Welcome to Degree Works!

Degree Works is a web-based tool that assists students and advisors with maintaining degree progress.

Accessing Degree Works

Degree Works can be accessed through Patriot Web which can be reached by typing **patriotweb.gmu.edu** in your browser's url bar.
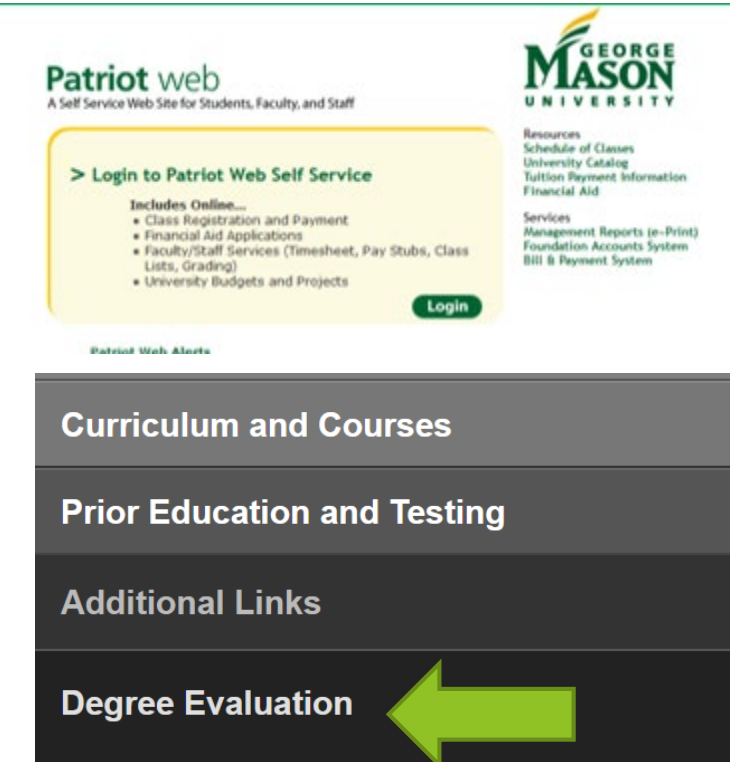
1. Login to Patriot Web
2. Select Student Services
3. Select Student Records
4. Select Student Profile
5. Select Degree Evaluation
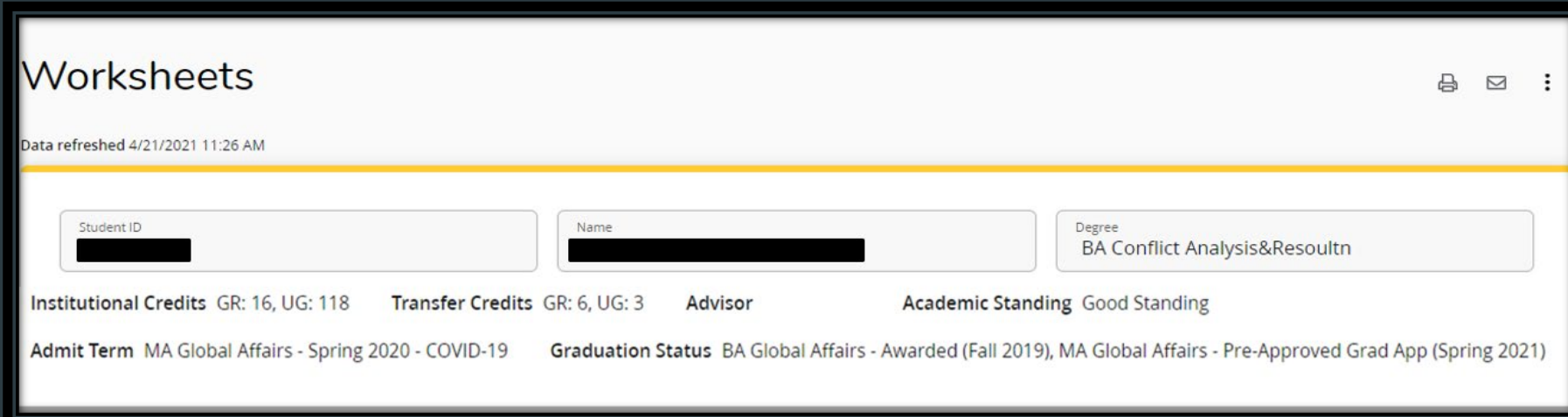
Reading the Student Card

The student card is an overview of your degree that includes your name, G#, degree title, earned credits, admit term, and more.

Worksheets

Data refreshed 4/21/2021 11:26 AM

Student ID	Name	Degree
▮▮▮▮	▮▮▮▮	BA Conflict Analysis&Resoultn

Institutional Credits GR: 16, UG: 118   **Transfer Credits** GR: 6, UG: 3   **Advisor**   **Academic Standing** Good Standing

Admit Term MA Global Affairs - Spring 2020 - COVID-19   **Graduation Status** BA Global Affairs - Awarded (Fall 2019), MA Global Affairs - Pre-Approved Grad App (Spring 2021)

- If you are pursuing more than one degree or program, you will have a dropdown arrow next to your current degree title that will allow you to access your other program's worksheet.

- Institutional credits are earned at GMU while transfer credits are earned elsewhere.

- UG refers to credits earned as an undergraduate student while GR refers to the credits earned as a graduate student. ND refers to non-degree seeking studies.

- In the example above, this student has earned only 3 credits at GMU as an undergraduate student but has earned many more from other institutions as both an undergraduate and graduate student.

- The Student Card also indicates graduation status. In the example above, this student has graduated with a BA in Global Affairs and is pre-approved to graduate with an MA in Global Affairs.

Legend

⊘ Complete   ◯ Not complete   ◑ Complete except for classes in-progress   ⚠ Nearly complete - see advisor   ☑ Prerequisite   @ Any class number

⊘ The requirement is complete.

◯ One or more parts of this requirement is not complete.

◑ This requirement is complete pending the successful completion of in-progress coursework.

⚠ A specific portion of this requirement is not complete even though all credits and classes are met. Contact your advisor.

☑ The course that fulfills this requirement has a prerequisite that must be met in order to register for it.

@ This requirement can be met by a course ending in any class number. This type of requirement will often look something like **ENGH 3@** which would mean that this requirement could be met by any 300-level English course.

The Legend

A legend for helping understand Degree Works can be found at the bottom of the Worksheet.

Reading the Worksheet

- Degree requirements are organized into categorized sections called 'blocks.'

- Blocks appear as expandable lists on the degree worksheet.

- Click anywhere on the block's header to expand the block and view the course requirements for each section.

- Block headers are an important overview for each section and include a status of **Incomplete** or **Complete** to let you know whether you've met the requirements for an entire section.

Mason Core Exploration `INCOMPLETE`

Credits applied: 9   Catalog year: 2020-2021   GPA: 2.00

Mason Core requirements specific to the program are listed in the department or school block.

	Class	Title	Grade	Credits	Term
○ Arts	Still needed:	3 Credit(s) of approved arts coursework			
⊘ Global Understanding					
⊘ Global Understanding Course	IT 103	Introduction to Computing	T	3	Fall 2013
	Satisfied by:	HNFE1004 - Health - Virginia Tech			
○ Literature	Still needed:	3 Credit(s) of approved literature coursework			
○ Natural Science					
○ Lab	Still needed:	4 Credits of natural science (with lab experience) coursework approved for Mason Core			
○ Lab or Nonlab	Still needed:	3-4 Credits of natural science (with or without lab experience) approved for Mason Core			
⊘ Social & Behavioral Science	ANTH 114	Intro to Cultural Anthropology	C	3	Korea Fall 2014

▶ Once a block has been expanded, students can view the detailed requirements within each block type. This includes:

  ▶ Degree requirement titles

  ▶ The course fulfilling the requirement OR information to describe what is needed to fulfill the requirement

  ▶ The applying course's title, the grade earned in that course, the credits applied by that course, and when that course was taken

Inside a Block

Course Descriptions

▶ Hovering your mouse over a course will list the number of credits associated with that course.

▶ Clicking on a requirement will bring up a screen that gives a detailed class description and lists any prerequisites for taking that course.

○ Interpersonal Conflict Analysis & Resolution — Still needed: 1 Class in CONF 320

○ Comm, Grp, & Org Conflict Analysis & Resolution — Still needed: 1 Class in CONF 330

○ Global Conflict Analysis & Resolution — Still needed: 1 Class in CONF 340

○ Integration — Still needed: 1 Class in CONF 490

○ Field Experience — Still needed: 3 Credits in CONF 370 or 375 or 385 or 499

⊘ Skills & Practice

○ Integration — Still needed: 1 Class in CONF 490
RS: Integration - 3 Credits
○ Field Experience — Still needed: 3 C...

Class Information ✕

CONF 490 - 3 Credits - RS: Integration

Capstone course in which students reflect on what they have learned, integrating knowledge from course work and synthesizing it to cogent body of knowledge. Includes class discussion and final project that demonstrates understanding of conflict theory and reflective practice.

Prerequisites:
CONF 301 with a minimum grade of C or CONF 301 with a minimum grade of XS

Attributes:
UUU USYN RSCH RS MCOR

Header Requirements in the Block

Major in Conflict Analysis & Resolution INCOMPLETE

Credits required: 51   Credits applied: 3   Catalog year: 2020-2021   GPA: 0.00

	Class	Title	Grade	Credits	Term
○ Total Credits	Still needed:	48 Credits in major coursework			
○ Upper-level Resident Credits	Still needed:	12 Credits in upper-level major coursework taken at GMU			
○ Writing-Intensive Course	Still needed:	1 Class in CONF 302			
○ Core					
○ Conflict & Our World	Still needed:	1 Class in CONF 101			
○ Theories of Conflict & Resolution	Still needed:	1 Class in CONF 210			
○ Conflict Resolution Techniques & Practice	Still needed:	1 Class in CONF 300			
○ Research & Inquiry in Conflict Resolution	Still needed:	1 Class in CONF 301			
○ Culture, Identity, & Conflict	Still needed:	1 Class in CONF 302			

▶ Header requirements are requirements that count class or credit minimums, such as the minimum amount of credits needed to complete a major.

▶ Header requirements can sometimes overlap. Here we see that this student needs 48 more credits in major coursework and 12 credits in upper-level credits taken at GMU. This does not total to 60 credits but instead means that 12 of the 48 major credits will be met by upper-level credits taken at GMU.

▶ Another example of overlapping requirements can be found with CONF 302 above. CONF 302 is necessary for both the Writing-Intensive requirement AND the Culture, Identity, & Conflict requirement, even though the course only needs to be taken once.

Minors on the Worksheet

▶ At the bottom of each minor block, there is a 'Unique Credits' message that refers to the minimum number of unique credits required in your minor as defined by the university catalog.

▶ This message will **ALWAYS** remain on the worksheet until you have applied to graduate and the graduation application has been evaluated as pre-approved by the Registrar's office.

Minor in Anthropology INCOMPLETE

Credits required: 18   Credits applied: 3   Catalog year: 2020-2021   GPA: 2.00

	Class	Title	Grade	Credits	Term
◯ Total Credits	Still needed:	15 Credit(s) in minor coursework			
◯ Resident Credits	Still needed:	3 Credit(s) in minor coursework taken at GMU			
⊘ Minor GPA					
⊘ Intro to Cultural Anthropology	ANTH 114	Intro to Cultural Anthropology	C	3	Korea Fall 2014
◯ Unearthing the Past or Becoming Human	Still needed:	1 Class in ANTH 120 or 135			
◯ Regional Ethnography	Still needed:	1 Class in ANTH 302 or 307 or 308 or 309 or 330			
◯ Upper level ANTH electives	Still needed:	9 Credits in ANTH 300:499			
◯ Unique Credits	Still needed:	Of courses presented for a minor, at least 8 credits must be applied only to that minor and may not be used to fulfill requirements of the student's major, concentration, or another minor. This will be checked manually at time of graduation.			

Supplemental Blocks

▶ <u>General Electives</u> are courses that are counting towards the degree but are not being used to count towards a specific degree requirement. Please note that for graduate students, these courses are NOT being counted towards the degree.

▶ <u>Insufficient</u> courses do not count towards the degree because they do not meet the minimum grade required for the course or because the course has been taken more times than the course is allowed to be repeated.

▶ <u>In-progress</u> courses lists coursework that has not received a final grade.

▶ <u>Over the Limit</u> includes courses that are not counting towards the degree, either because they have specifically been excluded from counting or because they are placeholder courses for study elsewhere or study abroad coursework.

General Electives
Credits applied: 93   Classes applied: 6
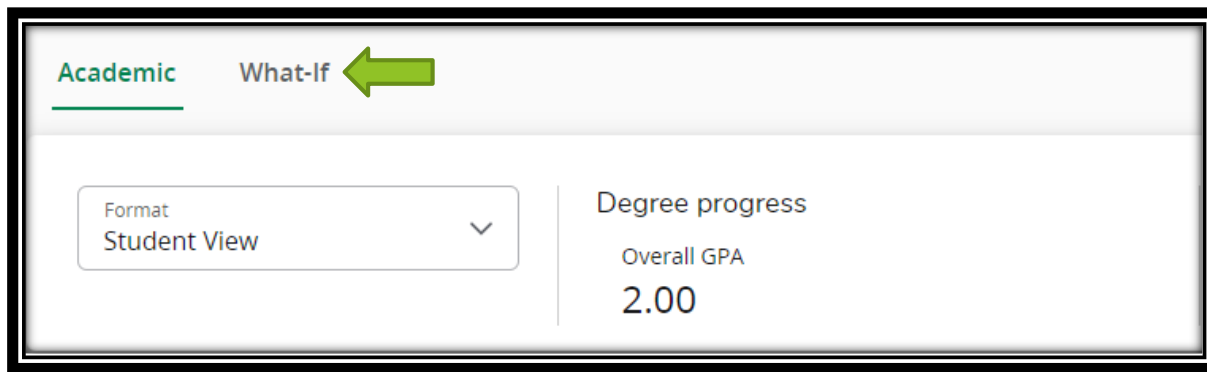
Insufficient
Credits applied: 3   Classes applied: 3

In-progress
Credits applied: 3   Classes applied: 1
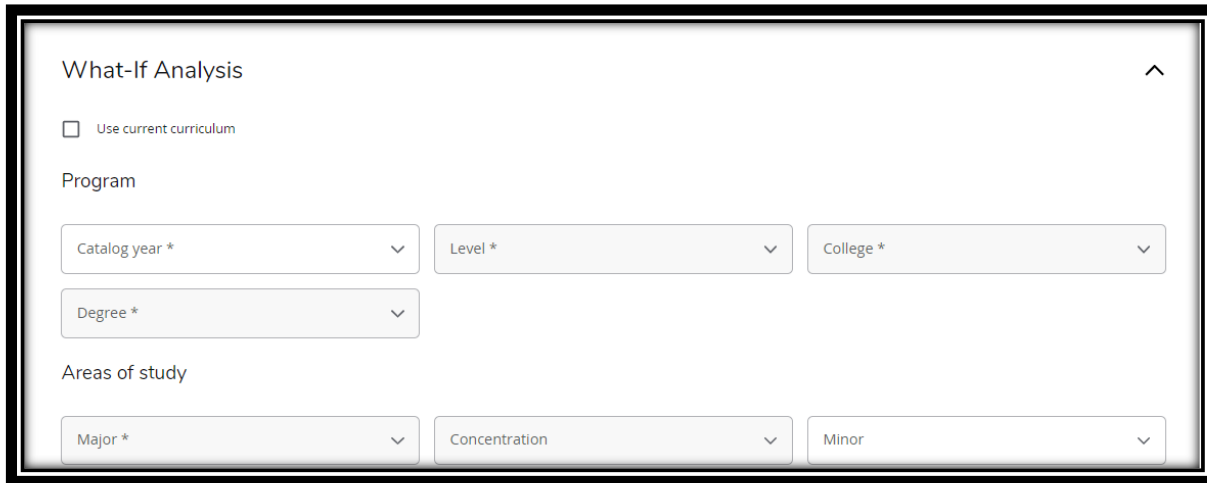
Over The Limit
Credits applied: 0   Classes applied: 3

- First, click the What-If tab located right next to the Academic tab above the Student View box and the Overall GPA box.

- This will open a screen to enter fields to view planned program or curriculum changes.

- If you ever need to leave the What-If Analysis, click the Academic tab again to return to the regular worksheet view.

The What-If Analysis

The What-If Analysis is a unique tool that lets you plan program and curriculum changes on the worksheet. Think of it as a future-planning mode for your worksheet.

What If Analysis: Planning Future Coursework

▶ If you only need to plan for future coursework and do not need to change any part of your program, you can click the 'Use current curriculum" checkbox to remove the extra program change information.

▶ Add a subject and course number in their respective fields and then click 'Add'.' After you have added a course, it will appear below these fields with an X next to it. To remove an added course, click the X next to it.

▶ If you do not want to view coursework that is either in-progress or that you are pre-registered for, uncheck their respective boxes.

▶ Once you are finished, click the green "Process" button to view a What-If Analysis with your added coursework.

▶ Courses that you have entered through the What-If Analysis will appear as having a grade of "Plan" and term of "Planned."

What-If Analysis: Program Changes

▶ When looking at potential program changes, you will need to select certain information from the dropdown menus. The required fields are indicated with an asterisk (*).

▶ If you want to add a second concentration or minor, you can do so in the Additional Areas of Study section.

▶ *While there is the option to add more than one major in the What-If Analysis, double-majors do **NOT** function on the What-If Analysis.

▶ Planned classes can also be added in combination with program changes.

▶ Once you have entered the combination of program changes and course additions that you would like to perform a What-If Analysis on, click the Process button at the bottom of the page.

Graduation Checklist

- ▶ The Graduation Checklist hides academic advice and explanations of degree requirements.

- ▶ It is a quick view that only lists requirements that are met, in-progress of being completed, and not met.

- ▶ You can navigate to it by clicking the dropdown menu on Student View next to your Overall GPA.

Registration Checklist

➢ The Registration Checklist is a quick view of the requirements that are still needed to complete your degree.

➢ You can navigate to it by clicking the dropdown menu on Student View next to your Overall GPA.

Class History

➤ Class History is a quick recap of the courses that you have taken both at GMU and at other institutions.

➤ You can find it by clicking the three dots at the top right of the Worksheet.

➤ Please note that this does NOT replace an academic transcript and cannot be used in its place.

Saving a PDF Copy of Your Worksheet

You can save an offline PDF copy of your degree's worksheet or print out a physical copy.
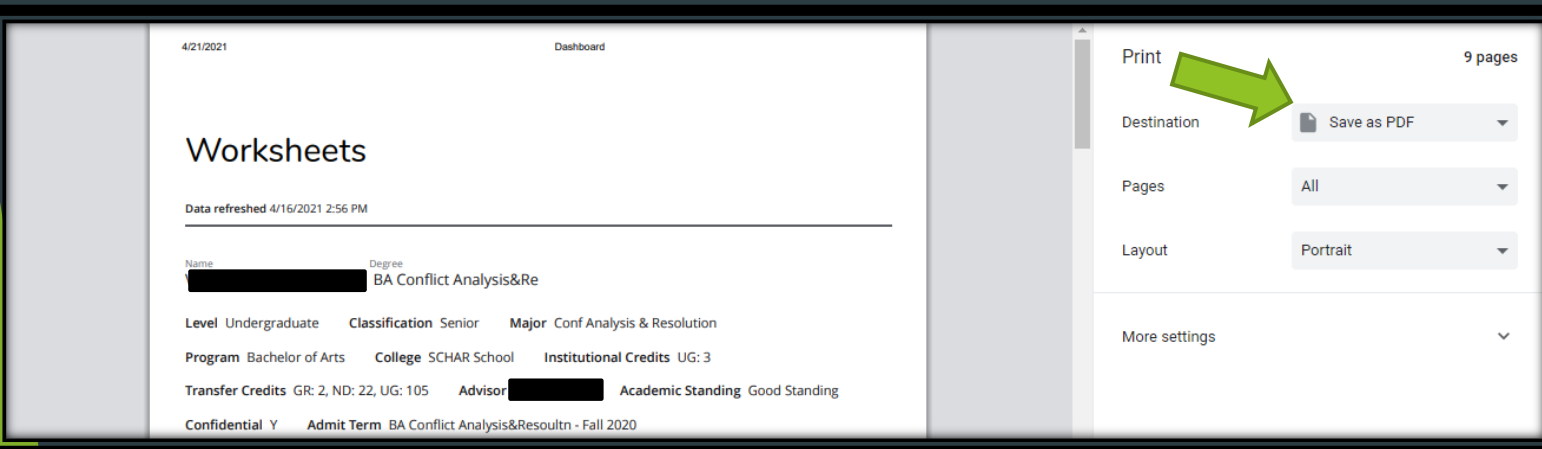
➢ To print or save a PDF, select the printer icon at the top right of your worksheet.

➢ If you would like to save a What-If Analysis, click the same button while in What-If mode.

➢ If you would like to save the worksheet as a PDF instead of printing it, change the Destination to 'Save as PDF'. Then select 'Save' at the bottom of the page.

Notes

Advisor notes can be found at the bottom of the Degree Works page. These notes can be used as reference material to review what was spoken about in meetings.

A Quick Recap

Click on a highlighted keyword to bring you back to the associated slide.

▶ The Student Card is an overview of your student information including your graduation term.

▶ Degree Works worksheets are organized into blocks which can be expanded to show different degree requirements sectioned out by major, minor, Mason Core, etc.

▶ A legend is provided at the bottom of the worksheet to assist with interpreting it.

▶ Hovering your mouse over a requirement will tell you the name of the required course and clicking on the requirement will bring up a detailed course description.

▶ Minors are similar to other blocks on the audit with the exception of the 'unique credits' message that remains until you have applied to graduate and your graduation application has been pre-approved.

▶ Supplemental blocks can be found towards the bottom of the worksheet that include courses that are not counting towards a specific requirement, courses that are not counting towards the degree at all, insufficient coursework, and in-progress courses that have not received a final grade.

▶ The What-If Analysis is a powerful tool for helping to plan your academic curriculum not only with course changes but with entire program changes.

▶ The Graduation Checklist, Registration Checklist, and Class History are quick tools for evaluating your degree progress.

▶ You can save a copy of your worksheet or your What-If Analysis as either a PDF or as a physical document by printing it.

▶ **Finally, the Degree Works Worksheet, What-If Analysis, and other features are intended to be used as tools to assist students in understanding their curriculum and degree requirements and should not be used as replacements for departmental advising.**