Accessing Degree Works Quick Start Guide

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 (Curriculum, Advising, and Program Planning). Click here for more information on CAPP. 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.

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 Web4U portal.
2. Click on the Faculty Services tab.
3. Click on Advisor Menu from the list of resources.
4. Click on Degree Works.