

Using the MyCat Degree Check

Access and Navigation:

1. Log on to MyCat using your faculty ID and PIN.
2. **Maximize the MyCat Page.** If you don't do this, the view you will have of Banner will not let you see the scroll bar at the right side of the screen (there's one for MyCat and one for Banner)
3. Select Personal Services, then Faculty and Advisor, then Advisor Menu (at the bottom), then Degree Evaluation
4. Select Term and submit; be careful, the default goes to the next term as soon as the next semester's registration starts
5. Enter student ID or last Name (first name or initial is optional) and submit
6. This will open up a Degree Evaluation page. 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).
7. 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
8. You should now see the Degree Display Evaluation Options page. Select one of the following options to find what you want:
 - *General Requirements* gives you a long list of courses in a more or less chronological order (not particularly useful)
 - *Detail Requirements* will let you look at the degree check itself. This page lists all requirements for the degree. A red "NO" at the left margin means the requirement has not been met. Courses that meet the requirement are at the right (semester, grade, etc.). NOTE: Incompletes and failures do not show on this page, since it shows only what the student has earned.
 - *Additional Requirements* is not very useful, except that any course in which a student has received an Incomplete (INC) that has not yet been finished is here. *Be sure to check here if there's a question about Incompletes.*
9. 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.