



Skidmore Student System

Requesting A Degree Audit – *Student*

1. Login to the Student System: https://apps.skidmore.edu/OA_HTML/AppsLocalLogin.jsp
 2. Under the heading **Academic Connection**; click on the link **Request Degree Audit**.
 3. Degree Audit Request page appears. Click **Create Request button**.
 4. Create Request page appears. Click **Create Request icon**  (to the far right).
 5. Select Report Option page appears. Click **Continue button**.
 6. Review Request page appears. Click **Submit button** to request Degree Audit.
 7. Confirmation page appears. Click **OK button** to submit batch Degree Audit Request job.

Degree Audit Request page appears. The job just submitted is at the top of the list; takes **approximately 2-4 minutes** to complete.
 8. If **View Report page icon** *is displayed*, click the icon . **Go to STEP 11.**
 9. If **View Report page icon** *is NOT displayed*, need to refresh page by getting out of form. **(The following: “Click Home link, Click Perform Degree Audit” needs to be repeated until the appropriate degree requested, displays the View Report page icon.)**
 10. Click appropriate View Request page **icon**.
 11. Degree Audit Report page appears. If you want a printable copy, Go to **STEP 12**, otherwise click **Home link** to return to the Student Home Page.
 12. Click **Printable Page button**,
 13. Printable Page appears. Click the **printer icon**, on the toolbar **or** on menu bar **File → Print**. To return to the Degree Audit Request, click **←Back button**.
 14. Click **Home link**.
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