Degree Works 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 Degree Works through PRESTO.

Degree Works 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:** Degree Works 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. Degree Works is neither an official academic transcript nor an official notification of completion of degree requirements.

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**Frequently Asked Questions**

**Questions from Students**

**Which students can use Degree Works?**
Currently, Degree Works 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 Degree Works 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.

I matriculated before Fall 2013; how do I know what requirements I need to complete?
All students now meet the requirements that are effective Fall Semester 2013. Complete explanations of the “general” requirements are contained in the catalog:
For BA students:
http://catalog.oberlin.edu/preview_entity.php?catoid=33&ent_oid=2571&returnto=763#requ_for_grad

For Conservatory students:
http://catalog.oberlin.edu/preview_entity.php?catoid=33&ent_oid=2635&returnto=769#requirementsgrad

For Double Degree Students:
http://catalog.oberlin.edu/preview_program.php?catoid=33&poid=3991

Major Requirements are also contained in the catalog under the appropriate department.

All requirements are also explained in Degree Works.

**How current will my information be in Degree Works?**
The information in Degree Works is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in Degree Works tomorrow. You can also click on **Refresh New** at the top of the page and it will refresh information for you.

**Can I register for classes in Degree Works?**
No. Degree Works is a snapshot of in-progress, planned, and graded courses. Registration will continue to
be conducted in PRESTO.

**Are my grades visible in Degree Works?**
Yes, once grades have been processed at the end of the semester and the official grading period has ended, grades will be viewable in Degree Works 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. Degree Works 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.
- Degree Works 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 Degree Works. 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 Degree Works, 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.

**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 Degree Works 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 Kelly Cassidy in the Registrar’s Office.

What is the “What If”?
The What If is a Degree Works 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.

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 (kelly.cassidy@oberlin.edu) and it will be recorded as an exception in Degree Works. 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 Degree Works.

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