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Logging into Degree Works

- Log into [https://patriotweb.gmu.edu](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”

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.

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

- 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.
• 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.
Degree Works Guide for Advisors

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:

- **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.
- **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.

![Class History](image)

- **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.

![In-progress and Preregistered courses](image)
Student Card Information

- **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.

Apply to Graduate

- 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.

- 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.

  - ‘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.

- The Degree Block – This 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.
- **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.*

- **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.

- **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.*
• **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.

Information within the blocks – Tips & Tricks

• **Prerequisites**: course requirements marked with ![prerequisite](image) denote courses which have a prerequisite. Clicking on the course will display a course information page which will identify the prerequisite.
• **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.
Miscellaneous Blocks

- **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/PHE) 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.
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.

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.

- **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.

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

• 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.

• 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.
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.”

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