

Degree Evaluation Frequently Asked Questions – For Undergraduate Advisors

What is Degree Evaluation?

Degree Evaluation is an online tool that compares WWU and transfer course work against degree requirements by catalog term. Degree Evaluation is not designed to replace advisors, but it is a great tool to assist in tracking a student's progress towards a degree or General University Requirements.

Why is a student's degree evaluation important to me?

The degree evaluation is a complete academic history for both you and your advisee. The information that is contained in the report will help you and the student better prepare for the upcoming registration each quarter, and make certain that the student is on track to graduate on time.

How do I run a degree evaluation?

You can initiate a Degree Evaluation via [Web4U](#). Click [here](#) for instructions.

Whom should I contact if I don't have access to Degree Evaluation on Web4U?

If you don't have access to the Advisor's menu within Web4U, ask your department chair to e-mail ro.forms@wwu.edu in the Registrar's Office to request Advisor status for you. The message text should include your W# and name.

Who do I notify if I am having problems with Degree Evaluation?

Contact the [Degree Evaluation Specialist](#) to report discrepancies, errors, or omissions on the report; or to get assistance in running the Degree Evaluation.

Does the Degree Evaluation include in-progress courses?

Degree Evaluation has the ability to use in-progress courses or not use them. When using "In-Progress Courses," Degree Evaluation assumes the student will satisfactorily complete the registered courses, and that none of the in-progress courses is a repeat or exceeds the maximum allowed toward degree requirements. These courses will be identified by no grade in the Grade column and a "Source Code" of "R." Once the student receives a grade (and the grade is rolled into student's history), a new evaluation must be run in order to reflect the new grade.

Are course substitutions reflected on the degree evaluation?

Course substitutions may be reflected on the degree evaluation. Substitutions are initiated by the advisor/department on the approved [Substitution/Waiver form](#) and submitted to Credit Evaluation in the Registrar's Office.

Why don't all the upper-division courses appear in the Upper Division Requirement area ?

Degree Evaluation selects courses only until 60 credits are reached. If a student takes more upper-division courses than are necessary to get to 60 credits, not all of the courses will appear in this area.

Why didn't a student get upper-division credit for a transfer course?

All credits earned at the lower-division level will transfer as lower-division credit, even if the course is equivalent in content to an upper-division WWU course. These courses have a NUD (not upper-division) attribute.

If I have a question about transfer work, whom should I contact?

If you think a transfer equivalent is incorrect, contact the Program Coordinator for Transfer Articulation in the Admissions Office.

If you think Degree Evaluation is not using a transfer course correctly, contact the [Degree Evaluation Specialist](#).

Whom should I contact if I want to attend a Degree Evaluation training session?

Send an [email](#) request, including your name, department or office, and days and times you are available. We will contact you to schedule the training.