

Unofficial Degree Progress Report Step-by-Step Instructions

If you just finished the Unofficial Evaluation steps and are still on the Augsburg University “Matches” tab, skip to Step 6 below. Otherwise, start with Step 1.

1. If you are not already logged into Transferology, log in (transferology.com).
2. The “Will My Courses Transfer?” tab in the upper right should already be selected (green). If it is not, click on it.

→ Will My Courses Transfer?

3. Click on the “% Matches” tab in the green band directly below the Transferology logo.

% Matches (216)

4. In the “Filter by school or city name” field, enter “Augsburg University.”

Filter by school or city name

5. Click on the “##% Match” button in front of “Augsburg University.” The number in the ## position will vary.

75%
Match

Augsburg University ☆

Minneapolis, MN

4 year, Private not-for-profit - [View Full Profile](#)

6. From the “Matches” page that has “Augsburg University” as its header, click on “Apply Courses to a Program.” It is on the right side of the page below the Augsburg University contact information.

Apply Courses to a Program

7. Click on the name of the major that you are interested in. If you only want to see your progress toward meeting the Augsburg general education requirements, scroll to the bottom of the list and click on “Undeclared/Undecided.”

[Undeclared/Undecided - \(BA\)](#)

8. Click on this button:

See how your courses might apply to this program

9. Click on the “I understand” checkbox and on the “Go” button.
10. Wait until you see something flash in the upper right. Otherwise, after 30 seconds or so, click on the “Programs” tab in the green band directly below the Transferology logo.

Programs (12)

11. Click on the hyperlinked program in the first row **once the Status column has a checkmark in it**.
12. View the audit, remembering that no waivers have been applied to it, even though you may [qualify](#) for them.

Legend:

The requirement or sub-requirement has not been met.



The requirement or sub-requirement has been met.



Click on this to expand the requirement so that you can view its sub requirements. Click on it again to collapse the requirement.

For more information about understanding the results (a degree audit), watch one or more [degree audit videos](#).

- Expand all requirements with a  in front of them by clicking on the  in front of the  Requirement so that the course options/requirements appear. You will need this information for looking up [general education equivalencies](#) and [major equivalencies](#).
- Click on the Print button in the upper right and select "Print Current Tab." If you do not have a printer, select the destination of "Save as PDF" and save the document to your desktop for future reference.



You can always return to the degree audit in Transferology later by clicking on the Programs tab in the green bar under the Transferology logo and then clicking on the appropriate program.

 Programs (12)