

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

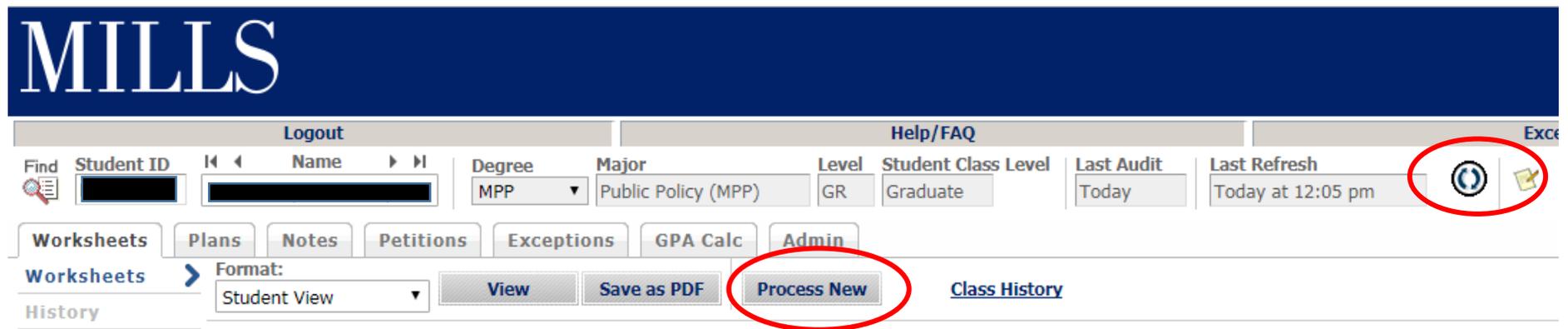
How do I access Degree Works?

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:

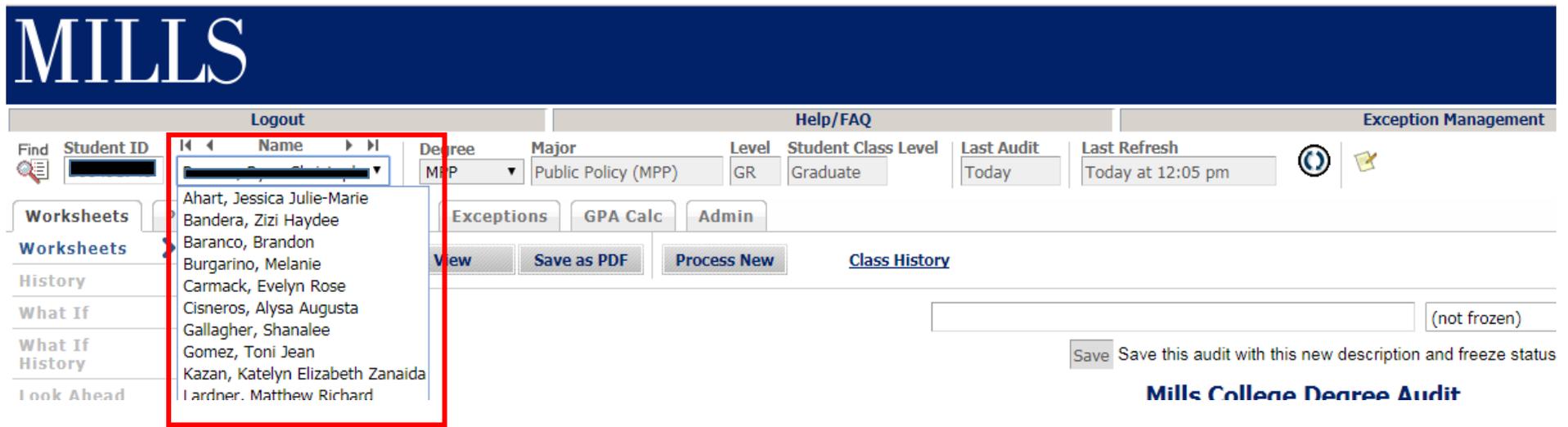


The screenshot shows the Mills College Degree Works interface. At the top, the word "MILLS" is displayed in large white letters on a dark blue background. Below this, there are navigation links for "Logout", "Help/FAQ", and "Exce". The main interface features a search bar with "Find" and "Student ID" fields, and a table of student records. The table has columns for "Name", "Degree", "Major", "Level", "Student Class Level", "Last Audit", and "Last Refresh". The "Last Refresh" column shows "Today at 12:05 pm". A circular refresh icon is circled in red in the top right corner of the table. Below the table, there are several buttons: "Worksheets", "Plans", "Notes", "Petitions", "Exceptions", "GPA Calc", and "Admin". The "Process New" button is circled in red. Other buttons include "View", "Save as PDF", and "Class History".

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.



The screenshot shows the Mills College Degree Audit interface. The top navigation bar includes "Logout", "Help/FAQ", and "Exception Management". The main form has fields for "Student ID", "Name", "Degree", "Major", "Level", "Student Class Level", "Last Audit", and "Last Refresh". The "Name" dropdown menu is open, showing a list of student names: Ahart, Jessica Julie-Marie; Bandera, Zizi Haydee; Baranco, Brandon; Burgarino, Melanie; Carmack, Evelyn Rose; Cisneros, Alysa Augusta; Gallagher, Shanalee; Gomez, Toni Jean; Kazan, Katelyn Elizabeth Zanaida; and Lardner, Matthew Richard. The "Student ID" field is also highlighted with a red box.

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



The screenshot shows the Mills College Degree Audit interface. The top navigation bar includes "Logout", "Help/FAQ", and "Exception Management". The main form has fields for "Student ID", "Name", "Degree", "Major", "Level", "Student Class Level", "Last Audit", and "Last Refresh". The "Student ID" field is highlighted with a red box.

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.

https://dw1.mills.edu:8443/DashboardServlet/dashboard

Apps Inside Mills Basecamp AACRAO CHEA Interview Ex Hotmail DW0 Surecode DW0 Audits DW0 Scribe NSC NSC FTP 25

MILLS

Logout Help/FAQ

Find Student ID Name Degree Major Level Student Class Level Last Audit Last Refresh

█ █ MPP Public Policy (MPP) GR Graduate Today Today at 12:05 pm

Find Students

Student ID: [] First Name: [] Last Name: []

Degree
All Degree Codes

Level
All Level Codes

Student Class Level
All Student Class Level Codes

Academic Year
All Academic Year values

Degree Source
All Degree Source Codes

Major
All Major Codes

Minor
All Minor Codes

College
All College Codes

Concentration
All Concentration Codes

Program
All Program Codes

Student Type
All Student Type Codes

Academic Standing
All Academic Standings

Student Attribute
No Attribute selected

Chosen Repeatable Search Criteria

[Clear] [Search] [Remove]

Students Found: 1

ID	Name	Degree	Major	Level	Student Class Level
<input checked="" type="checkbox"/>	[]	BA	Psychology	UG	Senior

[OK] [Cancel] [Check All] [Uncheck All]

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

Yes.

Core Curriculum Requirements						Academic Year: 2016-2017	Credits Required: 31
Unmet conditions for this set of requirements: 31 credits are required. You currently have 27, you still need 4 more credits.							Credits Applied: 27
<input checked="" type="checkbox"/> Rhetoric and Composition for the College Writer	ENG 001	Rhetoric and Composition	A	4	Spring 2017		
<input type="checkbox"/> FOUNDATIONAL SKILLS							
<input checked="" type="checkbox"/> Critical Analysis	ENG 010	Intro to Literary Studies	A	4	Fall 2016		
<input checked="" type="checkbox"/> Information Literacy	COLL 005	Information Literacy	P	0	Fall 2016		
<input checked="" type="checkbox"/> Written and Oral Communication II	ENG 072	Jour: I: Report, Write, Edit	IP	(4)	Fall 2017		
<input type="checkbox"/> Quantitative Literacy	Still Needed: 1 Class in @ @ with Attribute CQQL						
<input type="checkbox"/> CONTRIBUTIONS TO KNOWLEDGE AND COMMUNITY							
<input type="checkbox"/> Community Engagement	Still Needed: 1 Class in @ @ with Attribute CCCE						
<input checked="" type="checkbox"/> Creativity, Innovation & Experimentation	ENG 056	Poetry Workshop I	A	4	Fall 2016		
<input type="checkbox"/> WAYS OF KNOWING/MODES OF INQUIRY							
<input checked="" type="checkbox"/> International Perspectives	ETHS 051	Introduction to Ethnic Studies	B-	3	Spring 2017		
<input checked="" type="checkbox"/> Language Other than English	SPAN 001	Elementary Spanish I	IP	(4)	Fall 2017		
<input checked="" type="checkbox"/> Race, Gender, and Power	WGSS 071	Intro to Women's Studies	A	4	Spring 2017		
<input type="checkbox"/> Scientific Inquiry	Still Needed: 1 Class in @ @ with Attribute CCST						

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

Yes.

Major in English						Academic Year: 2016-2017	Credits Required: 40
Unmet conditions for this set of requirements: 40 credits are required. You currently have 26, you still need 14 more credits.						GPA: 3.871	Credits Applied: 26
<input checked="" type="checkbox"/> Introduction to Literary Studies	ENG 010	Intro to Literary Studies	A-	4	Fall 2016		
<input type="checkbox"/> Survey of African American, American, or British Literature	ENG 063	Survey of American Lit I	A-	3	Fall 2016		
	ENG 064	Survey of American Lit II	A	3	Spring 2017		
<input type="checkbox"/> Shakespeare or The Bible as Literature	Still Needed: 1 Class in ENG 043 or 065 or 066						
<input type="checkbox"/> Senior Thesis in Creative Writing or Senior Thesis in Literature	Still Needed: 1 Class in ENG 115 or 074 or 174						
<input type="checkbox"/> Creative Writing Emphasis	Still Needed: 1 Class in ENG 189 or 191						
	Still Needed: See Emphasis in Creative Writing section						
Emphasis in Creative Writing						Academic Year: 2016-2017	Credits Required: 22
Unmet conditions for this set of requirements: 22 credits are required. You currently have 16, you still need 6 more credits.							Credits Applied: 16
<input checked="" type="checkbox"/> Craft of Creative Writing	ENG 011	Craft of Creative Writing	A	4	Spring 2017		
<input checked="" type="checkbox"/> Lower Division Workshop	ENG 055	Beginning Fiction Workshop	A	4	Spring 2017		
<input type="checkbox"/> Upper Division Workshop	Still Needed: 2 Classes in ENG 155 or 159 or 160 or 167 or 168 or 170						
<input checked="" type="checkbox"/> 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 from 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.

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.							
Fundamentals of Psychology			TRN CRD	PSYCH111:General Psychology	T	3	Winter 2010
Exception By:	Mayer, Cole H	On:	Satisfied by	PSYCH111 - Brigham Young U Ut			
		09/18/2017	Substitution :	Replace PSYC 049 with TRN CRD			
Statistics for the Behavioral Sciences			TRN CRD	FDMAT223-Social Sci. Stats.	T	3	Winter 2010
Exception By:	Mayer, Cole H	On:	Satisfied by	FDMAT223 - Brigham Young U Ut			
		09/18/2017	Substitution :	Replace PSYC 146 with TRN CRD			
Research Methods in Psychology			PSYC 151	Research Methods in Psychology	A	4	Spring 2017
Life-Span Developmental Psychology or Infancy			TRN CRD	PSYCH201:Devel. Psych Lifespan	T	3	Winter 2010
Exception By:	Mayer, Cole H	On:	Satisfied by	PSYCH201 - Brigham Young U Ut			
		09/18/2017	Substitution :	Replace PSYC 040 with TRN CRD			

How can I tell which catalog the student is under?

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

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