**How to Run a Degree Audit**



The following steps are provided as a guideline to view the satisfaction of required courses and identify courses remaining to satisfy your degree/program at Bellevue College.

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| **Step 1: Go to Bellevue College Website**  **www.bellevuecollege.edu**   * Click on the [Online Services] link |  |
| **Step 2: Go to the Degree Audit**   * Click on the word [Degree Audit] |  |
| **Step 3: Click Main Campus Credit Classes**   * Click on [I’m a Student] Icon |  |
| **Step 4: Complete Pre-Registration Survey**   * Enter your Student Identification Number * Enter your Pin Number * Click on Login |  |

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| **Step 5: Select Your Degree/Program**   * Select which Degree/Program you are pursuing from the top of the screen * Make sure you select the appropriate year   (the most recent year)   * Click on [Agree to terms and login to register] | |  |
| **Step 6: Review Requirements and Applied Credits**   * The total credits required for the degree/program are identified at the top * Your program GPA is located at the top (these are credits that are used in your program and excludes classes and grades that aren’t used) * Any classes previously taken or transferred in will appear as a class with the grade TR * All classes taken will impact your College Grade Point Average, this grade is located at the bottom of your report. |  | |