PCP STEPS

checksheet for **student**

For further assistance with visual examples - please use the PCP PowerPoint that is located on the UCA Veteran Services Website.

❑ **STEP 1:**

Navigate to PCP & Degreeworks (MyUCA)

❑ **STEP 2:**

Double screen your two windows

❑ **STEP 3:**

Fill in top information on the PCP

❑ **STEP 4:**

Open link at top of degree works that is called "class history" if any previous classes are taken.

❑ **STEP 5:**

Put all transfer classes in transfer box THAT COUNTS

❑ **STEP 6:**

If you have a minor - put ALL minor course in minor box

❑ **STEP 7:**

If you have already taken UCA classes, put the COUNTED classes in the semester boxes (CR, A, B, C, D). If not, start fresh.

❑ **STEP 8:**

Once everything is completed, steps 1-7, continue with the current semester term.

❑ **STEP 9:**

PROCEED TO FILL OUT THE NEXT 4 YEARS OF YOUR COLLEGE CAREER.

❑ **STEP 10:**

Look out for PREREQUISITE courses.

❏ **STEP 11:**

Once completely filled out, begin labeling [UD: D, I, R, C, Z] this is already counted for in your major classes – you will see this labeled in "ATTRIBUTES" of classes you have decided to take. Review PCP PowerPoint for visual examples (PPT pg. 12 – 14)

❏ **STEP 12:**

Delete all unused rows or boxes.

❏ **STEP 13:**

Go to the top of the page, and count the credits in each box to see if it matches the total number of credits.

❏ **STEP 14:**

Once correct or corrected, continue.

❏ **STEP 15:**

Use LOOK AHEAD TOOL… EVERYTIME.

❏ **STEP 16:**

Double check again.

❏ **STEP 17:**

Once checked and it's correct… navigate to your student email and EMAIL the PCP to your cub account email. Title in the subject box is **"PCP - (THE DATE)"**

❏ **STEP 18:**

PRINT the PCP at the office after being checked by a work-study.

❏ **STEP 19:**

Both you and work study sign the back of the PCP.

❏ **STEP 20:**

Work-study will proceed to turn PCP in to David within your student file.