

1. After signing into your MyWashburn account, click on the "Student Academics" tab.

The screenshot shows the MyWashburn website interface. At the top, there is a banner with the Washburn University logo and the text "MY WASHBURN". Below the banner, there is a navigation bar with several tabs: "University Services", "Faculty", "Student Academics", "Financial Services", "Assessment", "MyCourses", "Employees", "MyTab", "News & Events", and "Student Life". The "Student Academics" tab is highlighted with a blue box and an arrow pointing to it from the first instruction box. Below the navigation bar, there are three main content boxes. The first box is titled "Registration and Academic Information" and contains links for registration, including "REGISTER FOR COURSES/ADD OR DROP CLASSES". The second box is titled "Academic Advising" and contains links for academic advising, including "Process Degree Audits", which is highlighted with an orange box and an arrow pointing to it from the second instruction box. The third box is titled "Academic Profile" and contains information about the user's major, class standing, degree, level, program, admit term, catalog term, college, campus, and major. There is also a section for "Advisors" and a "Select Another Term" dropdown menu.

2. In the Academic Advising box, click on the "Process Degree Audits" link.

**NOTE:** Degree audits generated may not reflect exclusions and/or substitutions.

**DO NOT** click on the **Hyperlink** which highlights your degree program unless you want to view the audit(s) you have viewed before. For the most current and accurate audit information, always click on the "Generate Degree Audit" link located beneath your degree program.

**Curriculum Information**

**Primary Curriculum**

**Program:** BU: Finance  
**Catalog Term:** Fall 2014  
**Level:** Undergraduate  
**Campus:** Washburn University  
**College:** School of Business  
**Degree:** Bachelor of Business Admin.

**First Major:** Finance  
**Department:** School of Business

**Secondary Curriculum**

**Program:** BU: Economics  
**Catalog Term:** Fall 2014  
**Level:** Undergraduate  
**Campus:** Washburn University  
**College:** School of Business  
**Degree:** Bachelor of Business Admin.

**First Major:** Economics  
**Department:** School of Business

**This is your most up-to-date curriculum information when it comes to what you have declared as your major. If you have not declared a major, it will say undeclared. This example shows a student who is a double major.**

[ [Generate Degree Audit](#) | [Explore Different Degree Programs](#) | [View/Delete Previous Degree Audits](#) ]

**If you have declared a major and plan to stay with it, click on the "Generate Degree Audit"**

**If you have not declared your major or are thinking about declaring something different, click on the "Explore Different Degree Programs" link.**

MyWASHBURN

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## Explore Different Degree Programs

Information for

**Step 1 :** Select the catalog year to be used for the degree audit. Next, choose **Continue**.

Entry Term: **None**

- Spring 2015
- Fall 2014
- Summer 2014
- Spring 2014
- Fall 2013
- Fall 2012
- Fall 2011
- Fall 2010
- Fall 2009
- Fall 2008
- Fall 2007

**Continue**

**Choose the semester that you started attending Washburn University. Then click "Continue."**

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## Explore Different Degree Programs

Information for

**Step 2 :** Select a degree program from the Program pull-down list. Then choose **Continue**.

A degree program and concentration, where applicable.

Washburn Institute of Technology programs are listed at the bottom of the drop down menu. The programs begin with a WT prefix and are available only to students enrolled at Washburn Institute of Technology.

Entry Term:

Program:

- BU: Economics
- BU: Finance
- BU: General Business
- BU: Management
- BU: Marketing
- Biochemistry: BA
- Biochemistry: BS
- Biology: BA
- Biology: BA Sec Ed, Grd 6-12
- Biology: BS
- Biology: BS Sec Ed, Grd 6-12
- Business: Accounting/MBA
- Business: MBA
- Business: Master of Accountancy
- CJ: Associates
- CJ: Corrections
- CJ: Corrections & Law Enforcement
- CJ: Corrections PLAN
- CJ: Law Enforcement
- CJ: Law Enforcement PLAN
- CJ: Security Admin PLAN
- CJ: Security Administration
- CJ: MCJ- Criminal Justice
- CJ: MCJ- Criminal Justice, Thesis
- CN: Corporate Emphasis
- CN: Health Emphasis
- CN: Legal Emphasis
- CN: Political Emphasis
- CT: Addiction Counseling/HS
- CT: Cardiac Sonography Cert/AL

**Continue**

**Choose the major that you would like to declare or are thinking about declaring. Then click "Continue."**

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Transcript ] | View Student Records Menu (students only) | View Faculty/Advisor Services Menu (faculty/advisor only) | View Academic

## Explore Different Degree Programs

Information for

**Step 3:** Pull down the "First Major" list to select the major.  
To select minors, choose **Add More**.  
Otherwise, choose **Submit**.

**Entry Term:** Spring 2014  
**Program:** CJ: Law Enforcement  
**Level:** Undergraduate  
**Degree:** Bach Sci in Criminal Justice  
**College:** School of Applied Studies  
**Campus:** Washburn University  
**First Major\*:**

Choose the major. Then click "Add More."

## Explore Different Degree Programs

Information for

**Step 4:** Select up to three concentrations.

3-Dimensional Design  
ACS Certified  
Accounting  
Actuarial Science  
Adaptive Special Education  
Addiction Counseling  
Admin Communication Plan  
Administration  
Administrative Communication  
Administrative Leadership  
Adult Home Care Administration  
Adult Nurse Practitioner  
Advanced Systems Technology  
Advertising  
Advocacy Certificate  
Agricultural Law Certificate  
Alcohol and Drug Abuse  
Alcohol and Other Drug Abuse  
Alcohol/Drug Abuse Counseling  
Alcohol/Other Drug Abuse Couns  
Alternate Science  
Anthropology  
Applied Music  
Art  
Art  
Art History  
Astronomy  
Athletic Training

If a full list like this shows up, choose "None" and click

If a short list like this shows up, choose one of the options and click "Submit."

## Explore Different Degree Programs

Information for

**Step 4:** Select up to three concentrations.

**Entry Term:** Spring 2014  
**Program:** CN: Corporate Emphasis  
**Level:** Undergraduate  
**Degree:** Bachelor of Arts  
**College:** College of Arts and Sciences  
**Campus:** Washburn University

**First Major:** Communication  
**First Department:** Communication Studies  
**Concentration 1:**   
  
**Concentration 2:**   
**Concentration 3:**

[ Explore Different Degree Programs ]

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Previous Degree Programs

## Explore Different Degree Programs

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Information for

**Step 4 :** Select your expected date of graduation from the "Evaluation Term" pull-down menu .  
Next select **Generate Request**.

Please note, processing may take a few minutes.

**Entry Term:** Spring 2014  
**Program:** CJ: Law Enforcement  
**Level:** Undergraduate  
**Degree:** Bach Sci in Criminal Justice  
**College:** School of Applied Studies  
**Campus:** Washburn University

**First Major:** Law Enforcement  
**First Department:** Criminal Justice/Legal Studies

**Evaluation Term:**

**Click "Generate Request."**

## Degree Audit Display Options

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Information for

To display the results of the unofficial degree audit for the chosen degree, choose one of the following:

- General Requirements shows courses taken and where these courses apply in the degree requirements.
- Detail Requirements include major, correlated courses, general education and upper division course requirements, indicating which courses taken satisfy these requirements. Choose this option for most complete results to use in your advising session.
- Additional Information provides a listing of "Course Attributes Not Used" indicating other usages for courses taken not used by the current unofficial degree audit. In addition, a "Rejected Courses" listing shows why courses are excluded from satisfying certain areas of this unofficial degree audit.

- General Requirements**  
 **Detail Requirements**  
 **Additional Information**

**Always choose the "Detail Requirements" option. (This will provide you with the most detail as well as show you all of the requirements for your major.) Then click "Submit."**

# Parts of the Degree Audit

The top part of the degree audit shows all of the information concerning your chosen major.

You can see how many hours total you have going toward your major and other areas that you might be lacking. You can see your GPA's (cumulative and program).

## Detail Requirements

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Information for:  
This is NOT an official evaluation. This is for **Advising Purposes** only.

After viewing these Detail Requirements, to view other information or requirements for the current degree audit, choose "Back to Display Options" towards the bottom of the screen

[Select this link to view a sample degree audit \(Detail Requirements\)](#)

**Program Evaluation**

<b>Program :</b>	BU: Finance	<b>Catalog Term :</b>	Fall 2014
<b>Campus :</b>	Washburn University	<b>Evaluation Term :</b>	Fall 2014
<b>College :</b>	School of Business	<b>Expected Graduation Date :</b>	May 30, 2018
<b>Degree :</b>	Bachelor of Business Admin.	<b>Request Number :</b>	12
<b>Level :</b>	Undergraduate	<b>Results as of :</b>	Sep 30, 2014
<b>Majors :</b>	Finance	<b>Minors :</b>	
<b>Departments :</b>	School of Business	<b>Concentrations :</b>	

  

	Met	Credits		Courses	
		Required	Used	Required	Used
<b>Total Required :</b>	No		124.000	54.000	19
<b>Required Institutional :</b>	Yes		30.000	30.000	10
<b>Last Number Institutional Required :</b>	Yes		20.000	30.000	10
<b>...Out of Last Earned :</b>	Yes		30.000	30.000	10
<b>Program GPA :</b>	Yes		.00	3.92	
<b>Overall GPA :</b>	Yes		2.00	3.92	
<b>Other Course Information</b>					
<b>Transfer :</b>				24.000	9
<b>In Progress :</b>				12.000	4

\*\*\* This is NOT an official evaluation. \*\*\*

Some majors have admission requirements (Athletic Training, School of Business, Allied Health, Nursing, etc.) Here you will see what the special requirements are and whether or not you have met them.

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
<b>Area : SOB Requirements - Not Met</b>															
No		ADM SOB Admitted - School of Business													
(YOU MUST BE OFFICIALLY ADMITTED TO THE SCHOOL OF BUSINESS. A MINIMUM OF 30 SEMESTER HOURS MUST BE EARNED AFTER BEING ADMITTED TO THE SCHOOL OF BUSINESS)															
No	AND	MFT	Major Field Exam												
(MAJOR FIELD EXAM - OUTCOME ASSESSMENT AND ASSURANCE OF LEARNING)															
													Total Credits and GPA	0.000	.00
*** unofficial evaluation ***															
<b>Area : Finance Major - Not Met</b>															
<b>Description :</b> NOTE: MINIMUM 32 HOURS FROM AC, BU, OR EC COURSES MUST BE TAKEN AT WASHBURN TO MEET SCHOOL OF BUSINESS RESIDENCY REQUIREMENT. IF 32 HOURS ARE NOT TAKEN AT WASHBURN, MAJOR AREA WILL APPEAR AS NOT MET															
Yes			AC			224		201430	AC	224	Financial Accounting		3.000		R
No	AND		AC			225									
Yes	AND		BU			250		201430	BU	250	Mgmt Info Systems		3.000		R
No	AND		BU			315									
No	AND		BU			342									
No	AND		BU			347									
No	AND		BU			360									
No	AND		BU			381									
No	AND		BU			449									
No	AND		BU			483									
No	AND		BU			488									
Yes	AND		EC			200		201410	EC	200	Principles of Microeconomics		3.000	A	H
Yes	AND		EC			201		201330	EC	201	Principles of Macroeconomics		3.000	A	T
No	AND		EC			485									
No	AND	B-GLOBAL	Global Dynamics Requirement (Select one course from BU 355, BU 477, or EC 410)												
No	AND	BU 374/484	BU 374 or BU 484 (Select BU 374 or BU 484)												
No	AND	BUS ELEC	Business Elective (Select twelve upper division hours from AC, BU, EC)												
													Total Credits and GPA	12.000	4.00
*** unofficial evaluation ***															

Every major has specific courses that it required students to take. This section shows those major specific courses, typically only offered within the major department. If you have taken the courses or are currently enrolled in them, they will show a “Yes” on the very left and be listed in the columns to the right.

The grades that you earned for each course will show up to calculate your GPA per section within the audit. If you are currently enrolled in the course, no grade will appear.

Under the “Source” column, you will be able to tell if you are currently enrolled, took the course at Washburn, or transferred it in:

- R = Currently enrolled
- H = Taken at Washburn
- T = Transferred to Washburn

Some majors have courses that are required outside of the major department. These are called Correlate courses.

Area : Business Correlated - Met																
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			MA			140			201430	MA	140	Statistics		3.000		R
Yes	AND	CN ELEC	CN Elective						201330	CN	150	Public Speaking		3.000	A	T
			(Select one course from CN 150, 154, 241, 343)													
Yes	AND	MA141/151	MA 141 or MA 151						201410	MA	141	Applied Calculus I		3.000	A	H
			(Select MA 141 or MA 151)													
Yes	AND	PY/SO/AN	AN 112, PY 100, SO 100						201320	PY	100	General Psychology		3.000	A	T
			(Select two courses from AN 112, PY 100, SO 100)						201420	SO	100	Introduction to Sociology		3.000	A	H
													Total Credits and GPA	15.000	4.00	
*** unofficial evaluation ***																

The next section is where you will find the University Requirements that all students are required to take...

Area : CORE University Requirements - Not Met																
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		EN 101	EN 101						201330	EN	101	English Comp I		3.000	A	T
			(Select EN 101 or 102)													
No	AND	EN 300	EN 300													
			(Select EN 300)													
Yes	AND	MATH	MA 112, 116 or higher						201310	MA	116	College Algebra		3.000	A	T
			(Select MA 112, 116, or higher; min grade "C")													
Yes	AND	WU 101	WU 101						201410	WU	101	The Washburn Experience		3.000	A	H
			(Select WU 101 or approved substitute course)													
													Total Credits and GPA	9.000	4.00	
*** unofficial evaluation ***																
Area : General Education - Not Met																
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
No		NAT SCI	Natural Science						201420	BI	100	Intro to Biology/Gen Ed Emph	GENS	3.000	A	H
			(Select twelve hours of approved General Education courses, with a maximum of six hours from all subject areas)						201310	MA	117	Trigonometry & Elem Functions	GENS	3.000	B	T
									201430	MA	140	Statistics	GENS	3.000		R
Yes	AND	HUMN DIST	AR, MU, TH Elective						201430	MU	100	Enjoyment of Music	GECP	3.000		R
			(Select three hours AR, MU or TH)													
No	AND	HUMN ELEC	Humanities Electives						201330	CN	150	Public Speaking	GEHU	3.000	A	T
			(Select twelve hours of approved General Education Humanities courses)						201410	EN	208	Business & Technical Writing	GEHU	3.000	A	H
No	AND	SOC SCI	Social Science						201320	PY	100	General Psychology	GENS	3.000	A	T
			(Select fifteen hours of approved General Education Social Science courses. No more than six hours from one discipline)						201420	SO	100	Introduction to Sociology	GENS	3.000	A	H
													Total Credits and GPA	24.000	3.83	
*** unofficial evaluation ***																

...and the General Education requirements for the specific major that you are in. Under each category, the audit will tell you how many hours within each Gen Ed area you will need to complete.

The rest of the degree audit will come in handy once you start enrolling in Upper Division courses. You will discuss it with your Academic Advisor as time goes on and you work closer towards graduation.