



Degree Works User Guide for Advisors

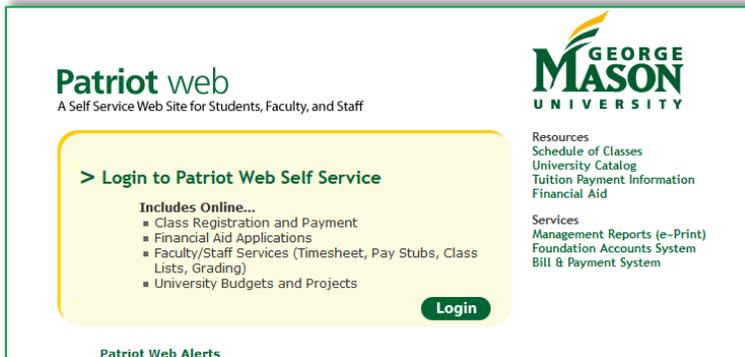
Accessing and using the degree evaluation

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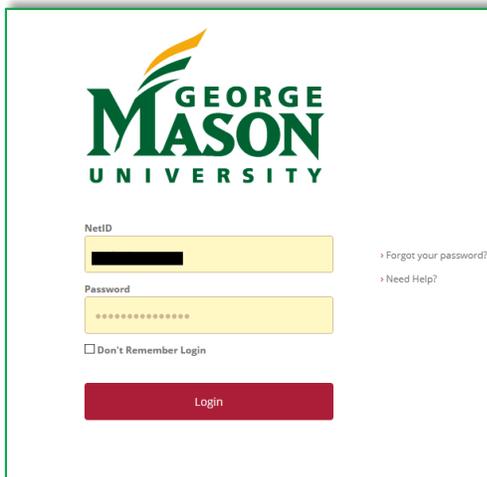
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Logging into Degree Works

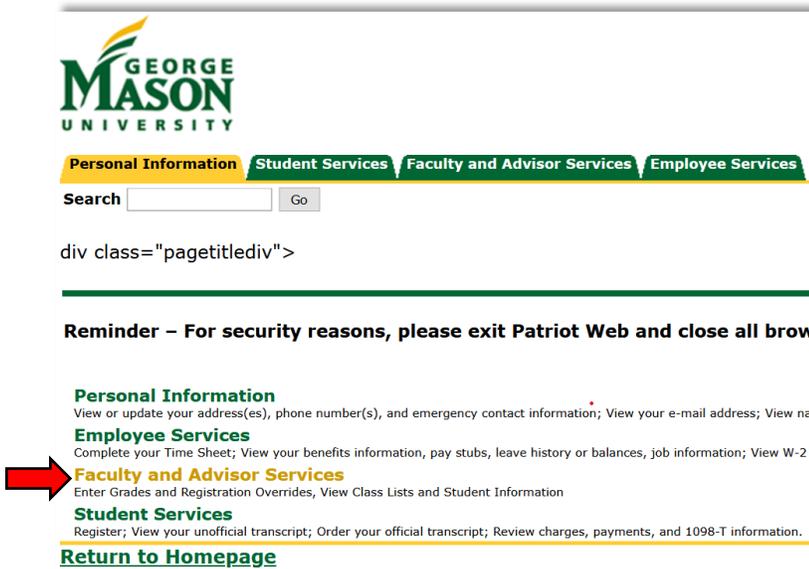
- Log into <https://patriotweb.gmu.edu>



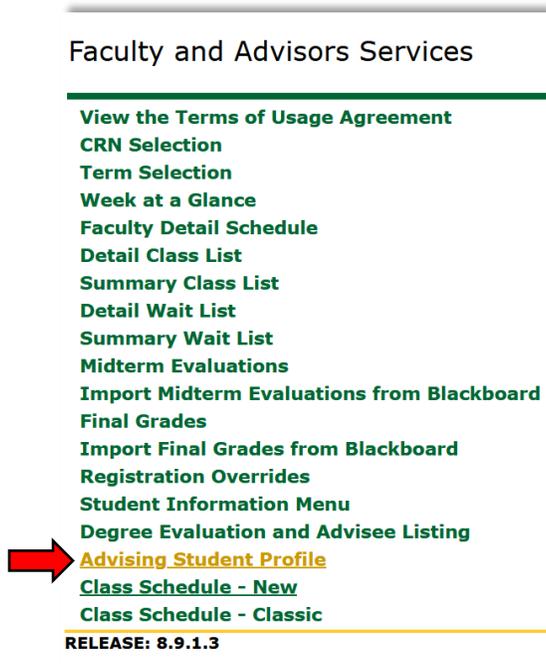
- Enter NetID and password



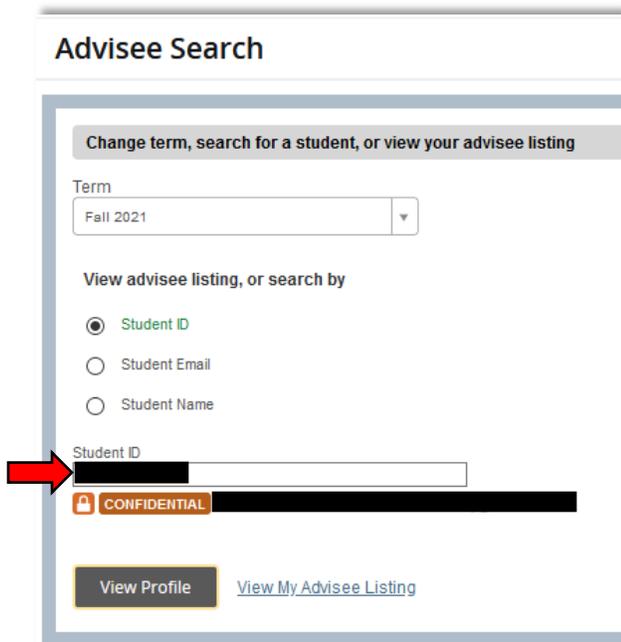
- Select the "Faculty and Advisor Services" link on the Patriot Web home screen



- In the Faculty and Advisors Services menu, click on the “Advising Student Profile” link



- Enter the student’s G# in the Student ID field on the Advisee Search page
- Click on “View Profile”



- On the Student Profile page, Select “Degree Evaluation”

Term: Fall 2021

GEORGE MASON UNIVERSITY

CONFIDENTIAL

Curriculum and Courses

Prior Education and Testing

Additional Links

Academic Transcript

Degree Evaluation

Student Schedule

Registration Overrides

Week at a Glance

View Grades

Bio Information
Email:
Phone:
Emergency Contact:
Emergency Phone:

General Information
Level:
Class:
Status:
Student Type:
Residency:
Campus:
First Term Attended:
Matriculated Term:
Last Term Attended:
Leave of Absence:

Advisors
Major Advisor

- This will bring up the student’s degree evaluation.

First Steps

- Once logged into Degree Works, you will land on the student’s degree evaluation known as a “Worksheet.” The first block you will see is the “Student Card” which lists the student’s G#, name, and curriculum information.

Please refer to the “Finding Students in Degree Works” section (page 22) for more information on the search functionality.

Worksheets

Data refreshed 4/21/2021 11:26 AM

Student ID: [Redacted] Name: [Redacted] 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)

(Student Card)

- If the student is pursuing multiple degrees, the “Degree” drop-down menu can be used to select which degree you want to view.

Degree: CERG Applied Behavior Analysis

CERG Applied Behavior Analysis

MEd Special Education

- The first action you should take upon entering a student’s worksheet is to look at the “Audit date” listed under the Format view area. If the “Audit date” is not up-to-date, press the **Process** button. This will refresh the worksheet that is currently displayed. The last date a Process was requested is displayed in this Audit date field.

Worksheets

Data refreshed 4/9/2021 10:20 AM

Student ID: [Redacted] Name: [Redacted] Degree: BA Conflict Analysis&Resoultn

Advanced search

Level Undergraduate Classification Senior Major Conf Analysis & Resolution Program Bachelor of Arts College Conflict Analysis & Resolution

Institutional Credits UG: 3 Transfer Credits GR: 2, ND: 22, UG: 105 Advisor [Redacted] Academic Standing Good Standing

Confidential Y Admit Term BA Conflict Analysis&Resoultn - Fall 2020

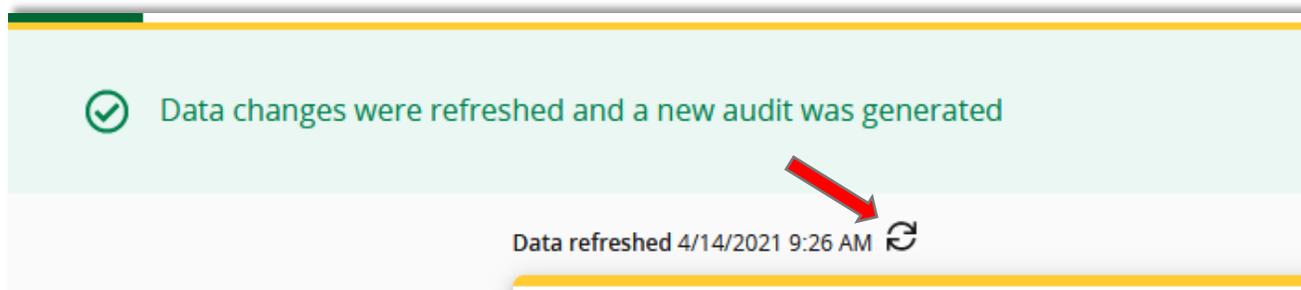
Academic What-If View historic audit

Format Student View Degree progress Overall GPA 2.00

In-progress classes Preregistered classes **Process**

Audit date 4/13/2021 10:13 AM

- Student data is refreshed nightly based on activity that has occurred on a student’s academic record from the previous day.
- If any changes or activity have taken place on a student’s record, such as change of program, registration, or grades, you can click the **refresh symbol** to see the data updated in real-time. These actions will generate a new worksheet with the most up-to-date information instead of waiting for the overnight refresh.



IMPORTANT – you should only click the “Refresh” button if you need to see something that has been updated from Banner/Patriot Web. Otherwise, you do not need to click on the “Process” or “Refresh” button if the Audit date area is recent.

Reading the Worksheet

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

There are three worksheet types available in the “Format” dropdown box near the top of the screen:

The screenshot shows the top navigation area of the Degree Works system. The 'Academic' tab is active. A dropdown menu is open, showing three options: 'Student View' (highlighted in green), 'Graduation Checklist', and 'Registration Checklist'. To the right of the dropdown, the 'Degree progress' section displays 'Overall GPA 2.00'. Further right, there are two checked boxes for 'In-progress classes' and 'Preregistered classes', and a 'Process' button.

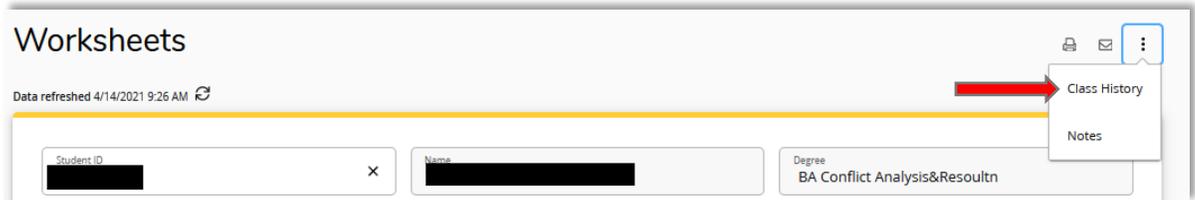
- **Student View**- The default view providing a complete and detailed audit of the student’s academic record.
- **Graduation Checklist**- Hides academic advice and provides only requirements that are met, in-progress of being completed, and not-met.
- **Registration Checklist**- Provides only the courses “still needed” to meet degree requirements, without exceptions or notes.

Other options

- **Save as PDF** – By clicking on the print icon located at the top righthand corner of the screen, a PDF of the currently selected view will be generated which can then be printed or saved.
- **Contact Student** – By clicking on the email icon located at the top righthand corner of the screen, an email can be sent to the student that is currently selected.

The screenshot shows the 'Worksheets' page. The title is 'Worksheets'. Below the title, it says 'Data refreshed 4/9/2021 10:20 AM'. There are three input fields: 'Student ID' (with a search icon), 'Name' (with a search icon), and 'Degree' (with the value 'BA Conflict Analysis&Resoultn'). In the top right corner, there are icons for print and email, which are circled in red.

- **Class History** – By clicking on the vertical ellipses next to the email icon at the top righthand corner of the screen, a drop-down menu will appear. Class history is similar to the unofficial transcript. A separate window will appear as a quick reference for all of the student’s coursework, listed by term.



The screenshot shows a 'Class History' window with a list of courses organized by term. Each course entry includes the course ID, title, grade, and credits. Some entries also show the 'Satisfied by' information.

Course	Title	Grade	Credits
ENGL 380	Recent American Fiction	T	3
Satisfied by: ENGL380 - Wrong English Prefix - Virginia Tech			
IT 103	Introduction to Computing	T	3
Satisfied by: HNF1004 - Health - Virginia Tech			
PSYC ----	Psychology Elective	T	1
Satisfied by: testbanner 9 - - Virginia Tech			
Spring 2014			
ZREG 101	Off Campus Study	REG	0
Korea Fall 2014			
ANTH 114	Intro to Cultural Anthropology	C	3
Fall 2015			
SOM 777	Iononoeoeon	T	3
Satisfied by: test - blah blah - Virginia Tech			
Fall 2016			
ENGL 101	Composition	T	3
Satisfied by: ENRU1100 - English Comp/Rhetoric - Fordham University			
Fall 2019			
ZREG 206	Special Reg for Graduation	REG	0
Spring 2020			

- **Include In-progress and/or Preregistered courses** – These checkboxes will determine whether or not the evaluation will use registered coursework. “In-progress” includes a student’s registration in the current term and “Preregistered” is registration for a future term. If both boxes are unchecked, the evaluation will only display courses which have been completed.



Student Card Information

The screenshot shows the 'Worksheets' interface with the following student card information:

- Student ID:** [Redacted]
- Name:** [Redacted]
- Degree:** BA Conflict Analysis&Resoultn
- Institutional Credits:** GR: 16, UG: 118
- Transfer Credits:** GR: 6, UG: 3
- Advisor:** [Redacted]
- 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)

- **Student Information** - At the top of the worksheet is the student card, which includes the student’s G#, name and degree program, as well as the student’s curriculum information.
- **Confidential** - If this field appears, the student has requested that their record be made confidential. The record may only be discussed when the student is in person with photo ID.
- **Graduation Status** - If a student has previously graduated from a degree at GMU and/or has applied to graduate, that information will show up in the card.

This screenshot is similar to the first one but highlights the 'Graduation Status' field with a red circle. The information shown is:

- Level:** Graduate
- Classification:** Graduate
- Major:** Global Affairs
- Program:** Master of Arts
- College:** Humanities & Social Sciences
- Institutional Credits:** GR: 16, UG: 118
- Transfer Credits:** GR: 6, UG: 3
- Advisor:** [Redacted]
- 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)

Apply to Graduate

The notification block contains the following text:

Graduation Application Still needed: [Students must apply to graduate on Patriot Web. Please see the Graduation Timelines page for deadlines.](#)

- This is a reminder that displays in the degree block once an undergraduate student has at least 90 earned credits or a graduate student has at least 18 earned credits. Please refer to page 13 for more information on reading the blocks. The green link leads to the graduation page on the University Registrar’s website.

The screenshot shows a 'Bachelor of Arts' degree progress page with the following details:

- Credits required:** 120
- Credits applied:** 134
- Catalog year:** 2018-2019
- GPA:** 3.63

A checklist of requirements is shown below, with 'Graduating Senior Survey' highlighted by a red box:

- Total Credits
- Resident Credits
- Upper-level Coursework
- Cumulative GPA
- Graduation Application on File
- Graduating Senior Survey**
- Foundation

- This will only appear if the student has completed their Senior Survey. Students may need to be reminded to complete their Senior Survey.

Legend

- The legend is a reference guide to help identify the completion status of each requirement in the evaluation and is located at the very bottom of the worksheet.

Legend

 Complete  Not complete  Complete except for classes in-progress  Nearly complete - see advisor  Prerequisite @ Any class number

- **'Nearly Complete – see advisor'** – A requirement notated with the exclamation mark  signifies that the audit is not able to reconcile a block's requirements with the coursework on the student's record. This could mean that some manual adjustments may be required. ***Please refer to the student's catalog for more information.***
- **'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.

Reading the Blocks

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

The header of each block may contain the following: block title, catalog year, credits required, credits applied, GPA.

**Note: Any block can be collapsed by clicking on the carrot symbol “^” found at the top right of the block.*

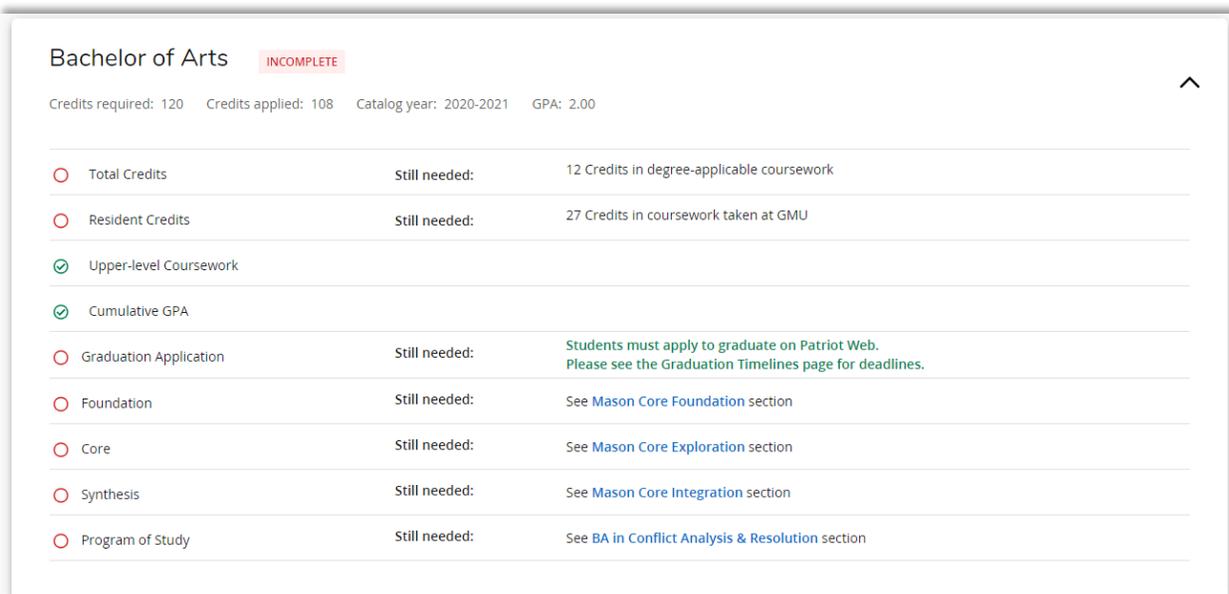


Bachelor of Arts INCOMPLETE

Credits required: 120 Credits applied: 108 Catalog year: 2020-2021 GPA: 2.00

- 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 at the top left 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 top left 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.



Bachelor of Arts INCOMPLETE

Credits required: 120 Credits applied: 108 Catalog year: 2020-2021 GPA: 2.00

<input type="radio"/> Total Credits	Still needed:	12 Credits in degree-applicable coursework
<input type="radio"/> Resident Credits	Still needed:	27 Credits in coursework taken at GMU
<input checked="" type="checkbox"/> Upper-level Coursework		
<input checked="" type="checkbox"/> Cumulative GPA		
<input type="radio"/> Graduation Application	Still needed:	Students must apply to graduate on Patriot Web. Please see the Graduation Timelines page for deadlines.
<input type="radio"/> Foundation	Still needed:	See Mason Core Foundation section
<input type="radio"/> Core	Still needed:	See Mason Core Exploration section
<input type="radio"/> Synthesis	Still needed:	See Mason Core Integration section
<input type="radio"/> Program of Study	Still needed:	See BA in Conflict Analysis & Resolution section

- Mason Core Blocks***- The Mason Core is Mason’s general education program that builds the foundation for The Mason Graduate. The blocks are divided into Foundation, Exploration, and Integration (older catalogs will appear as University Foundation, University Core, and University Synthesis). All undergraduates seeking a baccalaureate degree must complete Mason Core requirements. Additional requirements for specific degree programs can be found in the college or school blocks that host the University requirements.

**Note: Mason Core blocks are not found on graduate level audits.*

The screenshot displays three rows of Mason Core blocks. Each row includes the block name, a red 'INCOMPLETE' status tag, and a dropdown arrow. Below each name, it shows 'Credits applied', 'Catalog year', and 'GPA'.

Block Name	Status	Credits Applied	Catalog Year	GPA
Mason Core Foundation	INCOMPLETE	9	2020-2021	0.00
Mason Core Exploration	INCOMPLETE	9	2020-2021	2.00
Mason Core Integration	INCOMPLETE	0	2020-2021	0.00

- School/College Block-** The School/College block contains requirements in the header and blocks that are specific to the degree and major program the student has chosen (e.g., Degree: BA and Major/Program: Conflict Analysis & Resolution) For the example below, this student has a college block, major block, and concentration block that needs to be fulfilled to satisfy the BA in Conflict Analysis.

The screenshot shows the requirements for a BA in Conflict Analysis & Resolution. It lists three categories: College, Major, and Concentration, each with a 'Still needed' field and a link to the relevant section.

Category	Still needed:
College	See School of Conflict Analysis & Resolution section
Major	See Major in Conflict Analysis & Resolution section
Concentration	A concentration must be declared

- Department/School/College Block-** Not all students will have a department block. Some departments require additional courses as part of their program, and this is where those requirements are listed.

Examples: Foreign Language Proficiency, Social Science & Humanities, or School of Art.

The screenshot shows the requirements for the School of Conflict Analysis & Resolution. It lists one category: Foreign Language Proficiency, with a 'Still needed' field and a detailed description of how to fulfill the requirement.

Category	Still needed:
Foreign Language Proficiency	Foreign Language Proficiency is fulfilled by completing a course in a foreign language numbered 202 or higher that is taught in the language or by achieving a satisfactory score on an approved proficiency test.

- Major Block-** The major block contains the major requirements such as core coursework, electives, and qualifiers specific to the major (e.g., All coursework must earn a C or higher). Depending on the student, you may also see additional blocks populate after the major block which could be: concentration, supporting coursework (e.g., Biology, Biology Electives), and minor blocks.

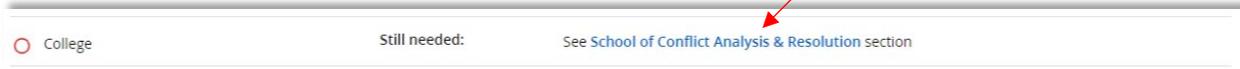
Major in Conflict Analysis & Resolution INCOMPLETE		
Credits required: 51 Credits applied: 0 Catalog year: 2020-2021 GPA: 0.00		
<input type="radio"/> Total Credits	Still needed:	51 Credits in major coursework
<input type="radio"/> Upper-level Resident Credits	Still needed:	12 Credits in upper-level major coursework taken at GMU
<input type="radio"/> Writing-Intensive Course	Still needed:	1 Class in CONF 302
<input type="radio"/> Core		
<input type="radio"/> Conflict & Our World	Still needed:	1 Class in CONF 101
<input type="radio"/> Theories of Conflict & Resolution	Still needed:	1 Class in CONF 210
<input type="radio"/> Conflict Resolution Techniques & Practice	Still needed:	1 Class in CONF 300
<input type="radio"/> Research & Inquiry in Conflict Resolution	Still needed:	1 Class in CONF 301
<input type="radio"/> Culture, Identity, & Conflict	Still needed:	1 Class in CONF 302
<input type="radio"/> Interpersonal Conflict Analysis & Resolution	Still needed:	1 Class in CONF 320
<input type="radio"/> Comm, Grp, & Org Conflict Analysis & Resolution	Still needed:	1 Class in CONF 330
<input type="radio"/> Global Conflict Analysis & Resolution	Still needed:	1 Class in CONF 340
<input type="radio"/> Integration	Still needed:	1 Class in CONF 490 
<input type="radio"/> Field Experience	Still needed:	3 Credits in CONF 370 or 375 or 385 or 499
<input type="radio"/> Skills & Practice	Still needed:	Choose from 1 of the following:
<input type="radio"/> Additional Field Experience		3 Credits in CONF 370 or 375 or 385 or 499
<input type="radio"/> Foreign Language Course		3 Credits in a foreign language course at the 250 level or higher
<input type="radio"/> Skills Course		3 Credits in CONF 325 or 398 or 425 or 310 or 314 or 331 or 341 or 499
<input type="radio"/> Conflict Analysis & Resolution Electives	Still needed:	18 Credits in CONF 325 or 326 or 335 or 345 or 375 or 392 or 393 or 394 or 398 or 399 or 425 or 435 or 499

Information within the blocks – Tips & Tricks

- Prerequisites:** course requirements marked with  denote courses which have a prerequisite. Clicking on the course will display a course information page which will identify the prerequisite.

Mason Core Integration INCOMPLETE		
Credits applied: 0 Catalog year: 2020-2021 GPA: 0.00		
<input type="radio"/> Upper-level Written Communication	Still needed:	1 Class in ENGH 302  with grade >= 2.00
<input type="radio"/> Writing-Intensive	Still needed:	Students must choose the writing-intensive class approved for their major. Please consult your advisor for the correct course. See your specific degree program for details.
<input type="radio"/> Synthesis/Capstone	Still needed:	3 Credit(s) of approved synthesis or capstone coursework

- **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.

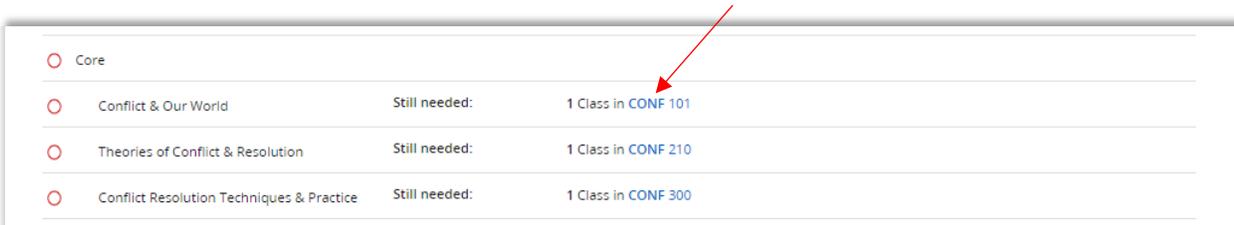


- **Link to catalog:** Some requirements in the degree evaluation are linked to an approved course listing for that requirement in the catalog* or to the University Provost’s website. This is most common in the general education requirements for which the list of approved courses is too long for the space available in the evaluation.

**Note: The link to the catalog will direct you to the current academic catalog. For older catalogs, please find the student’s correct year by clicking “Archive.”*



- **Course Description:** Course requirements that have not been fulfilled will show up as blue text. These are usually found in the major, concentration, and minor blocks. You can click the course, and a course description dialog box will pop up to show the course description, attributes, and transfer equivalences for that course.



Class Information ✕

CONF 101 - 0 Credits - Conflict and Our World

Brief history of field, survey of key conflict resolution themes and theories, and intervention methods. Overview includes general factors of conflict and its resolution; and nature of conflict in interpersonal, group, organizational, and international situations.

Attributes:
UUL USB5 MCOR

Transfer equivalences for CONF 101

SOC 110	taken at University of Phoenix - ALL	may equate to CONF 101 here
PJSN 105	taken at Nashua Community College	may equate to CONF 101 here
BUS 132	taken at College of the Canyons	may equate to CONF 101 here
NVS 172	taken at Elon University	may equate to CONF 101 here
CRS 155	taken at Howard Community College	may equate to CONF 101 here
HEED 155	taken at Howard Community College	may equate to CONF 101 here
CADR 200	taken at Salisbury University	may equate to CONF 101 here
SOP 2513	taken at University of Florida	may equate to CONF 101 here
GVPT 250	taken at Univ of Maryland, College Park	may equate to CONF 101 here
CMDR 1309	taken at Dallas Cty Comm Coll Dist	may equate to CONF 101 here
ASP 116A/B	taken at Univ of Cape Coast	may equate to CONF 101 here
PSPA 232	taken at American University of Beirut	may equate to CONF 101 here

Miscellaneous Blocks

<p>General Electives</p> <p>Credits applied: 15 Classes applied: 6</p>	▼
<p>Insufficient</p> <p>Credits applied: 0 Classes applied: 2</p>	▼
<p>In-progress</p> <p>Credits applied: 18 Classes applied: 6</p>	▼
<p>Over The Limit</p> <p>Credits applied: 1 Classes applied: 1</p>	▼

- General electives:** Serves as a collector for any additional coursework on the student’s record. For an undergraduate level student, these courses count toward the total required credits for the degree but do not fulfill any specific requirements. For a graduate level student, these courses do **not** count toward the total required credits and do not fulfill any specific requirements.
- Insufficient:** Insufficient courses do not count toward the total required credits and are collected in this block. These are courses that will not count towards the degree. This may be due to:

 - *Repeated courses*
 - *Withdrawals*
 - *Unresolved or failed grades (e.g., grades with IN, F)*
 - *Not meeting the minimum grade required*
- In-progress:** Courses for which the student is currently registered. These courses appear in blue with a half circle symbol wherever they are being collected in the evaluation, but are also displayed as a complete list here.
- Preregistered Courses:** During registration, when students add a course it will populate in the same block as “In-Progress” courses. The preregistered courses will also sort alphanumeric by term and then alphabetical by subject. If it is Spring and the student registers for Summer, you will see Spring courses listed first then Summer.
- Over the Limit:** Courses placed in the "Over the Limit" block are being excluded because they cannot be applied to any requirement on the audit. This may be due to:

 - *Duplicate credit for equivalent courses (e.g., MBUS 308 and FNAN 303)*
 - *Restricted courses such as activity courses (e.g., RECR/PHED) or courses only allowed in certain programs (e.g., MUSI 100 cannot be applied toward degree in music)*
 - *Placeholder courses such as a Study Elsewhere (e.g., ZREG 101)*

- **Exceptions:** Exceptions include substitutions and waivers. They can be found in the requirement block where applied and are also listed in the exceptions block at the bottom of the worksheet. Exceptions* will appear in a light brown text once they have been posted to the evaluation.
 - **Enforced Column:** The “Enforced” column found in the exceptions block 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.

*Potential exceptions you will see are: *Also Allow, Force Complete, Apply Here, Remove Course/Change the Limit, Substitution.*

✔ Lab Exception by: [REDACTED] On: 04/15/2021 Force Complete: Waive Natural Science with Lab (TEST)

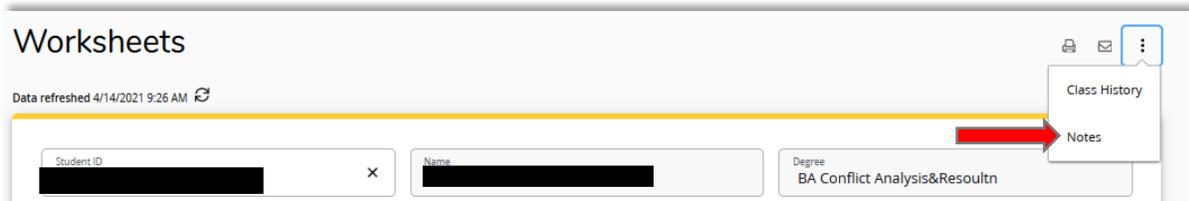
✔ Additional Field Experience IT 103 Introduction to Computing T 3 Fall 2013
 Satisfied by: HNFE1004 - Health - Virginia Tech
 Exception by: [REDACTED] On: 04/15/2021 Also Allow: Sub IT 103 for Skills & Practice (TEST)

Exceptions						
Type	Description	Created on	Created by	Block	Enforced	
Force Complete	Waive Natural Science with Lab (TEST)	04/15/2021	[REDACTED]	Mason Core Exploration	Yes	
Also Allow	Sub IT 103 for Skills & Practice (TEST)	04/15/2021	[REDACTED]	Major in Conflict Analysis & Resolution	Yes	

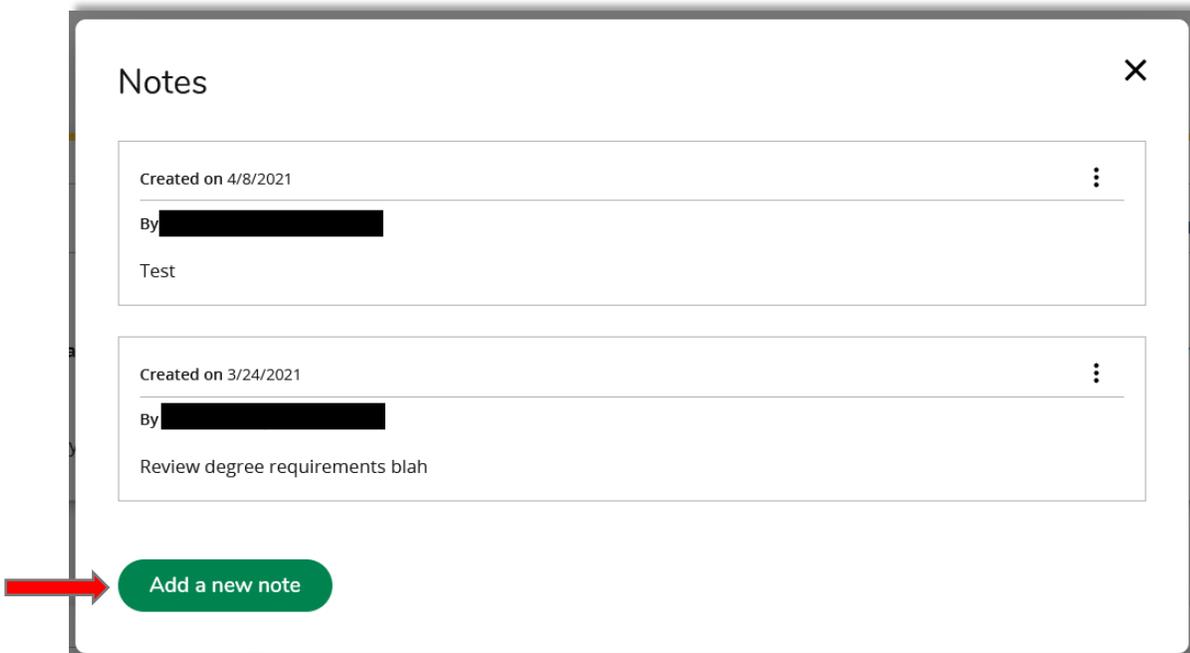
Notes

Notes can serve as a useful reference for both students and advisors to keep track of a student’s progress.

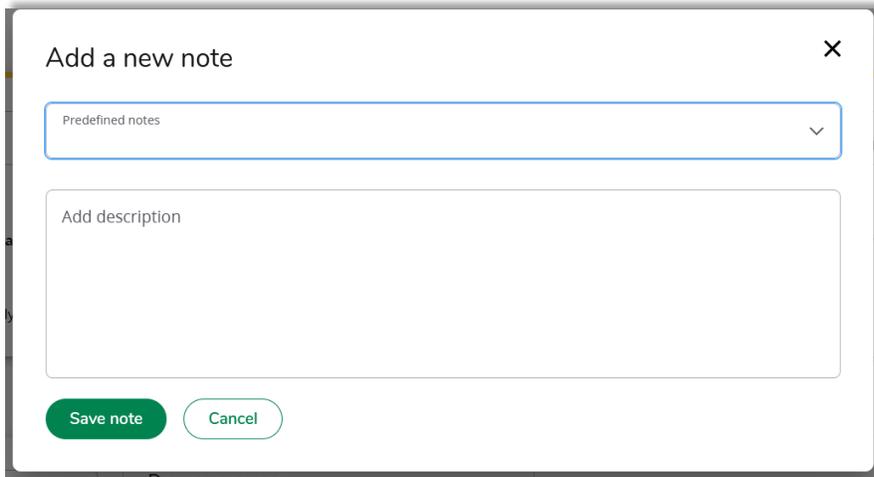
- To access the Notes section, click on the vertical ellipses next to the email icon at the top righthand corner of the screen. A drop-down menu will appear where “Notes” can be selected.



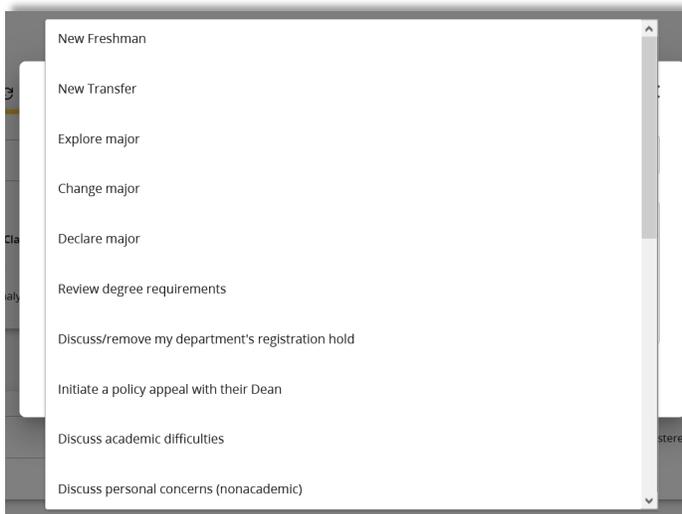
- A new window will appear listing any previous notes entered. You can add a new note by clicking on the green “Add a new note” button or review previous notes by clicking on the vertical ellipses for a specific entry.



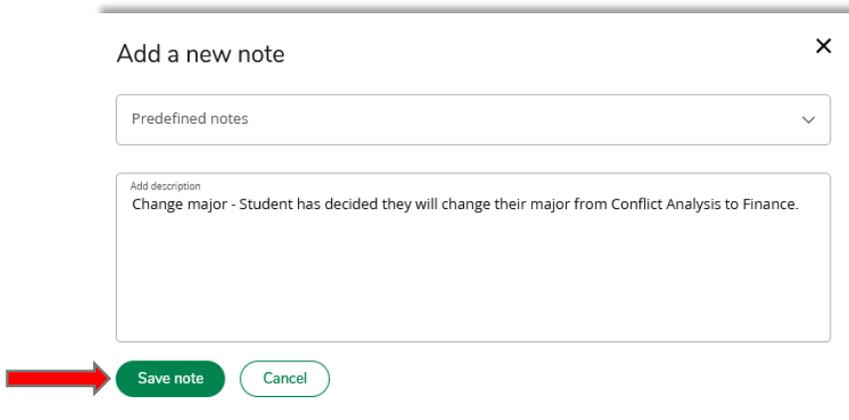
- When adding new notes, an advisor can choose from the pre-defined list by using the drop-down menu, or a custom note can be made by typing directly in the description box.



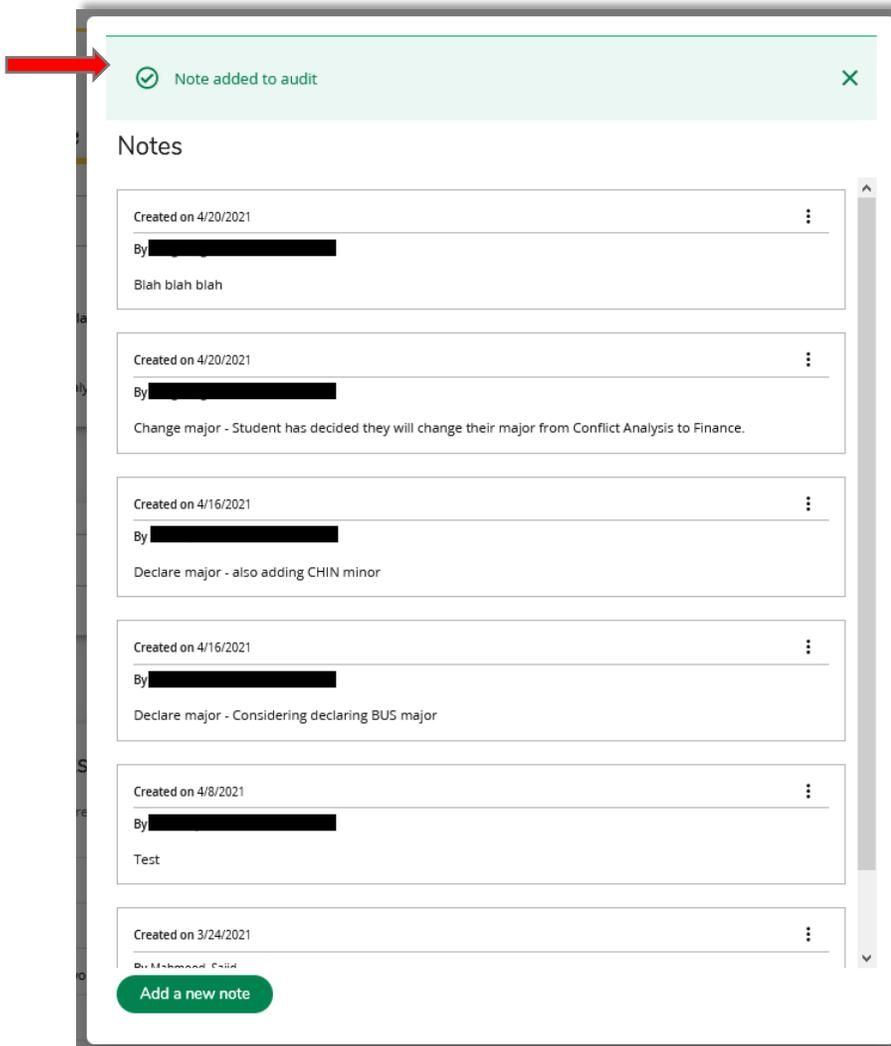
- Below is an example of the pre-defined notes list.

- 

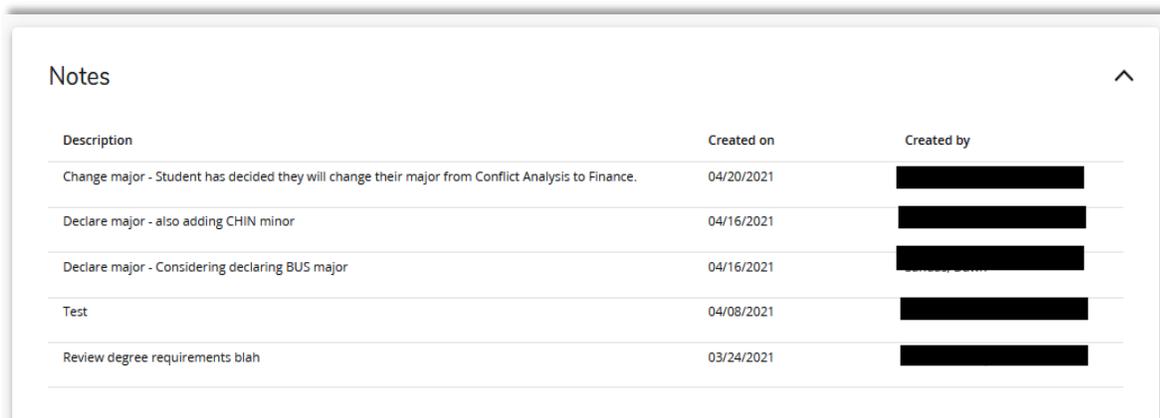
- When a pre-defined note is selected, it populates the text box and can then be customized with more detail.
- Once you have entered your information, click on the green "Save note" button



- Once saved, the “notes” window will remain open and a light green confirmation header will appear letting you know your note has been saved to the worksheet. You have the opportunity to add another note at this time, if applicable. Otherwise, you can click the “X” at the top of the screen once done inputting your notes.

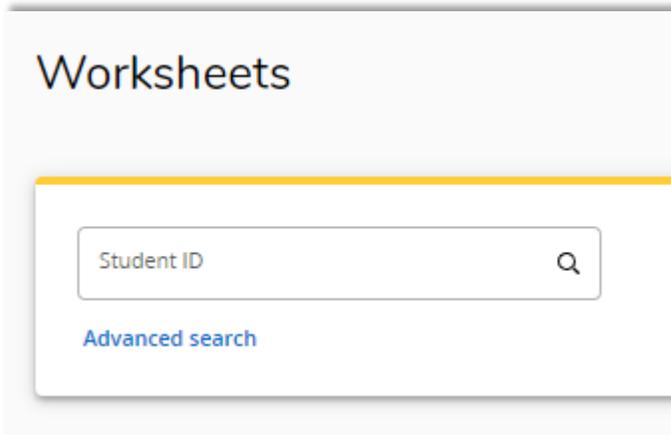


- Click on the “Process” button. Notes can be viewed in the “Notes” section at the bottom of the degree worksheet in the “Student View” option.



IMPORTANT - Notes cannot be edited or deleted once saved to a student’s record and are always visible to both the student and advisor.

Finding Students in Degree Works



- Once you have logged in, you will be able to use the search functionality in Degree Works to find a specific student or group of students. The “Advanced Search” link is on the Worksheets page directly under the “Student ID” field. Alternatively, you can simply enter a student’s G# into the “Student ID” field and press Enter.
- Below is an example of the “Advanced Search” screen where you can select students based on a number of different criteria.

Find Students ✕

Curriculum ^

Search

Clear

<input checked="" type="checkbox"/>	Id	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	G01234567	George TestStudent	CA-BA-CONF	Conf Analysis & Resolution	UG	Senior

Select

Cancel

- This example shows the results for a student named George TestStudent with a major in Conflict Analysis & Resolution. Students can be selected to be imported into the degree evaluation worksheet using the checkboxes on the left.

- The search feature will identify students with all of the criteria you have selected. Example:

- The above search is for a double major or double degree. Searching for Major: Biology and Major: Chemistry will not return all students with a major in Biology **or** Chemistry, it will only return students with majors in both Biology **and** Chemistry (double majors and double degrees)
- The search results will return all applicable 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 student(s) you want to view, click "Select" in the bottom left of the search window and you will be returned to the Worksheets page.
- There you will find all of the students you selected in the search window imported into a field called "Select Student." Click on the drop-down menu to toggle through and select which student's audit you want to view.

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.

- **Select your view-** The student view is the default.

The screenshot shows the 'What-If' tab selected in the top navigation bar. Below the navigation bar, there is a dropdown menu for 'Format' set to 'Student View'. To the right, the 'Degree progress' section shows an 'Overall GPA' of 2.00. At the bottom left, the 'Audit date' is 4/9/2021 10:20 AM.

- **Select the correct program information** from the drop-down menus for your primary What-If Analysis beginning with catalog year. Some subsequent fields will automatically populate depending on your selections.

The screenshot shows the 'What-If Analysis' form. It includes a checkbox for 'Use current curriculum'. Under the 'Program' section, there are several dropdown menus: 'Catalog year *' (2020-2021), 'Level *' (Undergraduate), 'College *' (School of Business), 'Major *' (with a list showing 'BS Business', 'Business Major Undeclared', and 'CERB Accounting'), 'Concentration', and 'Minor'.

- **Select the areas of study**, which include major, concentration, and minor. Major programs which require a concentration are marked with an asterisk.

The screenshot shows the 'Areas of study' section with three dropdown menus: 'Major *' (Business), 'Concentration' (Accounting), and 'Minor' (Chinese).

- **Select additional areas of study***, if applicable. This is where you can select additional components such as a second concentration or minor. Additional areas of study will not auto-populate. Please only select areas applicable to the primary major.

The What-If **cannot be run for double majors.*

Additional areas of study

Major (0/393) Minor (0/201) Concentration (1/668) Management

- When all applicable areas have been selected, click on the Process button at the bottom of the page. The audit will return the results of the What-If Analysis.

In-progress classes Preregistered classes

Process Reset

- To edit or run a different What-If Analysis, simply scroll back to the top of the page, and click on the carrot of the What-If Analysis header to adjust the fields.

Academic What-If

What-If Analysis

Format Student View

Degree progress
Overall GPA
2.00

Audit date 4/12/2021 12:17 PM

Future Classes

The Future Classes feature can be used while processing a What-If Analysis or separately on its own. Students can enter courses they are planning to take in the future to see how the courses would apply towards degree progress.

- On the main screen for selecting the criteria for the student’s “What-If,” you’ll see the option to “Choose your future classes.”

Academic **What-If**

What-If Analysis

Use current curriculum

Program

Catalog year *
2020-2021

Level *
Undergraduate

College *
School of Business

Degree *
BS Business

Areas of study

Major *
Business

Concentration
Accounting

Minor
Chinese

Additional areas of study

Major (0/393)

Minor (0/201)

Concentration (1/668)
Management

Future classes

Subject

Number

Add

- Enter the class subject and number in the Future Classes fields. Click Add. Repeat for each class you want to add.

Future classes

Subject
CHIN

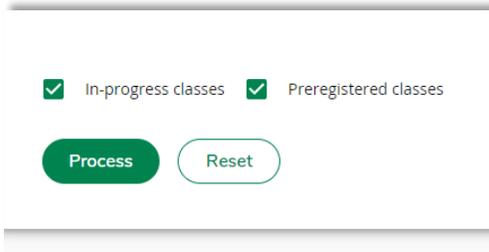
Number
355

Add

ACCT 370 X

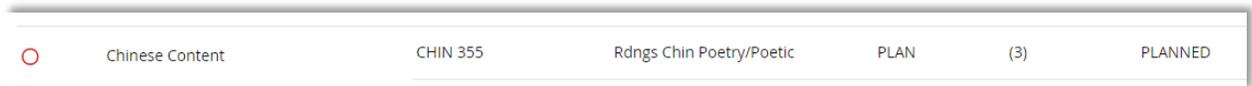
AVT 457 X

- Once all future class have been entered, click on the Process button.

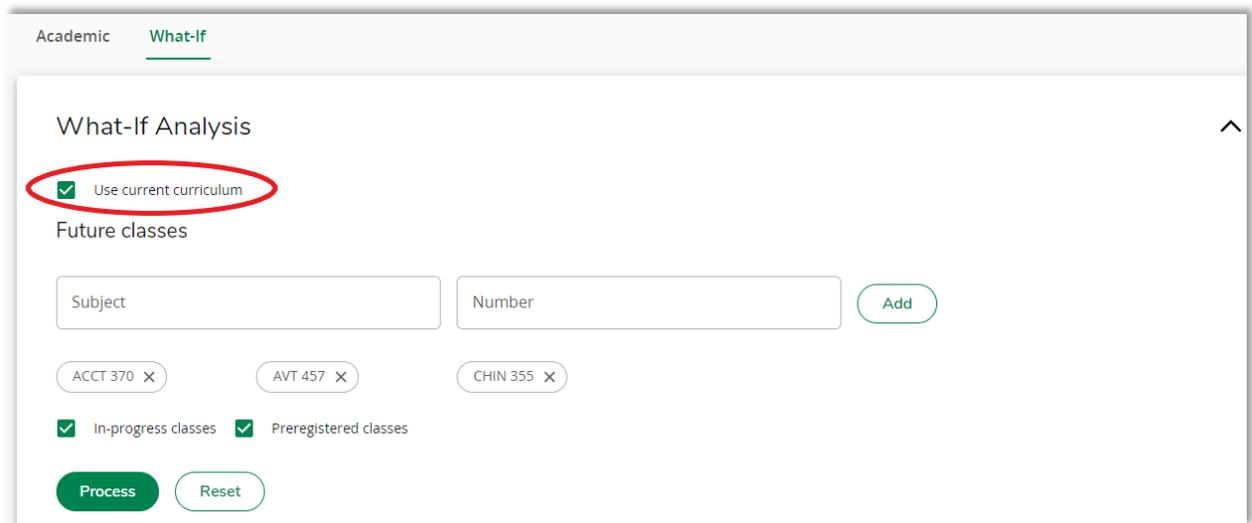


- Future classes will slot into the correct requirement on the What-If and are listed as “PLANNED.”

Note: Courses labeled “Planned” can be difficult to spot on the evaluation. We recommend using Ctrl + F so that you can locate where these courses are slotting into the evaluation.



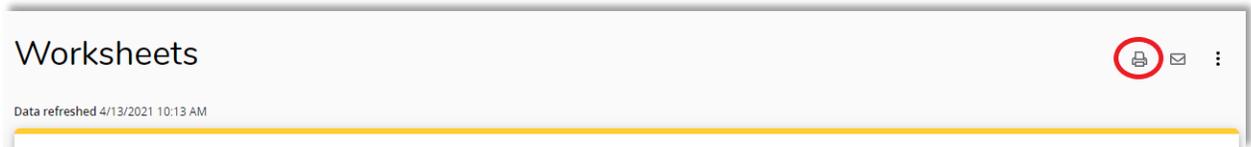
- To see which requirements future classes would fulfill on the current Worksheet, select the Use current curriculum checkbox, then add classes.



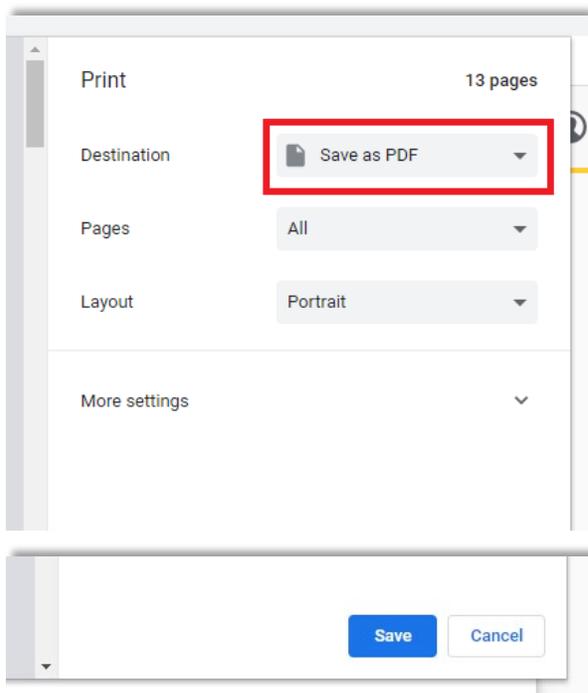
To Save a What-If Analysis

What-If Analysis evaluations can be saved as a PDF document.

- Process a What-If Analysis per the instructions above.
- At the top of the What-If Worksheet, click on the Print icon.



- Change the Printer Destination to “Save as PDF” and click the Save button.



Problems?

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