




1. What is Degree Works?

It's your personal graduation roadmap! Degree Works shows what classes you've taken, what you still need, and how close you are to finishing your degree.

2. Your Degree Audit = Your Guide

Think of your audit as a checklist. It breaks down all the classes and requirements for your general education, major, and minor courses.

3. What Do the Symbols Mean?

-  **Green checkmark** = Done!
-  **Blue squiggle** = In Progress
-  **Red empty circle** = Still Needed

4. Know Your Catalog Year

Your catalog year tells Degree Works which version of your major's requirements to follow. It's usually the year you started college or your major.

5. Try the "What-If" Tool

Thinking of switching majors or adding a minor? What-If shows where your current and future classes would fit into a new program.

6. Check "Not Counting Toward Degree"

If a class shows up here, it doesn't count toward your degree right now. It might still matter—check with your advisor.

7. Transfer Credits Count

Transfer classes will show up in your audit too! Just make sure they're being used where they should be.

8. Notes Feature

Advisors can add helpful notes about your meetings or advice right in Degree Works—so you both stay on the same page about your progress and plans.

9. Use the GPA Tools

Want to raise your GPA or see what grades you need this semester? Use the built-in GPA calculators!

10. When in Doubt, Reach Out

Degree Works is a great tool, but your **academic advisor** is your go-to person for help and advice.

Need Help?

- Classes questions? Talk to your **advisor** (you'll see their name at the top of your audit!)
- Tech or tool issues? Email: Graduation@pennwest.edu.