How to Run a Degree Evaluation
Instructions for Advisors

• The Degree Evaluation can be found at www.prcc.edu. Click on “Faculty Staff” in the left side bar, and select “Wildcat Web (secure).”

1. Enter “User ID” and “Pin” and then click the “Login” button.
2. Select “Faculty & Advisors.”
3. Select “Advisor Menu.”
4. Select “Degree Evaluation.”
5. Select the current term in drop down box and click “Submit.”
6. Enter “Student or Advisee ID” and click “Submit.”
   • Note that you must be assigned as an advisor to this student to be able to continue.
7. Verify that the student is correct and click “Submit.”

• You then have 2 possibilities:

A. If you get the message “No current curriculum information found,” this means that there is not a program of study selected in the general student record. You may not run an evaluation, but you may run a “What-if Analysis” which produces the same report.

   “What-if Analysis:”
   • Select an “Entry Term” (use the term when the student started school at PRCC) and click “Continue.”
   • Select a “Program” from the drop down box and click “Continue.”
   • Select a “First Major” from the drop down box and click “Submit.”
   • Select an “Evaluation Term” (use the current term) and click “Generate Request.”
B. If there is a program of study in the general student record, you will get “Curriculum Information” that details the program. From the options at the bottom of the page you may “View Previous Evaluations,” “Generate New Evaluation,” or run a “What-if Analysis.”

“Generate New Evaluation”
- Click the radio button next to the program displayed.
- Select a “Term;” use the current term.
- Click on the “Generate Request” button.