DegreeWorks

Definition
One of the most widely used tools in advising is DegreeWorks. You will use DegreeWorks to obtain the list of courses a student will need to take on their path to the completion of their degree.

To Gain Access to DegreeWorks
Advisors will automatically have access to DegreeWorks when they are given the "Advisor Services" tab in Owl Express.

Logging in to DegreeWorks
Select the DegreeWorks link via the Advisor Services tab in Owl Express and select the appropriate semester. To find a student, enter the KSU ID number in the search box.

DegreeWorks – Student Guide to Degree Completion
The screen below includes pertinent data about the student and how well a student is progressing towards graduation. Detailed information about which courses have been completed and those left to be taken is included on the worksheet can be found here.

Things to Consider When Advising a Student Using DegreeWorks

1. What is the student’s major?
2. Are they in good academic standing?
3. Do they have any holds on their registration?
4. If this is during a registration period or it will soon be a registration period, make sure that the student has a registration time ticket assigned to them.
5. Confirm with the student that they are still completing the major you see at the very top next to their name if it is the first time you are seeing a student.
6. Depending on the nature of what has brought the student in, you may also want to check whether they have petitioned to graduate and/or if they have any non-KSU degrees.
DegreeWorks – “What If” Scenarios
The “What If” option allows an advisor to make a hypothetical major change to allow a student to see what would be required in a different major or minor. These “what-if” scenarios include the courses that have already been taken by the student, as well as the new major’s courses that should be taken in order to complete the new major or minor. The end product allows a student to assess which degree path will be best for the student.

DegreeWorks is a guide
DegreeWorks can sometimes be wrong. It is important to be aware of the Catalog/Curriculum requirements for the student outside of what is demonstrated on DegreeWorks. If you see errors in DegreeWorks, please report them to your supervisor to be fixed. If a student is questioning a requirement that they see in their DegreeWorks, don’t hesitate to reach out to advisors in other colleges/departments for additional support (especially if it involved general education)