How to Request a Degree Audit
Atlas URL

https://atlas.valenciacollege.edu/

1. Log into your ATLAS account
Once logged into Atlas

2. Click on the “Students” tab

3. Click on the “My Academic Progress (Degree Audit)” link.
Select the current term ...

4. Select the current term from the list

5. “Submit”
6. Click on “Generate New Degree Audit” link on the bottom of the page
7. Check the radio button for the “Program” you are following. Note that to request a change of Major, you need to stop by the Answer Center on Campus.

8. Select the expected graduation term from the list.

9. Click on the “Generate Request” button.
10. A Degree Audit is full of useful information:
   A. Areas of Study that need to be met
   B. Credit Hours required/used
   C. Mandatory Courses that are left for you to take

**AA degrees** students, please stop by to see an Advisor at the Advising and Counseling Office nearest to you.

**AS degrees** students, you can go to see the Career Program Advisor with whom you have been working.

Remember to Print the Degree Audit
AA degrees students, please stop by to see an Advisor at the Advising and Counseling Office nearest to you.

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Feel free to contact the Graduation Office at records_graduation@valenciacollege.edu

Note: You can also stop by the ATLAS Lab on campus for assistance.

Valencia College