

DEGREE AUDIT is the new program used by Rogue to process program evaluations. It has some great benefits which include accessibility from the internet and audits can be updated as more courses are completed.

STUDENTS WITH TRANSCRIPTS FROM OTHER SCHOOLS will need to submit a **Transfer Credit Evaluation Request** prior to using Degree Audit. Completion of a Transfer Credit Evaluation will enable required transfer courses to apply to the audit for the specified program. Transfer credits applied will be a permanent part of the student's audit process and available for future audits rerun on this same program. Students who change programs will need to submit a new Transfer Credit Evaluation Request specifying the new program.

STUDENTS WHO HAVE COMPLETED COURSES ONLY AT ROGUE will be running their own unofficial audits beginning December 3, 2007 until they are within two terms of completing their program (See **GRADUATION APPLICATION**, below).

Instructions to Run or Update your Degree Audit:

1. Print this page.
2. From www.roguecc.edu select **Student Resources**, log-in to your Rogue account and select **Degree Audit**.
3. Print out the "Welcome Page" for reference while viewing your audit. To proceed, you must check the box to agree to the terms of the audit. Then click on the "**Go To My Degree Audit Home Page**" button.
4. On your home page, look in the "Restore an Audit" box at the bottom of the screen to see if you have had a prior OFFICIAL audit completed. If you have, highlight the audit and then select "Restore Audit" to view your results. You can also select "Rerun" audit to update with newly completed courses. If there is no OFFICIAL audit for your program, proceed to the next step.
5. Select "**Add Goal**".
6. Select the year of the program you are eligible to use. Generally, the current year advising guide will be the best choice for most students. You may only use a guide that has been in effect during your continuous enrollment at Rogue (no lapses or three terms or longer). If you are unsure of the exact year you have been following, consult your advisor.
7. Select the type of program and then the major you are completing. Scroll up (be sure to only select one) and select "**Save Academic Goal**".
8. Now, you have returned to your homepage. Highlight the Academic Goal you have just added. Under "**Additional Options**" select "**Apply In Progress courses**", and then select "**Create Audit**", your audit will now load.
9. If you have any questions about your audit, please make an appointment with your advisor to go over your results.
10. When you are finished, select the **[CLOSE AUDIT]** button.
11. If you choose to leave Feedback and wish to be contacted, please provide your name and daytime phone number.

UPDATE YOUR OWN DEGREE AUDIT in future terms. Access your Degree Audit Home Page by following steps 2 and 3 above. Scroll down to the Restore an Audit section. Use the drop down arrow to find and select the audit you have previously run. Click the Restore Audit button. Your audit will appear as it was last run. When you click the "Rerun Audit" located on the top right side, your audit will automatically update. It will apply your current in progress courses and any courses you have successfully completed since your initial evaluation was created.

GRADUATION APPLICATIONS must be submitted two terms prior to your expected term of completion. An OFFICIAL program evaluation will be processed to ensure you are on track to meet all program requirements and you will be notified when it has been completed. Refer to the Schedule of Classes for each term's graduation application deadline and ceremony information.

HAVE QUESTIONS ABOUT YOUR AUDIT? Our list of "**Frequently Asked Questions**" may have the answers.