Degree Works FAQ—Faculty

Important note: Currently, Degree Works is available to faculty and all active undergraduate students. Degree Works is not yet available to graduate students.
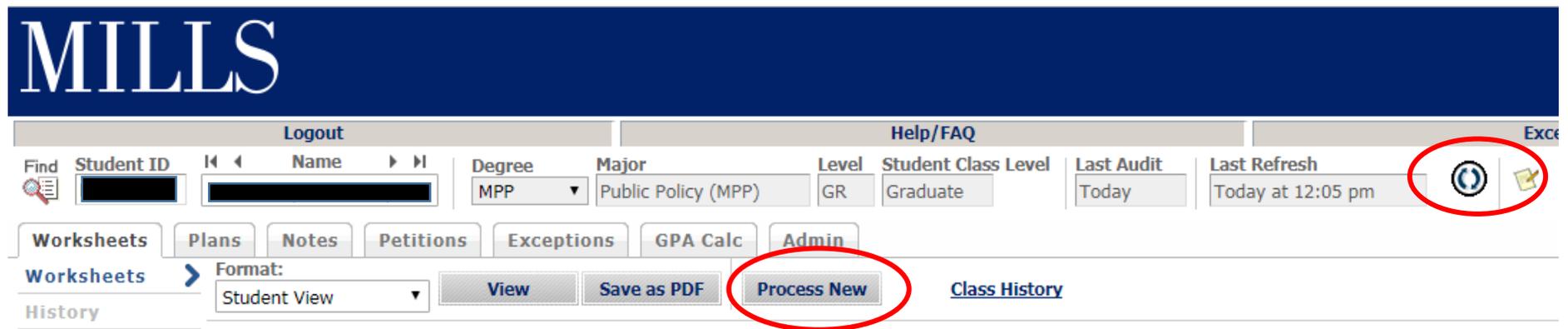
FAQ

How do I access Degree Works?

Log in to the Portal via the Mills College website. Degree Works Dashboard link is located under Featured Services on the Portal Home page.

Is the information and data on the audit current?

The data on the audit is refreshed nightly, however changes can happen throughout the day during registration and add/drop periods. After the audit loads, to ensure you are viewing the most current data, click on the **Refresh** button followed by the **Process New** button each time you generate an audit.
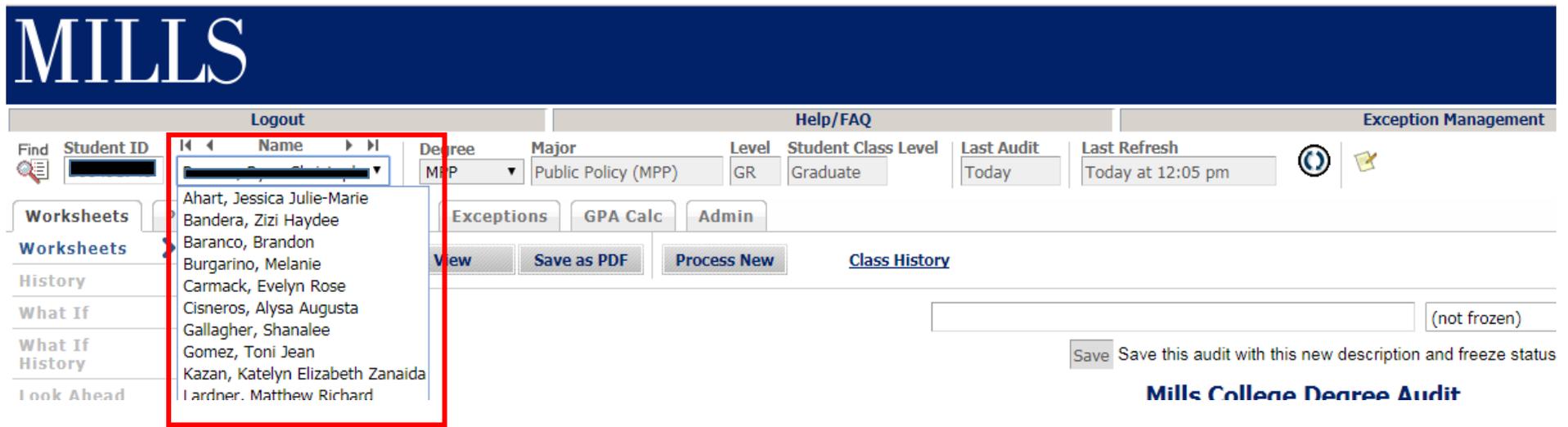
This is the Refresh button:

I am advisor, how do I generate a degree audit for a student?

There are three ways to generate an audit for a student.

1. Degree Works defaults to populating your advisees in the Name drop down menu. You can select an advisee form the drop down.

2. You can also enter the student ID in the Student ID field at the top of the audit worksheet.

3. You can also search for a student by clicking on the Find button. Enter the students first and last name, hit enter. You will see the results in the Students Found window. Click the OK button to view the degree audit.

Are courses (or credits) in-progress included in the Credits Applied?

Yes.

Unmet conditions for this set of requirements: 31 credits are required. You currently have 27, you still need 4 more credits.

☑ Rhetoric and Composition for the College Writer	ENG 001	Rhetoric and Composition	A	4	Spring 2017
☐ FOUNDATIONAL SKILLS					
☑ Critical Analysis	ENG 010	Intro to Literary Studies	A	4	Fall 2016
☑ Information Literacy	COLL 005	Information Literacy	P	0	Fall 2016
☑ Written and Oral Communication II	ENG 072	Journ I: Report, Write, Edit	IP	(4)	Fall 2017
☐ Quantitative Literacy		Still Needed: 1 Class in ⊙ ⊙ with Attribute CCQL			
☐ CONTRIBUTIONS TO KNOWLEDGE AND COMMUNITY					
☐ Community Engagement		Still Needed: 1 Class in ⊙ ⊙ with Attribute CCCE			
☑ Creativity, Innovation & Experimentation	ENG 056	Poetry Workshop I	A	4	Fall 2016
☐ WAYS OF KNOWING/MODES OF INQUIRY					
☑ International Perspectives	ETHS 051	Introduction to Ethnic Studies	A-	3	Spring 2017
☑ Language Other than English	SPAN 001	Elementary Spanish I	IP	(4)	Fall 2017
☑ Race, Gender, and Power	WGSS 071	Intro to Women's Studies	A	4	Spring 2017
☐ Scientific Inquiry		Still Needed: 1 Class in ⊙ ⊙ with Attribute CCSI			

Are the courses and credits in the concentration included in the Credits Applied for the Major section?

Yes.

Unmet conditions for this set of requirements: 40 credits are required. You currently have 26, you still need 14 more credits.

☑ Introduction to Literary Studies	ENG 010	Intro to Literary Studies	A-	4	Fall 2016
	ENG 063	Survey of American Lit I	A-	3	Fall 2016
☐ Survey of African American, American, or British Literature	ENG 064	Survey of American Lit II	A	3	Spring 2017
		Still Needed: 1 Class in ENG 043 or 065 or 066			
☐ Shakespeare or The Bible as Literature		Still Needed: 1 Class in ENG 115 or 074 or 174			
☐ Senior Thesis in Creative Writing or Senior Thesis in Literature		Still Needed: 1 Class in ENG 189 or 191			
☐ Creative Writing Emphasis		Still Needed: See Emphasis in Creative Writing section			

Unmet conditions for this set of requirements: 22 credits are required. You currently have 16, you still need 6 more credits.

☑ Craft of Creative Writing	ENG 011	Craft of Creative Writing	A	4	Spring 2017
☑ Lower Division Workshop	ENG 055	Beginning Fiction Workshop	A	4	Spring 2017
☐ Upper Division Workshop		Still Needed: 2 Classes in ENG 155 or 159 or 160 or 167 or 168 or 170			
☑ Literature Courses	ENG 109	Craft of the Young Adult Novel	IP	(4)	Fall 2017
	ENG 119	Fiction Since 1960	IP	(4)	Fall 2017

Does the Major GPA include in-progress classes?

No. Only graded courses are included in the GPA.

Does the Major GPA include courses in the concentration/emphasis/specialization section?

Yes.

What is the Additional Available Credit section?

This section contains courses that have not been used to satisfy a specific requirement, but the credit is counted in the Credits Applied toward the overall 120 credits for the degree. These are courses that can also be used for substitutions.

I am an Advisor, how do I submit a substitution or waiver?

Substitutions and waivers are submitted online via the Portal. Go to myMILLS form the Featured Services section, click on the Faculty and Advisor Menu, click on Submit a Waiver or Substitution Request link. All substitutions and waivers are processed by the Office of the Registrar and will appear in blue on the degree audit.

How can I tell which catalog the student is under?

The Academic Year in the section header is the student's catalog year.

☐ Major in Psychology	Academic Year: 2016-2017	Credits Required: 39
	GPA: 4.000	Credits Applied: 38

Unmet conditions for this set of requirements: 39 credits are required. You currently have 38, you still need 1 more credits.
☑ Minimum Six Psychology Classes at Mills College
   Majors must take at least six psychology courses at Mills. Majors are expected to take Statistics for the Behavioral Sciences (PSYC 146) and Research Methods in Psychology (PSYC 151) at Mills; the department must approve any exceptions.

What is the Insufficient section?

Courses appearing in the Insufficient section are not eligible to satisfy a requirement or count toward the degree. This would include courses in which a student received a failing, W, UW, or Incomplete, etc. grade. Also, PE courses that exceed the maximum will appear in the Insufficient section.

What is the process for updating major/minor requirements in Degree Works?

All curriculum changes MUST have gone through the official review and approval process. Once approved they are forwarded to the Office of the Registrar by the Provost's office to be entered in Degree Works. **Do not send requirements updates directly to the Office of the Registrar.**

What if I have questions or comments?

Please feel free to email records@mills.edu with questions or comments.

How to run a what if
How catalog year works
Requirements are entered in DW based on catalog year.
Catalog year is determined by student's admit term