Degree Audit Instructions

1. Go to www.collin.edu

2. Log into CougarWeb

3. Under Student Quick Links choose the 10th option “Degree Audit”

4. The current registration term will automatically populate. Click Submit

5. Look at the Curriculum Information and determine if that is the degree you want to audit. If it is click on Generate New Evaluation. Please note the catalog term.

6. Click the circle directly to the left of the listed degree plan, change the term to the semester and year that was stated on the previous page and then press ‘Generate Request’

7. If you would like to do a degree audit on a different degree than what is listed under your curriculum information, then choose What –If-Analysis

8. Choose the term that represents the catalog you would like to follow

9. Choose the program you want evaluated and press continue

10. Confirm the major you want evaluated again under First Major then press submit

11. Evaluation term will automatically populate. Click Generate Request