Degree Works
Faculty & Advisors User Guide

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1. Introduction

Degree Works is a web-based academic planning and degree evaluation tool designed to help students and advisors track students’ academic progress toward the completion of their degree or certificate. Degree Works helps students track degree progress, prepare for future classes, and plan their path to graduation. Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions.

Degree Works is available for students beginning with the 2016-17 catalog year. A student’s catalog year is set upon admission or declaration for their degree, major, minor, or certificate. If a student is currently registered in a catalog year prior to 2016-17, they may continue to access the prior degree audit system known as CAPP Degree Evaluation (Curriculum, Advising, and Program Planning). Click here for more information on CAPP Degree Evaluation. For more information on identifying a student’s catalog year, please see the Catalog Year section under Section 4 Worksheets.

Students with a catalog year prior to 2016-17 may use the What If feature within Degree Works. Students may view how completed classes would contribute towards the completion of a new major, minor, or certificate should they declare in a catalog year 2016-17 or later. Additionally, students with a catalog year prior to 2016-17 may use the GPA Calculators within Degree Works.

Notice: Degree Works users are required to comply with the Family Educational Rights and Privacy Act (FERPA). Faculty and advisors with access to student education records are legally responsible for protecting the privacy of students by using information only for legitimate education purposes to advise or assist students. A school official has a “legitimate educational interest” if the official needs to review an education record to fulfill his or her professional responsibilities in support of Western Washington University’s academic mission. Neither curiosity nor personal interest qualifies as legitimate educational interest. Please be advised that Degree Works may not be used for research purposes unless pre-approved through Institutional Research and the Registrar’s Office. For more information on FERPA, including a tutorial, please click this link to visit the FERPA information page on the Registrar’s Office website.

2. Accessing Degree Works

Degree Works is available in Web4U in the Advisor Menu under the Faculty Services tab.

1. First, log into your myWestern.wwu.edu account. Next, click on the Web4U icon to enter your portal.

2. Click on the Faculty Services tab.

3. Click on Advisor Menu from the list of resources.

4. Click on Degree Works.
3. Finding Students

There are two ways to retrieve student information within Degree Works.

First, to view a student’s information when you know the student’s W number — such as a one-on-one advising session — you may enter the student’s W number (including the “W”) directly into the Student ID field and hit Enter.

Second, the Find feature allows faculty and advisors to search for students by name or other criteria available from drop down lists.

If known, enter a student’s W number directly into the Student ID field (include W) and hit Enter.

Click on Find to search for students by criteria.

Enter student name or W number information if desired.

Click Search to view the list of students meeting the selected criteria.

Click OK to complete your search.

Use Check All or Uncheck All to limit the selected students found from the search criteria.
For example, you can find all students who currently have declared a specified major by selecting the major from the Active Major drop down list and then clicking Search. A list of students who fit the selected criteria will populate in the Students Found area in the Find Students window. You may check or uncheck students on this list to identify the specific student(s) you would like to review. Additionally, you can click Uncheck All or Check All to further specify which student’s information you would like to review in Degree Works. Click OK to complete your search.

Students that meet your selected search criteria will appear in the Students Found area.

Use Check All or Uncheck All to limit the selected students found from the search criteria.

Uncheck particular students if you do not wish to view their worksheet.

Click OK to view the selected student’s information in Degree Works.

The information for the student you are viewing will appear in the top header. If you have selected a group of students, the students will be loaded into Degree Works alphabetically.

The information for the student you are currently reviewing will appear in the header.

Click the drop down menu to select any of the students found through Find Students.

Use the left arrow and right arrow buttons to move between individual students.

Students do not have the ability to search for other students in Degree Works. Students are only able to see their own audit.

Note: If the Find Students window does not appear when you click the Find button, you may need to ensure that your pop-up blockers and add-blockers are disabled for Degree Works. Contact the ATUS Help Desk for guidance.
4. Worksheets

The worksheet — also referred to as the “degree audit” — provides a comprehensive checklist of requirements for the student’s degree, major, minor, or certificate at Western. When students access Degree Works, they are immediately presented with their own worksheet.

Student Information

Student information is refreshed nightly from Banner. If a change has been made to a student’s information in Banner and the student or advisor would like to see this change in Degree Works, advisors can use the Refresh Student Data button to manually refresh the information prior to the midnight refresh.

In order to view the current information from Banner reflected on the student’s worksheet after the refresh, you must click on Process New to refresh the audit.

1. Click the Refresh Student Data button.
2. Click “Process New” to view the updated information.

Degree Types

If a student is seeking multiple degree types (e.g. both a BA and BS, or a Bachelor’s and a certificate), you must select the appropriate degree type from the dropdown Degree list field to view the student’s information for the selected degree. If the student is seeking a double major within the same degree type, information for both majors will be present under the appropriate degree type.

1. Select the appropriate degree type from the dropdown list.

Format: Student View and Registration Checklist

There are two different formats to view the worksheet in Degree Works: the Student View, and the Registration Checklist format. By default, the Student View is displayed when advisors or students access the worksheet. To change to the Registration Checklist format, choose Registration Checklist from the dropdown menu and click View.

The Student View provides a comprehensive checklist for the student’s degree, major, minor or certificate. The Registration Checklist format provides a simplified view of the classes still needed to fulfill the student’s outstanding requirements. This view is designed to provide the student and advisor quick access to the classes the student needs to fulfill their outstanding requirements.
Select the desired form from the dropdown list.

Next, click View to see the selected worksheet format.

Save as PDF (Printing a Student’s Worksheet)
To print a student’s worksheet, click the Save as PDF button. A new browser window will appear containing the student’s worksheet in PDF format. From here you can either print the worksheet or save the worksheet as a PDF.

Please Note: The specific location of the download and print buttons depend on the web browser that you are using. Degree Works is compatible with all web browsers.

Note: When accessing and sharing student information, you must follow the regulations set forth by the Family Education Right and Privacy Act (FERPA). For more information on FERPA, including a tutorial, please click this link to visit the FERPA information page on the Registrar’s Office website.
In-Progress Classes
By default, Degree Works makes use of all classes the student is currently registered for to fulfill outstanding requirements on the student’s worksheet. If you would like to remove in-progress and preregistered classes from the student’s worksheet, uncheck the boxes from the header section of the student’s worksheet and click Process New.

1. Uncheck boxes to exclude in-progress and preregistered classes from the student’s worksheet.
2. Click Process New to refresh the worksheet reflecting the checked or unchecked selections.

Class History
The Class History feature allows advisors to view a student’s quarter-by-quarter academic history including both the classes taken at Western and classes transferred from other institutions. The Class History is similar to the Student Academic History (unofficial transcript) found within Web4U, however, this does not replace the Student Academic History available in Web4U.

Degree Progress Bars
Degree Works helps track the progress of specific program requirements in addition to overall credits required for the degree or certificate. Because many factors go into how these percentages are calculated, it is suggested to use the progress bars as general guidelines towards degree progress.
Legend

At the bottom of the worksheet you will find the legend. The legend is a reference guide to identify the completion status of each requirement on the worksheet.

- **Complete** - A checkmark will appear beside requirements within the worksheet that have been completed. The course(s) or credit(s) fulfilling the requirement will appear in the row accompanied by the grade and term the course(s) and credit(s) were completed.
- **Not Complete** - Outstanding requirements still needing completion. Degree Works will provide advice on what course(s) can be used to fulfill the requirement.
- **Complete except for classes In-progress** - This icon will appear when a course the student is currently registered for will complete the outstanding requirement as long as the student achieves a satisfactory grade in the course(s). The course(s) satisfying the requirement will appear in the row accompanied by the term and an 'IP' in the grade field, indicating the course is In-Progress.
- **Nearly complete – see advisor** - Appears when a student is near completion for a requirement, however, there may be an unmet component to the requirement.
- **@ and @@ Any course number and Any subject or course number** - Known as a “wildcard” in Degree Works, the @ symbol stands in place of other characters. For example, if the student needs to complete 12 upper division credits in ACCT for their major, you would see “12 Credits in ACCT 3@ or 4@”. The double @ symbol appears when both the subject and course number is part of a range. For example, you would see “90 Credits in @ 1@ or 2@ or 3@ or 4@” if the student could take any 100, 200, 300, or 400 level course from any subject to satisfy this elective requirement.
- **(T) Transfer Class** - Indicates a transfer class on the student’s worksheet. The “T” will proceed the transfer class grade.

Blocks

Degree Works generates an evaluation which displays classes taken, classes in-progress or registered for, transfer classes, and classes still required to fulfill degree requirements. This evaluation is displayed in a logical hierarchy of sections referred to as “blocks”. Each block lists the various components and requirements to complete the student’s degree, major, minor, or certificate.

![Block Title](image)

1. **Block title.** The block pictured above is the “Major in Biology, BA” block.
2. **Block information including Catalog Year, Credits Required and Applied, and GPA for the classes completing the block requirements.** Transfer class grades do not contribute to the student’s GPA.
Block titles are in the top left corner of the block header. Selected blocks on the student’s worksheet list the Catalog Year for the block’s requirements. Additionally, blocks making up the student’s degree, major, minor, or certificate list the GPA for qualifying classes which fulfill the requirements, as well as the credits required and credits applied to complete the block’s requirements, including classes both completed and currently registered classes.

**Catalog Year**

Degree Works is available for students with a catalog year of 2016-17 or later. A student’s catalog year is set upon admission or declaration for their degree, major, minor, or certificate. If a student is currently declared in a catalog year prior to 2016-17, they may continue to access the prior degree audit system known as CAPP. [Click here for more information on CAPP.](#)

Because catalog years are specific to each block, a student may have different catalog years listed for each block on their worksheet. For example, a student may have a catalog year of 2016-17 for their major and a catalog year of 2017-18 for their minor.

**Note:** Students with a catalog year prior to 2016-17 may use the What If feature within Degree Works. Students may view how completed classes would contribute towards the completion of a new major, minor, or certificate should they declare in a catalog year 2016-17 or later. Additionally, students with a catalog year prior to 2016-17 may use the GPA Calculators within Degree Works.

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**Announcements Block**

Important information and announcements are displayed directly on the student’s worksheet in the Announcements Block. Content posted in the Announcements Block is updated regularly to ensure all students have access to relevant academic and Degree Works news and information.
Electives Block
Classes that count towards the total credits required for the student’s degree but do not fulfill any specific program requirements are listed under the Electives block.

Insufficient Block
Courses appearing in the Insufficient Block are not used towards fulfilling degree requirements. Courses in which a student has withdrawn or received an unsatisfactory grade will be present in the Insufficient block. Courses with sufficient grades that are in the Insufficient Block are courses that have been repeated. The repeat indicators on the courses determine which courses are applied to the requirements and which appear in insufficient.

Course Links
Degree Works provides information on which course(s) the student can take to complete remaining requirements for their degree, major, minor, or certificate. To view information on these classes from Western’s catalog, simply click on the course link from within the student’s worksheet to view course description, prerequisites, attributes, and section availability in current and future terms.
5. Look Ahead

The **Look Ahead** feature allows students to plan for future coursework and see how the courses they are considering registering for will apply to outstanding requirements for their degree, major, minor or certificate. Courses that are added in **Look Ahead** will appear on the worksheet under “Planned Term”. The course(s) added through **Look Ahead** will be highlighted in blue on the worksheet and will be treated as In-Progress courses which will go toward fulfilling the student’s outstanding requirements.

1. Select **Look Ahead** from under the **Worksheets** tab.
2. Enter the course subject and course number and click **Add Course**.
3. You can view how multiple courses would complete requirements on your worksheet. Added courses will appear in the “Courses you are considering” area.
4. If you wish to remove a course you are considering, select the course and click **Remove Course**.
5. By default, Degree Works will include in-progress and preregistered courses on the student’s worksheet.
6. Click **Process New** to view the entered courses on the student’s worksheet.

Courses added in **Look Ahead** will appear highlighted in blue on the student’s worksheet under a future “Planned Term”.

**Note:** Courses added with Look Ahead will only temporarily appear on the student’s degree evaluation. When the student or advisor returns to the worksheet or another function within Degree Works, the courses added in Look Ahead will no longer be present on the student’s worksheet.
6. What If

The What If feature enables students to see how completed and in-progress coursework would reflect in the requirements for a change in program of study including degree, major, minor, or certificate.

Additionally, students can use the “Choose Your Future Classes” feature to see how classes they are considering taking in future terms would apply to this new hypothetical program of study. The “Choose Your Future Classes” feature functions identically as Look Ahead but applies these future classes to the What If analysis.

1. Select What If from under the Worksheets tab.
2. Select the new degree, major, minor, or certificate the student is considering, including the Catalog Year, the Program, and Major and/or Minor.
3. If the student is interested in a second Major and/or Minor, this must been added in the “additional areas of study” section. You must click Add to have the additional area of study selection reflected on the What If worksheet.
4. If the student is planning to register for courses and would like to see how these courses would be used to fulfill requirements for their new degree, major, minor or certificate, you may include these courses here.
5. If you wish to save a PDF copy of the student’s What If analysis, or if you wish to print the student’s What If analysis, you must select Save as PDF, before you click Process What-If.
6. Click Process What-If to see how completed and currently registered classes will reflect on the student’s new hypothetical program(s) of study.
7. Plans

Plans in Degree Works are used to help advisors and students work together to set a course of action for future terms to ensure the student’s academic success. More information on Plans will be published in the near future. Please refer to the Degree Works for Faculty & Advisors website for current information.

8. Notes

Notes in Degree Works are to be commentary that specifically contributes to the official degree completion narrative, and as such, can be used officially by the Registrar’s Office in the degree evaluation and awarding process. Notes created by advisors in Degree Works are available to the student through the student’s Degree Works portal and appear at the bottom of the student’s worksheet.

Note: While students do not have access to the Notes Tab, students will see all notes in the Notes Block of their worksheet. All notes are viewable both by the student and all authorized users that have access to the student’s information within Degree Works. Advisors may create notes, but do not have access to edit or delete notes. If an error is made on a student’s note, please contact Degree Works Support at Degree.Works@wwu.edu.

1. Navigate to the student’s Degree Works worksheet in which you wish to add a note.
2. Click on the note icon located in the upper left hand corner of the Degree Works header, next to the refresh data button.
3. Enter the content of the note. Click Save Note to save the note to the student’s worksheet.

Once a note has been saved, click Process New at the top of the student’s worksheet and the newly entered note will appear in the Notes Block at the bottom the student’s worksheet.

Note: You may also view and enter notes via the Notes Tab in the Degree Works header.
Request an Exception with Notes

Notes in Degree Works provide authorized academic department users with a convenient method to request exceptions for a student’s program of study. Requesting an exception with Notes is easy for advisors, and ensures that all users viewing the student’s Degree Works worksheet – including the student – are able to see who requested the exception, the content of the exception, and when the exception was requested.

Exception requests entered with Notes are processed on the following business day by the Registrar’s Office Degree Evaluation team.

How to Request an Exception with Notes

1. Navigate to the student’s Degree Works worksheet in which you have approval to request an exception.
2. Start a new note for the student. The easiest method to add a note is by clicking the note icon located in the upper left hand corner of the Degree Works header.
3. Review the pre-defined exception wording to determine which wording is best for your needs. If you do not see pre-defined wording fitting your needs, you can always enter an “Other Exception:” with ad-hoc text.
4. Use the note text to request the exception for the student. You can double-click on any of the portions to highlight the area and type in the course/major/requirement/etc. Please be sure to include the full name of the major or minor in which you are requesting the exception to aid Degree Evaluation staff in processing the exception.
5. If you accidentally choose the incorrect pre-defined wording for your needs, delete the wording and reselect from the drop-down the correct exception.
6. Click Save Note. If you wish to enter multiple exception requests, you can continue to enter notes, clicking on Save Note after each new note is entered.
7. To view the note(s) on the student’s worksheet, simply click Process New on the student’s Degree Works header. Your note(s) will be available at the bottom of the audit in the Notes block.
8. The Registrar’s Office will be notified the next business day that a note has been added to the student’s audit. At that time, a staff member in the Degree Evaluation team will review the note and add the exception.
9. GPA Calculators

Disclaimer: GPA Calculators in Degree Works provide estimations only for purposes of academic planning. The transcript is the official record of grades and GPA for Western students. Grades of K, NP, NX, P, S, SW, U, X, XM and W are not included in GPA calculations.

Degree Works offers three different GPA Calculators: Graduation, Term, and Advice. To access the GPA Calculators, click on the GPA Calc tab. Once on the GPA Calc tab, you will see the three options on the left side of the page.

Graduation Calculator
The Graduation Calculator is designed to help students plan ahead to achieve their desired GPA upon graduation. The Graduation Calculator requires the user to enter three numbers: Credits Remaining, Credits Required, and Desired GPA.

Credits Remaining are the number of outstanding credits required for the student to complete in order for the student to attain their degree or certificate. These credits must be both completed at Western and graded on the A-F scale. If a student plans to take classes in the future that are not letter graded, or plans to transfer classes from other institutions to Western to complete remaining requirements for their degree or certificate, these credits should be subtracted from the Credits Remaining total.

Credits Required are the total amount of credits required for the degree or certificate in which the student is seeking. Students must subtract the total number of credits transferred as well as all credits already completed not graded on the A-F scale from their Credits Required total. This information can be found in the Class History link in Degree Works or on the student’s Academic History (unofficial transcript) in Web4U. Additionally, if a student plans to take classes in the future that are not letter graded or plans to transfer classes from other institutions to Western to complete remaining requirements for their degree, these credits should be subtracted from Credits Required total. Please note that while all bachelors degrees from Western require a minimum of 180 credits for completion, the total number of credits required for the student’s particular program of student may be greater than 180.

Desired GPA is the cumulative GPA that is sought by the student at the completion of their degree or certificate.
Example
Vicki Viking — an undergraduate pursuing a degree of Bachelor of Arts majoring in Business Administration — Finance Concentration — aspires to graduate with a 3.85 cumulative GPA. Vicki’s current cumulative GPA is 3.78. Vicki has both completed classes at a community college before transferring to Western and has completed courses graded S/U at Western.

Credits Remaining. Because the student is both registered for in-progress classes and classes in a future term, Vicki first must uncheck the boxes to exclude these classes on her worksheet and click Process New. As Vicki is seeking a Degree of Bachelor of Arts, the student can now see that she must complete a minimum of 88.5 additional credits in the degree block on her worksheet. As Western does not offer partial credit courses, Vicki must round this up to 89 Credits Remaining.

1. Uncheck boxes to exclude in-progress and preregistered classes from the student’s worksheet.
2. Click Process New to refresh the worksheet reflecting the checked or unchecked selections.
3. The minimum additional credits will be available in the student’s degree or certificate block.

Credits Required. On Vicki’s Student Academic History (unofficial transcript) available in Web4U, Vicki sees that Western accepted 26.5 transfer credits when was admitted. Additionally, Vicki has completed two courses at two credit hours each at Western totaling 4 credits that were S/U graded. Because Vicki can complete her degree of Bachelor of Arts with the minimum 180 credits and is not required to complete additional credits beyond 180, Vicki subtracts the 26.5 transfer credits and 4 credits S/U graded from Western from 180 for a total of 149.5 total Credits Required. Again, because Western does not offer partial credit courses, Vicki must round this number up to 150 Credits Required.
Vicki does not plan to complete any additional courses at Western not graded on the A-F scale. Additionally, Vicki does not plan to transfer classes from other institutions to Western to complete remaining requirements for her degree.

Vicki now enters 89 for Credits Remaining, 150 for Credits Required, 3.85 for Desired GPA and clicks ‘Calculate’. The GPA Calculator informs Vicki that she must average a 3.89 over her final 89 credits to graduate with her desired 3.85 Cumulative GPA.

1. The student enters their Credits Remaining, Credits Required, and Desired GPA.
2. Click Calculate.
3. Degree Works will provides advice as to what the student must average over their final remaining credits in order to graduate with their desired GPA.
**Term Calculator**

The Term Calculator allows students to see how predicted grades for currently enrolled courses will affect their cumulative GPA at the end of the term. Only graded courses taken at Western are factored into the student’s cumulative GPA.

1. Students select the grade they believe they will receive in the course.
2. Click Calculate to view the estimated cumulative GPA at the end of the term.

**Note:** A student’s cumulative GPA only reflects graded courses. If a student is enrolled in a course that is graded as Satisfactory/Unsatisfactory or Pass/No Pass, the student will need to remove the class from this list to see an accurate calculation of their cumulative GPA at the end of the term. To remove a course from Term Calculator class list, simply highlight the course and hit the Delete or Backspace key.

1. Highlight the course(s) graded Satisfactory/Unsatisfactory or Pass/No Pass. Use the Delete or Backspace key on your keyboard to remove the course.
2. Click Calculate.
3. Degree Works will provide an end-of-term GPA estimation excluding the removed classes.
Advice Calculator

The Advice Calculator provides students with possible paths to obtain their desired GPA. This calculator is particularly useful for students to view pathways towards attaining specific academic goals such as academic standing, or GPAs associated with scholarships or admission requirements. The only input required for this calculator is the student’s desired GPA.

1. The student will enter their desired cumulative GPA.
2. Click Calculate.
3. Degree Works will provide paths for the student to achieve their desired GPA.

10. Frequently Asked Questions (FAQs)

For a list of Frequently Asked Questions, please visit the Degree Works for Faculty & Advisors website.