

Instructions for downloading a degree audit

- Log-in to Southeast Portal
- Click the Student SS tab
- Click on Degree Works Student under the Degree Works box
- CHECK YOUR DEGREE AUDIT!!
 - Make sure that every course requirement is met or in progress (excluding Student Teaching and the Student Teaching Seminar)
 - All required course should be highlighted in yellow or blue with a green or blue check mark in front of them
 - If a course is showing in red – unmet (excluding Student Teaching and the Student Teaching Seminar) check with your advisor immediately!!!! Do not upload your Degree Works until unmet courses show as completed on your Degree Audit or you have provided documentation from your advisor proving that they are in the process of being met
- If your Degree audit shows that all required courses have been met then it is time to save your degree audit as a PDF
- Click “Save as PDF”
 - If using Chrome:
 - Click the printer icon
 - Change the “Destination” to Save as PDF
 - Click “Save”
 - Choose a folder on your computer (hopefully the same place you have saved all of your other Student Teaching Documents)
 - Click Save
 - If using Internet Explorer:
 - Click the disk icon
 - Choose a folder on your computer (hopefully the same place you have saved all of your other Student Teaching Documents)
 - Click Save