



Degree Works User Guide for Advisors

Accessing and using the degree evaluation

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First Steps

- Log in to Degree Works through the Faculty/Advisor Services tab in Patriot Web by selecting “Degree Evaluation and Advisee Listing”, “Degree Evaluation Menu”, and then “Degree Works”. CAPP is our previous degree evaluation system and will still be used for graduate students and any undergraduate students with a catalog year prior to Fall 2012.



- Once logged in to Degree Works, at the top of the screen you will see fields for the G#, name, and program information as well as the last time the audit was run and when the student’s information was last refreshed from Banner. If you know the G# of the student you want to look up you can enter it in the Student ID field here, otherwise you will need to use the “Find” button. Please refer to the “Finding Students in Degree Works” section (page 8) for more information on the search functionality.

- If the student is pursuing two degrees, the “Degree” drop-down menu can be used to select which degree you want to view.
- Student data is refreshed nightly, and the date and time of the last refresh is displayed in the “Last Refresh” box. Due to the nightly refresh, changes made to a student’s record will not be reflected in Degree Works until the next day.
-  A shortcut for adding notes is also available here. **Notes cannot be edited or deleted once saved to a student’s record, and are always visible to both the student and advisor.**

Reading the evaluation

Degree Works generates an evaluation which displays courses taken, transfer credits, courses still needed to meet degree requirements and courses in-progress. The evaluation is arranged in a logical hierarchy of sections, called “blocks”, which list the various components and requirements to complete the degree program.

Degree evaluations can be viewed in three different formats. The view can be changed by selecting the desired view from the drop-down menu and clicking “View”:

- **Student View**- The default view providing a complete and detailed audit of the student’s academic record.
- **Graduation Checklist**- Hides academic advice and provides only requirements that are met, in-progress of being completed, and not-met.
- **Registration Checklist**- Provides only the courses “still needed” to meet degree requirements.



- **Other options:**
 - **Save as PDF** – this will generate a PDF of the currently selected view which can then be printed or saved.
 - **Include In-Progress/Pre-registered courses**- these checkboxes will determine whether or not the evaluation will use registered coursework. “In-Progress” is a student’s registration in the current term and “Pre-registered” is registration for a future term. If both boxes are unchecked the evaluation will only display courses which have been completed.
 - **Class History**- Similar to the unofficial transcript. This is a quick reference for all of the student’s coursework, listed by term.

Student Information

Student	George Mason_	Level	Undergraduate
ID	*****	Degree	BA Communication
Classification	Freshman	College	Humanities & Social Sciences
Advisor	Advisor Locator Link	Major	Communication
Overall GPA	2.22	Minor	Sport Communication
Institutional Credits	6	Concentration	Journalism
Transfer Credits	19	Applied to Graduate	
Holds	YES	Confidential	

- This section contains most of the student’s curriculum information. It will also indicate whether or not the student has any active holds or if they have applied for graduation. An “Advisor Locator Link” is also available here which leads to the Academic Advising & Transfer Center website. An email can also be sent to the student by clicking his/her name.
- Confidential- if this field is marked “Yes” the student has requested that their record be made confidential, and the record may only be discussed when the student is in person with photo ID.

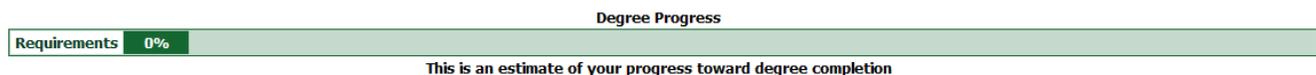
Apply to Graduate

Apply to Graduate

Students must apply to graduate the semester before all requirements are met. See: <http://registrar.gmu.edu/graduation/index.html> for more information.

- This is a reminder that displays below the student information section once a student has at least 90 earned credits. The link leads to the graduation page on the University Registrar’s website.

Degree Progress



- The degree progress bar shows an *estimation* of a student’s degree progress based on the number of completed requirements in the evaluation. Please use this as a guide, but be sure to review the *entire* degree audit for specific advice on requirements met and not met within each block.

Legend

- The legend is a reference guide to help identify the completion status of each requirement in the audit.

Legend			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class	* Requires Prerequisite
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number	: Course Range

- ‘Nearly Complete- see advisor’ – A requirement marked with the double-tilde (≈) signifies that the audit is not able to reconcile a block’s requirements with the coursework on the student’s record. This could mean an error in the audit or that some manual adjustments may be required. Please contact degaudit@gmu.edu if you see this in a student’s audit.
- Any Course Number (@)- This is a wildcard for requirements which can accept a wide range of courses. For example: a requirement for upper-level English might appear as “ENGH 3@, 4@”, meaning any ENGH course beginning with 3 or 4.
- Course Range (:)- Course numbers separated by a colon indicate a range of acceptable courses. For example, ‘100:103’ is a range that includes 100, 101, 102, and 103

Reading Blocks

Information in the degree evaluation is organized into “Blocks” which can contain specific course requirements or refer to other blocks.

BA in Communication		Catalog Year:	2012-2013	Credits Required:	120
		GPA:	1.88	Credits Applied:	42
<input type="checkbox"/> Total Credits	Still Needed:	78 Credits	} Header		
<input type="checkbox"/> Upper-level Credits	Still Needed:	33 Credits			
<input type="checkbox"/> Resident Credits	Still Needed:	6 Credits			
<input type="checkbox"/> Cumulative GPA	Still Needed:	Minimum 2.00 GPA			
<input type="checkbox"/> Degree Works Conversion	Still Needed:	Please contact an academic advisor to review the degree evaluation and report any corrections to the Registrar’s Office			
<input type="checkbox"/> Unresolved Study Elsewhere	Still Needed:	All Study Elsewhere requests must be resolved prior to graduation			
<input type="checkbox"/> University General Education					
<input type="checkbox"/> Foundation	Still Needed:	See University Foundation section			
<input type="checkbox"/> Core	Still Needed:	See University Core section			
<input type="checkbox"/> Synthesis	Still Needed:	See University Synthesis section			
<input type="checkbox"/> Communication					
<input type="checkbox"/> College	Still Needed:	See College of Humanities & Social Sciences section			
<input type="checkbox"/> Major	Still Needed:	See Major in Communication section			
<input type="checkbox"/> Concentration	Still Needed:	See Concentration in Journalism section			
<input type="checkbox"/> Minor	Still Needed:	See Minor in Sport Communication section			

- **The Degree block-** This is the first block that appears in the body of the degree evaluation, and it contains all of the requirements for a degree program by referring to each individual block. The degree block also contains several university requirements in the header such as minimum total credits, upper-level credits, and resident credits. Header requirements are listed in the grey area at the top of the block. In addition to the degree block, other blocks may have their own set of header requirements.
- The student’s catalog year is displayed in the upper right of each individual block. For students who have a different catalog year for their minor program, the catalog year displayed in the minor block will match what they have declared.
- Prerequisites: course requirements marked with an asterisk denote courses which have a prerequisite. Clicking on the course will display a course information page which will identify the prerequisite. Please note that not all courses which have a prerequisite will have this functionality, only the ones which are marked with the asterisk.

Still Needed: 1 Class in COMM 300*

- Exceptions such as substitutions and waivers will appear in blue text once they have been posted. They are also listed in the “Exceptions” block at the bottom of the evaluation.

Intro to Communication
 On: 11/16/2012 Force Complete : COMM 200 waived

- Shortcuts: Most incomplete requirements that refer to other blocks can be utilized as shortcuts. The shortcuts disappear if the referent block is complete, nearly complete, or complete except for in-progress coursework.

University: Synthesis Still Needed: See University: Synthesis section — Shortcut

- Links to catalog: Some requirements in the degree evaluation are listed as links which can be followed to an approved course listing for that requirement in the catalog or on the University Provost’s website. This is most common in the general education requirements for which the list of approved courses is too long for the space available in the evaluation.

<input type="checkbox"/> Literature	Still Needed: 3 Credit(s) of approved literature coursework	— Links to website
<input type="checkbox"/> Arts	Still Needed: 3 Credit(s) of approved arts coursework	

Miscellaneous blocks: General Electives/Insufficient/In-Progress/Not Counted/Exceptions/Notes

General Electives				Credits Applied: 6	Classes Applied: 2
SOCW 200	Introduction to Social Work	B+	3	Spring 2011	
SOM ----	SOM Elective	T	3	Spring 2010	
Satisfied by: FIN107 - Virginia Community Coll System					
Insufficient				Credits Applied: 0	Classes Applied: 7
ASTR 113	Intro Astr: Stars/Galax/Univer	W	0	Spring 2010	
COMM 200	Introduction to Communication	IN	0	Spring 2012	
GEOL 101	Introductory Geology I	F	0	Fall 2011	
SOCW 200	Introduction to Social Work	D	0	Spring 2010	
SPAN 151	Elementary Spanish	AU	0	Summer 1972	
SPAN 152	Elementary Spanish	AU	0	Summer 1972	
SPAN 251	Intermediate Spanish	AU	0	Fall 1972	
In-progress				Credits Applied: 12	Classes Applied: 5
COMM 301	Foundations Interpersonal Comm	---	3	Fall 2012	
ENGL 201	Reading and Writing About Texts	---	3	Fall 2012	
GIS 301	Political Geography	---	3	Fall 2012	
SPMT 430	Sport Communication	---	3	Spring 2013	
ZREG 101	Study Elsewhere	---	0	Summer 2012	
Not Counted				Credits Applied: 3	Classes Applied: 2
PHED 107	Social Dance	Maximum number of classes exceeded -		T	3 Spring 2010
Satisfied by: PED 171 - Virginia Community Coll System					
ZREG 101	Study Elsewhere	Maximum number of classes exceeded -		---	0 Summer 2012
Exceptions					
Type	Description	Date	Block	Enforced	
Also Allow	Sub COMM ---- for COMM 303	10/08/2012	RA000085	Yes	
Also Allow	Sub SPMT 430 for JNL electives	12/06/2012	RA000767	Yes	
Notes					
			Entered by	Date	
New Transfer test note				07/19/2012	
Review degree requirements				07/19/2012	

- **General electives**- this serves as a collector for any additional coursework on the student's record. These courses count toward the total required credits for the degree but do not fulfill any specific requirements.
- **Insufficient**- Repeated courses, withdrawals, and courses with unresolved or failed grades are collected here. Insufficient courses do not count toward the total required credits.
- **In-progress**- courses for which the student is currently registered. These courses appear in blue with the tilde (~) symbol wherever they are being collected in the evaluation, but are also displayed as a complete list here.
- **Not counted**- This is a list of courses that can not be applied to a particular degree. In the example above, PHED 107 is not counted for a BA in Communication because activity coursework is restricted by the College of Humanities and Social Sciences.
- **Exceptions**- Exceptions appear in blue text where they are fulfilling a requirement in the degree evaluation, and all exceptions which have been applied for a student are listed in the Exceptions block here. The "Enforced" column also indicates whether or not an exception is currently being enforced in the evaluation. If an exception becomes "unhooked" it will be listed as "No" in the Enforced column. Please contact degaudit@gmu.edu to resolve unhooked exceptions.

Exception types you may see in this section are: Also Allow, Force Complete, Apply Here, Substitute, and Change Limit/Remove Course

Notes

- Notes can serve as a useful reference for both students and advisors to keep track of a student’s progress.
- Notes can be chosen from the pre-defined list by using the drop-down menu, or a custom note can be made by typing in the box.

Degree Evaluations **Notes**

[View Notes](#)

Add Note >

Add New Note

Enter your note and click the Save Note button

Under the guidelines of FERPA, ALL advising notes are considered part of a student's educational record, which allows a student access to notes regarding any meetings with their academic advisor. FERPA also allows for any advisor, with legitimate reasons, to access a student's educational record without permission of the student. Before saving advising notes, advisors should carefully review what has been written. Notes cannot be edited or deleted once saved to a student's record.

Choose a predefined note from the list below

Save Note Clear

- Below is an example of choosing a note from the pre-defined list.

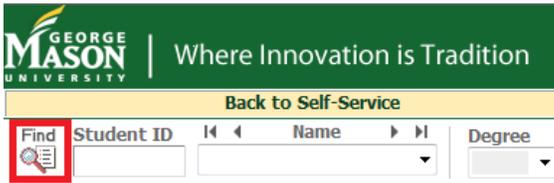
Discuss requests to study at another college/university

Discuss requests to study at another college/university

Save Note Clear

- When a pre-defined note is selected it populates the text box and can then be customized with more detail.
- Once you have completed your note, click “Save Note”. **Notes cannot be edited or deleted once saved to a student’s record, and are always visible to both the student and advisor.**
- Once saved, notes can be viewed in the “Notes” section at the bottom of the degree evaluation and on the “View Notes” screen under the “Notes” tab.

Finding Students in Degree Works



- Once you have logged in you will be able to use the search functionality in Degree Works to find the students for whom you want to view the degree evaluation. The “Find” button is located in the upper left of the screen. Alternatively you can simply enter a student’s G# into the “Student ID” field and press Enter.
- Below is an example of the “Find Students” screen where you can select students based on a number of different criteria.

ID	Name	Degree	Major
<input checked="" type="checkbox"/> G00141390	Mason, George	BA COM	Communication

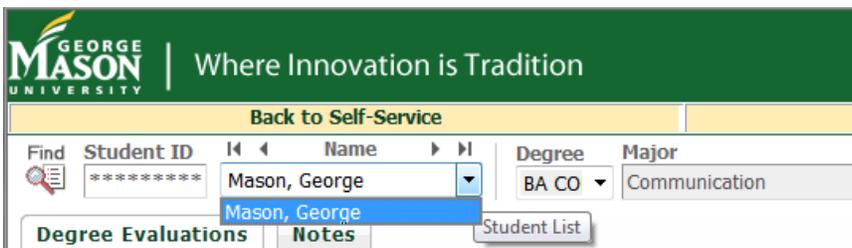
- This example shows the results for a search of students named George Mason with a major in Communication. Students can be selected to be imported into the degree evaluation using the checkboxes on the left.
- The search will identify students with all of the criteria you have selected. Example:



- This search for Major: Accounting and Major: Finance will not return all students with a major in Accounting or Finance, it will only return students with majors in both Accounting and Finance (double majors and double degrees)
- The search results are limited to a maximum of 200 students and can be narrowed down with additional search criteria. A wildcard (@) may also be used in the fields at the top. Adding "M@" to Last Name, for example, will narrow your search results down to those students whose last name begins with M.



- Once you have selected the students you want to view, click "OK" in the bottom left of the search window and you will be returned to the degree evaluation screen for the first student you selected.
- All of the students you selected in the search window are imported into the "Name" drop-down menu at the top of the evaluation. If you selected more than one student, you can access the evaluation for any of them by selecting them here.



What-If

Degree evaluations are run based on the curriculum which is declared on the student's record. The What-If can be used to run a degree evaluation based on manually-selected components. This is particularly useful for students considering a change of major or catalog year.

The screenshot shows the 'What-If' interface with the following elements:

- Format:** Student View (dropdown), Process What-If (button), Save as PDF (button), Include in-progress classes (checkbox), Include preregistered classes (checkbox).
- Select your primary area of study:**
 - Catalog Year: 2012-2013
 - Level: Undergraduate
 - College: Humanities & Social Sciences
 - Degree: BA Communication
 - Major: Communication *
 - Concentration: (pick a Concentration)
 - Minor: (pick a Minor)
- Select your additional areas of study:**
 - Major: (pick a Major)
 - Concentration: (pick a Concentration)
 - Minor: (pick a Minor)
 - Chosen Areas of study: (empty box)
 - Buttons: Add, Remove
- Choose Your Future Classes:**
 - Enter a course and click Add Course
 - Subject: (input field)
 - Number: (input field)
 - Buttons: Add Course, Remove Course
 - Courses you are considering: (empty box)

- **Select your view-** The student view is the default. The what-if only runs for the view you have selected, and can not be changed once it has been run. A new what-if would need to be run for a different view.
- **Select your primary area of study-** Degree components which must be selected to run the what-if are catalog year, level, college, degree, and major as well as concentration or minor if applicable. Major programs which require a concentration are marked with an asterisk.
- **Select your additional areas of study-** This is where you can select additional components beyond the primary area such as a second minor. When selecting an additional area of study you must click “Add” so that it populates the “Chosen Area of Study” box to the right. The What-if can not be run for double majors.
- **Choose Your Future Classes-** This is essentially Look Ahead functionality combined with the What-If. Students can enter courses they are planning to take in the future and see where those fill in on their what-if evaluation. These classes are displayed in blue text in the evaluation with a grade of PL (Planned).
- Once all of the degree components for the what-if have been selected, return to the top and click “Process What-If”.

- A list of the degree components you selected, as well as a list of future classes which were added, are displayed in drop-down menus at the top once the what-if has been generated.

Back Selected What-If Items: ▼ Look Ahead Courses Used: ▼

Look Ahead

The Look Ahead is a useful tool for planning future coursework and seeing where it will fill in to the degree requirements.

- Courses can be added by entering them into the ‘Subject’ and ‘Number’ fields and clicking ‘Add Course’. This will add the course to the “Courses you are considering” box on the right.
- Once you have added all of the courses that you want, click “Process New” to run the evaluation with the look ahead courses. Similar to the what-if, you can also select a different view for the Look Ahead using the drop-down menu at the top.
- If you do not know the subject or number of the courses you want to add, the “Find” button will take you to the current University Catalog.
- The Look Ahead coursework will be displayed in blue text as in-progress with a grade of PL (planned).

<input type="checkbox"/> Department: Systems Engineering		Catalog Year: 2012-2013 GPA: 0.00
<input type="checkbox"/> Oral Communication	(COMM 100) Public Speaking	PL (3) PLANNED
<input type="checkbox"/> Social & Behavioral Science	Still Needed: 1 Class in ECON 103	

- Look Ahead courses are factored into the credit totals, but it is important to note that the Look Ahead does not validate against repeat rules. If repeat coursework is added, the Look Ahead evaluation will display more credits than the student would actually have after completing the repeat course.

Problems?

If you encounter any problems with the degree evaluation please do not hesitate to contact the degree auditors in the Office of the Registrar at degaudit@gmu.edu.