Welcome to the Degree Evaluation Tutorial. The following walkthrough will aid you in preparing for your advising session in our COB Academic Advising Office. The Degree Evaluation allows you to view your progress toward degree completion, including major and minor requirements, classes fulfilled and future classes in which you need to enroll. Though unofficial, the Degree Evaluation is an excellent tool for students to understand and take responsibility for their academic progress.
To access your Degree Evaluation please log in to your WyoRecords account.
Select Student Records, then choose Degree Evaluation.
Ellucian Degree Works will open in a new window.
The top of the Degree Evaluation page contains your general student information, such as your major and/or minor, concentration, and class standing. The degree requirements are divided into blocks below this information. Each block must be satisfied in order to complete your degree.

The Degree Evaluation also includes a What If option to the upper left. This allows you to see what course requirements you would need to complete your degree if you were to change or add a major, a minor, or a concentration (if applicable). All Degree Evaluations will be unique to each student.
Student Information

- Student information includes your name, W#, class standing, our Academic Advising Office as advisor, your UW GPA, catalog year, class level, degree, college, major, concentration (if applicable) and minor (if applicable).
- If you have any questions about your Degree Evaluation please contact the COB Academic Advising Office.
- If you choose the What If audit option your information will change to reflect What If selections. This does not change your actual degree requirements but is a tool to explore your degree options if you so choose.
The first block is the Degree block. It lists all of the major and University requirements required for your degree.

Requirements already met will be checked in green and highlighted. Requirements still needed will retain an empty check box and remain in gray. The red Still Needed section lists requirement blocks that you need to complete your degree.

A minimum of 120 credits are required for all business degrees. Free Electives are not listed specifically on the degree evaluation. You will need to look at the Credits Applied.
The College of Business has a unique Advanced Business Standing (ABS) requirement in order to graduate as demonstrated in this block. There are three components to the ABS, all of which are also found on the ABS Agreement form signed by COB degree-seeking students:

1. Each of the courses or their equivalents must be completed with a grade of “C” or better in each (not C-).
2. Required 2.50 cumulative GPA or 2.50 transfer GPA. There are no exceptions to this rule.
3. 60 earned hours or junior class standing.

ABS is a primary prerequisite for the majority of our 3000/4000 (Jr/Sr) level courses.

Note: Transfer grades are not counted in the UW GPA. The 2.50 transfer GPA is only used for awarding ABS.
• One feature of Degree Works is the Course Link. You may click on any remaining requirement and the course description and sections offered will appear in a second window. Shown here with MATH 2200.
The ABS Junior Standing Requirement block further explains what is needed for you to attain a junior standing at 60 credit hours. The hypothetical student in this example needs 29 credit hours to attain a Junior, or third-year standing.
The Non-college of Business Courses block indicates what courses you need to fulfill outside of the College of Business. These include upper-division electives. At least 39 hours must be non-COB courses. Restrictions are found under the block title bar.
The Common Body of Knowledge block contains the core classes for your Business degree. The hypothetical student in this example has completed four requirements. This student is in progress with two of the core requirements, indicated by the blue check boxes and dark yellow columns. The gray columns indicate core requirements not yet met. Each of the courses or their equivalents must be completed with a grade of “C” or better in each (not C-). Note: Business Strategy and Policy is to be completed your semester of graduation.
The Business courses block indicates your GPA for all Business courses. You must maintain a minimum of a 2.50 to complete your degree.

Your personal Business GPA is found in gray underneath the Business courses GPA header. The GPA in this example is 2.833.

Note: Grades of “F” are not included in this GPA. Contact AAO for the correct GPA.
Major Requirements

### Major in Marketing

Courses within the major must be completed with a grade of C or higher.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Still Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics Requirement (choose only one)</td>
<td>1 Class in MGT 3110 or MKT 3110* or INBU 3110</td>
</tr>
<tr>
<td>MKT 4240 Consumer Behavior</td>
<td>Still Needed: 1 Class in MKT 4240*</td>
</tr>
<tr>
<td>MKT 4520 Marketing Research &amp; Analysis</td>
<td>Still Needed: 1 Class in MKT 4520*</td>
</tr>
<tr>
<td>MKT 4450 Advanced Marketing Management</td>
<td>Still Needed: 1 Class in MKT 4450*</td>
</tr>
<tr>
<td>Customer Experience Management Concentration</td>
<td>Still Needed: See Concentration - Customer Experience Management section</td>
</tr>
</tbody>
</table>

### Concentration - Customer Experience Management

Unmet conditions for this set of requirements: 12 credits are required. You currently have 0, you still need 12 more credits.

A grade of C or higher is required in all courses.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Still Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 4230 Integrated Mktg Communication</td>
<td>Still Needed: 1 Class in MKT 4230*</td>
</tr>
<tr>
<td>MKT 4590 Sustainable Business Practices</td>
<td>Still Needed: 1 Class in MKT 4590</td>
</tr>
<tr>
<td>MKT 4440 Marketing of Services</td>
<td>Still Needed: 1 Class in MKT 4440* or 4210*</td>
</tr>
<tr>
<td>MGT 3410 Hum Rsnc Mgt or MKT 4230 Sales Mgt</td>
<td>Still Needed: 1 Class in MGT 3410*</td>
</tr>
</tbody>
</table>

- The Major block contains all of the requirements to complete your major.
- Any unmet requirements are stated in gray at the top of the block. The required courses follow.
- Suggested courses are again found in the red Still Needed column.
- Some Business degree majors have the option of a concentration. These majors include Management and Marketing. Economics also offers concentrations. This does not apply to all majors.
- The Concentration Requirements block highlights the classes required to earn the concentration. These classes are factored into the major’s degree plan.
• The Upper Division block shows how many upper division credits you have earned. You must earn 42 credits to graduate.
• The University Studies block shows all courses required to meet university requirements for graduation.
Quantitative Reasoning and Communication Requirements

- The Quantitative Reasoning (Q) block shows what classes fulfill this requirement.
- Communication 1 & 2 & 3 (C1 & C2 & C3) blocks show requirements to fulfill.
- The C3 will be met with your major capstone (ACCT 4600, ECON 4240, FIN 4250, MGT 4470, or MKT 4450)

Note: Business Administration Online students will need to choose an appropriate online C3.
• Human Culture (H), Physical and Natural World (PN) and U.S. & Wyoming Constitutions (V) requirements. This student has fulfilled all H and V requirements but still needs to fulfill the PN requirement.

Note: Business Economics and Economics majors will need to take non-Economics courses for the H.
Minor Requirements

- The Minor Requirements block shows the number of credits and which courses will fulfill the minor. Each minor has different requirements depending on which college offers the minor. As with your major, it is best to check the Degree Evaluation against the minor’s Course Requirements, found on the departments’ websites.
Courses that were not completed with a passing grade or have been repeated will appear in the Insufficient/Excluded block.
Classes that the student is registered for but not yet taken are in the In Progress block.
The Degree Evaluation Legend is also found here.
These are the instructions for a What If exploration of the Degree Evaluation. The information that you will enter is both real and hypothetical. Let us say that you are already a Management major with a concentration in Management Consulting but want to add a Professional Writing minor. The What If option allows you to see how many classes and credits you will need to complete your degree.

- You can add or change majors and minors or sample concentrations. If you decide to formally change your degree you will need to complete the appropriate forms with the COB Academic Advising Office and the Office of the Registrar.
The What If selection tool allows you to see what would happen if you change your major and/or add a minor. As with the rest of the Degree Evaluation the What If option is approximate and a tool to gauge your progress. To use the What If tool:

1. Use the drop-down menus to enter your What If information.
2. This includes your Program, Major, Concentration, Minor, and College.
3. Not all Areas of Study are applicable to every student, and each is unique.