

## SCHEDULE ADJUSTMENT - SEARCH CLASSES - DEGREE AUDIT

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### How to adjust your schedule:

1. Log into MyCat (on WCU homepage) and follow these links:  
*Personal Services* tab -> *Student* tab -> *Registration* -> *Add/Drop Classes* -> choose term
2. Enter Alt. PIN
3. You will see a list of your currently registered courses. You can:
  - a. Add a class
    - i. Click *Class Search* (at the bottom)
    - ii. Select the subject and enter the course number (e.g. English 101)
    - iii. Click *Class Search* (at the bottom)
    - iv. Courses with a checkbox have an empty seat. A "C" indicates a closed course.
    - v. Check the box next to the course you would like to add
    - vi. Click *Register*
    - vii. You will be returned to the original screen. Check to see if your course was added to your schedule. If there is a registration add error, it will be displayed in red.
  - b. Drop a class
    - i. Choose "Web Drop" under Action
    - ii. Click *Submit*
    - iii. When finished making adjustments, please display your schedule by clicking on the *Student* tab then *Registration* then *View Detail Schedule*

### How to Search for Multiple Classes at Once (Advanced Search)

1. Log into MyCat (<http://mycat.wcu.edu>)  
"Personal Services" tab -> "Student" tab -> "Registration" -> "Add/Drop" Classes (choose term -> "Class Search" (at the bottom) -> "Advanced Search"
2. Click on the first subject - While holding the shift key scroll down to the last subject and select it
3. Release the shift key and all the subjects will be highlighted
4. Scroll down to "Attribute Type"
5. Select the Liberal Studies Category (LibStdy) that you want
6. Click class search
7. The system will bring up all classes that will count toward that category

### How to run a degree audit/evaluation:

1. Log into MyCat (on WCU homepage) and follow these links:  
*Personal Services* tab -> *Student* tab -> *Student Records* -> *Degree Audit/Evaluation* -> choose term, and click submit
2. You will see your current curriculum information including your major. To run a degree audit/evaluation:
  - a. **Generate a New Evaluation**
  - a. **What-If Analysis**
  - b. Click *Generate New Evaluation* (bottom-middle of the page).
  - b. Click *What-If Analysis* (bottom-middle of the page).
  - c. Select the radio button next to the major you wish to run an audit for.
  - c. Select Entry term for upcoming term and continue.
  - d. Select your potential Program and continue.
  - e. Select your Major. If you would like to add a concentration or minor then select Add More.
  - f. Submit when finished making selections.
3. Click the *Generate Request* button and wait patiently for the audit to generate.
4. Voila! You should now see your degree audit. Courses you still need to satisfy will have a red No next to them.

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<b>M O N</b>									
Main Campus West Campus	8:00-8:50 7:30-8:20	9:05-9:55 8:30-9:20	10:10-11:00 9:30-10:25	11:15-12:05 10:40-11:30	12:20-1:10 11:45-12:35	1:25-2:15 12:45-1:35	2:30-3:20 1:55-2:45	3:35-4:25 3:00-3:50	Evening
<b>T U E</b>									
Main Campus West Campus	8:00-9:15 8:30-9:45	9:30-10:45 10:00-11:15	11:00-12:15 11:30-12:45	12:30-1:45 1:00-2:15	2:00-3:15 2:30-3:45	3:30-4:45 4:00-5:15	Evening		
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Main Campus West Campus	8:00-8:50 7:30-8:20	9:05-9:55 8:30-9:20	10:10-11:00 9:30-10:25	11:15-12:05 10:40-11:30	12:20-1:10 11:45-12:35	1:25-2:15 12:45-1:35	2:30-3:20 1:55-2:45	3:35-4:25 3:00-3:50	Evening
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### How to find your class schedule

1. Log into MyCat (<http://mycat.wcu.edu>) and click on these links:  
"Personal Services" tab -> "Student" tab -> "Registration"
2. Then you can click on two links to see different views of your schedule  
**Student Detail Schedule (shows the time, date, location, text book information, and professor)**
  - a. Click on "Student Detail Schedule"
  - b. Select the term and then click "Submit"

OR

### Student schedule by Day & Time (Shows time, date, and location in a block format)

- a. Click "Student Schedule by Day and Time"
- b. Pick a date within that semester and place it into the MM/DD/YYYY search box
- c. Click "Submit"

### How to Setup my Catamount Email

1. Log into MyCat (<http://mycat.wcu.edu>) and select the "Catamount Mail" tab
2. Enter your initial password (MyCat Password) and follow prompts.
3. Once your account has been set up your email address will be [username@catamount.wcu.edu](mailto:username@catamount.wcu.edu)
4. For assistance, contact the Information Technology Office 828-227-7487 or [ithelp@wcu.edu](mailto:ithelp@wcu.edu)

### How to authorize the release of information online:

1. Log into MyCat (on WCU homepage)
2. From My Home tab under *Virtual One Stop Links / My Information* -> *Release of Student Information*