Instructions for Faculty/Advisors to Access Degree Audit

Log into myPSC.
Click on Faculty Tab:

Click on Self Service:

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[Image 72x376 to 539x698]

[Image 72x38 to 539x348]

[136x743]
Under Advisor Center, click on My Advisees:

Choose a student that you wish to view their Degree Audit. Click on View Student Details:
On the drop down menu, choose Academic Requirement. Then click on the arrow button to the right of the drop down menu.

This will bring up the student’s degree audit:
If you need to view a degree audit for a student who is not your advisee, please use the following instructions.

Once you have logged into myPSC and have brought up your advisee list, scroll to the bottom of the page and click on View Data for Other Students:

You will need the student’s NUID number OR last and first name to enter in search screen:
Click the Search Button. This will bring up the student’s information. Click on the drop down menu and choose Academic Requirement, then click on the arrow button to the right of the drop down menu:

This will bring up the student’s degree audit:
If you wish to print out the student’s degree audit, click on Printer Friendly Page:

This will bring up the degree audit in a .pdf document which you can then print out:
You can click on the print icon, or go to File, then click on Print.

Please note: The degree audits are only accurate for those students who started at Peru State College Fall 2010 or later. Any student who was here prior, will still need a hard copy progress sheet to advise from.