THE OHIO STATE UNIVERSITY

Instructions for Viewing Your Transfer Credit Report

1. Visit Buckeye Link: http://buckeyelink.osu.edu/

2. Scroll down to: Transfer Credit Report ✚

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 Request Audit

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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 Request Audit when you complete the courses list.

You need to request an audit before viewing results. **Request Audit**

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)

6. Click [Run Audit] to run your Transfer Credit Report

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

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

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🏠 **Students** ⌄   ⚙ ⌄

Student: BUCKEYE BRUTUS ESQ   **Audits ⌄**   **Exceptions**   **Profile ⌄**

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.

| New Audit | | Delete |

select all/select none

Program	Catalog Year	▾ Created	Format	Run By	Type	View	Delete
TCR-ALPHA	99993	06/25/2014 12:53 PM	HTML	x0000006	✅	View Audit	☐

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9. Choose ⊞ Open All Sections or 🖨 Printer Friendly to ensure you are viewing the entire report

For tips on understanding your Transfer Credit Report, please visit:

http://registrar.osu.edu/transfer_credit/tcr_brochure.pdf