

Degree Works – FAQs

About Degree Works

1. **What is DegreeWorks?**

DegreeWorks is a Web-based tool for students to monitor their academic progress toward degree completion. DegreeWorks allows students and their advisors to plan future academic coursework.

2. **What is an audit?**

A DegreeWorks audit is a review of past, current and “planned” coursework that provides information on completed and outstanding requirements necessary to complete a certificate or a degree.

4. **Can I access DegreeWorks on any computer?**

Yes. Access to DegreeWorks is through your Ozone account.

5. **Is my information confidential?**

Yes. Like other processes you use through the Owens Portal, DegreeWorks is accessed through your secure log in. Remember that your advisor, faculty, and selected staff will be able to view the information contained in DegreeWorks.

6. **Who has the ability to access DegreeWorks?**

Currently, DegreeWorks is available to all students with a catalog of 2015 or newer. Audits are only available for Advisors, faculty, and selected staff will also have access for the purpose of supporting your progress through your academic career.

7. **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.

8. **Can I register for classes in DegreeWorks?**

No. DegreeWorks is a snapshot of courses in-progress, planned, and in academic history. You will need to register for classes online through your Owens Ozone account.

9. **Can I see how many classes I have left to fulfill my requirements?**

Yes. DegreeWorks is laid out in block format displaying degree, major, minor, and concentration requirements information. Look for unchecked boxes to identify requirements that you still need to complete.

10. **Will I be able to plan for future courses?**

Yes. See the Planner section for information. You will need to meet with your advisor to create a plan of study that outlines all courses for graduation.

11. **Are my grades visible in DegreeWorks?**

Yes. Once grades have been processed at the end of the semester, they are viewable in DegreeWorks following the nightly refresh; however, though grades are viewable in Ozone once posted by an instructor, final grades are not available in DegreeWorks until after the final grading period for the College has ended. Courses in-progress are listed with an “REG” grade.

12. **What do I do if I believe my academic information is incorrect?**

You should consult your academic advisor for a review of your audit.

13. **Why isn't my information up-to-date?**

There could be several reasons. One is that DegreeWorks may not have refreshed since a change was made (the information is refreshed nightly). Second, there could be some paperwork that needs to be completed. For example, if you have completed transfer courses, it is possible that Owens has not received an official transcript or the coursework is pending

departmental review. Check with the Records Office by emailing transfer@owens.edu if your transcript or audit does not reflect transfer work you have completed.

USING THE AUDIT

- 1. Using the Audit**

Your audit will display the courses you've taken or are registered for and will show you any certificate or degree requirements that are being met by the courses you've taken or that may be met upon satisfactory completion of courses in progress.
- 2. Will I be able to view my entire course history?**

DegreeWorks uses the information that is current for your transcript. You will be able to view any courses that have been completed/registered for/transferred by the date your audit was last refreshed. (Data is refreshed nightly.) Keep in mind that any transfer work or grade changes that have not been formally submitted and accepted will not appear on your audit.
- 3. If I think my audit is incorrect, whom do I contact?**

Your academic advisor is your primary point of contact. If your advisor determines that your audit is incorrect, he/she will contact the Records Office for assistance.
- 4. How do I know what classes I need to take?**

Your audit will outline for you the courses still needed to meet certificate or degree requirements within each specific block. You may then use this information to discuss your plan with your academic advisor.
- 5. Why isn't there a check mark next to a requirement I've already completed?**

Your academic advisor is your primary point of contact. If your advisor determines that your audit is incorrect, he/she will contact the Records Office for assistance.
- 6. My record shows that my major is still undeclared but I have declared a major. Why doesn't my major show?**

Check with your academic advisor
- 7. Where can I see my second major?**

DegreeWorks is designed to show a listing of your programs in the Student View audit. Students pursuing multiple programs will need to click on the Program drop-down box at the top of the Student View audit in order to view additional programs and their requirements.
- 8. Where can I see my audit for my second major?**

You can access your second degree audit by using the Program drop down menu at the top of the screen.
- 9. Why isn't my transfer work meeting a requirement?**

There could be two reasons. First, the course did not meet either the minimum number of credits and/or minimum grade requirement for use in your program of study. Second, all requirements have been met and this course is simply not needed.
- 10. If I withdraw from a class, will that be reflected in my audit?**

Courses from which you have withdrawn will appear in the Insufficient block on your audit.
- 11. My advisor told me that a course I took would be substituted for a requirement. Why doesn't this information appear in my audit?**

You should contact your advisor to resolve any substitution issue. Any waivers, substitutions, or exceptions for certificate or degree requirements must be approved by an internal paper-driven process, and then once approved, the exception is entered by the Records Office.
- 12. If all of the boxes are checked, does that mean I'm graduating?**

Not necessarily. All students go through a final review that is done by Records Office to ensure

that all of the requirements have been met. You will also need to complete any incompletes or in-progress courses before your graduation can be approved.

USING WHAT-IF

1. **What is the What-If feature?**

The What-If function allows you to hypothetically change your major, minor, or concentration. For example, if you are a Psychology major, the what-if function in DegreeWorks will answer the “What if I changed my major to History?” question. The What-If audit will show you what coursework is required for the new major, minor, or concentration, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

2. **If I use the What If feature does this mean that I have changed my major?**

No. The What If function is for information purposes only. You will see the header What If Audit displayed at the top of the audit whenever an audit is run on a What If scenario.

3. **I’m thinking of changing my major. Will I be able to see how my current classes fit into my What If major?**

Yes. The What If function will perform an audit based on the hypothetical major/minor/concentration and will show how your completed, current, and planned coursework meets the requirements of the hypothetical major.

4. **Can my advisor see my What If scenario?**

Since What If scenarios are not stored on DegreeWorks, your advisor can only see your results if the two of you work through a What If procedure together.

5. **Can I view multiple What If scenarios on the same screen?**

Yes. DegreeWorks will allow you to select more than one major at a time, or to select multiple major(s).

6. **Can I save a What If scenario?**

No. What If plans are not saved on DegreeWorks? You would need to run a new What If scenario next time you log in to see it again.

7. **Can I print a What If scenario?**

Yes. If you want to share it with your advisor at a later date, you should print your What If scenario.

8. **If I like what I see in a What If scenario, how do I initiate the changes?**

Always speak with an advisor! If you wish to change your major, you will need to meet with an advisor in your new program of study.

USING LOOK AHEAD

1. **What is the Look Ahead feature?**

The Look-Ahead feature allows students to enter a list of classes and see where they might apply on the degree audit. It is a great tool to use as part of the registration process. Students can see how a course will be used before they actually register for it.

2. **If I add a class to the Look Ahead does that mean I registered for the class?**

No. Look Ahead will not register you for a course. It will only show you how a course will or will not fill a requirement.