Navigating/Features/

Degree Works is available from PRESTO; you begin by selecting the appropriate link and typing in a T #. Once you confirm you have the correct student, you will be taken to Degree Works.

**When you arrive at the Degree Works page, ALWAYS click on the Process New button.**

- You can search for a student or population of students by clicking on the find button.
- You can print the worksheet.
- You can do “what ifs” which means you can advise students who might be thinking of declaring a major or a second major. You can use Oberlin Courses by referencing the catalog.
- You can record notes by either clicking on the icon at the very top of the page or by clicking on the tab titled NOTES; the student will be able to access to these notes when they look at Degree Works. We’ve customized this some to provide you with options for notes. You can enter a note from the blank screen if you choose.
- You can see what courses the student has completed in chronological order. At the top of the audit, click on Courses by Semester. This does not include a semester by semester GPA but it is a quick review of all of the courses taken by your advisee.
- You can see a quick summary of progress toward the degree. After the student’s personal information, you will see two progress bars. These bars represent the percent completed of requirements and credits. Remember that a student who graduates in 2015 will most likely not meet the 100% standard for Credits but should be at 100% for Requirements in their final semester at Oberlin.
- Most of the requirements include “proxy advice” to help the student understand what the requirement is. The proxy advice is within our control but is limited. We are still making improvements to the advice.
Details about the report:

Degree Works does not count full or half courses thus everything will be expressed in credits with the course equivalent. The Courses by Semester will be a good resource to check courses. The “attributes” for each course are listed next to the course. Each course should carry an attribute of either FC (Full course), HC (half course), or CC (Co-curricular) and:

- attributes, where applicable, that describe in which division the course resides (ARHU: Arts and Humanities; SSCI: Social Sciences; NSMA: Natural Sciences and Mathematics), and
- other characteristics such as Writing (WR) Writing Intensive (Wr-i), Quantitative and Formal Reasoning (QFR), and Cultural Diversity (CD).
- Courses which qualified for writing and quantitative designations before Fall 2013 will carry attributes for Writing (WP), and Quantitative Proficiency-Half or Full (QP-H or QP-F).

When a requirement is met, the requirement is notated with a green check mark and the “proxy advice” goes away. When a requirement is almost met, where a course is in progress, you will see a blue “squiggly line” and where a requirement is not complete you will see a red box without any check mark or “squiggly line.”

All of the requirements are written in the new system (including the majors) but we built in the old writing and QP requirements because they are measured in the different way. Please note the instructions about writing and quantitative proficiency. “Quantitative and Formal Reasoning: For students matriculating in Fall 2013 and later: you must complete the new quantitative and reasoning requirement. For students matriculating prior to Fall 2013, you must complete either the new quantitative and formal reasoning requirement OR the old quantitative proficiency requirement. Students who matriculated before fall semester 2013 and have completed part of the old requirements may be eligible to complete the new requirements with part of the old and part of the new requirements; please contact the registrar’s office for approval.” Students may come to the Registrar’s Office if they have completed half old and half new requirements so that we can make them show as complete. (Please note: after final grades are processed in January and June, we will also run reports to find students in this situation and complete the requirement for students.)
Winter Term: If a student has completed all three winter terms, we have to force Degree Works to mark it as complete. You will see a notation “Force Complete” and our initials and date in the Winter Term Requirement section.

If you are finished, if you want to see another student’s evaluation: type in the T# at the top of the page. You must hit ENTER (on your keyboard) to go to that student’s record. Remember: ALWAYS CLICK ON THE “PROCESS NEW” BUTTON.

Staff in the Registrar’s Office who can help with your questions

Jennifer Cline, Associate Registrar  Jennifer.cline@oberlin.edu  5-6147

Jennifer is responsible for the “scribe” which enables Degree Works to match the student’s academic record to requirements. If you believe that a requirement is not working as intended or a course is not being used as it should, she can help you interpret what is happening and what can be done to make a change. If a change to the scribe is needed to help everyone in a major meet a requirement, she can make that change in consultation with the department chair or program director.

Kelly Cassidy, Degree Auditor  Kelly.cassidy@oberlin.edu  5-6494

Kelly is responsible for auditing each student’s record when they near graduation. If you have a specific student question or if a Degree Works audit isn’t working as it should for your student, Kelly can check the student’s record and determine where the problem is. If an individual student exception needs to be made, and if the department chair or program directors approves of the exception, Kelly can record the exception in Degree Works.

Liz Clerkin, Registrar  liz.clerkin@oberlin.edu  5-8104

Liz is responsible for maintenance of the catalog and oversees maintenance of course information in our student record system. Additionally, she helps Jennifer and Kelly with questions about Degree Works and can report system issues to our software vendor.

Pat Aviles, Transfer of Credit Specialist  pat.aviles@oberlin.edu  5-6146

In cases where a student has approval to transfer a course to meet a requirement within the major, Pat is responsible for notating this on the student’s record and insuring that Degree Works correctly acknowledges the course. If a student’s Degree Works audit does not appear to be accounting for a transfer course, she can assist you in determining what needs to be done.