





Instructions for Running Your Transfer Credit Report (PDF)

1. Visit Buckeye Link: <http://buckeyelink.osu.edu/>
2. Scroll down to:

Enrollment and Academic History

Advising Report	Degree Verification
AdvisingConnect	Enrollment Verification
Carmen	Grades
Transferology (course applicability system)	Ordering transcripts
Degree Audit	Transfer Credit Report + 

3. Choose [Run your Transfer Credit Report](#)
4. At the **Self Service** page click

 THE OHIO STATE UNIVERSITY Transfer Credit Report

Students ⚙

Student: BUCKEYE BRUTUS ESQ Audits Exceptions Profile

Get Started

Welcome to u.achieve® Self Service

To run an audit:

Fill out the courses in the 'Manage Student' area (optional).

Press when you complete the courses list.

You need to request an audit before viewing results.

You must have the free Adobe Reader program installed on your computer to view the documents marked PDF. Download the free Adobe Reader program.
Copyright © 2013 CollegeSource, Inc. All Rights Reserved.
Privacy Policy
Build u.achieve Self Service-107 08/30/2013 01:37 PM

5. At the **Request an Audit** page **Run Current Programs** will be selected by default. Change this to **Run Selected Program** and set the following as:

- School: TRN-Transfer Credit Report
- College: OSU
- Major: TRANSFER
- Degree: EVALUATION
- Program: TRANSFER CREDIT REPORT-TCR-ALPHA
- Catalog Year: (Select any option here)
- Format: PDF (*Under Options*)

6. Click **Run Audit** to run your Transfer Credit Report

Note: An **HTML** version of the Transfer Credit Report opens by default. To produce a **PDF** version, under **Options**, change **Format** to **PDF**

THE OHIO STATE UNIVERSITY Transfer Credit Report

Students

Student: BUCKEYE BRUTUS FSQ Audits Exceptions Profile

Request an Audit

Select A Program

Run Current Programs:

School	Degree/Program	Title	Catalog Year	Marker	Value	Type	CATLYT
EHE	FMRESM-PRE	BACHELOR OF SCIENCE IN HUMAN ECOLOGY	20142				

Run Selected Program:
Choosing a degree program here will not change your declared degree program.

School: TRN - Transfer Credit Report
College: OSU
Degree: Major: TRANSFER
Degree: EVALUATION
Program: TRANSFER CREDIT REPORT - TCR-ALPHA
Catalog Year: AU 2014

Options

Include In Progress Courses:

List All: ** - Default
What If Courses: ** - Default
Run Type: S-Degree Audit with Course Sort
Format: PDF

Run Audit Cancel

You must have the free Adobe Reader program installed on your computer to view the documents marked PDF. Download the free Adobe Reader program.
Copyright © 2013 CollegeSource, Inc. All Rights Reserved.
Privacy Policy
Build u.achieve Self Service-167 08/30/2013 01:37 PM

7. You will be directed to the **Completed Audit Requests** page where your audit will appear shortly

8. Click View Audit to open the report

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from this list.

select all/select none

Program	Catalog Year	Created	Format	Run By	Type	View	Delete
TCR-ALPHA	99993	06/25/2014 12:53 PM		x0000006	<input checked="" type="checkbox"/>	<input type="button" value="View Audit"/>	<input type="checkbox"/>

You must have the free Adobe Reader program installed on your computer to view the documents marked . Download the free Adobe Reader program.
Copyright © 2013 CollegeSource, Inc. All Rights Reserved.
Privacy Policy
Build u.achieve Self Service-167 06/03/2013 01:07 PM



9. Click "Download PDF Audit." Save the file for your records.

For tips on understanding your Transfer Credit Report, please visit:
http://registrar.osu.edu/transfer_credit/tcr_brochure.pdf
