# How to run a degree audit in ctcLink

Do This First: Activate your ctcLink Account!

Go to <u>https://myaccount.ctclink.us/</u> Here are <u>Instructions to Activate Your ctcLink Account</u> This <u>how-to video</u> is helpful.

Once your account is active, log into ctcLink.

1. Sign into ctcLink at <a href="https://myaccount.ctclink.us/">https://myaccount.ctclink.us/</a>

	<b>OctcLink</b>
Was	hington State Community and Technical Colleges
ctcLink	t ID
	Next
Passwor	d Help

2. You will be brought to a screen to select a tile. Select the appropriate tile for SVC



3. Click on Student Homepage.



4. Click on the Academic Progress tile to display the Academic Summary page.



5. Confirm the Academic/Continuing Education and Institution combination in the top left corner. This should say "undergraduate" and "Skagit Valley College." Select the Change button to choose another Academic/Institution combination.

ctcLink Student Homepage	Academic Progress	A 🤉 🏲 : Ø
Undergraduate Skagit Valley College Change		
Academic Progress	Academic Progress	View Report as PDF
View What-if Report	Report data generated on 12/15/2021 2:02:46PM Refresh	
Advisors	Empty Report	
View my Advising Notes		
Apply for Graduation		
3 View Graduation Status		
Expected Graduation Term		

## 6. Click "View What-if Report."

## 7. Click "Create New Report."

	ctcLink Student Homepage			What-if Report Selection
	Academic Progress	What-If Report		
	🔛 View What-if Report	What-if Report Selection		
/	Advisors	You may be thinking of changing your program of progress. You can use this component to set up on alternate programs of study. Select the Creat	of study and wonder how t and request a simulated of	that change would affect your or "what-if" advisement report based
	View my Advising Notes	Create New Report	View a Saved What-	if Report
	Apply for Graduation		Requested on	12/03/2021
	View Graduation Status			
	Expected Graduation Term			
		-		

8. Select Professional Technical for Academic Program. Select the <u>second\_Nursing DTA/MRP</u> for Area of Study. Leave Concentration as n/a.

CtcLink Student Homepage			Create What-if Scenario	
Academic Back	What-If Report			_
View What-if Report	Create What-if Scenario			
🌉 Advisors	You may be thinking of changing yo set up a what-if scenario based on to request a degree progress report	our program of study or taking certain different academic programs or cours t based on your what-if information.	courses. Using this page, you can es. Select the Submit Request button	
Tiew my Advising Notes	Load Latest Scenario	,	Return to Report Selection	
Apply for Graduation	Career Scenario Select a career for which you want	the change to take place.		
View Graduation Status				
Expected Graduation Term	Institution	Career	Catalog Year	
-	Skagit Valley College	✓ Academic Career	✓ FALL 2021	~
	Program Scenario The information that appears on the use the fields below to set up a what define up to three scenarios. Academic Program	e page by default is your current acad at-if scenario based on one or more pr Area of Study	emic information. You can ograms of study. You can Concentration	
	Professional Technical	Nursing DTA/MRP	✓ n/a	~
	None	✓ None	✓ None	~
	None	✓ None	✓ None	~
	Course Scenario Select the "browse course catalog" if scenario.	button and then select courses for in	clusion in your course what-	

## 9. Click "Submit Request."

Institution		Career		Catalog Year	
Skagit Valley College	~	Academic Career	~	FALL 2021	~

#### Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program		Area of Study		Concentration	
Professional Technical	~	Nursing DTA/MRP	~	n/a	-
None	~	None	~	None	•
None	~	None	~	None	•

#### Course Scenario

Select the "browse course catalog" button and then select courses for inclusion in your course whatif scenario.

### Browse Course Catalog

#### What-If Course List

戰		1-1 of 1 🗸	►		View All
Course					
				Submi	t Request

## 10. Click "Expand All."

What-If Report					
kagit Valley College   Und	ergraduate				
This report last generat	ted on 12/15/202	1 2:23PM			
Collapse All	E	xpand All	View Report as PDF		
	🧭 Taken	🔶 In Progress	🛧 Planned	? What-if	
<ul> <li>ASSOCIATE IN NU</li> <li>Not Satisfied: Students certificate. For more infor minimum of 90 quarter cr GPA of 2.0. In addition, at</li> </ul>	RSING DTA/MR are responsible fir mation about the r edits in courses no t least 25 college-l	P or completing all the requ requirements see your ac umbered 100 or above w evel credits must be ear	uirements of their degree a dvisor. You must complete ith a minimum college-lev ned at SVC with a minimu	and/or e a rel im	
GPA of 2.0. Students sho to assist in completion of institution admissions req	uld check with the the degree require uirements.	college counselors, nav ements, college deadline	igators and/or faculty advi s and, if necessary, four-y	isors /ear	
Units: 13	35.00 required, 0.0	0 taken, 135.00 needed			

- 11. Review report and then select View Report as PDF to save a copy.
- 12. Print a copy to submit with the nursing application packet.