



DARE TO DO MORE

## Student Advisement Degree Audit

### Transcript Tab

**Step1** –While logged into the DegreeWorks, click on **Worksheets**

The screenshot shows the DegreeWorks interface with the following elements:

- Navigation tabs: CUNYfirst, FAQ
- Form fields: Student ID (14151692), Name, Degree (AS), Major (B)
- Buttons: Worksheets, Planner, GPA Calc
- Format dropdown: Format: View
- View button: View

The **Worksheets** button is highlighted with a red box, and an orange arrow points to it with the text "Click Here".

What If

**Step 2:** Click on **Transcript**

The screenshot shows the DegreeWorks interface with the following elements:

- Header: DegreeWorks Online Advisement System, LaGuardia Community College logo
- Navigation tabs: CUNYfirst, FAQ, Need Help?, Course Schedule
- Form fields: Student ID (23055711), Name (Begum, Sewla), Degree (AS), Major (ACCOUNTING), Level (Upper Sophc), Last Audit (06/19/2017)
- Buttons: Worksheets, Planner, GPA Calc
- Format dropdown: Format: Student View
- Buttons: View, Save as PDF, Transcript

The **Transcript** button is highlighted with a red box, and an orange arrow points to it with the text "Click Here".

What If

LaGuardia Community College

**Step 3:** The student transcript is now displayed in a pop-up window

LaGuardia Community College			
<b>Transcript</b> AF329190 as of 08/09/2012 at 03:58			
<b>Student</b>		<b>Academic Status</b>	
<b>ID</b>	*****	<b>Student Group</b>	(GROUPS)DADM EAP MEX R2HG RCTV REX
<b>Transfer Credits</b>	12.00	<b>Cumulative GPA</b>	3.190
TRANSFER			
<b>ENG 101</b>	COMPOSITION I	B+	003.000
<i>Transferred from</i> - NEW YORK CITY COLLEGE OF TECHN			
<b>MAT 107</b>	MATH & MODERN WORLD	A-	003.000
<i>Transferred from</i> - NEW YORK CITY COLLEGE OF TECHN			
<b>SSH 101</b>	THEMES AMER HISTORY1	C+	003.000
<i>Transferred from</i> - NEW YORK CITY COLLEGE OF TECHN			
<b>SSY 101</b>	GENERAL PSYCHOLOGY	C	003.000
<i>Transferred from</i> - NEW YORK CITY COLLEGE OF TECHN			
SPRING 2012			
<b>BTA 111</b>	PRIN OF ACCOUNTING I	A	004.000
<b>BTM 101</b>	INTRO TO BUSINESS	IP	003.000
<b>BTM 110</b>	BUSINESS LAW I	B+	003.000
<b>ENG 102</b>	WRITING THRU LIT	IP	003.000
<b>FSM 1</b>	New Student Seminar/All Majors	S	000.000
<b>MAT 120</b>	ELEM STATISTICS 1	C	003.000
Fall 2012			
<b>BTA 112</b>	ACCOUNTING II	IP	004.000
<b>BTM 102</b>	PRIN OF FINANCE	IP	003.000

