Steps to Review Graduation Requirements

Log in to your PAWS account

Select “Student Services & Financial Aid”

Select “Student Records”

Select “Degree Audit (Evaluation)”

Your Degree Works audit will automatically populate with the information currently on record in the Registrar's Office.
**VIEWING DEGREE AUDITS**

*This is the information that will be used by the graduation department* to determine if you meet your requirements for graduation!

Degree audits are individualized, printable degree reports displaying courses taken, transfer credits, in-progress and courses still needed to meet your degree requirements. Audits may be viewed in three different formats:

- **Student view** - provides a complete and detailed audit of your academic record *(default view)*
- **Graduation Checklist** - provides a condensed view of your academic record and shows when you have met requirements for graduation.
- **Registration Checklist** - lists only the courses still needed to meet degree requirements

Once the audit appears – *(The default view is “Student View”)*

From the Student View **verify the following information for accuracy:**

1. **Major/Concentration/Minor**
2. **Credits Applied** *(IMPORTANT! This number includes “completed”, “in progress” and “registered” hours)*
3. **USA cumulative GPA**
Student view – provides a complete and detailed audit of your academic record

This view allows you to see how all your credits are applied and requirements that are pending. Students should review this information at least twice per semester to ensure accuracy. If a student has questions about how courses are counting or if they believe their audit is incorrect, they should contact the Arts and Sciences Student Advising Center at (251) 460-7233.

**IMPORTANT:** Some courses have (*) next to their corresponding course number. The (*) indicates that the course requires a pre-requisite to enroll. Click on the course number to see the pre-requisite.

Example: ARS 322*
Under the "Worksheet" tab, select "Graduation Checklist". Click "View".
The Degree block will display any outstanding requirements.

The **Graduation Checklist** format displays the filled and unfilled requirements, without displaying grades, credits or terms.

In order to show "clear" for graduation, all boxes must be marked with either ✓ or ☐.
Under the "Worksheet" tab, select "Registration Checklist".
Click "View".

The Registration Checklist format shows only the unfulfilled requirements from the audit. It does not provide any of the detailed explanations of requirements that may be found in the Student View.

***Remember, the degree audit is a tool that should be used as a guide when planning your progress towards completion of degree requirements. It should be used in conjunction with academic advising and your bulletin. Any questions or errors should be reported to your academic advisor.***