

## DegreeWorks-Frequently Asked Questions

What is DegreeWorks?

DegreeWorks is a web-based tool that you and your academic advisor can use to monitor your academic progress toward degree completion. DegreeWorks allows you and your academic advisor to plan future academic coursework. DegreeWorks looks at the major requirements for the catalog in the year you began taking coursework and the coursework you have completed to produce an easy-to-read audit. PLEASE REMEMBER THAT THE DEGREEWORKS AUDIT IS UNOFFICIAL and only the Registrar's Office determines official eligibility for graduation.

How do I access DegreeWorks?

DegreeWorks is available in your WINS account. Once you log into your WINS account, click on the Student Service Menu, and select DegreeWorks from the list of options.

What should I first do when accessing DegreeWorks?

Once you access your degree audit, you should verify your major and advisor are correct in the top block. You should also verify the catalog year is correct in the Degree block. The catalog year is typically the year you entered WLU and would be following the catalog in place at that time. If you need to update information, please complete an on-line Data Change Form, available under Forms on the Registrar's web page ([westliberty.edu/registrar](http://westliberty.edu/registrar)).

What is a degree audit?

A degree audit is a review of coursework, both taken and planned, that divides the coursework into blocks that show how the coursework will count toward degree requirements. Checkboxes exist within each block to easily distinguish what courses and requirements are complete and those that still need to be completed. Please see the legend at the end of the screen for definitions of the symbols used in the audit. PLEASE REMEMBER THE DEGREEWORKS AUDIT IS UNOFFICIAL and only the Registrar's Office can determine official eligibility for graduation.

Can I see a list of all the courses I have taken?

Yes. On the 'Audits' tab, click on the 'Class History' link at the top for a list of courses taken. This lists all of the classes you have taken chronologically as an unofficial listing of your course history.

Can I save or print my degree audit?

Yes, by using the 'Save as PDF' button, you can save or print a PDF version of your audit. You can also use the print tab at the top of your audit. Any information you choose to print is the responsibility of the student. Please be aware that this information contains your student ID# as well as an unofficial version of your academic record. If you choose to save your audit, do not save it to the desktop if you are using a public computer. Make sure that you save it to your personal storage device or space.

My progress bar seems to be inaccurate. How does it work?

The progress bar counts all checked boxes in the degree and major requirements blocks toward the completed degree percentage. This can include both course and non-course requirements. It is intended to be used as a snapshot of overall progress toward degree completion, not as a measure of completion.

Is my Audit Confidential?

Yes. Like other processes you use through WINS, 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 the audit.

What is the "What If" Feature?

The 'What If' function allows you to hypothetically change your major and/or catalog year. The 'What If' audit will show you what coursework is required for the new program of study, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

How current will my information be in Degree Works?

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.

What do I do if I believe my Academic Information is incorrect?

You should consult your academic advisor for a review of your audit. Any exception to major, minor, or concentration requirements should be discussed with your major/minor advisor. Should you need to make a change on your catalog term, major, or minor please fill out a Data Change Form on the Registrar's website.

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 the university has not received an official transcript or the coursework is pending departmental review. Check with the Registrar's Office if your transcript or audit does not reflect transfer work you have completed.

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