

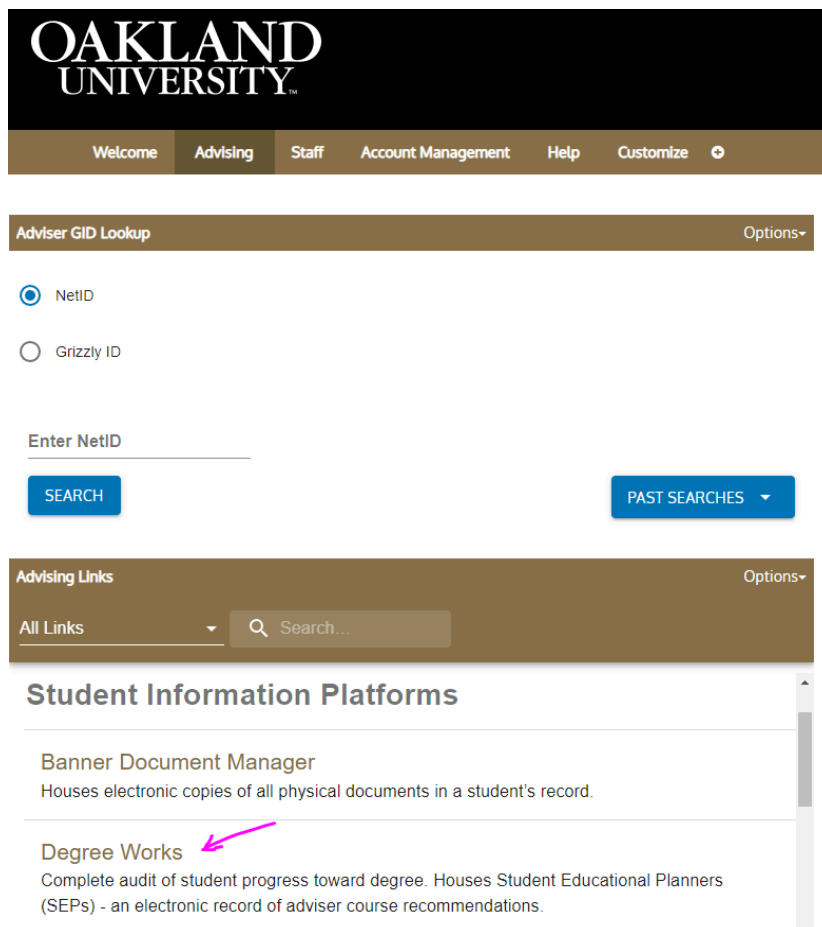
Degree Works FAQs for Faculty and Advisers

What is Degree Works?

Degree Works is an online auditing tool which produces an easy to read academic evaluation to help students and advisers monitor progress toward degree completion. The web based program reorganizes your transcript categorically, easily identifying requirements that have been completed and what requirements remain to fulfill your degree requirements at Oakland University.

How do I access Degree Works?

Degree Works can be accessed through the Advising tab in your [MySail](#) portal. In the Advising Links section on the left-hand side of the webpage, click Degree Works:



The screenshot displays the Oakland University MySail portal. At the top is the Oakland University logo. Below it is a navigation bar with links: Welcome, Advising, Staff, Account Management, Help, and Customize. The Advising link is highlighted. Below the navigation bar is a section titled 'Adviser GID Lookup' with radio buttons for 'NetID' (selected) and 'Grizzly ID'. There is a text input field for 'Enter NetID', a 'SEARCH' button, and a 'PAST SEARCHES' dropdown menu. Below this is another section titled 'Advising Links' with a dropdown menu set to 'All Links' and a search bar. Underneath is a list of 'Student Information Platforms'. The first item is 'Banner Document Manager' with a description. The second item is 'Degree Works', which is highlighted with a pink arrow, and has a description: 'Complete audit of student progress toward degree. Houses Student Educational Planners (SEPs) - an electronic record of adviser course recommendations.'

OAKLAND UNIVERSITY

Welcome Advising Staff Account Management Help Customize

Adviser GID Lookup Options

☒ NetID
☐ Grizzly ID

Enter NetID

SEARCH PAST SEARCHES

Advising Links Options

All Links Search...

Student Information Platforms

Banner Document Manager
Houses electronic copies of all physical documents in a student's record.

Degree Works
Complete audit of student progress toward degree. Houses Student Educational Planners (SEPs) - an electronic record of adviser course recommendations.

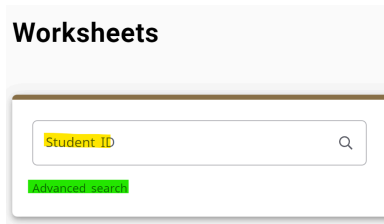
What are the benefits of Degree Works?

Degree Works is intended to support and enhance OU's commitment to academic advising. Advisers are able to:

- View detailed requirements for the degree, major, minor and concentrations.
- See how completed, in-progress, and approved transfer/AP coursework applies to degree requirements.
- Identify courses needed to complete specific degree requirements.
- View cumulative and major/minor GPAs.
- Plan course selection for future semesters using the Look Ahead feature.
- Generate What-If audits to view hypothetical major and/or minor changes based on current and projected coursework.
- Calculate a GPA based on projected performance for the term.

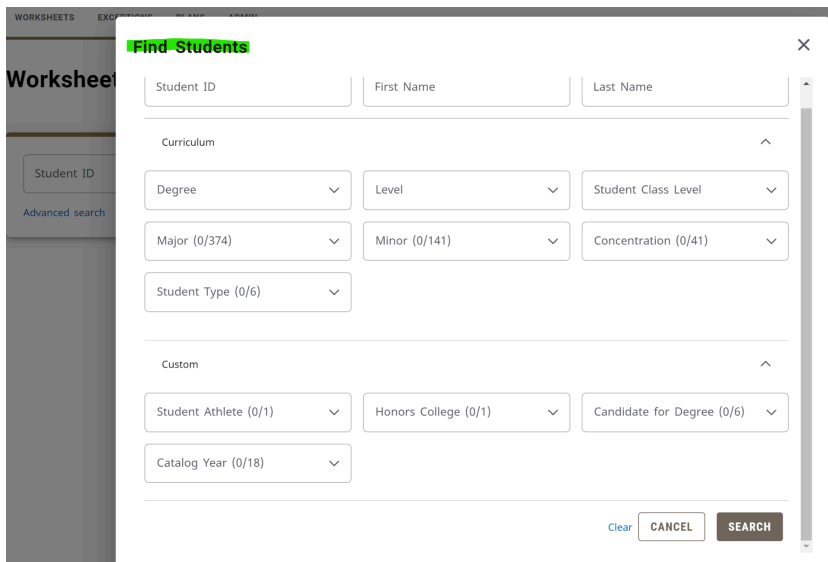
How do I find students in Degree Works?

If you know the ID of the student, you can type in their Student ID and press ENTER.



The screenshot shows the 'Worksheets' section of the Degree Works interface. It features a search bar with the placeholder text 'Student ID' and a magnifying glass icon. Below the search bar is a green button labeled 'Advanced Search'.

Otherwise, you can utilize the Advanced Search function:



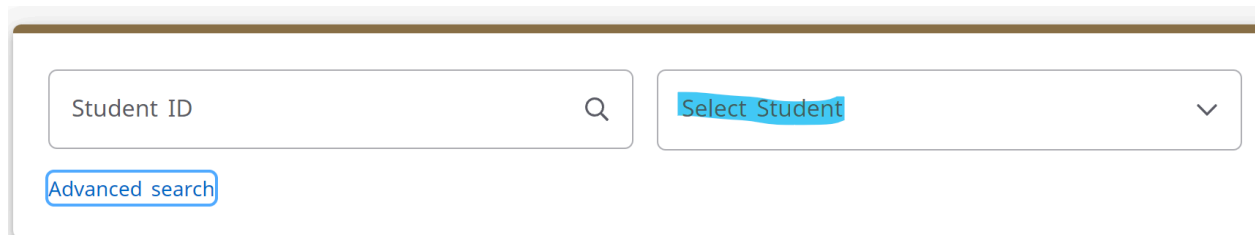
The screenshot shows the 'Find Students' dialog box in the Degree Works interface. It contains several search criteria sections:

- Basic Search:** Student ID, First Name, Last Name.
- Curriculum:** Degree, Level, Student Class Level, Major (0/374), Minor (0/141), Concentration (0/41), Student Type (0/6).
- Custom:** Student Athlete (0/1), Honors College (0/1), Candidate for Degree (0/6), Catalog Year (0/18).

At the bottom of the dialog box are three buttons: 'Clear', 'CANCEL', and 'SEARCH'.

You can select multiple criteria, but it could limit your results. Your search will display a list of students meeting the criteria you selected. You may wish to see all or just some of the list. Once

you've made your selection of students, press Select and the list of students will be pre-loaded for you when the view returns to the audit.



All of your selected students will appear in the Select Student dropdown.

Which students can utilize Degree Works?

Degree Works is available to all degree-seeking undergraduate students who have catalog years (Programs of Study) from 2011-2012 to present and all graduate students beginning in the 2015-2017 catalog.

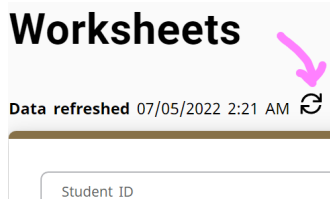
How current will a student's information be that is in Degree Works?

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

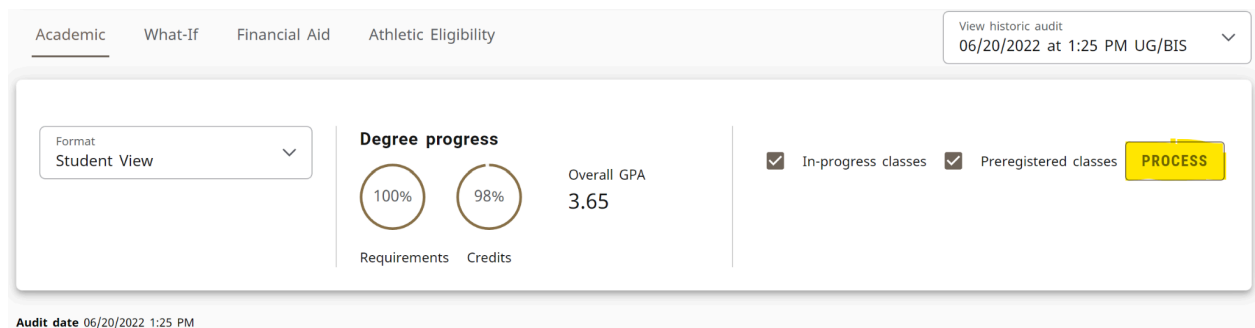
I'm advising a student, they made registration changes, and we would like to see their updated Audit now, rather than waiting for the daily refresh. Is this possible?

Yes, there is. This is a 2 part process:

1 Use the Banner Refresh button (Circular arrows) at the top of the audit worksheet.



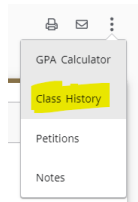
#2 Click the Process button.



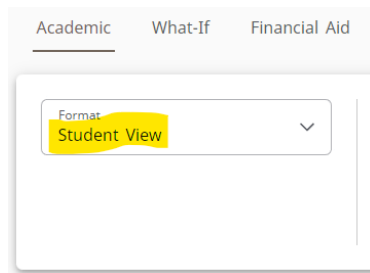
These two steps will refresh the Banner and Degree Works data and will generate an updated audit for the student.

What is “Class History”?

Class History provides a chronological list of all completed and In-Progress coursework. The list includes grade and course credit information. It is similar to a transcript, but does not provide term or cumulative GPAs. To view Class History, click the three dots in the upper right of the Audit and Select Class History:



What view Formats are available for an audit?



*The Student View (default) contains the most comprehensive information about a student's academic program and progress toward degree completion.

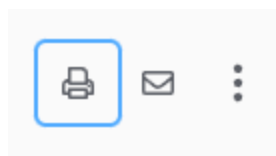
*The Registrar Report includes specific information scribed(coded) in the program setup.

*The Graduation Checklist is a simplified version of the Student View.

The Registration Checklist is similar to the Graduation View, but has hyperlinks to course description and schedule information.

How do I print a degree audit?

When you are reviewing the student's worksheet you have an option to print as a PDF at the top right of the page (click the printer icon):



Click the Open PDF button:

Choose dimensions
×

Select dimensions for PDF

PDF dimensions *
Letter - Portrait (8.5 x 11 in)

CANCEL
OPEN PDF

Another screen will pop up with the Audit in PDF format, then you may save it from there (Right Click-Save As) or print.

What do the symbols signify next to each requirement on the audit?

Legend	
	Complete
	Complete except for classes in-progress
	Prerequisite
	Repeated class
	Not complete
	Nearly complete - see advisor
	Any course number

This legend also appears at the bottom of each audit.

What is the “What-If” section on my Audit?

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

Academic
What-If
Financial Aid
Athletic Eligibility

What-If Analysis

☐ Use current curriculum
☒ In-progress classes
☒ Preregistered classes

Program

Catalog year *
FALL SEMESTER 2022

Degree *
Bachelor of Science

Level *
Undergraduate

Areas of study

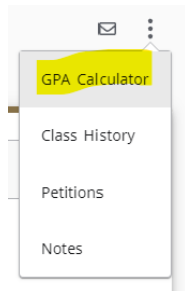
Major *
Computer Science

Minor

Concentration

What is the GPA Calculator?

Click the 3 dots at the top right corner of the worksheet to select GPA Calculator:



There are two different GPA calculators in Degree Works-
The Graduation Calculator and the Advice Calculator:

GPA Calculator



Graduation Calculator

Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *
3.97

Credits remaining *
3

Credits required *
120

Desired GPA *

CALCULATE

Graduation Calculator

Advice Calculator

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA *
3.97

Credits earned *
117

Desired GPA *

CALCULATE

Please note that the GPA is computed only on the basis of coursework taken at Oakland University. Also some grades, such as “S” (Satisfactory), “U” (Unsatisfactory) and “P” (Pass), 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; if repeats for a grade replacement are involved, we recommend that you check your results with an adviser.

What should I do if I have a question about a student's audit or major/minor requirements, if the audit appears incorrect?

***If you have any questions about a student's audit, please contact our Assistant Registrar, Degree Audit and Curriculum, Lauren Fillmore at lfillmore@oakland.edu*