

How to see your degree evaluation (audit)

1. Log onto myLEO. Click “*Student Records*,” then “*Degree Evaluation*.”
2. Select the current term and click the “*Submit*” button. If the program that is listed is the one you want to view, click on “*Generate New Evaluation*” link.
3. Click on the small circle by the program name line and click the “*Generate Request*” button.
4. Finally, click on the small circle by “*Detail Requirements*” then the “*Submit*” button.

OPTIONS: If you would like to see the degree requirements of another degree that is not listed when you enter the Degree Evaluation menu, you will click “*What-If Analysis*” instead of “*Generate Evaluation*.”

Select the term of your current catalog and click the “*Continue*” button.

Click on the drop down menu to select the program you are interested in viewing and click the “*Continue*” button.

Select the major in the drop down menu by “*first major*” (with the red star) and click the “*Submit*” button then click the “*Generate Request*”.

If you would like to view a concentration and/or minor with the program, you will click the “*Add More*” to view the concentration options.

Click the “*Add More*” button again to view the minor options.

Finally, you will click on the little circle by “*Detail Requirements*” then the “*Submit*” button.

If you have trouble getting your degree evaluation from the myLEO system, you can also contact the department of your major to obtain a copy.

If you continue to have difficulty with this process, feel free to contact us directly by visiting the CBT Advising Center in BA 314 @ 903.468.3197 or via email, CBT@tamuc.edu for assistance.