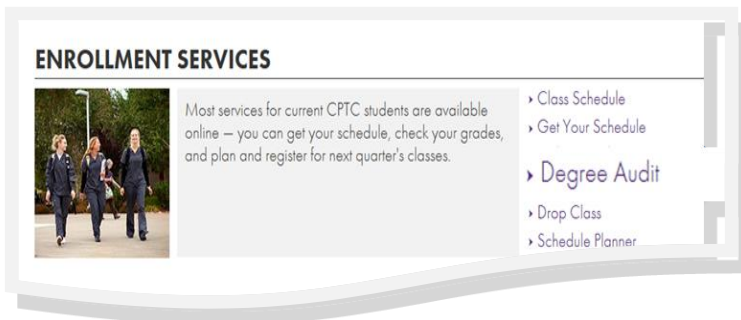


# How to Use Degree Audit

**Step 1:** Go to [www.cptc.edu/mycc](http://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

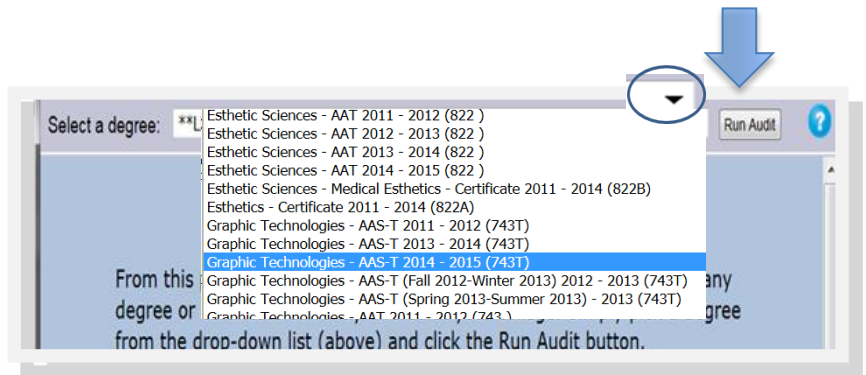
For errors regarding the Degree Audit System contact:

[evaluator@cptc.edu](mailto:evaluator@cptc.edu)



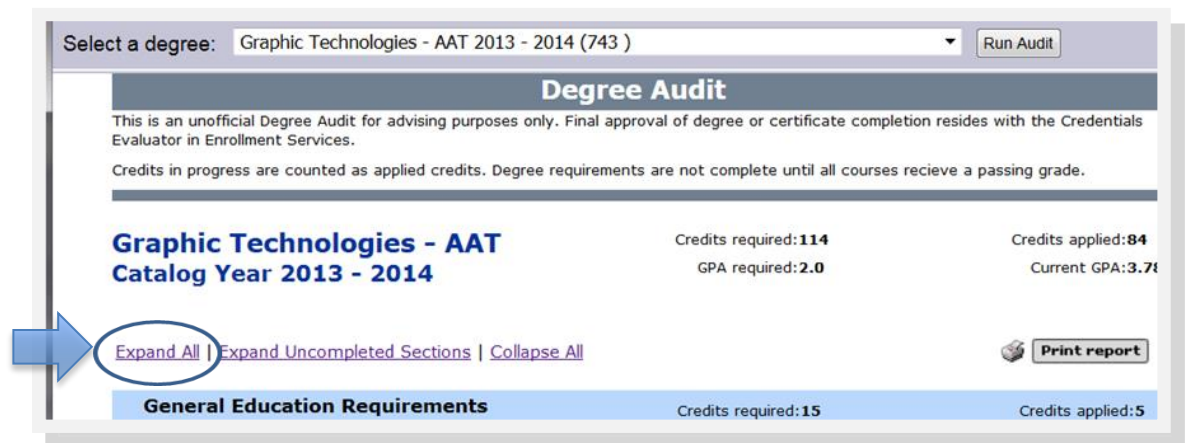
## Degree Audit directions continued...

**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