

Directions for On-line Degree Audits
STUDENTS

Click on OFFICE OF THE REGISTRAR

Click on STUDENT ONLINE SERVICES PORTAL

Click on ENTER SECURE AREA

In the User ID Box enter Social Security No.

In the PIN box enter PIN number

Click on LOGIN

Click on STUDENT SERVICES & FINANCIAL AID

Click on STUDENT RECORDS

Click on DEGREE EVALUATION

Enter term or keep as is

Click on SUBMIT

(Note: There must be an entry behind PROGRAM; if not, see Registrar)

Go to bottom of page and click on GENERATE NEW EVALUATION

Click on PROGRAM

Click on GENERATE REQUEST

Click on DETAIL REQUIREMENTS

Click on PRINTER-FRIENDLY VERSION

Click on SUBMIT

Click on PRINT Icon

(After reviewing and printing report, go to bottom of page and click on BACK TO
DISPLAY OPTIONS)

Click on ADDITIONAL INFORMATION

Click on PRINTER-FRIENDLY VERSION

Click on Submit

Click on PRINT Icon

After you are finished, go back to the top of the page and click on EXIT.

