How to Perform a Degree Requirements Audit

**STEP 1:** Go to the MyWCC Portal – HTTPS://MYWCC.SUNYWCC.EDU – and, under “SIGNON”, put in your “USER ID” and “PASSWORD”. (If you have not already created your USER ID and PASSWORD previously, that must be done first!)

Once you’ve successfully logged into your homepage, click on the “STUDENT CENTER” link located near the top of the page, in the middle. Inside your Student Center, under the “ACADEMICS” section, highlight “ACADEMIC REQUIREMENTS” in the dropdown menu. Click the to continue.

**STEP 2:** You will be directed to the “MY ACADEMIC REQUIREMENTS” page. To ensure you’re in the correct degree of study, look at the blue bar for the name of your major.

**NOTE:** If you are under the wrong major, please go to the Registrar’s Office, located in the Administration Building, Room 107, to fill out a form.
Reading Your Academic Requirements:

**STEP 3:** Make sure to read through all sections of the degree audit carefully!

*When a portion of the Academic Requirements audit has been “SATISFIED”, it will appear “COLLAPSED”:

*Any portion “NOT SATISFIED” in the Academic Requirements audit will appear “EXPANDED”:

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**NOTE:** If there are any further questions on how to read/interpret your Academic Requirements audit, please do not hesitate to contact an Academic Counselor.