## Common DegreeMAP Questions

DegreeMAP is a useful tool for tracking your academic progress during your time at GW. Below is a list of questions that arise frequently when navigating the system. It is advisable to check your DegreeMAP after each registration period to ensure that courses are counting as you expected. Below is a list of frequently asked questions that may help you as you navigate the platform. As always, your advisor is available to assist with any questions not answered on this page.

Where can I access my DegreeMAP?

What do the symbols listed next to DegreeMAP requirements mean?

Will my AP and IB credits show up and count for requirements?

Do I need to complete General Education Requirements in addition to ESIA supporting courses?

How many credits do I have?

What are "Fallthrough Courses" and why do some courses appear there?

How is class status (First Year, Sophomore, Junior, Senior) and registration day determined?

I am planning to graduate this semester - what does it mean when my DegreeMAP is at 98%?

What are Course Attributes and how do I use them?

How do I make sure classes are counting for the requirement that I want them to?

I just added a course - why isn't it showing up in DegreeMAP?

Why is my Study Abroad listed under "Insufficient?"

Additional Resources

### Where can I access my DegreeMAP?

- Log into the <u>GWeb info system</u>
- Click on the Student Records and Registration Link
- Select the Student Records Information Menu
- Click on the DegreeMAP link
- Click the "Launch DegreeMAP" button

### What do the symbols listed next to DegreeMAP requirements mean?

- A green check mark indicates the requirement is complete.
- An empty red box indicates the requirement is not complete.
- A single blue tilde indicates the requirement will be met upon the successful completion of in progress courses.
- The DegreeMAP Legend can be found at the bottom of a student's DegreeMAP interface. It is also posted here for easy access.
- The final three legend symbols are not

# Legend Complete Not Complete Complete except for classes in-progress Nearly complete - see advisor (T) Transfer Class Any course number

### Will my AP and IB credits show up and count for requirements?

You can see how AP/IB courses will transfer into GW on the admissions office's <u>credits page</u>. If you transfer in a course that is an equivalent to a course that satisfies an Elliott School requirement, then it will automatically count, no action necessary. Other courses will be moved to the "Fallthrough" section, detailed below. A maximum of 24 AP/IB credits can be transferred into GW. If you have any questions or concerns about how an AP or IB course is counting, please contact your advisor.

### Do I need to complete General Education Requirements in addition to ESIA supporting

### courses?

Yes, all students must complete the GW General Education requirements, but you will complete them naturally as you complete the Elliott requirements. Please do not consider these as additional requirements that you must complete. Instead, you can ignore this section of Degree Map as it will fill itself in as you complete your other Elliott requirements.

### How many credits do I have?

The best way to calculate your **completed credits**, which is used to determine class status and registration date, is via your unofficial transcript, which can be accessed in Banweb.

The DegreeMAP page does have a **credits applied** section as well, located beneath the Degree Progress percentage bars.



• Note that this field comprises **credits completed PLUS credits in progress**. Credits in progress includes credits a student is registered for in the current term and in future terms, as well as any incomplete courses the student has not resolved. This measurement should not be relied upon to determine registration date or class status.

### What are "Fallthrough Courses" and why do some courses appear there?

The "Fallthrough Courses" section holds all courses that are eligible to be applied to the degree but were not applied to any requirements. These are often referred to as "electives."

Language courses below the third year will be placed in Fallthrough and Study Abroad courses often land here as well.

If you would like a course that is currently appearing as Fallthrough to be applied to an Elliott School requirement, you should submit a Course Substitution Request (CSR). If you have submitted a CSR already and it has been approved, please contact your advisor to have them move the course,

### How is class status (First Year, Sophomore, Junior, Senior) and registration day

### determined?

Using your unofficial transcript to determine your **credits completed** (see "How many credits do I have?") you can find your class status and determine your registration date in a given semester.

- Class status breaks down as follows:
  - 0-29 Credits completed First Year
  - 30-59 credits completed Sophomore
  - o 60-89 credits completed Junior
  - 90+ credits completed Senior
- Registration dates for any given semester can be found on the registrar's website when announced: <u>https://registrar.gwu.edu/fall-spring-schedule</u>

# I am planning to graduate this semester - what does it mean when my DegreeMAP is at 98%?

When you have registered for your final semester of courses, the "Requirements" bar near the top of the DegreeMAP page in most cases indicates 98%. This typically demonstrates that you have enrolled in the correct courses, and DegreeMAP is awaiting successful completion of these courses, after which the bar will show 100% completion.



 NOTE: DegreeMAP's percentage bars are not a perfect tool for ensuring completion of requirements, so even if your DegreeMAP shows 98%, it is good practice to double check your Rising Senior Check email (sent the summer before graduation) or Four Year Plan to ensure that you are on track. If your DegreeMAP shows less than 98% after registering for your final semester and you are unable to determine why, please reach out to your advisor!

### What are Course Attributes and how do I use them?

Course attributes are unique codes assigned to many of the Elliott School curriculum requirements. Courses that satisfy the requirement are given its course attribute.

Use the 'Course Attributes' listed beside most of the unfinished requirements in DegreeMAP to search in the schedule of classes for courses being offered that are approved to satisfy that requirement.

### DegreeMAP:

D INTERNATIONAL & COMPARATIVE POLITICS		Still Needed:	Students may search in the Schedule of Classes using the 'ESIP' attribute to find classes that will fulfill this requirement			ng the quirement.				
				$\uparrow$						
Course S	Search (Schedule	of Classes	s):							
	OFFICE OF THE REGISTRAR									
	SCHEDULE OF CLASSES HOME	COURSE SEARCH	RENUMBERED COURSE KEY	COURSE SYLLABUS	OFFICE OF THE REGISTRAR					
	Schedule of Classes IMPORTANT: As an accommodation in light of the COVID-19 crisis, the university will continue virtual learning for Summer 2020									
	COURSE SEARCH									
	Campus: Main Campus									
	Search Type:   All   Courses with Open Seats   Courses Closed   Courses Cancelled									
	Department/Subject: Select Department/Subject									
	Course Number: to Search by a single value or a range. Ex: 000 - 199, 1000 - 1999									
	Course Attribute: ESIP Enter Course Attribute Code or <u>Select From List</u>									
	CRN:									

### How do I make sure classes are counting for the requirement that I want them to?

DegreeMAP will automatically place courses into a requirement that they satisfy. Some classes have more than one course attribute, so they could potentially be approved for multiple requirements. However, they are not allowed to double count – they can only satisfy one or the other.

If you have a course that you'd prefer to count toward a different requirement (for example, STAT 1053 is showing up in your Research Methods, but you would rather count it for your Math requirement) you have a couple options. The easiest route is to register in an upcoming semester for a course that will count toward the requirement you'll need (in this scenario: a different Research Methods course). DegreeMAP will then automatically move the courses to the correct places. If this isn't the case, you can discuss making a manual change with your Academic Advisor. Typically advisors cannot move courses until after you have completed them.

### I just added a course - why isn't it showing up in DegreeMAP?

DegreeMAP updates just once a day, typically overnight. When changes are made, you should see them the next day, after DegreeMAP has updated.

### Why is my Study Abroad listed under "Insufficient?"

• When enrolled in a study abroad program, a placeholder with the course number EXCH 0001 will show up beneath fallthrough courses in a section called Insufficient. Insufficient simply means that the placeholder is not being applied for credit or any requirements.

Insufficient		Credit	Credits Applied: 15 Classes Applied: 1				
EXCH 0001	Undergraduate Study Abroad	SB	15	Spring 2020			

- If the credits applied in this section say "0," your credits have been successfully transferred. You will see the courses you took abroad appear separately in your DegreeMAP
- If the credits for the placeholder still say "15," this means that your credits have not been transferred.
  - You should double check to ensure that you have taken all necessary steps to have the credit transferred, including: Submitting a CATS request for each course that will appear on your transcript from abroad; Checking the box in passport labeled "Confirm Completion of Course Approvals in CATS"; Checking in passport to see that your official transcript has been received by the study abroad office.
    - If you believe each of these steps is complete and your study abroad credits still have not come in, please contact the study abroad office.

### Additional Resources

For more detailed DegreeMAP instructions, please review the Registrar's <u>DegreeMAP Student</u> <u>Reference Manual (PDF)</u>.