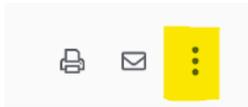


# Instructions for Creating an Unofficial Academic History

## for applications associated with Bowdoin's Office of Student Fellowships and Research

1. Log into Polaris. In the "My Academic Profile" section, click on "Degree Progress." This will take you to Degree Works.
2. Click on the vertical ellipsis at the top right of the screen



3. Select "Class History"
4. Right click this window, then

### Option A:

- Select "Print Page"
- Under "Pages" select the number of pages with text (to eliminate blank pages)
- Under "Orientation" choose "Landscape"
- Click on "PDF" at the bottom left of the screen and save the document to your desired location
- Upload the document to your application

### Option B:

- Select "Print"
- Under "Printer" choose "Print to PDF"
- Under "Layout" choose "Landscape"
- Under "Pages" select the number of pages with text (to eliminate blank pages)
- Click the "Save" button, save the document to your desired location (e.g., to your desktop)
- Upload the document to your application

Your final PDF document should be formatted like this:

Class History			
<b>Spring 2016</b>			
Course	Title	Grade	Credits
GENL XXXX	TFR: General Credit	TR	1
Satisfied by: -- AP Chemistry			
<b>Fall 2016</b>			
Course	Title	Grade	Credits
ANTH 102B	Construction of the Self	A	1
CHEM 2250	Organic Chemistry I	A-	1
DANC 2211	Modern II: Technique	CR#	0.5
HISP 2203	Intermediate Spanish I	A	1
MUS 2773	Chorus	CR#	0.5
PSYC 1101	Introduction to Psychology	A	1
<b>Spring 2017</b>			
Course	Title	Grade	Credits
ANTH 2375	Law, Culture, and Society	A-	1
BIOL 1109	Scientific Reasoning in Bio	A	1
CHEM 2260	Organic Chemistry II	A-	1
MUS 2773	Chorus	CR#	0.5
PSYC 2050	Physiological Psychology	A	1
<b>Fall 2017</b>			
Course	Title	Grade	Credits
ANTH 1101	Intro to Cultural Anthropology	A-	1