

Degree Works Guide

A Guide to Degree Works: The Degree Evaluation Report

The degree evaluation report is a powerful tool that allows students and advisors to review the requirements for an Oberlin degree given all courses that a student has completed or in which a student is registered. The report will give you the results of progress toward the degree for all institutional requirements **and** major requirements.

The online degree evaluation available offers:

- The ability to produce a what-if report using courses you wish to take in future semesters.
- The ability to create a plan for the next several semesters.
- A clearer understanding of exceptions that have been made.
- A brief chronological summary of the courses you have taken; see the "courses by semester" link near the top of the evaluation page.

Important Note: Courses that are "in progress" are used to meet requirements. A requirement will show as "nearly met" if a course in progress completes that requirement.

Producing a Degree Evaluation Report

You can access Degree Works via the Degree Works task in OberView. After accessing Degree Works, you will, by default, be presented with your most recent degree evaluation. **IMPORTANT:** always press PROCESS NEW so that you see the current information for your record and the requirements.

The evaluation will use your current degree and major information and produce a summary of where you stand with regard to the requirements. Degree Works is looking at the new requirements in effect beginning fall 2013.

On the left-hand side, you will see the option of producing a "what if analysis" and selecting future course plans. If you have a declared major but are considering changing majors or adding a second major, you can select the What If Analysis Option. You can select a different major, add a minor or concentration, and process new. Additionally, you can add courses before running a new evaluation. There is a search capability to aid you in selecting courses.

The Bachelor of Arts Compliance Report

The top of the report (Program Evaluation) lists the information pertinent to this evaluation—specifically the degree program which is being used for the evaluation. The next section is a summary of the credit hours used in the report: the number required and the number used.

The next section of the report will provide a summary of progress toward the institutional requirements for the Bachelor of Arts degree: Curriculum Exploration, Cultural Diversity, the Quantitative and Formal Reasoning/Quantitative Proficiency requirement, the Writing Requirement/Writing Proficiency requirement, and Winter Term. In each section, text will describe the requirement and then a report of whether and how the requirement has been met will follow. The courses which were used to meet each requirement will be listed with the title of the course and grade.

The next section of the report will provide a summary of progress toward the major requirements. Brief text explains the major requirements and then sections of the major requirements are provided with check mark in green if completed, a section in blue if a course is in progress and will complete the requirement when finished, and unchecked boxes where a requirement is not met.

The next section of the report provides a summary of elective courses counted toward the degree.

IMPORTANT NOTES TO KEEP IN MIND

1. If you are a Double-Degree Program student, it is possible that the catalog term which is used to check your requirements may not be correct for *both* the BA program and the BM program. The catalog term is listed at the top of the evaluation page; it refers to the requirements for each program and each major/concentration that were in effect as of that term. Because you are in the Double-Degree Program, we must choose one of the two terms that apply to your two programs.
2. If you are an individualized major, we will need to design a degree evaluation specifically for your planned program of study.

The Bachelor of Music Compliance Report

The top of the report lists the information pertinent to this evaluation—specifically the degree program which is being used for the evaluation. The next section is a summary of the credit hours used in the report: the number required and the number used.

Each of the following sections will contain brief explanatory text, an indication as to whether the requirement is met or not met, and the courses which were used to meet the requirement.

- Major area of study (in many cases: Performance) and then the concentration within the area of study. For example: Performance, Violin.
- Conservatory Electives.
- The 32 credit Liberal Arts requirement summary
- Free Electives, and finally
- The Winter Term Requirement.

The Double-Degree Student Compliance Report

The top of the report (Program Evaluation) lists the information pertinent to this evaluation—specifically the degree program which is being used for the evaluation. The next section is a summary of the credit hours used in the report: the number required and the number used. Each of the following sections will contain brief explanatory text, an indication as to whether the requirement is met or not met, and the courses which were used to meet the requirement.

- Major area of study (in many cases: Performance) and then the concentration within the area of study. For example: Performance, Violin.
- Conservatory Electives.
- The 40 credit Liberal Arts requirement summary
- Free Electives
- Institutional Requirements
- The Arts and Sciences major requirements.
- The Conservatory and Arts and Sciences total hour requirements.

If you have a question about Degree Works or your Degree Evaluation report, please email daudit@oberlin.edu