



Hi ,

I hope you are doing well! I wanted to let you know that ***your transfer credits from insert name of institution here have been evaluated.*** All graded coursework from this institution has been evaluated and those transfer credits have been applied.

You can view your unofficial transcript in the Penguin Portal under the e-Services for Students header, and click "**Student Records**" then "**View Academic Transcript.**" Also, any courses still in progress or currently enrolled at your prior/current institution will not be reflected on your YSU transcript. You should defer to your academic advisor regarding any questions about your transfer coursework.

You can access your degree audit in your Penguin Portal under "**e-Services for Students**" and select "**Penguin Pass.**" Penguin PASS produces an audit of students' completed work, requirements, and in progress courses based on the declared major, minor and/or program. Instructions for completing a degree audit can be found on the Penguin Service Center website <https://ysu.edu/penguin-service-center/complete-degree-audit>.

As you are settling into YSU, if you have questions or concerns, please call the Penguin Service Center at (330) 941-6000 or email onestop@ysu.edu. You will also be receiving an email from a Penguin Service Center counselor giving you further information. We look forward to connecting with you and are happy to help!