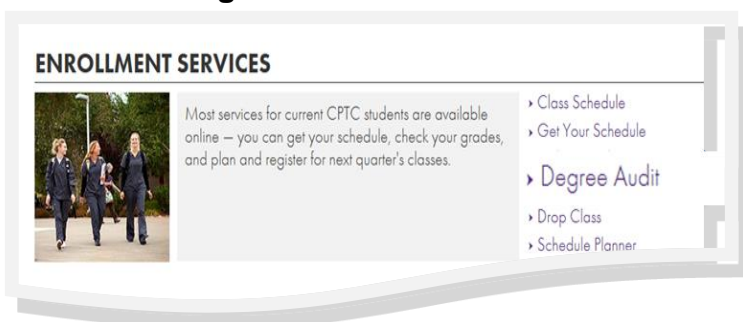


How to Access Degree Audit

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)



Directions continued on next page....

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

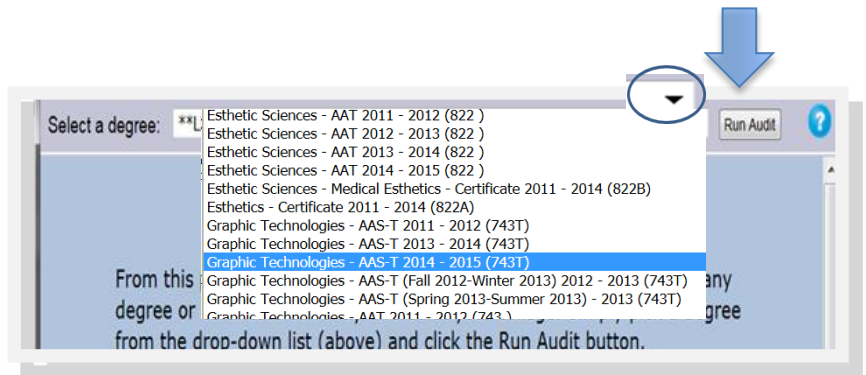
For errors regarding the Degree Audit System contact:

evaluator@cptc.edu



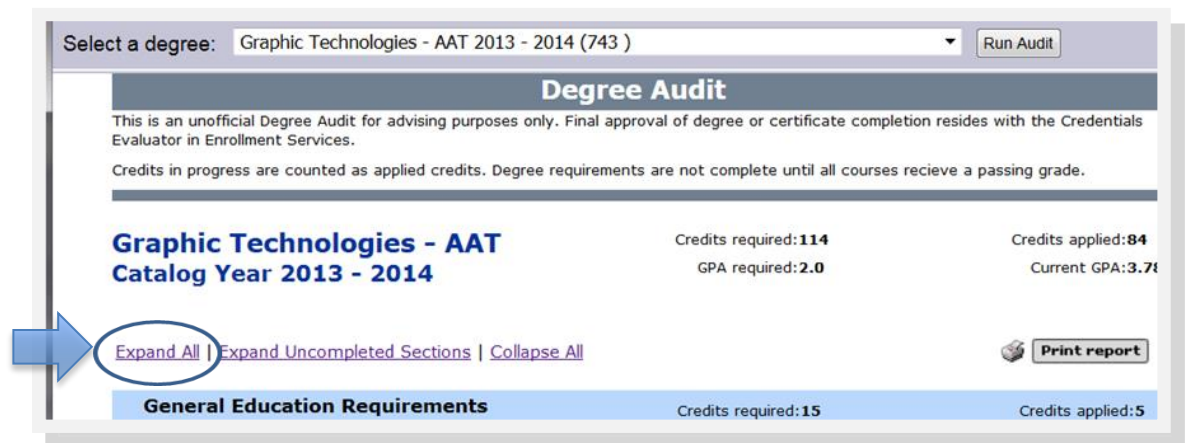
Degree Audit directions continued...

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.



Sample Degree Audit Report

Graphic Technologies Degree Requirements		Credits	Grade	Credits required: 80		Credits applied: 60
				GPA required: 2.0		Current GPA: 4.0
GTC 110	ART,DSGN,&VISUAL THINKIN	5	A	Spring 2015		
GTC 123	MACINTOSH OPER&IMAG ACQU	5	A	Spring 2015		
GTC 130	DIGITAL IMAGING I	5	A	Spring 2015		
GTC 143	ELECTRON PUBLISH & LAYOUT	5	A	Spring 2015		
GTC 149	DIGITAL IMAGING II	5	A	Summer 2015		
GTC 164	PREPRESS I	5	A	Summer 2015		
GTC 169	INTRO TO VECTOR-BASED IL	5	A	Summer 2015		
GTC 174	INDESIGN I	5	A	Summer 2015		
GTC 209	ADVANCED VECTOR DIGI ILL	5	*	Fall 2015		
GTC 210	DIGITAL IMAGING III	5	*	Fall 2015		
GTC 223	PREPRESS II	5	*	Fall 2015		
GTC 276	INDESIGN II	5	*	Fall 2015		

Legend

✓	Requirement Completed
TR	Transferred Course
WV	Waived Requirement
SB	Substituted Course
*	Currently Registered in the course