

Degree Works

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What is Degree Works?

Degree Works is a web-based planning tool to help students, advisors, and the registrar's office for the purpose of graduation evaluation and eligibility, and to monitor the student's progress toward degree completion.

What is a degree audit?

The degree audit combines Mills College degree requirements and your completed and in-progress coursework with an easy-to-read worksheet that helps you see how that coursework counts toward the degree requirements and what requirements still need to be completed. It is a helpful tool for academic planning, course selection, and scheduling.

Who can access Degree Works?

Currently, Degree Works is available to faculty and all active undergraduate students only. Degree Works is not yet available to graduate students.

How do I access Degree Works?

- Log in to the Portal.
- Click on Degree Works Dashboard in the Featured Services section of the Portal Home page.

- After the audit loads, to view the most current information, click on the Refresh button: 
- When the refresh is complete, click OK.
- Click the Process New button: 

How do I print my audit?

Click on the Save as PDF button and select a printer you wish to print to.

Are in-progress courses counted in the degree audit?

Yes.

Can I register for classes in Degree Works?

No. Degree Works is a snapshot of courses completed and courses in-progress. Registration will continue to be done through the Mills Portal.

I just registered for classes, and the course are not appearing on the audit yet. What do I do?

The information in Degree Works is refreshed nightly, however you can manually refresh the data, by clicking on the Refresh button . After the refresh is complete, click the OK button and then click on the Process New button .

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.

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

Yes.

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

Yes.

What does the red, blue or green box mean?

The legend just below the dashboard at the top of the audit explains the colors and symbols used in the audit.

What do all the symbols on the audit mean?

The legend just below the dashboard at the top of the audit explains the colors and symbols used in the audit.

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.

I'm thinking of changing my major. Can Degree Works help?

Yes. You can run a What If audit. Degree Works will redistribute your courses to see how the map to a different major.

- Click on What If in the left side navigation bar.
- Select the degree.
- Select the major you may want to switch to .
- Select the academic year for the term in which you were admitted.
- Select a major or minor.
- Click the Process What If button.

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.

What do I do if I would like to use a transfer course or another Mills course in my major or minor?

If your advisor has determined that a transfer course or another Mills course can be used to complete a major or minor requirement, they must submit a Substitution request online via the Portal.

What if the requirements on the audit don't look correct?

The requirements that appear on the audit in Degree Works are based on the requirements in the catalog under which the student was admitted. Mills students fulfill the requirements in the catalog under which they were admitted (unless otherwise approved). The Mills catalog archives were used in articulating the requirements for academic years prior to fall 2016.

How can I tell which catalog my audit requirements are under?

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

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.

Can I see a list of classes I've taken?

Yes. Click on the Class History link next to the Process New button on the audit to view a list of courses transferred in to Mills and the Mills courses you have taken.

Do I have to submit an application for graduation if you can just see my audit in Degree Works?

Yes. All students are required to apply for graduation to be eligible to participate in Commencement.

I am doing a BA and a BS, but can't see my BS audit. Where can I see the audit for my second degree?

Degree Works generates separate audits for each degree. Click on the drop down arrow for the Degree field (next to your name) at the top of the page and select the degree you would like to review.

I am a Sophomore, Junior or Senior and the degree audit says something else. How do I correct this?

Your class standing is determined by the number of credit completed and does not include in-progress credit.

What if I have questions that are not answered here or comments?
Please feel free to email records@mills.edu with questions or comments.