

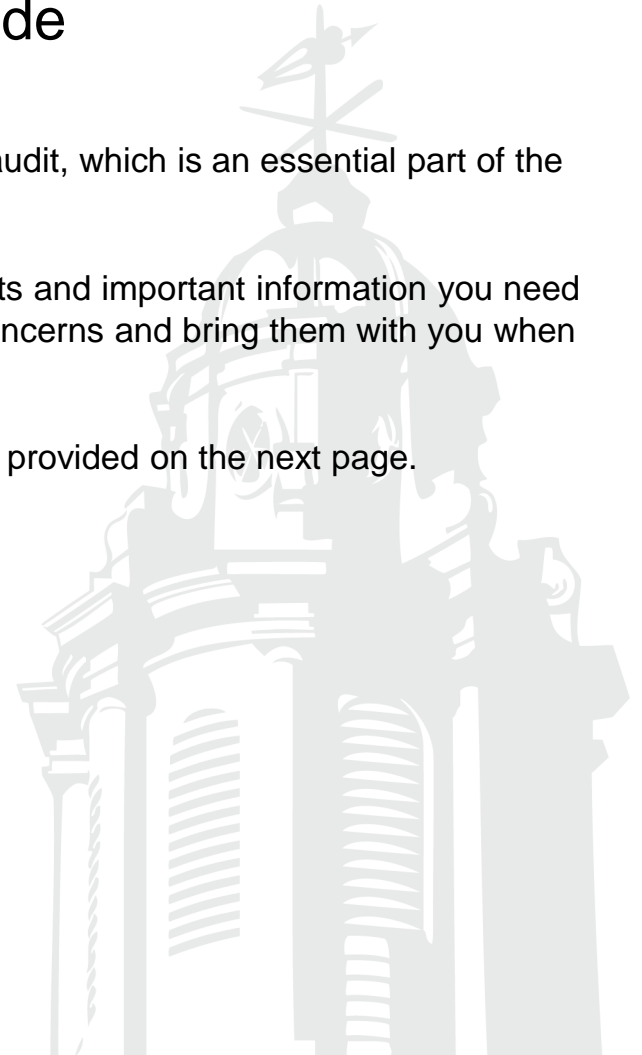
# Learn to Read Your Degree Audit

## 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](http://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.
- ***Continue to the next page.***

# How to Access your Degree Audit (continued)

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

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

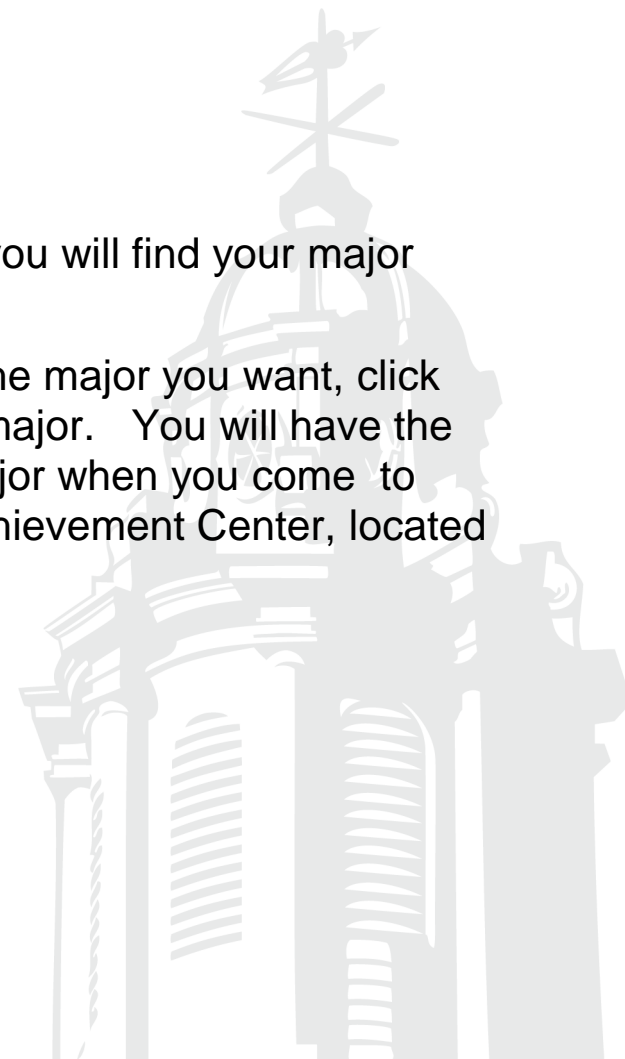
Student Records – Click on **Degree Evaluation**.

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 University).
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).

<b>Program Evaluation</b>			
Program :	Comm Arts&Sci-Comm Studies Cnc	Catalog Term :	2008 SPRING
Campus :		Evaluation Term :	2008 FALL
College :	Arts and Sciences	Expected Graduation Date :	May 31, 2013
Degree :	Bachelor of Arts	Request Number :	1
Level :	Undergraduate	Results as of :	Feb 17, 2008
Majors :	→ Communication Arts and Science	Minors :	
Departments :	Communication Studies	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			
<b>Other Course Information</b>						
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](mailto: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
<b>No</b>	AND	LOGIC_REAS	Requirement													
			(Complete PHIL 111)													
<b>Yes</b>	AND	MATH_REAS	Requirement						200710	MATH	105	Selected Topics		3.00		R
<b>Yes</b>	AND	QUAN_SKILL	Requirement						200710	MATH	110	Elementary Statistics		3.00	TR	T

1

2

Total Credits and GPA 15.000 .00

### Section III – Core Seminars

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

Area : Core Additional Distribution - Not Met													
Met	Condition	Description	Required Credits	Required Courses	Used Credits	Used Courses							
Yes		Global Cultural Requirement			2	6.000	2						
Yes	AND	Multi Cultural Requirement			1	3.000	1						
Yes	AND	Constitution Requirement			1	3.000	1						
No	AND	Writing/Spk Intensive Req			3	0.000	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			

## 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**. The appeal process can be found at the end of this document under Important Information . **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**. The appeal process can be found at the end of this document under Important Information. Note: **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	Required	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
							Credits	Courses								
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 <b>Comm-Comm Studies Conc - Not Met</b>																
Met	Condition Rule		Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
<b>Yes</b>			COMM		220				200710	COMM	220	Intro to Mass Communication		3.000		<b>R</b>
<b>Yes</b>	AND		COMM		230				200710	COMM	230	Introduction to Communication		3.000	<b>TR</b>	T
<b>No</b>	AND		<u>COMM</u>		295											
Yes	AND	200_REQ	Requirement						200710	COMM	250	Public Speaking		3.000	<b>TR</b>	<b>T</b>
<b>No</b>	AND	300_REQ	Requirement													
			(Select COMM 395 or 396)													
<b>No</b>	AND	400_REQ	Requirement													
			(Select COMM 495 or 496)													
<b>No</b>	AND	COMM_ELEC	Requirement						200710	COMM	399	Topical Studies		3.000	<b>TR</b>	T
			(Select <b>12 credits</b> of COMM at the 300 level or higher)													
<b>No</b>	AND	ELECTIVES	Requirement						200710	COMM	240	Intro to Journalism		3.000	<b>TR</b>	T
			(Select <b>six credits</b> of COMM at the 200 level or higher)													
<b>Total Credits and GPA</b>													<b>15.000</b>	<b>.00</b>		

## 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	Improvational Acting		3.000	TR	T
												<b>Total Credits and GPA</b>	<b>27.000</b>	<b>.00</b>

## Section IX – Major GPA & Residency Requirement

1. Know the GPA requirement for your major. It may vary from major to major.
2. Bridgewater State University does not use your GPA from your previous institution.
3. Half of your major courses must be taken at Bridgewater State University. Fifteen (15) of your last thirty (30) credits must be taken at Bridgewater State University.
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

Description MINIMUM MAJOR GPA IS NOT MET

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
<b>YES</b>	GPA	Grade Point Average						200710	COMM	220	Intro to Mass Communication		3.000		R
<b>Total Credits and GPA</b>												<b>3.000</b>	<b>.00</b>		

unofficial evaluation

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

Description MAJOR RESIDENCY REQUIREMENT IS NOT MET

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
<b>No</b>	RESIDENCY	Residency Requirement						200710	COMM	220	Intro to Mass Communication		3.000		R
<b>Total Credits and GPA</b>												<b>3.000</b>	<b>.00</b>		

unofficial evaluation

E-mail [schristoun@bridgew.edu](mailto:schristoun@bridgew.edu)

[Back to Display Options](#)


**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 until your final transcript has been received in the Office of Admissions. ***It is a good idea to check with Office of Admissions to be sure your final transcript arrived.***
2. Do not sign up for a course you have already taken until you receive clarification. If you transferred a course that you believe satisfies a **major** requirement and it is in the "free electives" category, you will need to follow the **appeal process** and meet with your major department chairperson. The **appeal process** is located on the Transfer Central Web site at: <http://www.bridgew.edu/transfercentral>.
3. If you transferred a course that you believe satisfies a CORE requirement and it is in the "free electives" category, you will need to follow the **appeal process**. The **appeal process** is located on the Transfer Central Web site at: <http://www.bridgew.edu/transfercentral>.
4. Courses in the Core Skills Section (section II on the degree audit) cannot be used to fulfill any other section requirements.

## Important Information (continued)

5. Courses in all other sections (III-VIII) of the Core Curriculum can be used to fulfill more than one requirement including major requirements.
6. If you are transferring with 80-90 credits, it is a good idea to consult the transfer coordinator to be sure all of your credits are applied effectively.
7. To graduate, you must complete all of your Core and MAJOR requirements, and earn a minimum of 120 credits.
8. Use the **Core Curriculum Guide(s)** to select courses for the Core Curriculum. There are three guides to select from; each offering information in a different format. Chose which one is right for you. [Go to http://www.bridgew.edu/CoreCurriculum/](http://www.bridgew.edu/CoreCurriculum/)  
The first three links on the left-hand side will assist you in course selection.
9. Now that you are a matriculated BSU student, do not take courses outside of BSU without permission.



# Bridgewater State College

If you have any questions or concerns contact:

Sandra Christoun  
Transfer Coordinator

**Transfer Center**

Boyden Hall, Room 104

<http://www.bridgew.edu/transfercentral>

508-531-2625



**BRIDGEWATER STATE UNIVERSITY**