

## HOW TO GENERATE A DEGREE AUDIT FOR SATISFACTORY ACADEMIC PROGRESS (SAP) PURPOSES?

**Note: If you are unable to access Web Services in the Portal, please request the audit from the Registrar's Office.**

1. Log on to myPortal and Click on Web Services
2. Go to Office of the Registrar
3. Click on Degree Audit

### Web Services

> FINANCIAL INFORMATION

> FINANCIAL AID

> COMMUNICATION

### OFFICE OF THE REGISTRAR

Search for Sections

Register and Drop Sections

My class schedule

Manage My Waitlist

Grades

Degree Audit

Generate Unofficial Transcript

Order an Official Transcript

> ADVISING & REGISTRATION PLAN

#### 4. Click on Active Program

**Degree Audit** x

**Disclaimer**  
Degree Audit is a computer generated report of your academic work that evaluates requirements for a particular degree program. It is an advising tool that will itemize what is required for the completion of a degree program at Our Lady of the Lake College and is available for advising purposes only. It is not an official transcript or official document.

While every effort is made to maintain reporting accuracy, it is essential you work closely with your advisor to assure you meet all program requirements. The responsibility for verification of the information rests with you, the student. Exceptions to the curriculum must be approved in writing by the appropriate dean. Self selection of courses other than those listed or unapproved changes to the program could adversely affect matriculation to a clinical program; graduation; financial aid and/or other tuition and benefit programs.

If you feel that the audit is not correctly analyzing your program requirements, you should contact your advisor. If you have not declared a major or wish to change majors, go to the Registrar's Office. This report does not assure degree completion. Final certification of degree requirements is done by the Registrar's Office.

You may select either an active program or a "What if" program.  
\* = Required

**Choose One Active Programs**

NURST.BSN Bachelor of Science in Nursing Pre-Licensure Program

What if I changed my program of study?

What work do you want to include?\*