



## REGISTRAR'S OFFICE

# Degree Works

## Faculty & Advisors User Guide

<b>Section</b>	<b>Page</b>
Introduction	2
Accessing Degree Works	2
Finding Students	3
Worksheets	5
Student Information	5
Degree Types	5
Format: Student View and Registration Checklist	5
Save as PDF (Printing a Student's Worksheet)	6
In-Progress Classes	7
Class History	7
Degree Progress Bars	7
Legend	8
Blocks	8
Catalog Year	9
Electives Block	9
Insufficient Block	10
Course Links	10
Look Ahead	11
What If	12
Plans	13
Notes	13
GPA Calculators	15
Graduation Calculator	15
Term Calculator	18
Advice Calculator	19
Frequently Asked Questions (FAQs)	19

## 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**.

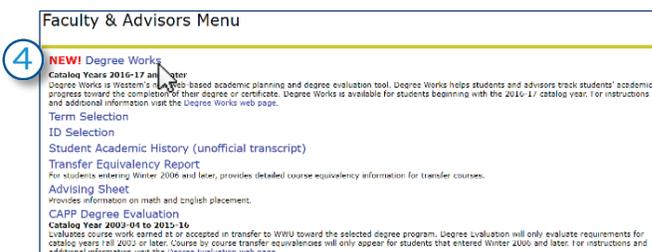
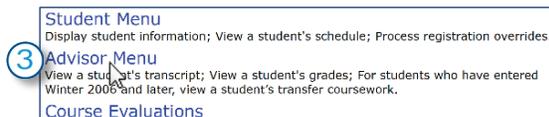
Students with a catalog year prior to 2016-17 may use the **What If** feature within Degree Works. Students may view how completed classes would contribute towards the completion of a new major, minor, or certificate should they declare in a catalog year 2016-17 or later. Additionally, students with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



### 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**.

The screenshot shows the top navigation bar of the Degree Works system with the following tabs: FAQ, Exception Management, Template Management, Change Password, Print, and Log Out. Below these is a search area with a 'Find' icon, a 'Student ID' field (circled with a '1'), and a 'Name' dropdown menu. Other fields include Degree, Level, Classification, Last Audit, and Last Refresh. At the bottom, there are buttons for Worksheets, Plans, Notes, Exceptions, GPA Calc, and Admin.

① If known, enter a student's W number directly into the **Student ID** field (include W) 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.

② Click on **Find**  to search for students by criteria.

The 'Find Students' dialog box is shown with several callouts:

- Enter student name or W number information if desired.** (points to the Student ID field)
- Select student search criteria from the dropdown lists available here.** (points to the Level, College, Active Major, Active Minor, Student Attribute, Academic Standing, Degree Status, and Degree Status Term dropdowns)
- Click Search to view the list of students meeting the selected criteria.** (points to the Search button)
- List of students meeting the selected search criteria.** (points to the table of results)
- Use Check All or Uncheck All to limit the selected students found from the search criteria.** (points to the Check All and Uncheck All buttons)
- Click OK to complete your search.** (points to the OK button)

The table of results is as follows:

ID	Name	Degree	Level	Classification
<input checked="" type="checkbox"/>	W99999999	Viking, Victoria	BS	UG Senior
<input checked="" type="checkbox"/>	W99999999	Viking, Victor	BA	UG Junior
<input checked="" type="checkbox"/>	W99999999	Viking, Vicki	BA CERT01	UG UG Junior Junior
<input checked="" type="checkbox"/>	W99999999	Viking, Vergil	BA	UG Senior
<input checked="" type="checkbox"/>	W99999999	Viking, Vera	MED	GR Masters
<input checked="" type="checkbox"/>	W99999999	Viking, Valentine	DS BA	UG UG Junior Junior
<input checked="" type="checkbox"/>	W99999999	Viking, Valen	BS	UG Senior
<input checked="" type="checkbox"/>	W99999999	Viking, Vale	BA	UG Sophomore

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.

- ① Students that meet your selected search criteria will appear in the **Students Found** area.
- ② Use **Check All** or **Uncheck All** to limit the selected students found from the search criteria.
- ③ Uncheck particular students if you do not wish to view their worksheet.
- ④ 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.

- ① The information for the student you are currently reviewing will appear in the header.
- ② Click the drop down menu to select any of the students found through **Find Students**.
- ③ Use the left arrow ◀ and right arrow ▶ buttons to move between individual students.

Student	Viking, Vale	Colleges	Coll/Fine and Performing Arts Coll of Business and Economics	Degree/Cert Status	
ID	W99999999	Level	Undergraduate	Degree/Cert Term	
Classification	Sophomore	Degree	Bachelor of Arts	Academic Standing	Good Standing
Advisors	Bash, Jon Knabb, Shawn	Majors	Music (BA) Economics	Holds	
GPA	2.99	Minor			

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.

The screenshot shows the Degree Works interface for a student named Vicki Viking (Student ID: W99999999). The interface includes fields for Student ID, Name, Degree (BA), Level (UG), Classification (Junior), Last Audit (Today), and Last Refresh (Today at 2:28 pm). Below these fields are tabs for Worksheets, Plans, Notes, and GPA Calc. The Worksheets tab is active, showing a dropdown menu for Format (Student View) and buttons for View, Save as PDF, and Process New. There are also checkboxes for 'Include in-progress classes' and 'Include preregistered classes', and a link for Class History. A red circle with the number 1 is placed over the Refresh Student Data button (a circular arrow icon), and a red circle with the number 2 is placed over the Process New button.

- 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.

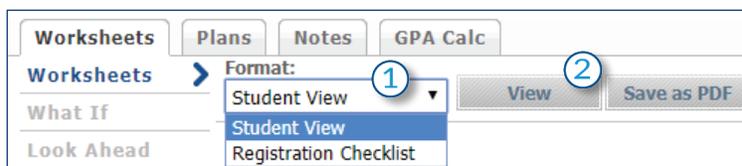
The screenshot shows the Degree Works interface with the Degree dropdown menu open. The menu lists BA, BA, and CERT01. A red circle with the number 1 is placed over the dropdown arrow. The rest of the interface is the same as in the previous screenshot, showing student information and action buttons.

- 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.



- ① Select the desired form from the dropdown list.
- ② 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.

**Western Washington University**

FAQ Change Password Print Log Out

Find Student ID Name Degree Level Classification Last Audit Last Refresh

W99999999 Viking, Victor BA UG Junior Today Today at 2:21 pm

Worksheets Plans Notes GPA Calc

Worksheets Format: Student View View Save as PDF Process New Include in-progress classes Class History

What If Student View

Download as PDF.

Print the worksheet.

dashboard - Google Chrome

Secure | https://dwtest.wvu.edu/Dashboard/dashboard

dashboard 1 / 5

Western Washington University Degree Works Report

WWU Test

Student View as of 01/31/2018 at 16:55

Student	Viking, Victor	College	Coll of Business and Economics	Degree/Cert Status
ID		Level	Undergraduate	Degree/Cert Term
Classification	Junior	Degree	Bachelor of Arts	Academic Standing
Advisor	LaBorde, Pamela	Major	Business Administration-Finance Concentration	Good Standing
GPA	3.78	Minor		

Degree Progress

Requirements 62%  
Credits 59%

**Degree in Bachelor of Arts** Catalog Year: 2016-2017 Credits Required: 180  
GPA: 3.78 Credits Applied: 106.5

- Minimum Total Credits Required **Reason:** A minimum of 180 credits is required for this degree. You currently have 106.5 credits and need a minimum of 73.5 additional credits.
- Minimum Credits Earned From Western Washington University
- Minimum Upper-Division Credits Required **Reason:** A minimum of 60 credits in upper-division coursework is required. You currently have 24 credits and need a minimum of 36 additional credits.

Must be registered for at least one Western Washington University course in the quarter in which degree is to be awarded.

- You meet the 2.0 minimum overall GPA requirement
- General University Requirements - COM, OSR, SCI
- General University Requirements - HUM, SSC, CGM
- Writing Proficiency **Still Needed:** See Writing Proficiency section
- Major Requirements **Still Needed:** See Major in Business Admin - Finance Conc, BA section
- Non-Business Requirement **Still Needed:** See Non Business Requirement section

**ANNOUNCEMENTS** Catalog Year: 2016-2017

**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**.

The screenshot shows the top navigation bar with tabs for Worksheets, Plans, Notes, and GPA Calc. Below this is a 'Worksheets' section with a 'Format:' dropdown set to 'Student View' and buttons for 'View', 'Save as PDF', and 'Process New'. To the right of the 'Process New' button are two checkboxes: 'Include in-progress classes' and 'Include preregistered classes', both of which are currently checked. A 'Class History' link is also visible. The page title 'WWU Test' is centered below the navigation bar.

- 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.

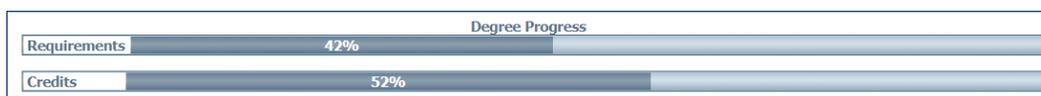
This screenshot is similar to the one above, showing the 'Worksheets' section. The 'Class History' link is highlighted with a blue arrow pointing to the right.

The screenshot shows the 'Class History' page for a student at Western Washington University. The page displays a table of academic history by quarter, including columns for ID, Course, Level, Degree, Major, and GPA. The table is organized by quarter, with sections for Fall 2016, Winter 2017, Spring 2017, and Summer 2017. A blue arrow points from the 'Class History' link in the previous screenshot to this table.

Western Washington University					
Student ID	College	Col of Business and Economics		Application Status	
ID	Level	Undergraduate		Application Terms	
Classification	Junior	Bachelor of Arts		Academic Standing	
Advisor	Lalanda, Pamela	Major		Business Administration-Financo Concentration	
GPA	3.76	Minor		None	
<b>Fall 2016</b>					
BIOL 101	101	Introduction to Biology w/lab	BIOL101 - AP/IB Biology Exam - AP/CEEB Tests/College Credit	TS	4
BIOL 102	102	Evolution and System w/lab	BIOL102 - AP/IB Biology Exam - AP/CEEB Tests/College Credit	TS	4
BIOL 110	110	Human Health Diversity	BIOL110 - AP/IB Biology Exam - AP/CEEB Tests/College Credit	A	4
ECOM 205	205	Intro to Macroeconomics	ECOM205 - Principles of Economics Micro - Workload Only College	TA	4.5
ENG 101	101	Writing and Critical Inquiry	ENG101 - Expository Writing - Workload Only College	Personal Finance	
FIN 215	215	Personal Finance	FIN215 - World Cultivation 1 - Workload Only College	TA	4.5
HIST 10X	10X	World Cultivation 1	HIST10X - World Cultivation 1 - Workload Only College	TS	5
MATH 10X	10X	AP Calculus	MATH10X - AP/IB Calculus AB Exam - AP/CEEB Tests/College Credit	A	3
PHIS 205	205	Science World/Physical Culture	PHIS205 - Introduction to Psychology	A	5
PSY 101	101	Introduction to Psychology		A	5
<b>Winter 2017</b>					
ACCT 240	240	Financial Accounting	ACCT240 - Financial Accounting	A	4
ECOM 207	207	Intro to Macroeconomics	ECOM207 - Intro to Macroeconomics	A	4
PHIS 105	105	Eng and Arch/Arch Survey	PHIS105 - Eng and Arch/Arch Survey	A	3
PSY 119	119	Psychology of Gender	PSY119 - Psychology of Gender	B+	4
<b>Spring 2017</b>					
ACCT 245	245	Managerial Accounting	ACCT245 - Managerial Accounting	A	4
CLST 350	350	Greek Mythology	CLST350 - Greek Mythology	A	4
DSCL 205	205	Business Statistics	DSCL205 - Business Statistics	A	4
PE 183	183	Intercollegiate Track & Field	PE183 - Intercollegiate Track & Field	S	2
PHIL 107	107	Critical Thinking	PHIL107 - Critical Thinking	A	3
<b>Summer 2017</b>					
PHIS 220	220	Intro/Business English w/lab	PHIS220 - Intro/Business English w/lab	S	2
<b>Fall 2017</b>					
DNC 108	108	Intro to the Arts	DNC108 - Intro to the Arts	A	3
DNCL 305	305	Applied Business Statistics	DNCL305 - Applied Business Statistics	A	4
PHOT 321	321	Law and the Business Environment	PHOT321 - Law and the Business Environment	A	4
OMG 360	360	Operations Management	OMG360 - Operations Management	B	4
<b>Winter 2018</b>					
ENMG 101	101	Energy and Society	ENMG101 - Energy and Society	SP	3
FIN 341	341	Principles of Finance	FIN341 - Principles of Finance	SP	4
PHIS 320	320	Principles of Management Sbc	PHIS320 - Principles of Management Sbc	SP	4
PHILC 380	380	Principles of Marketing	PHILC380 - Principles of Marketing	SP	4

## 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.

Legend			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	@ Any course number	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@@ Any subject or course number	

**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.

List of block requirements both completed and still outstanding.

Major in Biology, BA <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span>		Catalog Year: 2017-2018	Credits Required: 75
		GPA: 3.50	Credits Applied: 57
<input type="checkbox"/> Minimum Major Credits Required	Still Needed:	You currently have 57 credits. You need a minimum of 18 additional credits and to successfully complete all major requirements.	
<input checked="" type="checkbox"/> Minimum Credits earned from Western Washington University	Courses in the major must be completed with a grade of C- or better. BIOL 245 and BIOL 348 may not be counted toward this major.		
<input checked="" type="checkbox"/> Introduction to Evolution, Ecology and Biodiversity	BIOL 204	Intro to Evol,Ecol, Biodiverst	A 5 Fall 2016
<input checked="" type="checkbox"/> Introduction to Cellular and Molecular Biology	BIOL 205	Intro to Cellulr/Molectr Biol	A- 5 Winter 2017
<input checked="" type="checkbox"/> Introduction to Organismal Biology	BIOL 206	Intro to Organismal Biology	A- 5 Spring 2017
<input checked="" type="checkbox"/> Genetics	BIOL 321	Genetics	IP (4) Winter 2018
<input type="checkbox"/> Cell and Molecular Biology	Still Needed:	1 Class in BIOL 323	
<input checked="" type="checkbox"/> Ecology	BIOL 325	Ecology	IP (4) Winter 2018
<input type="checkbox"/> Evolutionary Biology	Still Needed:	1 Class in BIOL 432	
<input checked="" type="checkbox"/> CHEMISTRY			
<input checked="" type="checkbox"/> General Chemistry I, II, III	CHEM 121	General Chemistry I w/lab	B 5 Spring 2016
	CHEM 122	General Chemistry II w/lab	B 5 Fall 2016
	CHEM 123	General Chemistry III w/lab	B 4 Winter 2017
<input checked="" type="checkbox"/> Elementary Organic Chemistry or Organic Chemistry	CHEM 351	Organic Chemistry	B- 4 Spring 2017
<input checked="" type="checkbox"/> Math	MATH 240	Intro to Statistics	TS 4 Fall 2015
	Satisfied by	MATH122 - AP90 Statistics Exam - AP/CEEB Tests/College Credit	
<input type="checkbox"/> Physics Analysis or Principles of Physics I	Still Needed:	1 Class in PHYS 101 or 114	
	BIOL 408	Ecological Methods	A 6 Summer 2017
	BIOL 409	Research Reptile Ecology	A 6 Summer 2017
<input type="checkbox"/> Upper-Division Biology	Still Needed:	5 Credits in BIOL 3@ or 4@	

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.

Minor in French						Catalog Year: 2017-2018	Credits Required: 24
						GPA: 3.17	Credits Applied: 26
<input checked="" type="checkbox"/>	Minimum Minor Credits Required						
<input checked="" type="checkbox"/>	Minor GPA Requirement (minimum 2.5 required)						
<input checked="" type="checkbox"/>	Minimum Credits earned from Western Washington University						
Courses in the minor must be completed with a grade of C- or better.							
<input checked="" type="checkbox"/>	Grammar Review	FREN 301	Grammar Review	B	4	Fall 2017	
<input checked="" type="checkbox"/>	Written Exposition	FREN 302	Written Exposition	IP	(3)	Winter 2018	
<input checked="" type="checkbox"/>	French Courses at 200, 300 or 400 Level	FREN 201	Intermediate French	B	5	Fall 2016	
		FREN 202	Intermediate French	B	5	Winter 2017	
		FREN 203	Intermediate French	B	5	Spring 2017	
		FREN 385	Culture and Conversation	A	4	Summer 2017	
A maximum of 15 credits of 200-level FREN is allowed.							

## 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.

<input checked="" type="checkbox"/> ANNOUNCEMENTS		Catalog Year: 2016-2017
		GPA: 0.00
Degree Works is available for students beginning with the 2016-17 catalog year. A student's catalog year is set upon admission or declaration to their program of study.		
This is NOT an official evaluation. Although it can be used to provide an estimate of requirements remaining for your degree or certificate program, it becomes an official major, minor or certificate evaluation only when signed by your advisor. For undergraduate students, final approval for graduation is required by the departmental advisor(s) and the Registrar's Office. For graduate students, final approval for graduation is required by the departmental advisor(s) and the Graduate School.		

## 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.

Electives		Credits Applied: 42	Classes Applied: 11
DNC 100	Mod-Hop I	S	2 Spring 2017
ENG 1TT	AP English Lit & Comp	TS	4 Fall 2014
Satisfied by: ENG104/3 - AP37 Eng Lit & Comp Exam - AP/CEEB Tests/College Credit			
ENG 1TT	AP English Lang & Comp	TS	4 Fall 2014
Satisfied by: ENG105/3 - AP36 Eng Lang & Comp Exa - AP/CEEB Tests/College Credit			
JOUR 106	Writing Structure	B-	2 Fall 2014
LBRL 278	Islamic Civilization	B	5 Spring 2016
MATH 107	Math Reasoning & Applications	B-	4 Fall 2014
MATH 112	Functions & Algebraic Methods	B-	5 Winter 2015
MATH 114	Precalculus I	B-	5 Spring 2015
MATH 124	Calculus & Analytic Geometry I	D	5 Winter 2017
PE 169	Beginning Self-Defense	S	1 Spring 2016
PSY 274	Psychology of Child Rearing	C+	5 Fall 2015

## 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.

Insufficient		Credits Applied: 26	Classes Applied: 6
A/HI 240	Visual Cult W Europe 19th C	W	3 Winter 2015
CHEM 121	General Chemistry I w/lab	F	5 Fall 2015
CSCI 102	Computr-Mediatd Commun w/lab	SW	3 Summer 2016
MATH 115	Precalculus II	D	5 Winter 2016
MATH 124	Calculus & Analytic Geometry I	F	5 Fall 2016
MATH 124	Calculus & Analytic Geometry I	W	5 Fall 2017

## 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.

**Minor in Psychology** Catalog Year: 2017-2018 Credits Required: 24  
GPA: 2.70 Credits Applied: 15

Minimum Minor Credits Required Still Needed: You currently have 15 credits. You need a minimum of 9 additional credits and to successfully complete all minor requirements.

Minimum Credits earned from Western Washington University  
Courses in the minor must be completed with a grade of C- or better.

Introduction to Psychology PSY 101 Introduction to Psychology B- 5 Fall 2016

Cognition or Behavioral Neuroscience Still Needed: 1 Class in PSY 210 or 220

Lifespan Dev Psych, Social Psychology or Intro to Abnormal Psych PSY 250 Introduction to Abnormal Psych IP (5) Winter 2018  
PSY 230 Lifespan Developmental Psych IP (5) Winter 2018

Electives Under Advisement Still Needed: 4 Credits in PSY 101 or 200 or 300 or 400

Course Information - Google Chrome

Secure | https://dvttest.wvu.edu/Dashboard/dashboard

**PSY 210** 5 Credits **Cognition** Print

Provides an overview of the theories, methods and practical applications of cognitive psychology. The higher mental processes, particularly the ways in which knowledge is acquired, stored and used, will be emphasized. The course also examines how theories and findings from cognitive psychology can help us to understand mental activities in everyday life.

PSY 101

Prerequisites: **PSY 101** minimum grade of C- or **HNRS 204** minimum grade of C-

Attributes: VARF

Sections:	Term	Crn	Section	Seats Open	Meeting Times
	Spring 2018	20399	0	85 (out of 85)	M W F 10:00 - 11:20

## 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.

- ⑦ Courses added in **Look Ahead** will appear highlighted in blue on the student’s worksheet under a future “Planned Term”.

Minor in Art History		Catalog Year:	2017-2018	Credits Required:	27
		GPA:	3.50	Credits Applied:	12
<input type="checkbox"/> Minimum Minor Credits Required	Still Needed:	You currently have 12 credits. You need a minimum of 15 additional credits and to successfully complete all minor requirements.			
<input type="checkbox"/> Minimum Credits earned from Western Washington University	Still Needed:	You currently have 12 credits. You still need a minimum of 2 additional credits.			
Courses in the minor must be completed with a grade of C- or better.					
This block approved for graduation pending remaining requirements. Department/Advisor Signature & Date: _____					
<b>ART HISTORY CATEGORIES</b>					
<input checked="" type="checkbox"/> Category I	A/HI 220	Visual Culture Ancient World	B	3	Spring 2017
<input checked="" type="checkbox"/> Category II	A/HI 231	Vis Cult in17th-18th c. Europe	A	3	Winter 2017
<input type="checkbox"/> Category IV	A/HI 250	African Visual Culture	PLAN	(3)	Planned Term
<input type="checkbox"/> Category V	A/HI 270	Visual Culture in S & SE Asia	PLAN	(3)	Planned Term
<input type="checkbox"/> Additional Art History Courses	Still Needed:	15 Credits and 3 Classes in A/HI 3@ or 4@ Except A/HI 300 or 302 or 305 or 306 or 397@ or 497@			

**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 be 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.

The screenshot shows the 'What If' analysis interface. At the top, there are tabs for 'Worksheets', 'Plans', 'Notes', and 'GPA Calc'. The 'Worksheets' tab is active, and the 'What If' sub-tab is selected. A callout ① points to the 'What If' sub-tab. Below the tabs, there are buttons for 'Process What-If' (callout ⑥) and 'Save as PDF' (callout ⑤). There are also checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. The main content area is divided into three sections: 'Select your primary area of study', 'Select your additional areas of study', and 'Choose Your Future Classes'. In the 'Select your primary area of study' section, there are dropdown menus for 'Catalog Year' (2017-2018), 'Program' (BA-Huxley), 'Level' (Undergraduate), 'Degree' (Bachelor of Arts), and 'College' (Huxley Coll of the Environment). There are also dropdowns for 'Major' (Environmental Studies (BA), callout ②) and 'Minor' (Biology). In the 'Select your additional areas of study' section, there are dropdowns for 'Program for additional areas' (BA-Business & Economics, callout ③), 'Major' (Economics), and 'Minor' ((pick a Minor)). There is an 'Add' button and a 'Remove' button. In the 'Choose Your Future Classes' section, there are input fields for 'Subject' (MATH) and 'Number' (125), and an 'Add Course' button (callout ④). There is also a 'Remove Course' button. A list of 'Courses you are considering' shows 'MATH 124'.

## 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.

Notes	Entered by	Date
Replace Course DSCI 205 with Course MATH 138 for Major Business Admin - Finance Concentration, BA.	Miller, Dennis	01/16/2019

**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.

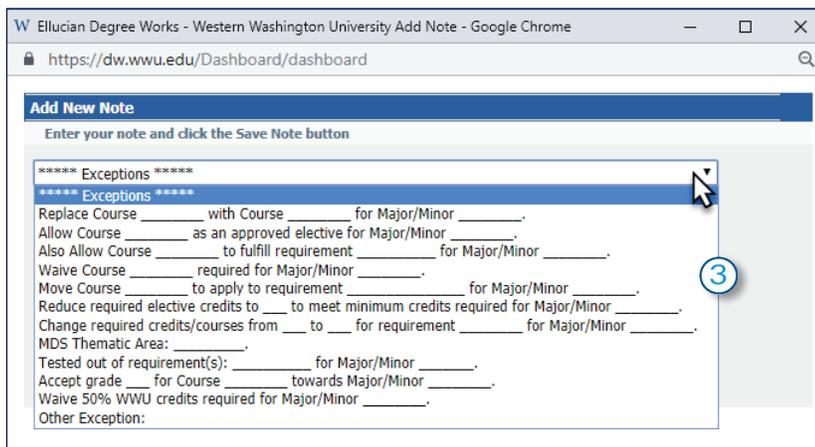
**Exception requests entered with Notes are processed on the following business day by the Registrar's Office Degree Evaluation team.**

### 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.

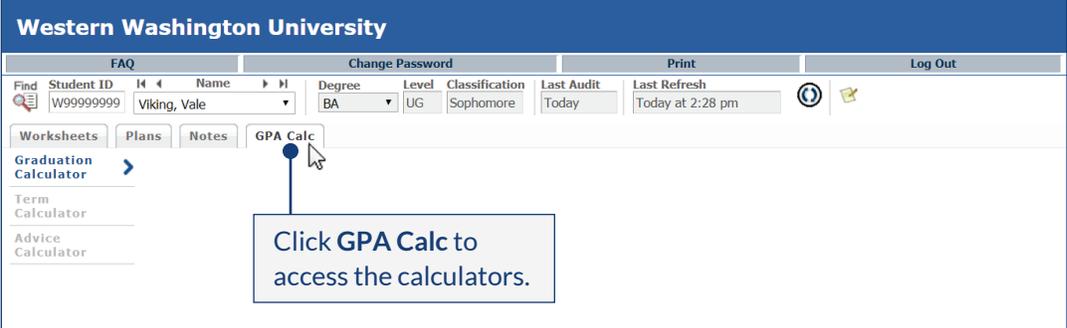


- 4 Use the note text to request the exception for the student. You can double-click on any of the \_\_\_\_\_ portions to highlight the area and type in the course/major/requirement/etc. Please be sure to include the full name of the major or minor in which you are requesting the exception to aid Degree 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.



Western Washington University

FAQ Change Password Print Log Out

Find Student ID Name Degree Level Classification Last Audit Last Refresh

W99999999 Viking, Vale BA UG Sophomore Today Today at 2:28 pm

Worksheets Plans Notes GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator

Select from three calculators available.

Click GPA Calc to access the calculators.

### 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**.



Current GPA 3.78

Credits Remaining

Credits Required

Desired GPA

Calculate

Enter the 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**.

The screenshot shows the top navigation bar with tabs for Worksheets, Plans, Notes, and GPA Calc. Below this is a 'Format:' dropdown set to 'Student View' with 'View' and 'Save as PDF' buttons. A 'Process New' button is highlighted with a circled '2'. To its right are two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes', with a circled '1' pointing to them. A 'Class History' link is also visible. The page title is 'WWU Test'.

- 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.

The screenshot shows a summary block for 'Degree in Bachelor of Arts'. It lists 'Catalog Year: 2016-2017', 'Credits Required: 180', 'GPA: 3.78', and 'Credits Applied: 91.5'. Below this, a red 'Still Needed' message states: 'A minimum of 180 credits is required for this degree. You currently have 91.5 credits and need a minimum of 88.5 additional credits.' A circled '3' points to the 'Credits Applied' value.

- 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**.

Subj	Crse	CRN	Course title	cdt	Grd	Qnts	Good	Gr	date	Rpt	Attr
201640	Cl: FR	Coll: 00	Res: N	Fac Actn:	Good Standing		Honor Roll				
	Site:	Prg1: IN		Prg2:			Mjr: D01N				
201710	Cl: FR	Coll: 00	Res: N	Fac Actn:	Good Standing		Honor Roll				
	Site:	Prg1: IN		Prg2:			Mjr: D01N				
201720	Cl: SO	Coll: BU	Res: N	Fac Actn:	Good Standing						
	Site:	Prg1: PM-BU		Prg2:			Mjr: D63P				
				2	S	0	S		06/06/17		
201730	Cl: SO	Coll: BU	Res: N	Fac Actn:	Good Standing						
	Site:	Prg1: PM-BU		Prg2:			Mjr: D63P				
				2	S	0	S		08/09/17		CL
201740	Cl: SO	Coll: BU	Res: N	Fac Actn:	Good Standing						
	Site:	Prg1: BA-BU		Prg2:			Mjr: D603				
In Progress: 201810 Curr Cl: JR Sub-Coll BU Res N Mjr: Business Admin-Finance Conc											
Academic Summary To Date											
1.	AP/CEEB Tests/College Credit	( )	Credits:	13	Degree:						
2.	city college	(2)	Credits:	13.5	Degree:						
	Total	Transfer			Western						
	Credits	Credits	Credits	Hours	Qnts	GPA					
Undergraduate	91.50	26.50	65.00	61.00	230.90	3.78					

The Student Academic History (unofficial transcript).

The student's transfer credits and classes not graded on the A-F scale must be subtracted from the total **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.

The screenshot shows the GPA Calculator interface in two states. On the left, the input fields are populated with the following values:

Current GPA	3.78
Credits Remaining	89
Credits Required	150
Desired GPA	3.85

A mouse cursor is positioned over the **Calculate** button. An arrow points from this state to the right, where the output is displayed:

Current GPA	3.78
Credits Remaining	89
Credits Required	150
Desired GPA	3.85

Below the table, the text reads: "You need to average a 3.89 over your final 89 Credits to graduate with your desired GPA." A **Recalculate** button is located at the bottom right.

- ① The student enters their **Credits Remaining**, **Credits Required**, and **Desired GPA**.
- ② Click **Calculate**.
- ③ Degree Works will provide 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.

The screenshot shows the Term Calculator interface. On the left, a table lists courses with their credits and grade dropdown menus. A blue circle with the number 1 is next to the grade dropdown for ACCT 342. A blue circle with the number 2 is next to the 'Calculate' button. An arrow points from the 'Calculate' button to a second screenshot on the right. The second screenshot shows the 'Calculated GPA' as 2.99, with a table of courses and their grades, and a 'Recalculate' button.

Class	Credits	Grade
ACCT 321	4	A-
ACCT 342	4	B+
FIN 341	4	A
IBUS 370	4	C+

- 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.

The screenshot shows the Term Calculator interface with a course being removed. A blue circle with the number 1 is next to the course 'FAIR 223G' in the list. An arrow points to a second screenshot where the course has been removed. A blue circle with the number 2 is next to the 'Calculate' button. An arrow points to a third screenshot on the right showing the 'Calculated GPA' as 2.91, with a table of courses and their grades, and a 'Recalculate' button.

Class	Credits	Grade
ACCT 321	4	C+
ACCT 342	4	B-
FIN 341	4	A-
IBUS 370	4	B+

- 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.

The screenshot shows the Advice Calculator interface. On the left, there are three input fields: 'Current GPA' with the value 2.89, 'Credits Earned' with the value 50, and 'Desired GPA' with the value 3.0. A 'Calculate' button is below these fields. An arrow points from the 'Calculate' button to the right-hand panel. The right-hand panel displays the current GPA (2.89), credits earned (50), and desired GPA (3.0). Below this, it states: 'To achieve your desired GPA, you need one of the following:'. Three options are listed: '6 Credits at 4.00 ( A ) grade average', '8 Credits at 3.70 ( A- ) grade average', and '19 Credits at 3.30 ( B+ ) grade average'. A 'Recalculate' button is at the bottom of the right panel. Circled numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the 'Desired GPA' field, 2 points to the 'Calculate' button, and 3 points to the list of options.

- 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](#).