

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

The screenshot shows the MyWashburn website interface. At the top left is the Washburn University logo and the text "MyWASHBURN". Below this is a navigation bar with tabs for "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 the first instruction. Below the navigation bar are three main content boxes: "Registration and Academic Information", "Academic Advising", and "Academic Profile". The "Academic Advising" box contains several links, with "Process Degree Audits" highlighted by an orange box and an arrow pointing to the second instruction. The "Academic Profile" box shows a student's information, including Class Standing (Freshman), Degree (Undeclared), Level (Undergraduate), Program (Undeclared), Admit Term (Summer 2006), Catalog Term (Summer 2004), College (VPAA/Other), Campus (Washburn University), and Major (Undeclared). There is also an "Advisors" section at the bottom of the profile box.

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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RETURN TO MENU SITE MAP

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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View Faculty/Advisor Services Menu (faculty/advisor only) | View Academic

MyWASHBURN

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RETURN TO MENU SITE MAP

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 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*:

Law Enforcement and Department: Criminal Justice/Legal Studies

Choose the major. Then click "Add More."

Explore Different Degree Programs

Information for

Step 4: Select up to three concentrations.

Entry Term:
Program:
Level:
Degree:
College:
Campus:

First Major:
First Department:
Concentration 1:
Concentration 2:
Concentration 3:

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

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

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

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

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

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

Area	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Course Title	Attribute	Credits	Grade	Source	
Area : SOB Requirements - Not Met																
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 ***																
Area : Finance Major - Not Met																
Description : 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																
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
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		211											
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.