

## **MAP: How to Find a Student's Degree Audit (PDF), Course History, & Unofficial Transcript**

### **Printable Degree Audit (PDF file):**

*Make sure you are on the Faculty Home page by clicking on **Faculty** at the top of the webpage*

- Select **Advising** on your left
- Select **Search** under "Search for Advisee(s)"
- Select the **Name** of the Advisee
- Select **Degree Audit** under "Advising"
- Select **Printable Degree Audit (PDF file)** under "Requirements Summary"

### **Course History:**

*Make sure you are on the Faculty Home page by clicking on **Faculty** at the top of the webpage*

- Select **Advising** on your left
- Select **Search** under "Search for Advisee(s)"
- Select the **Name** of the Advisee
- Select **Course History** under "Academic Records"

### **Unofficial Transcript:**

*Make sure you are on the Faculty Home page by clicking on **Faculty** at the top of the webpage*

- Select **Advising** on your left
- Select **Search** under "Search for Advisee(s)"
- Select the **Name** of the Advisee
- Select **Unofficial Transcript** under "Academic Records"
- If you wish to print the transcript, select **Custom Transcript** at the very bottom