Degree Works:
A Degree Evaluation and Advising Tool for Eastern Oregon University

Information for Faculty and Advisors
Spring 2013
What Is Degree Works?

- Degree Works is a web-based tool that will provide a clear and convenient method for students and advisors to track degree progress, to prepare for registration, and to plan for graduation.

- Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions.
Who can use Degree Works?

- Faculty, advisors, deans, discipline chairs, and academic support staff have access to the Degree Works worksheets for these students.

- As of Fall 2014 all currently-enrolled undergraduate students who:
  - first attended EOU after Fall 2006
  - are using the 2006 catalog or a later catalog to fulfill their degree requirements.
Degree Works is best viewed in Google Chrome or Firefox/Mozilla

- Log in to Webster
- Select the Faculty tab.
- Click on the Advisor Menu link.

- Click on the Degree Works link,
  a. select a term (term display is ok), click submit.
  b. Enter a student ID or search, then click submit.
  c. Student Name will display, and click submit.

• After a couple of seconds, a new web page will open. If your student exists within Degree Works, the student information will automatically display.
The student you selected will load to the drop-down box at the top of the screen.

Select the student whose record you want to view from the drop-down box. Then click on the worksheet tab.

The processing time to pull up the student’s worksheet may take several seconds.
Refreshing Data

If the “Last Refresh” date was more than a few days past you should refresh the data by clicking the radial button. You must then process a new audit to update the work sheet.

The refresh the data from Banner click the radial button

Then click Process New (Process New will update the audit with new information you have pulled from Banner is will also update any changes we may have made in programming.)
The top part of the student’s record will contain basic information about the student’s degree program, GPA, class status, etc.
Scrolling down, the next part of a worksheet is the Degree Block. This area checks overall institutional requirements: total hours, upper-level hours, institutional GPA, and residency requirements.

Once each of these requirements is complete, the advice on the right will be removed from the student’s audit.
The next part of a worksheet shows the student’s General Education core curriculum. Requirements that are completed are checked off in the boxes on the left.
The next sections are additional institutional requirements.

If you have any concerns about the way the curriculum has been programmed, or if you find any errors in degree requirements, please contact the Registrar’s Office.
The next block lists the Upper Division courses that meet the institutional requirements. 60 total credits, 30 must be from EOU. (This section will only allow up to 33 transfer credits. All other upper division transfer credits will be listed under electives.)
The next block lists the major requirements. This is where the catalog year is very important. This applies to majors, concentration, and minors. For example if the minor block is not showing, check the catalog year. Degree Works is programmed based on the catalog ie. the biology concentrations begin Fall 2010, so a student admitted prior to Fall 2010 will not show a concentration unless the catalog year for the major and concentration have been updated.
At the bottom of the major block the concentration requirements will be listed.

If the students concentration is not listed in Banner this section will show an error message.
All of the student’s electives are recorded at the end of the audit. These courses are counted toward total hours, but are not needed to fulfill specific institutional or major requirements.

Also listed are insufficient and in-progress courses.
Students who have failed, repeated, or withdrawn from courses will have an insufficient section in which these courses will be listed. Remedial coursework will also appear in this section. These courses do not count toward a student’s total hours.
To search for students from Degree Works

Click the Find button to search for students.
After entering your search parameters, click the Search button.

Sport, Academic Standing, and Student Attribute are not yet searchable.
The students who meet the criteria you entered will appear in the space at the bottom of the pop-up box.

To access the audits of all the students in the list, click OK.

If you only want to look at some of these students’ audits, use check all, uncheck all, and the check boxes by each student’s name to make your selection. Then click OK.
Additional Features

Click on the Class History link at the top of the page to view a student’s complete course list.
Advising Notes

To view all notes or add an advising note, click on the Notes tab.
To add an advising note, click on Add Note.
Once added the view notes will list the note, who made the note and the date.

These will also appear on the audit at the bottom.
Select Registration Checklist from the drop down menu and click “view”
What If scenario

Click on the What If tab to process a student’s audit using desired criteria. Pick a degree, major, and, if desired, a minor or concentration. You can also enter planned courses.

Click the Process What If button on the top of the screen to generate the worksheet.

You must have the college selected for the list of major and minors to be listed. If you are selecting a minor from a different college you must add the information in the Additional Area of Study section.
Transfer coursework: As we are in the process of articulating transfer work, students will have transfer coursework displayed in their audit in various ways:

- **TRAN 0000** , this block of transfer work has not been articulated and will be listed in the audit under electives. The Registrar’s Office can articulate this course work however please be patient.

- **TRLD/TRUD**, these courses are split by course and attributes and are assigned but not set up as equivalencies. These can be applied to specific requirements in the audit by exceptions. The degree audit will recognize these as upper division and lower division limits and attributes will apply.

- Students admitted Fall 2013 (some prior) have all of their coursework articulated. These articulated courses have been reviewed and approved by appropriate discipline faculty. Degree Works can apply these courses in the appropriate blocks to meet specific requirements.
Questions?
Help Us Make Degree Works Work Even Better

If you have questions, concerns, or suggestions after using Degree Works, please email the Registrar’s Office at degreeworks@eou.edu

We will need the student’s name and a brief description of the problem to provide you with the best assistance. We will email you as soon as we have resolved the issue or recorded your suggestion.