

Learn to Read Your Degree Audit

How to Use This Guide

This guide has been created to help you understand your degree audit, which is an essential part of the advising & registration process.

The degree audit is divided into nine sections outlining key concepts and important information you need to know. As you review your audit, make a list of questions and concerns and bring them with you when you speak to your advisor.

If you do not know how to access your degree audit, directions are provided on the next page.

How to Access your Degree Audit

If you do not know how to access your degree audit, follow the directions below. Once you have accessed your audit, forward to the next page.

- Connect to the internet and go to <http://www.bridgew.edu>
- Under Quicklinks , click on **INFOBEAR** - Click on **Student Records & Registration**
- For your User ID, type in your 8 digit Banner ID number located on your admissions letter.
- For your PIN (Personal Identification Number),
 - a. If you have logged into this site before, use the numeric PIN that you used the last time you logged in.
 - b. If you have forgotten your PIN, enter your Banner ID as outlined above, and then click on the “Forgot PIN?” button. If you correctly answer your security question, you will be logged in.
 - c. If you cannot log in to InfoBear, you may look up your Banner ID or PIN at www.bridgew.edu/bannerid and log into here with your email name and password. Once you see your Banner ID and PIN, you may then log in to InfoBear as outlined above.

How to Access your Degree Audit (continued)

Main Menu Page – Click on **Student and Financial Aid**.

Student & Financial Aid – Click on **Student Records**.

Student Records – Click on **Degree Evaluation**.

Select **Current Term** and click on **SUBMIT**.

Your program information will appear. This is where you will find your major listed.

Click on **Generate New Degree Audit**. If this is not the major you want, click on **“What if Analysis”** and choose a new major. You will have the opportunity to permanently change your major when you come to orientation, or by going to the Academic Achievement Center, located in the Maxwell Library.

Click on **SUBMIT** and your audit will appear.

Section I (Program Evaluation)

1. Your Major is listed here.
2. Catalog Year (Date you matriculated to Bridgewater State College).
3. Graduation Requirement (You need a total of 120 credits to graduate.)
4. Credits toward Graduation (includes courses for which you are currently registered and credits earned).
5. Transfer credits : You may transfer up to 90 credits, but only 69 from a two-year institution.
If you are transferring in 80-90 credits, it is important that you contact the Transfer Coordinator.
6. Credit hours in which you are currently enrolled (12 or more = full-time).

Program Evaluation	
Program :	Comm Arts&Sci-Comm Studies Cnc
Campus :	Arts and Sciences
College :	Arts and Sciences
Degree :	Bachelor of Arts
Level :	Undergraduate
Majors :	Communication Arts and Science
Departments :	Communication Studies
Catalog Term :	2008 SPRING
Evaluation Term :	2008 FALL
Expected Graduation Date :	May 31, 2013
Request Number :	1
Results as of :	Feb 17, 2008
Minors :	
Concentrations :	Communication Studies

	Met	Credits		Courses		
		Required	Used	Required	Used	
Total Required:	No	120.000	72.000			23
Required Institutional :	No	30.000	10.000			3
Program GPA :	Yes	.00	.00			
Overall GPA :	No	2.00	.00			
Other Course Information						
Transfer :			62.000			20
In Progress :			10.000			3

This degree audit reflects recently converted data, and is an unofficial advising tool. Please report suspected data inaccuracies to degree_audit@bridgew.edu or present a printed copy noting suspected inaccuracies to the Registrar's Office, room 003, Boyden Hall.

Credits Used = Earned (H), plus Transfer (T), plus Registered (R). Duplicate credit cannot be used toward graduation for repeated courses.

GPA data and earned credit totals are not finalized until several weeks after each grading period has ended.

Major GPA for undergraduate programs is located at the bottom of the degree audit, in the area marked 'Major GPA'

Section II – Core Skill Requirements

There are six Core Skill Requirements: (Writing I, Writing II, Communication Speaking, Logical Reasoning, Math Reasoning, and Quantitative Skills).

1. “T” stands for Transfer. “R” stands for Registered.

2. Math Reasoning & Quantitative Skills Requirement:

Math enrollment is based on placement testing and/or pre-requisites. Transfer students who transfer in a college level math will fulfill the **Math Reasoning** requirement. If you are in a math based major (for example, business & sciences), this requirement will be satisfied from courses taken in the major such as pre-calculus, calculus, and statistics.

Check the Core Curriculum Advising Guide for a complete list of courses that may satisfy this requirement.

Area: Core Skill/Quant Reasoning Req - Not Met

Met	Condition	Rule	Subject Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source	
Yes		WRITING_1	Requirement					200710	ENGL	101	Writing I	3.000	TR	T	
Yes	AND	WRITING_2	Requirement					200710	ENGL	102	Writing II	3.000	TR	T	
Yes	AND	COMM_SPK	Requirement					200710	COMM	130	Human Communication Skills	CSPK	3.000	TR	T
No	AND	LOGIC_REAS	Requirement												
			(Complete PHIL 111)												
Yes	AND	MATH_REAS	Requirement					200710	MATH	105	Selected Topics	3.00		R	
Yes	AND	QUAN_SKILL	Requirement					200710	MATH	110	Elementary Statistics	3.00	TR	T	

1

2

Total Credits and GPA 15.000 .00



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Section III – Core Seminars

Note: If you transfer 24 or more credits – 1st Year Seminar is Waived
 If you transfer 54 or more credits – 2nd Year Seminar is Waived

E = Waived

Area Core Seminars - Met															
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
Yes		1ST_YR_SEM	Requirement												E
Yes	AND	2ND_YR_SEM	Requirement												E
Total Credits and GPA													0.000	.00	

Avoid enrolling in a seminar if you have pending transfer credits that will allow you to be waived from this requirement.

Section V – Core Additional Distribution

Met	Condition	Description	Required Credits	Required Courses	Used Credits	Used Courses
Yes		Global Cultural Requirement			2	2
Yes	AND	Multi Cultural Requirement			1	1
Yes	AND	Constitution Requirement			1	1
No	AND	Writing/Spk Intensive Req			3	0

SUMMARY of Next 4 Areas

Group Global Cultural Requirement (2 courses) - Met

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source	
Yes		GLOBAL_CUL	Requirement							200710	HIST	112	Western Civ since the Reform	CGCL	3.000	TR	T
										200710	HIST	131	World History to 1500	CGCL	3.000	TR	T
														Total Credits	6.000		

Group Multi Cultural Requirement (1 courses) - Met

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source	
Yes		MULTI CULT	Requirement							200710	HIST	112	Western Civ since the Reform	CMCL	3.000	TR	T
														Total Credits	3.000		

Group Constitution Requirement (1 courses) - Met

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source	
Yes		US_MA_CNST	Requirement							200710	POLI	172	Intro to American Government	CNST	3.000	TR	T
														Total Credits	3.000		



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Section VI – Writing/Speaking Intensive Requirement (3 courses)

1. Transfer courses may fulfill the **Writing Intensive** requirement. If you transferred a course where you had to write 15 pages, edited and revised, you may appeal by filling out a **Core Substitution form**. Instructions can be found at the end of this document under Important Information , #8. **Writing I & Writing II may not be used to satisfy this requirement.**
2. Transfer courses may fulfill the **Speaking Intensive** requirement if you took a course where a significant portion of your grade was due to developing speaking (several presentations) skills. You may appeal by filling out a **Core Substitution form**. Instructions can be found at the end of this document under Important Information, #8. **Communication Speaking from Section II may not be used to fulfill this requirement.**

NOTE: You may fulfill the speaking intensive requirement by substituting a writing intensive course.

Group Writing/Spk Intensive Req (3 courses) - Not Met																
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
No		WRIT_INTEN	Requirement													
			(Select two courses)													
No)AND(SPKG_INTEN	Requirement													
			(Select one course)													
														Total Credits		0.000

Section VII – Major Requirements

Major requirements will be listed in this section on your degree audit, and major requirements will vary from department to department. This is an example of a communication studies major.

Courses fulfilling a requirement will be listed on the right-hand side of the audit.

Area **Comm-Comm Studies Conc - Not Met**

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			COMM		220				200710	COMM	220	Intro to Mass Communication		3.000		R
Yes	AND		COMM		230				200710	COMM	230	Introduction to Communication		3.000	TR	T
No	AND		<u>COMM</u>		295											
Yes	AND	200_REQ	Requirement						200710	COMM	250	Public Speaking		3.000	TR	T
No	AND	300_REQ	Requirement													
			(Select COMM 395 or 396)													
No	AND	400_REQ	Requirement													
			(Select COMM 495 or 496)													
No	AND	COMM_ELEC	Requirement						200710	COMM	399	Topical Studies		3.000	TR	T
			(Select 12 credits of COMM at the 300 level or higher)													
No	AND	ELECTIVES	Requirement						200710	COMM	240	Intro to Journalism		3.000	TR	T
			(Select six credits of COMM at the 200 level or higher)													
Total Credits and GPA													15.000	.00		

Section VIII – Free Electives

1. Free elective credits are counted toward total credit requirements.
2. Free elective credits are credits/courses that are not counted toward your major, minor or the core curriculum.
3. If you have **FREE ELECTIVE** courses that you feel should count as a **CORE** or **MAJOR** requirement, you will be required to submit a **Core Substitution form** or a **Transfer Credit Equivalency** form. Instructions can be found at the end of this document.
4. Below is an example of courses in the **FREE ELECTIVE** area and how they may be used to satisfy a requirement.

Courses highlighted in yellow may be able to be applied to meet CORE requirements.
 Courses in green do not apply to this particular student's communication studies major.

NOTE: Do not repeat a course you think you have already taken. It is your responsibility to bring this to our attention and seek advisement.

Area: Free Elective Credit - Met

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes	ELECTIVES	Free Elective Credit						200710	CHEM	132	Survey of Chemistry II		4.000	TR	T
								200710	EASC	100	Physical Geology		4.000		R
								200710	EASC	1XX	Intro to Astronomy		4.000	TR	T
								200710	ELED	1XX	Cooperative Work Experience		3.000	TR	T
								200710	MGMT	1XX	Creative Fash., Visual Promot		3.000	TR	T
								200610	CRJU	2XX	Invest Forensic Serv		3.000	TR	T
								200610	PSYC	224	Child Psychology		3.000	TR	T
								200710	THEA	241	Improvitational Acting		3.000	TR	T
												Total Credits and GPA	27.000	.00	



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Section IX – Major GPA & Residency Requirement

1. Know the GPA requirement for your major. It may vary from major to major.
2. Bridgewater State College does not use the GPA from your previous college.
3. Half of your major courses must be taken at Bridgewater State College. Fifteen (15) of your last thirty (30) credits must be taken at Bridgewater State College.
4. Transfer students must earn a minimum GPA of 1.5 in order to avoid being dismissed from the college during their first semester.

NOTE: If you are transferring in 80-90 credits, it is important to speak with the transfer coordinator.

Area : Comm Studies Major GPA - Not Met

1

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
YES	GPA	Grade Point Average						200710	COMM	220		3.000		R
												Total Credits and GPA	3.000	.00

unofficial evaluation

Area : Comm-Comm Studies Res-18 CR (18.000 credits) - Not Met

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
No	RESIDENCY	Residency Requirement						200710	COMM	220		3.000		R
												Total Credits and GPA	3.000	.00

unofficial evaluation

E-mail schristoun@bridgew.edu

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Half of your Major courses must be taken at BSC.

Important Information

1. When reviewing your degree audit, you should remember that your last semester's courses are not on your degree audit unless your final transcript has been received in the Office of Admission.
2. Do not sign up for a course you have already taken until you receive clarification. If you have taken a course that you think satisfies a **major** requirement and it is in the "free electives" category, you will need to meet with your major department chairperson. If you have taken a course that you think satisfies a CORE requirement, consult the **appeal process** located on the Transfer Central Web site at:
<http://www.bridgew.edu/transfercentral>.
3. Courses in the Core Skills Section cannot be used to fulfill any other section requirements.
4. Courses in all other sections of the Core Curriculum can be used to fulfill more than one requirement including major requirements. Note: some courses will fulfill multiple requirements.
5. If you are transferring in with 80-90 credits, please consult the transfer coordinator.
6. To graduate, you must complete all of your CORE and MAJOR requirements and earn a minimum of 120 credits.

Important Information (Continued)

7. Use the Core Curriculum Guide to select courses for the Core Curriculum. Go to <http://www.bridgew.edu/corecurriculum>; then select “Approved Courses” or “Advising Guide,” on the left-hand side. **NOTE: You will receive a CORE Curriculum Advising Guide at orientation, or you may print from the Web site.**
8. **Now that you are a matriculated Bridgewater student,** do not take a course outside of BSC without permission.

If you have any questions or concerns contact:

Sandra Christoun
Transfer Coordinator
Boyden Hall, Room 104
508-531-2625