Degree Works: Instruction Guide for Students

Degree Works provides a personalized degree evaluation/worksheet for each student. Degree Works allows you to track your degree requirements for graduation and helps you create your educational plan. Your degree worksheet shows every requirement for general education, your major(s) and minor(s) that you must complete to earn a degree from Commonwealth University of Pennsylvania. You will see which requirements you have completed (green check), which requirements are in-progress (blue half-moon), and which requirements are still outstanding (red circle). You should use your worksheet each term when selecting course for upcoming terms, as well as when making a long-term, term-by-term graduation plan.

How to access your Degree Works Worksheet

1. Open a web browser.
2. Go to https://dw-prod.ec.passhe.edu/003315/responsiveDashboard
3. Enter your Commonwealth username and password.
4. Click Sign On. Degree Works will automatically load your Degree Worksheet. You will have one audit per degree or credential. If you are pursuing multiple degrees or credentials, you'll have a pull-down box in the degree field that allows you to select the worksheet you want to see.

Reading your Worksheet

The student card provides an overall summary of your personal academic information including your level, classification, major(s), program, campus, advisor(s), and academic standing. If applicable, you will also see your minor(s) and concentration(s).

Degree Progress: The degree progress section of the audit provides a credit spinner of your progress toward a degree and shows your current cumulative grade point average. The credit spinner includes earned and in-progress credits, but it excludes credits not needed for your degree. In other words, if you have excess electives, they are not included in the credit spinner.
**Degree Block:** The degree Blocks provides a summary of your graduation requirements. Each requirement listed will have more detailed information further down on the worksheet.

**Major Block:** The major block details your major requirements and, if applicable, your concentration requirements.

**General Education Required Courses:** If your major requires you to complete specific courses in general education, you may see this section on your audit. It lists courses that must be completed for your major in addition to your general education requirements. Typically, the courses in this section of your worksheet will also fulfill coursework in your general education block.
General Education Block: The general education block shows you the General Education Core requirements that you need to fulfill based on your catalog.

Minor Block: The minor block details your minor requirements.

Free Electives. Free electives are courses that can count toward your overall credit total or residency requirement but are not used elsewhere on the worksheet.
Not Eligible. Includes Withdraw, Failed, Repeated, and Minimum Grade not Met.: This section of the audit lists courses where you did not earn a grade that can be used to meet a requirement. It includes courses where you did not earn credit.

Not Counted: The Not Counted section of the audit includes classes that cannot be used to complete degree requirements. It will include ungraded lab sections and remedial coursework. Each course will have a reason explaining why it cannot be used to complete degree requirements.

In-Progress or In-Progress and Pre-registered: In addition to displaying where they fit on the worksheet, this section of the audit lists your in-progress and pre-registered coursework.

Exceptions: Any exceptions to the published degree requirements are listed here at the bottom of the worksheet. They are also displayed where they fit within the worksheet.
Legend: The legend at the bottom of your worksheet, provides explanations of all the symbols used on your worksheet. You can also hover on the symbol to get additional explanation.

Degree Works Tools

Hover Hints: When a course is listed as still needed, you can hover over the subject and number to see the course title and credits.

Course Descriptions, Prerequisites, and Open Sections: When a course is listed as still needed, you can click on the course to see a description, prerequisites, and open sections for future terms.

Printer Icon. The printer icon allows you to create a PDF of your worksheet for saving or printing.

Envelope (Contact Button): If you click on the envelope, you will see your advisors and your advisors' email addresses.

Class History (More): If you click on the three vertical dots, you can access class history. Class history provides a chronological listing of your course work with term summary statistics.