HOW TO USE MYCA

My Credit Abroad (MyCA) is a database of foreign courses that have been taken by UT students on Study Abroad Programs and their corresponding UT course equivalents. This system can be a valuable research tool throughout the study abroad program selection process; however, there are several important things to note about the content, setup, and function of the MyCA database in order to gain the most benefit from this resource. Please read through this document carefully and contact the Study Abroad Office if you have additional questions.

Does NOT represent all possible courses available to take on study abroad programs

The MyCA database is an ever-growing collection of study abroad course equivalencies. As students have foreign courses evaluated for equivalent UT credit, these equivalencies are added to MyCA and can be applied to any future student taking those same courses abroad. This database therefore only shows courses that been previously taken and evaluated -- it is NOT a comprehensive list of all possible courses that are offered on study abroad programs.

If a student is interested in taking a course abroad and does not see it listed in MyCA, this does not necessarily mean the student cannot take the course and receive credit for it at UT. Instead, this simply means the course has not been previously evaluated and would require an evaluation to determine equivalent UT credit. Students should see their Study Abroad Advisors for assistance in the course evaluation process.

Does NOT represent all possible programs through which a course can be taken

Each course listed in the database is associated with a study abroad program, indicating that future students going on that program will likely* be able to take that course as well. However, the program listed is the one on which the specific student who originally requested the evaluation went. This does NOT mean the course can ONLY be taken through that particular program; there may be other study abroad programs that allow students to take the course as well.

Students should contact their Study Abroad Advisors to find out if a particular course of interest can be taken through additional study abroad programs.

*Please see following section titled “Available Sections”

Search Options Do Not Include All Available Programs and Locations of Instruction

The MyCA database should NOT be used as a study abroad program search tool. The course equivalency information stored here includes only those courses that students have taken on study abroad programs...
in the past 5 years and had evaluated for equivalent UT credit. There may be other active study abroad programs available that simply have not had course evaluations done in the last 5 years. Those programs or foreign institutions will not appear as search refinement options in MyCA although they remain viable options for students.

To search all programs currently offered through the Study Abroad Office, please use the program search engine on our public website:  
http://utdirect.utexas.edu/io/abroad/pgm_list/index.WBX

**Available Sessions**

When a student requests a course evaluation to be done, he/she provides course information from the semester or term in which that student took (or will take) the course abroad. That particular session is listed in the “Available Sessions” column on the far right of the search results page. However, students may be able to take the course in other semesters as well. This column, therefore, does not necessarily reflect ALL possible sessions in which a course is offered abroad. To find out more information about a course offering, students should contact their Study Abroad Advisors.

**Credit Value of Courses**

Due to variations among foreign educational systems, the foreign credit value of a course does not always have a direct 1-to-1 relation to its equivalent value within the US semester hour system. Credits are therefore converted to US semester hours via pre-established conversion standards. Additionally, the credit assigned to a course offered at different times by a foreign institution may vary slightly between the different sessions, such as Summer vs. Fall.

Because of these factors, the credit value of a course taken on a study abroad program is officially determined upon receipt of a student’s official transcript from abroad. Equivalencies listed in MyCA reflect the circumstances surrounding the course at the time of initial evaluation, and the credit value should be understood as the number of credits a student would likely receive for that course if taken in the future. The credit values are therefore subject to change.

**Information Icon**

An “i” icon in the column labeled “See Note” on the search results page of MyCA signals that one or both of the following elements exist for that course equivalency record:

1) There is a special circumstance surrounding this evaluation that is crucial for students to be aware of. That information can be found in the “Comments” section at the bottom of the course detail pop-up, which can be opened by clicking on the course title.

2) The program through which this course was taken is currently in Appealed or Suspended status. Details will be listed in the course detail pop-up next to “Application Code”. [NOTE: It is possible that a course can be taken through more than one program, so students should see a Study Abroad Advisor to find out if there are other active programs that offer that particular course.]

**Sortable Columns**
Columns on the search results page are sortable by clicking the column title. To do a secondary sort by a second column, hold down the Shift key and click the column title.

**Too Many Search Results**

If the search criteria you select brings up too many records for the system to display, you may receive an error message.

1) On the main search page: “Too many locations of instruction returned, please refine your search.”
   a. *Problem:* The selections you made in the first level of search criteria (Country and/or Area of Study) result in too many records.
   b. *Solution:* Refine your search by adding search criteria at the secondary level (either City, Program Name, or Location of Instruction). You may select up to three items within a refinement category by holding down Ctrl or Command Key while clicking the selection.

2) On the search results page: “Too many records match your search criteria. Not all records are listed. Please refine your search.”
   a. *Problem:* The search criteria you selected returned more records than the system is capable of displaying. You are only seeing a portion of the records that match your search criteria.
   b. *Solution:* Click the back arrow on your browser to return to the main search page and further refine your search. For example, if you had selected multiple items in a refinement category (ie, 3 cities), you may refine by conducting smaller searches, selecting just one city at a time.

Please see a Study Abroad Advisor for additional assistance with the search feature.

**5 Year Lifespan of Equivalencies**

Course equivalencies are viable and can be applied to any student for a 5 year period. After 5 years, an equivalency expires, and the course must be re-evaluated to establish a current equivalency.

**Evaluations May be Requested Anytime**

Course evaluations can be requested at any point in the study abroad process. Students may request a pre-evaluation of a course they are considering to take in the future; a course they are currently taking abroad; or a course they have completed abroad. Students should work with their Study Abroad Advisors to complete the course evaluation process.