

Using the MyWCU Degree Check

Access and Navigation:

1. Log on to MyWCU using your WCUid and password (not your 920#).
2. **Click on the search menu at the upper left corner of the MyWCU screen.** This will open a pull-down menu.
3. Open the pull-down menu under “Advising” (click on the little arrow)
4. Click on “Perform a Degree Audit/Evaluation.”
5. The next screen will ask you to select a term. Check the Default Term and change it if necessary (default goes to the next term as soon as the next semester’s registration starts). If your advisee is graduating this semester, their record will not show up if the default term indicates the following semester.
6. Enter student ID or last Name (first name or initial is optional) and submit.
7. At the bottom of this page (use the scroll bars to see it), click on Generate New Evaluation (otherwise you may get an out-dated one that you looked at a semester or two before).
8. On the next page, select the Degree Program (there will be only one unless the student is pursuing a double major) and push Generate Request
9. The Degree Evaluation may take a minute or more to load, and there is nothing to indicate progress. But when it does appear, you can see the student’s curriculum divided into various categories.
10. To look at another student’s record, retrace your steps until you can select a new student ID. *Be sure to log out when you are finished.*

Things to check: depending on the degree program, there are two or three items listed above the course work that need to be checked off when completed. If there are any discrepancies (substitutions that need to be made, missing transfer credit, etc.), please email the Music Office with the details.

- **Ensemble Requirement.** This tracks our 6-semester of major ensemble rule, which Banner cannot otherwise track. Notify the Music Office when this requirement is met.
- **Public Recital.** Notify the Music Office when this requirement is met.
- **Teacher Education** (music ed. only). This will be red until the student has been formally accepted into Teacher Education by the College of Education.

Checking the academic record. Each area of the degree program is pretty self-explanatory, giving options for selecting courses where a choice is allowed. At the very bottom of the screen are “Courses in Progress” and “Courses Not Used.” *Incompletes* from previous semesters and *failed courses* will show up under “Courses not Used.”