



Student Guide

How to Find Your Printable Degree Audit (PDF), Course History & Unofficial Transcript

Printable Degree Audit (PDF file):

From Desktop Computer:

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

- Select **Advising & Registration** on your left
- Select **View All Details** under “My Degree Progress”
- Select **Printable Degree Audit (PDF file)** under “Requirements Summary”

From Mobile Device:

*Make sure you are on the Student Home page by selecting **Student** from the collapsed menu at the top of the webpage*

- Select the blue arrow at the bottom of your screen
- Select **Advising & Registration** from the menu
- Scroll until you see “My Degree Progress”
- Select **View All Details**
- Select **Printable Degree Audit (PDF file)** under “Requirements Summary”

Course History:

From Desktop Computer:

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

- Select **Advising & Registration** on your left
- Select **View Course History** under “Course History”

From Mobile Device:

*Make sure you are on the Student Home page by selecting **Student** from the collapsed menu at the top of the webpage*

- Select the blue arrow at the bottom of your screen
- Select **Advising & Registration** from the menu
- Scroll until you see “Course History”
- Select **View Course History**

Unofficial Transcript¹

From Desktop Computer:

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

- Select **Grades and Transcripts** on your left
- Select **View Unofficial Transcript** under “My Unofficial Transcript”
- If you wish to print the transcript, select **the PDF file** all the way at the bottom

From a Mobile Device:

*Make sure you are on the Student Home page by selecting **Student** from the collapsed menu at the top of the webpage*

- Select the blue arrow at the bottom of your screen
- Select **Grades and Transcripts** from the menu
- Select **View Unofficial Transcript** under “My Unofficial Transcript”
- If you wish to print the transcript, select **the PDF file** all the way at the bottom

¹ A financial hold on your account will prevent you from viewing or printing your unofficial transcript. Your advisor can view it but cannot give you a copy. View your Course History instead.