DEGREE WORKS AUDIT

• What is it?
  • A list of the courses you have taken and of the courses you still need
  • You should always know what to register for next!

You are **required** to review your online audit each semester

*After your first semester at Mason, you are required to know how to access and understand your Degree Works Evaluation/Audit.*
These are the steps on how to access your Degree Works.
Step one: Go to your PatriotWeb and login
Step two: Go to the Student Services tab in PatriotWeb
Step three: Click on the “Student Records” link under the Student Services tab
Step four: Click on the “Degree Evaluation Menu” link
Step five: Click on the “Degree Works” link and this will take you directly to your Degree Works page
This top section contains your personal information. You will be able to see your Cumulative GPA, your academic standing, your major, your credits completed, any transfer credits you have brought with you, and what school you are in. There is also a link called Advisor Locator Link (under “Classification”) that will show you the advising offices for every department on campus.

Be cautious of the degree progress bar. It is a rough estimate and may not accurately reflect your current situation. It will never read 100% until after you have graduated.

The first primary block on Degree Works (Bachelor of Science section) is a general summary of your degree. This section will describe the proceeding sections in the audit. Each of the listed sections correspond to a block farther down the audit.
Symbols in Degree Works

As you go through your degree audit, you will see symbols next to each requirement or course.

- Green with a checkmark means the course requirement is complete.
- Red box with the words “Still Needed” next to a course requirement means you still need to complete that course requirement.
- Blue box with squiggle line means you are currently taking or registered for the course.
- T means you transferred the course into Mason.
- * means that the course requires pre-requisite course(s).
Symbols in Degree Works

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>School of Business Foundations</th>
<th>Catalog Year</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey of Accounting</td>
<td>ACCT 203</td>
<td></td>
<td>(3)</td>
</tr>
<tr>
<td>Business &amp; Society</td>
<td>BUS 100</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Develop Professional Skills I: Foundational Elements</td>
<td>BUS 103</td>
<td></td>
<td>(3)</td>
</tr>
<tr>
<td>Global Environment of Business</td>
<td>BUS 200</td>
<td></td>
<td>(2)</td>
</tr>
<tr>
<td>Business Analytics I</td>
<td>BUS 210</td>
<td></td>
<td>(3)</td>
</tr>
<tr>
<td>Business Analytics II</td>
<td>Still Needed: 1 Class in BUS 310*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contemporary Microeconomics Principles</td>
<td>ECON 103</td>
<td>Microeconomics Principles</td>
<td>B</td>
</tr>
<tr>
<td>Contemporary Macroeconomics Principles</td>
<td>ECON 104</td>
<td>Macroeconomics Principles</td>
<td>C</td>
</tr>
<tr>
<td>Quantitative Reasoning</td>
<td>MATH 108</td>
<td>Intro Calc/Business Applicatio</td>
<td>C</td>
</tr>
</tbody>
</table>

This student has:

- Completed BUS 100, ECON 103, ECON 104, and MATH 108
- Is taking/registered for ACCT 203, BUS 103, BUS 200, and BUS 210
- Still needs to take BUS 310
This section contains all of your general education requirements. The University Foundation, University Core, and University Synthesis are requirements that all Mason students complete regardless of school/major. The left hand side of the screen is the name of the requirement. The right hand side of the screen is all of the courses that can be used to fulfill the requirement.

Everything in DegreeWorks is hyperlinked. For example, if you click on the “3 Credit(s) of approved literature coursework” hyperlink, this will take you to the Mason core webpage where you can find a list of approved literature courses.

**IMPORTANT:** For School of Business students, the following courses count as Mason core requirements as well:
- MIS 303 will fulfill Information Technology
- MATH 108 will fulfill Quantitative Reasoning
- BUS 100 will fulfill Social and Behavioral Science
- BUS 200 will fulfill Global Understanding
- BUS 498 will fulfill Synthesis/Capstone
This portion of the audit describes the School of Business specific requirements that all business students will take.

The top section is the summary section of your Business degree.

The second section is the Natural science requirement. All Business students are required to take two 4 credit lab sciences. You must pick approved lab science courses. You can click on the hyperlink in this section to access the list of approved lab science courses. You do not have to take the same lab science; you can take two different lab sciences (example: take chemistry one semester and biology the next).

The third section describes the Business Foundation courses. These are the primary pre-requisites for Business Core and major courses. ECON 103, MATH 108, ACCT 203, BUS 100, BUS 103, and BUS 210 are extremely important pre-requisites.

The fourth (last) section lists the Business Core courses. These are the courses that have the 3-attempt policy. Students should take the core course for the major as their first core course. Example: You are a MKTG major, MKTG 303 is the core course for your major.
This last section details the 7 major specific courses you have to take. In this example, it is for a MKTG major. The MKTG major has 3 required courses (MKTG 312, MKTG 351, and MKTG 471) and then MKTG majors can pick 4 MKTG major electives of their choice (examples listed out).

Each major is different with how many required courses and elective courses you can pick. For example, ACCT majors have 6 required courses and 1 ACCT major elective of their choice.

Major electives are NOT the same as general electives. Major electives must be in your major and count specifically toward major requirements only.
Everything in DegreeWorks is hyperlinked. This includes courses. If you click on specific course, a box will pop up listing all the pre-requisite requirements for this course.

For example, if you click on BUS 498, all the course pre-requisites are listed in the box that pops up on the left-hand side.
The What If function can be used to see what your courses would look like if you change majors.
To look at another major in the School of Business, click the drop down list by “Degree” and select the new major you want to look at. Then hit the “Process What If” button at the top and you will see what your courses and your DegreeWorks would look like if you changed majors.

You can also look at other majors outside of the School of Business. If you want to do this, change the “College” to the college the major is in (example: Psychology major is in the College of Humanities and Social Sciences) and then select the new major under “Degree” drop down list. Then hit the “Process What If” button at the top.

You can also see what a minor would look like if you were to add one. To do this, select a minor from the “Minor” drop down list, then hit the “Add” button on the right-hand side. Then hit the “Process What If” button at the top.
Questions?

Tutorial video available on Registrar’s website:
https://registrar.gmu.edu/students/degree-evaluation/degree-works