How to Access Degree Audit

Step 1: Go to www.cptc.edu/mycc

Step 2: Click on Degree Audit from the menu

Step 3: Enter your Student Id Number and PIN. (Your PIN is typically your date of birth in this format MMDDYY)

What is Degree Audit?
Degree Audit allows you to run an audit of your academic record against any degree or certificate currently offered at the college.

Have Questions About Your Degree Audit Results?
If you have questions about the courses needed to complete your degree or certificate contact your program instructor or Advising & Counseling, Building 17 room 150.

Reporting Degree Audit System Errors
For errors regarding the Degree Audit System contact:

evaluator@cptc.edu

Directions continued on next page....
Step 4: To run a degree audit, select the degree or certificate from the drop-down list with the academic year you started the technical courses in your program.

Step 5: Select Run Audit

Step 6: The report will be displayed. Select Expand All to view courses completed and courses still needed to complete the certificate or degree.