



Degree Works in Brief - Basic Tips to Get Started

1. **Getting to Degree Works:** If you are not on campus, you will first need to connect to VPN (see go.fandm.edu/vpn for assistance). Log into inside.fandm.edu; click on the “Academics” tab; and click on “Degree Works” in the Quick Links list on the left-hand side of the page.
2. **Finding a Student Record:** Click on “Find” in the upper-left corner. If you have access to all students (e.g. Department Chairs), this will bring up a window with multiple search criteria, such as College House. If you only have access to your advisees, the “Find” button brings up a list of all advisees, and you can check/uncheck each name to refine your list as needed.

Remaining Topics are Listed Alphabetically:

@ Symbol: *What does @ mean?* The @ symbol is a wild card. It can take the place of a course subject and/or a course number. For example, *FRN @* means any French course.

Alternate PIN/Advising Code: Your advisee’s Alternate PIN (advising code needed for course registration) is located in the right column of the top section of the audit.

Class Year/Anticipated Grad Year: The student’s anticipated year of graduation, abbreviated as “Anticipated YOG,” is located in the top section of the audit, in the left-hand column.

Course Catalog and Section Information: To view details for a required course or courses including open seats and CRNs, click on the hyperlink that appears after “Still Needed” within the requirement. In most cases, the link will be attached to the course number (e.g. BIO 110) or the attribute (e.g. NATL).

Credits, Total Earned: Click on the “Class History” link, near the top center of the audit, and scroll down to the most recent semester. “Cumulative Earned” is the number of credits the student has successfully completed. The *credits applied* listed within the header for the Bachelor of Arts block refers to *earned credits PLUS credits from courses in progress AND pre-registered courses*.

Language Placement: Language Placement exam scores are displayed in the top section of the audit, at the bottom of the right-hand column.

Look Ahead: This is a quick way for you or your advisee to see how possible future courses will apply to degree requirements. The link to this feature is found directly beneath “What If,” under the “Worksheets” tab.

Major and Minor GPA: Your advisee’s Major or Minor GPA will appear on the right side of the dark blue banner/header preceding the requirements for that major or minor. NOTE: While grades from some transfer institutions do count toward a student’s GPA (e.g. Millersville University, Advanced Studies in England), these grades will not be included in the student’s major/minor GPA calculation in Degree Works.

Math Placement: Math Placement information is displayed in the top section of the audit, near the bottom of the left-hand column.

Notes: Use this tab to record notes on your conversations with your advisee. You, other advisers, and your advisee will all see these notes when you access the student’s record. You can also hide a note from student view, but it will be visible to other faculty and staff with access to the record. Even when hidden, the note is still part of the student’s educational record, and property of the student.

Save or Print Audit: The “Save as PDF” button is found near the top left of the audit – left of the “Class History” link.

Test Scores: Language Placement and Math Placement scores are displayed in the top section of the audit.

Transcript: Degree Works does not have transcripts, but it does have a report with a similar format and much of the same information. To see a chronological list of courses your advisee has taken, including the semester GPA and cumulative GPA after each semester, click the “Class History” link, near the top center of the page (to the right of the gray “process new” button).

What If: This is where a student can explore possible new majors and/or minors. To locate the “What If” feature, start by looking at the “worksheets” tab. Directly underneath the tab itself, but above the legend, there are links. The first is “worksheets,” and the second is “What If.”

Map of Frequently Requested Information

“Find” button to search for students

“Class History” Link displays transcript-like report of classes

Alternate PIN/ Advising Code

Language Placement

For unmet requirements, this text contains hyperlinks. Click to view a list of courses that fulfill the requirement.

<input type="checkbox"/> Natural Science Courses	
<input type="checkbox"/> Natural Science Lab Course	Still Needed: 1 Class in @ @ w
<input type="checkbox"/> Natural Science in Perspective or 2nd Lab Course	Still Needed: 1 Class in @ @ with Attribute NATL or @ with Attribute NSIP