## Printing your degree audit

**\*If you are printing from a campus desktop computer:**

1. Go to your student profile in your portal account.

2. Above your picture, change the semester to the new term

2. On the left side of the screen, at the bottom under your profile picture, it will say Degree Works Audit and Evaluation.

3. Click on Degree Works Audit and Evaluation.

4. Once you have done that, click on save as PDF.

5. Once you click on save as PDF, a dialogue box will open.

6. Please print or save from that dialogue box!

7. Save and print or email your degree audit and schedule.

Hand into Doug McClain or the Work-study on duty. You can also email him at

dmcclain2@una.edu

  a. If you are going to email, save it to your desktop, and upload it to an email from there. You can attach this along with your concise schedule in the same email.

## Failure to hand in a concise schedule and degree audit will result in non-payment

Prior to starting your first semester at UNA you must hand in a Veteran's Benefits Certification worksheet sent to you by the VA.

Office Number is (256)765-4746. If you have any questions or trouble finding your schedule or degree audit, please do not hesitate to contact us.