**Western Carolina University**

**College of Business**

Greetings, Catamount! The College of Business is excited about your goals and we are here to help. Many students are often confused during registration time and unsure of which courses they need to take. Good news; this is not guess work. You have access to all of the resources you need to make informed decisions about which courses to take.

In **MyCat** (<https://catamount4.wcu.edu/cp/home/displaylogin>) you have access to your degree audit, academic transcripts, registration status, and many other resources. Please see the helpful instructions below.

Your degree audit is your primary resource – it tracks the progress you are making toward your degree and determines whether or not you are ready to graduate. A red **No** on your audit indicates an unmet requirement for your degree.

Please be aware that is it very important that ***you* monitor your own records closely**. Your Academic Advisor will provide you with guidance and the resources you need to be successful. Ultimately, it is YOUR responsibility to ensure you are registering for the correct courses.

**To check your registration status and your schedule:**

**Log into MyCat**

**Personal Services tab**

**Student tab**

**Registration**

**“Check Your Registration Status” will tell you if you are eligible to register and if you have holds on your account.**

**“Student Detail Schedule” will list the courses you are registered for.**

**To access your degree audit:**

**Log into MyCat**

**Personal Services tab**

**Student tab**

**Student Records**

**Degree Audit/Evaluation**

**Generate New Evaluation**

**Click in the empty circle to the left of the name of your program**

**Generate Request**

**To view your academic transcripts:**

**Log into MyCat**

**Personal Services tab**

**Student tab**

**Student Records**

**Academic Transcripts**

**Submit**