HOW TO ACCESS YOUR DEGREE AUDIT INFORMATION

Degree Audit is a tool that will help you evaluate your progress toward a degree. It allows you to:
- Assess your academic progress toward a selected degree
- Track your general education and major requirements
- Select courses for enrollment each term
- Check your GPA and the number of credits you have completed

Degree Audit only functions if you have declared a major with Allen. To declare or change your major please send the request to advisor@allencc.edu or admissions@allencc.edu. Currently degree audit is only available for the Associate of Arts and Associate of Science degrees.

Degree Audit can be accessed through myAllen by:

- Selecting the Academics tab
- On the left, click the "Degree Audit" link (please note the location of this link as it does not display as a typical hyperlink)
- Click the "View All Details" link
- The Degree Audit Summary page will display
- Scroll down to the "Requirements Summary" section to see the basic degree requirements
- Select the link that includes "Degree Requirements" i.e. "AS Degree Requirements" or "AA Degree Requirements"
- To print or save the audit, select "Custom Degree Audit Report" This will open your degree audit in an Adobe pdf file that you can save or print.

You can use degree audit as you consult with your advisor to ensure you are on the right track to reach your academic goals. Contact your advisor if you find any discrepancies in your audit. Questions about degree audit can be sent to advisor@allencc.edu.