

How to Download Class History from DegreeWorks

Students are expected to submit a current Class History with their application materials. Please note, degree audits will NOT accepted. PDF formats only.

Instructions for PC users:

1. Log into my.cofc.edu
2. Go to the “Academic Services” tab at the top of the page
3. Access “DegreeWorks,” located at the top right of the “Academic Services” tab
1. Please note, if you are pursuing a double major, you will need to run the Degree Audit for your School of Education, Health, and Human Performance major before step 5.
4. Click the maroon “Term By Term History” link located beside the “Process New Audit” tab
5. Your “Term By Term Class History” will appear in a new window
6. Right click this window and select “Print Page”
7. Do NOT Print - Select your “Adobe PDF” option from the “printer name” dropdown***
8. Select “OK”
9. Follow prompts to save the “Term by Term Class History” to your documents
10. Upload the PDF to your Scholarship Application

Instructions for Mac users:

1. Log into my.cofc.edu
2. Go to the “Academic Services” tab at the top of the page
3. Access “DegreeWorks,” located at the top right of the “Academic Services” tab
4. Please note, if you are pursuing a double major, you will need to run the Degree Audit for your School of Education, Health, and Human Performance major before step 5.
5. Click the maroon “Term by Term Class History” link located beside the “Process New Audit” tab
6. Your “Term By Term Class History” will appear in a new window
7. Right click this window and select “Print Page”
8. Do NOT Print – at the lower left corner of the print window, select “PDF” from the drop-down list
9. Follow prompts to save the “Term by Term Class History” to your documents
10. Upload the PDF to your Scholarship Application

***If you do not already have a PDF converter (this is the case if no PDF option appears under printer name), Google “Free PDF Converter” and follow the instructions to download. Once this step is complete, proceed with step 7.