		Fundamentals of Public Speaking CLC: CMST 1234
S 08	GEOGT001	4.0	TB	RP	Maps and Places CLC: GEOG1410
S 08	MATH112	0.0	TB	>X	College Algebra CLC: MATH1201

Students with a completed Minnesota Transfer Curriculum (MnTC), Associate of Arts degree, or Bachelors degrees have satisfied all general education requirements at SCSU. The completion of an Associate of Arts degree or MnTC **does not complete the SCSU requirement of PESS 122 (Lifetime Health and Fitness)**. The following statement will appear on the degree audit for students with one of the above degrees.

\*\*\*\*\*

**You have met the general education requirements at SCSU because you have earned an Associate of Arts degree, Bachelors degree, or have completed the Minnesota Transfer Curriculum from a regionally accredited institution.**

\*\*\*\*\*

Your degree audit will place your transferred courses into SCSU's General Education requirements. For a complete listing of the SCSU's General Education course options please refer to the undergraduate bulletin. <http://bulletin.stcloudstate.edu/ugb/gened.asp> Transfer courses that are not part of SCSU's general education will be reported after the general education categories. Transfer courses that may be used in your major may need approval by the major department. If the transfer course is a direct equivalent to a SCSU course, additional approval is not needed (see explanation in B on Page 1). If the transfer course is not an exact equivalent to a SCSU course and you think it is similar, please contact the academic department for approval.

EXAMPLE