

Degree Works

Link: <https://degreeworks.okbu.edu:8443/dashboard>

Link to DegreeWorks can also be found on the OBU website under faculty tools at <https://www.okbu.edu/employee-resources.html>

Log In Information

User ID - OKBU email address

Password - Novell Password

Enter **Student ID#** or click on **Student Find** (top left of screen - magnifying glass icon)

By default, the student area at the top of the audit displays the id #, name, degree, advisor, minor, major, classification, cumulative college GPA, and last audit date. Take the time to check this for correct information.

Credits Required will be listed at the top - in most cases, 128 hours.

Credits Applied will be listed also. **NOTE:** Credits Applied will **INCLUDE** the currently enrolled course work. Degree Works does not differentiate between current semester and pre-registered semesters. **The student can quite possibly be currently enrolled in multiple semesters. During the early registration period, Credits Applied will include all of the current and future semesters enrolled.**

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**ONCE YOU HAVE LOADED THE STUDENT'S PAGE,
CLICK THE
"**PROCESS NEW**" BUTTON. **
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The degree check **will not** be updated and current until the Process New button is clicked.

Class History - Clicking on this brings up a chronological list of the student's course work.

Save As a PDF - This is the document you can print and give to a student, put in a student file, or save to email to a student.

GPA Calc. - Gives three different options for calculating GPA. (Only computes cumulative GPA)

Notes - Allows one to write notes/concerns/info about the degree audit and attaches the notes to the audit. Faculty can also use the Notes option to request a substitution for a student. Deans will need to be notified via email to read the notes and follow through on the substitution. After you click on Notes, all the note options are on the left side of the screen. Also, if you are adding a note, make sure you save it before exiting that function. To view the notes in the Degree Audit - click process new after note has been saved.

What If - At this point in time this function only displays a new major or minor. Click on “What If” and populate the degree slot with the words - “pick a degree.” Choose a major and/or minor from the drop down lists. Click on “process what-if.” Then click on Worksheet and Process New.

Electives - Degree Works can check for required courses needed, **but** will not indicate specific courses remaining in the elective (fall-through) field. You will need to check and verify that student will be completing the **minimum of 128 hours required for graduation.**

Remember: Clicking on **Worksheet** will return you to the Degree Check page. And clicking on **Process New** will update the data.

Keep in mind that Degree Works is an enrollment/advising tool, but it is still a work in progress. Anytime there are changes in the curriculum those changes have to be added to Degree Works. In other words, when you are viewing the student’s degree check you still need to check for accuracy and total hours taken/needed for degree completion.

Please send questions via email to: degreeworks@okbu.edu .