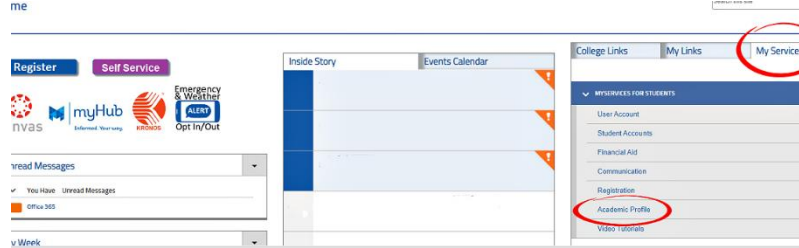


Accessing your Academic Evaluation in My Way

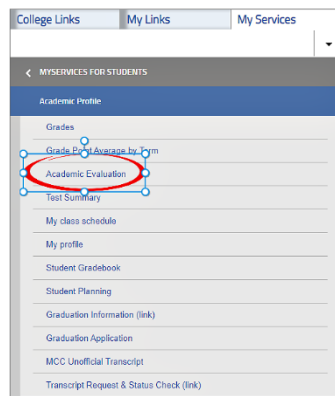
Federal Financial Aid only funds classes required for a program in a valid catalog year. Please verify your classes and program by checking your **Academic Evaluation** by signing into your My Way and completing the following steps.

Step 1: Sign into My Way

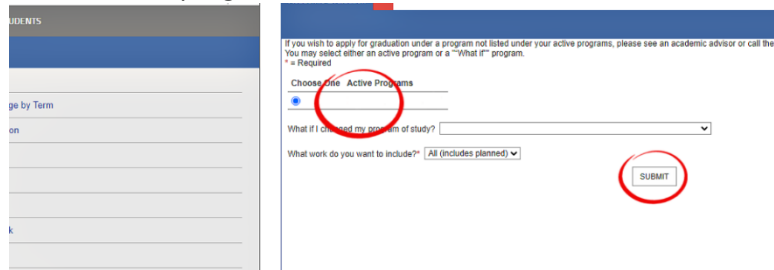
Step 2: On the far right, select the *My Services* tab then choose *Academic Profile* from the menu.



Step 3: Select *Academic Evaluation* from the menu on the left side of the screen



Step 4: Select your current active program and hit *Submit*



Step 5: Review the Academic Evaluation generated to ensure your Program and Catalog Year are correct



Step 6: Save your Academic Evaluation as a PDF to attach to your SAP Appeal Form