

DegreeWorks is a comprehensive, easy-to-use, web-based academic advising and degree audit tool that helps students and their advisors successfully navigate curriculum requirements. You can access DegreeWorks through [PRESTO](#).

DegreeWorks is a software product that is integrated with your student record information to provide powerful academic planning tools and real-time counseling capabilities, giving students meaningful and consistent direction and providing advisors and student records managers with up-to-date curriculum information.

Important Note: DegreeWorks is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions, the Oberlin Catalog or the Office of the Registrar. DegreeWorks is neither an official academic transcript nor an official notification of completion of degree requirements.

Frequently Asked Questions

Questions from Students

Which students can use DegreeWorks?

Currently, DegreeWorks is available to all degree-seeking undergraduate students; however, the requirements reflect the new requirements effective Fall Semester 2013. Students who matriculated or declared a major before Fall 2013 will be able to use DegreeWorks but will not necessarily meet all requirements outlined in the "worksheet." Advisors, faculty, and selected staff will also have access for the purpose of supporting your progress through your academic career.

How current will my information be in DegreeWorks?

The information in DegreeWorks is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in DegreeWorks tomorrow.

Can I register for classes in DegreeWorks?

No. DegreeWorks is a snapshot of in-progress, planned, and graded courses. Registration will continue to be conducted in PRESTO.

Are my grades visible in DegreeWorks?

Yes, once grades have been processed at the end of the semester and the official grading period has ended, grades will be viewable in DegreeWorks following the nightly refresh. Remember that grades are viewable in PRESTO once posted by an instructor.

Can I see a list of all of the classes that I've taken and how many classes I have left to fulfill my requirements?

Yes, to see a list of courses taken at Oberlin as well as transfer courses, go to the Worksheets tab and click on the Courses by Semester link at the top. To identify requirements that you still need to complete, look for unchecked boxes. DegreeWorks is laid out in block format displaying degree, major, minor, and concentration requirements information.

What do I do if I believe my academic information is incorrect?

You should contact the Office of the Registrar if your course information appears to be incorrect. If a requirement is not met and you believe it is, you should consult your advisor and review your audit together.

Why isn't my information up-to-date?

There could be several reasons.

- DegreeWorks may not have refreshed since a change was made (the information is refreshed nightly).
- There could be some paperwork that needs to be completed. For example, if you have completed transfer courses, it is possible that the university has not received an official transcript or the coursework is pending departmental review. Check with the [Pat Aviles](#) in the Office of the Registrar if your transcript or audit does not reflect transfer work you have completed.
- A substitution or waiver for a course requirement may not have been processed yet. Check with your advisor to ensure the Registrar's Office has been informed of the substitution or waiver.

How can I update information?

You cannot update course information in DegreeWorks. To change your major/minor/concentration, you submit a form, with the appropriate approvals, to the Registrar's Office.

If I have additional questions about DegreeWorks, who do I contact?

Email the Registrar's Office (registrar@oberlin.edu) with specific information about your audit and your question. Always include your T# and full name in the email.

What if the major or minor is listed incorrectly or if the minor is not listed? Or, what if I have a double major/degree/concentration, but only one is listed?

Have you submitted the appropriate forms to the Registrar's Office? If so, and it has been more than three working days since you submitted the form, email the office (registrar@oberlin.edu) and we will check your record. Always include your T# and full name in the email.

Questions from Advisors

The major requirements don't look quite right. What could be wrong?

Double check the catalog year listed on the black bar to make sure it matches what requirements the student is following. If the student wishes to change a catalog year, and the advisor approves the change, the advisor should email the Registrar's Office with the approval.

How do we make a substitution for a course requirement?

For students in Arts and Sciences: Advisors may determine that a student may substitute a course within the major; requests for a substitution should go through the department chair (or designee). The chair should forward this request (if approved) to the Registrar's Office (gail.johns@oberlin.edu) and it will be recorded as an exception in DegreeWorks. In the rare event of a substitution to the [institutional requirements](#), the Associate Dean for curriculum matters in the College of Arts and Sciences Dean's Office must approve a substitution. If approved, the associate dean will forward the approval to the Registrar's Office.

For students in the Conservatory of Music: Advisors may determine that a student may substitute a course to meet a requirement. Requests for a substitution should go through the Office the Associate Deans in the Conservatory. If approved, the associate dean's office will record the substitution in DegreeWorks.

There are a lot of courses in the Additional Courses section. Why?

This can be for a number of reasons:

- If a student has changed majors, courses that once counted may no longer be required by the new major.
- Students may have taken more elective courses than required by the major.

- *Students may be pursuing a major or minor that they need to officially declare; once the Registrar's Office records the major or minor on the student's record, the Audit should include courses in the major/minor section that are now in the Additional Courses area.*
- *Additionally, transfer students and students who have fulfilled the institutional requirements in some way will typically have courses in this section, as they may not apply directly to specific degree requirements.*

What do I do with courses in the Additional Courses section?

It is important to review courses in this section as well for potential substitutions and to ensure the audit is functioning properly. If you find a course in this section that may satisfy a requirement, please contact your advisor.

Is DegreeWorks my official degree audit?

This degree audit report is a tool or guide that you may use for assessing your progress toward your degree and for planning your future course work. Although we endeavor to assure that the information in the degree audit report is accurate, it is not an official transcript of your academic record and it is not an official notification of completion of degree or certificate requirements. You should contact the Registrar's Office for your official degree/certificate conferral status or to obtain a copy of your academic transcript. If you need assistance in interpreting this report, please contact your academic advisor or email [Gail Johns](#) in the Registrar's Office.

What is the "What If"?

The What If is a DegreeWorks feature that allows a student to select a program that they might be interested in pursuing to see how their completed and registered coursework would fulfill the requirements for that possible program.

What is the GPA Calculator?

There are three different GPA calculators in DegreeWorks. The Graduation Calculator and Advice Calculator help you to determine how to reach a desired GPA. The Term Calculator helps you to predict what your GPA will be for the current semester based on the grades you think you will earn in each class. Please note that the GPA is computed only on the basis of coursework taken at Oberlin College. Also, "P" (Pass) grades are not counted in the GPA. It is important that you read the instructions on each GPA calculator carefully to be sure you are entering the credits that will actually count in your GPA.