



Using Degreeworks

Tracking your progress towards your degree

Updated July 2023

What is Degreeworks?

- It is the advising tool utilized across the University. Information displayed in Degreeworks is from Banner, W&M's student information system. The interface was updated June 2023.
- It is used by you and your advisor.

When do I use it?

- Anytime you want to understand your progress towards your degree.
- It is best to check your Degree Audit **every time you register for classes** (in October for Spring semester registration, or in April for the Summer and Fall semesters).
- It can also be helpful when communicating with your faculty advisor—with your Student ID number they can see the information too.
- The Degree Audit can be used to view final course grades.

How do I access it?

- In Banner, under the Student Tab, select *Student Records > Student Profile > Degreeworks* and then “Degreeworks”.
- You are now in your Degree Audit—it's a visualization of the degree requirements.

Navigating the Degree Audit Worksheet Header

Your name, ID degree and concentration information is summarized here. Pronouns can be updated in Banner.

When you apply to graduate (during last year in the program) the application status appears in the header.

Faculty Advisor

The Printer icon displays Audit as a PDF, under the 3 dots you can select a "Class History" pop up that shows completed coursework.

Cumulative GPA is displayed in the second section, **Student View is the best format for viewing what classes to register for next**, as it includes semester numbers.

Selecting *Registration Checklist* view will show your progress as a percentage, you can uncheck courses you are preregistered for, to visualize what has been completed, etc.

Scroll Down in *Student View* to see the Requirements section!

Requirements

What to take to earn your degree

- Depending on the program, courses are **listed in the order you will take them** and grouped by semester. This information is also always available to you for reference in the [Graduate Catalogue](#).

MED-Clin Mental Hlth-Military Veterans Counseling INCOMPLETE

Credits required: 60 Credits applied: 6 Catalog year: 2023-2024 GPA: 0.00

Unmet conditions for this set of requirements: You currently have 6, you still need 54 more credits.

	Course	Title	Grade	Credits	Term
Semester 1					
	EDUC C43-A-Professional, Ethical & Legal Issues in Counseling	EDUC C43	Prf Ethl Iss Cnsl	IP (3)	Fall 2023
	EDUC C32-B-Theories of Counseling & Psychotherapy	EDUC C32	Theories Cnsl Psy	IP (3)	Fall 2023
Semester 2					
	EDUC F09-A-Human Growth & Development: A Life-Span Perspective	Still needed:	1 Class in EDUC F09		
	EDUC 624-B-Theory & Practice of Multicultural Counseling	Still needed:	1 Class in EDUC 624		
Semester 3					
	EDUC C46-A-Contemp Issues in Clinical Mental Hlth Cnslg	Still needed:	1 Class in EDUC C46		

See what is coming up next! In mobile, click on each semester or course to expand information.

Mobile view of the degreeworks.wm.edu website showing a list of semesters and courses with expandable options:

- Semester 1
- Semester 2
- Semester 3
 - EDUC C46-A-Contemp Issues in Clinical Mental Hlth Cnslg
 - EDUC C33-B-Techniques of Counseling
 - EDUC C10-B-Counseling Residency I
- Semester 4
- Semester 5
- Semester 6

Requirements—How Progress is Displayed

Green check, grade displayed = Requirement Satisfied.

Blue half moon with “IP” for In Progress = Current or preregistration, Credits earned, and the semester the course was taken are on the right.

Red circle means the class is *still needed*, and thus the degree requirement is not yet satisfied.

Semester	Course ID	Course Title	Grade	Credits	Semester
✓	Semester 2				
✓	EDUC F09	EDUC F09-A-Human Growth & Development: A Life-Span Perspective	A	3	Spring 2023
✓	EDUC 624	EDUC 624-B-Theory & Practice of Multicultural Counseling	A	3	Spring 2023
🌙	Semester 3				
🌙	EDUC C46	EDUC C46-A-Contemp Issues in Clinical Mental Hlth Cnslg	IP	(3)	Summer 2023
🌙	EDUC C33	EDUC C33-B-Techniques of Counseling	IP	(3)	Summer 2023
🌙	EDUC C10	EDUC C10-B-Counseling Residency I	IP	(0)	Summer 2023
🌙	Semester 4				
🌙	EDUC 645	EDUC 645-A-The Counselor and Psychopathology	IP	(3)	Fall 2023
🌙	EDUC F67	EDUC F67-B-Psychological & Educational Measurement	IP	(3)	Fall 2023
⊘	Semester 5				
⊘	EDUC F65	EDUC F65-A-Research Methods in Education	Still needed:	1 Class in EDUC F65	
⊘	EDUC C34	EDUC C34-B-Group Theory and Techniques	Still needed:	1 Class in EDUC C34	
⊘	EDUC C11	EDUC C11-B-Counseling Residency II	Still needed:	1 Class in EDUC C11	

Using the Requirements Section to Find Available Seats (the best part)

Whether you are planning or registering for classes, you can see available seats right from the Degree Audit. A pop up will show you the CRN (*Course Registration Number*) which

<input checked="" type="radio"/>	EDUC C34-B-Group Theory and Techniques	EDUC C34	Group Theory & Techniques	IP	(3)	Fall 2023
<input checked="" type="radio"/>	EDUC C11-B-Counseling Residency II	EDUC C11	Counseling Residency II	IP	(0)	Fall 2023
<input type="radio"/>	Semester 6					
<input type="radio"/>	EDUC 627-A-Marriage and Family Counseling	Still needed:	1 Class in EDUC 627			
<input type="radio"/>	EDUC C31-B-Career Development	Still needed:	1 Class in EDUC C31			
<input type="radio"/>	Semester 7					

Click the blue course number that follows "Still needed." This is a link to a pop up window—you might need to enable pop ups in your browser if you have them blocked.

The window will have CRNs, Section Numbers, and Available Seats. In this example, section 60 is full, but section 61 has 2 seats still open in Fall 2023. You can also see how many sections of the class will be available in the next semester. **Lower section numbers are on campus classes.** Online classes will have section numbers of 60 and up, and are not available to you.

When a course has prerequisites, those course numbers will also be referenced under the name at the top. In this example, EDUC C32 and EDUC C33 are prerequisites of EDUC 627. The blue clipboard/check icon next to the EDUC 627 link also indicates prerequisites.

Course Information

EDUC 627 - 3 Credits - Marriage & Fam Cnslg

Prerequisites:
(EDUC C32 (CC) with a minimum grade of C- and EDUC C33 (CC) with a minimum grade of C-)

Attributes:
EDFA

Sections:

Term	CRN	Section	Seats open	Meeting times
Fall 2023	17087	60	0 (out of 18)	To be announced
Fall 2023	17088	61	2 (out of 18)	To be announced
Fall 2023	17091	62	11 (out of 18)	To be announced
Spring 2024	20519	01	40 (out of 40)	Tu 04:30pm - 07:00pm
Spring 2024	26989	60	24 (out of 24)	To be announced
Spring 2024	26990	61	24 (out of 24)	To be announced

Base of the Audit Advisor Notes & Legend

If, when you meet with your faculty advisor and something needs to be noted for planning purposes—their notes will appear here.

A Legend is present at the bottom of the page.

The screenshot shows a web browser window with the URL degreeworks.wm.edu. The page has a dark green header with the William & Mary logo and navigation tabs for 'WORKSHEETS', 'PLANS', and 'LINKS'. The main content area contains a checklist of requirements:

- EDUC C47-Internship in Clinical Mental Hlth Cnslg D **Still needed:** 1.5 Credits in EDUC C47
- ✓ Additional Electives (if necessary)
- Master's Culminating Experience Verification **Still needed:** Master's Culminating Experience Verification is an Online Exit Survey to be completed the last few weeks of your final semester.

Below the checklist is an 'Electives' section with 'Credits applied: 0' and 'Classes applied: 0'. Underneath is a 'Notes' section with a table:

Status	Description	Created on	Created by
	Leave of Absence for Spring 2023 and Summer 2023 approved by Sr. Associate Dean James Barber on behalf of AAC . This extends degree time to completion by two semesters to August 2027. Return to study expected Fall 2023.		Austin, Hayley A

At the bottom is a 'Legend' section:

✓ Complete	○ Not complete
ⓘ In-Progress	⚠ Nearly complete
📄 Prerequisite	@ Any course number

For MEd Counseling and Higher Ed : This last requirement is not a course, but an exit survey completed at the end of your time in the program. **It's listed here as we can't certify you to graduate without it.** A link to complete will be sent to your W&M email your last semester. The survey needs to be completed in one sitting, so be sure to set aside 15-20 minutes **before** clicking the link.

Further Help with Degreeworks

As a Graduate Student, staying on track in the program and verifying that the information in your Degree Audit is correct is your responsibility.

The Registrar's Office has more detailed guides and FAQs related to Degreeworks available [here](#).

Have Registration or Degreeworks Questions? Contact Tammy Gainer at trgainer@wm.edu.

The SOE Office of Academic Programs is always here to help.