Navigating/Features/

Degree Works is available from PRESTO. Begin by selecting the appropriate link under Faculty and Advisors, then Advisor Menu, then Degree Works. Select the most current term, and enter a T#. Once you confirm this is who you wanted, you will be taken to Degree Works.

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

What is new in Degree Works?

Degree Works will now show you the number of courses and co-curricular credits that are counted toward the 32 required courses (for the BA degree) and the progress bar will also show you the percent of courses completed. There are a few important details you need to know about these counts.

1. The count which is displayed at the top of the evaluation will reflect all full and half academic courses. Co-curricular credits are listed below academic courses and must be added to the total of academic courses for the student’s complete count. For example, the student example below shows 27.5 full and half academic courses; in addition, this student has 7 co-curricular credits. Adding everything together, the student has a total of 29.25 courses or the equivalent toward the minimum required of 32.

   [27.5 full and half courses
   + 1 FC equivalent of 4 credits
   + 3 credits which is a .75 full course
   ____________________________________________________________________

   29.25 courses or the equivalent

2. The count that is displayed includes all courses in progress and completed. When registration occurs in April and November, registered courses for future semesters will be added to the count.
3. The progress bars displayed above the course count totals will display (for the BA degree) the total number of academic courses that are completed or in progress. Co-curricular credits are not added to that progress bar. To reach the complete count of courses and credits, add academic courses and co-curricular credits.

4. The BMus and Double Degree Counts will continue to reflect credits; the degree progress bar will measure credits.

EXAMPLE OF NEW DISPLAY IN DEGREE WORKS FOR THE BA STUDENT

New total of courses and Co-Curricular Credits
New progress bar with academic courses counted (rather than credits)

What can I do in Degree Works?
- You can search for a student or population of students by clicking on the find button.
- You can do “what if’s” 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 which is available at the What-If page.
- 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 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.

- 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.

How do I interpret Degree Works?

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.”

Please note: you may be advising students who matriculated before and after Fall 2013 when the new Bachelor of Arts requirements went into effect. For students who matriculated Fall 2013 and later, all of the requirements are written in the new system (including the majors) and will not refer to the “old” and “new” requirements. For students who matriculated prior to Fall 2013, Degree Works references the new requirements but we built in the old writing and QP requirements because they are measured in the different way. For these students, special proxy advice will instruct them what to do if they met part of the old requirements and part of the new requirements.

The last time my advisee and I looked at Degree Works one of the requirements was met. Now when we look at it, the requirement looks as though it is “almost met” with an in-progress course. Why does that happen?

Degree Works is designed to optimize how it is applying courses to requirements. Each time you “process new” Degree Works goes through two cycles: it reads every course the student has taken or is registered in and applies it to a requirement. Then, on the second cycle it analyzes whether that is the “best fit”
for a course. If an in-progress course is a better fit than something that is already graded, Degree Works will apply that course there. But, you may ask, if the requirement was already met, why “unmeet” it but placing an in-progress course there? The reason is the Degree Works is dynamic in its evaluation; it will always look for the best way to meet a requirement. Every time you run a report, it goes through the logic anew. You have an option to not count in-progress courses by unchecking two boxes at the top of your screen to the right of the red “process new” button (“include in progress courses” and “include preregistered courses”). After you UNCHECK these boxes, click on the red process new button. You will see the effect of removing in progress courses from the evaluation. We have noticed that this is much more likely to happen when a student is a first or second year; by the junior or senior year, with more courses to apply to the requirements, the information generally remains the same.

I want to look at another advisee’s report, how can I do that?

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 about Degree Works

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 for a senior/potential graduate, or if a Degree Works audit isn’t working as it should for your senior, 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](mailto: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](mailto: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.