

Degree Works Faculty

Follow these directions to review a student(s) Degree Audit.

1. Go to my <http://www.uiw.edu/> (UIW Homepage).
2. On the top-right hand corner, click on **MyWord**.

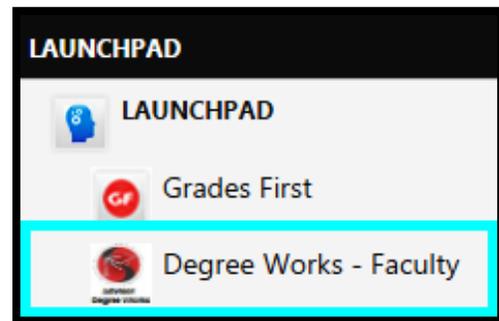


3. Type in your **UIW Username** and **Password**. Then, click on **Login**.

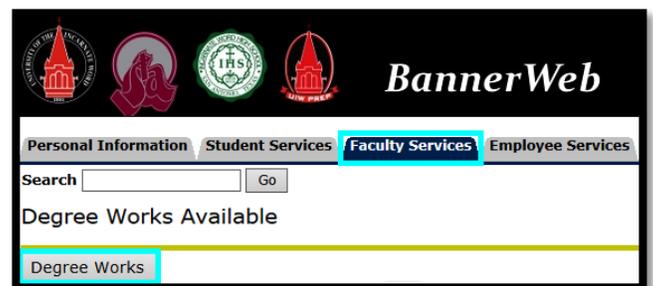


NOTE: Contact the University's Helpdesk if you are having login problems at 210-829-2721, 1-866-614-5043 (Toll Free), or email at helpdesk@uiwtx.edu

4. Go to the left side of the page, within the **Launch Pad** section to click on **Degree Works - Faculty**.

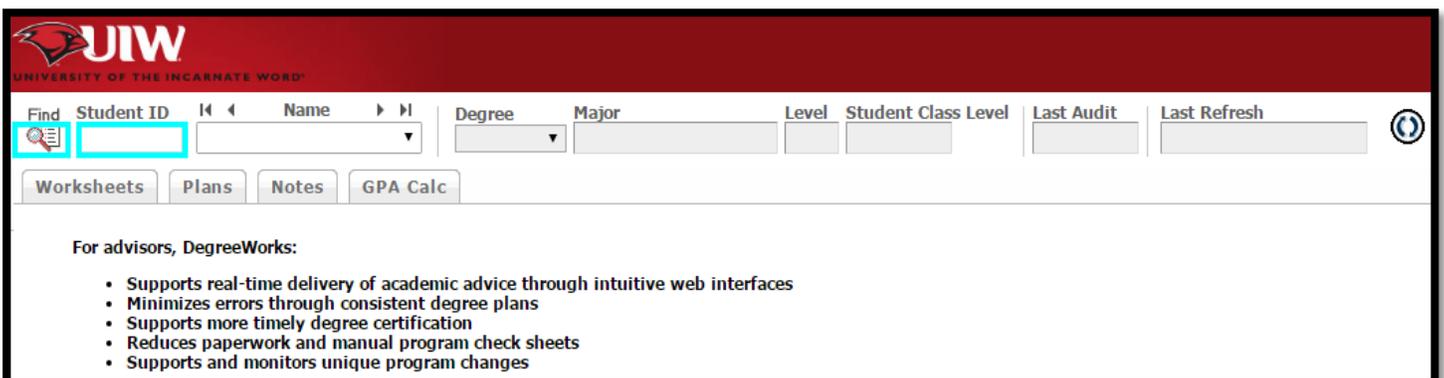


5. Then you will be taken to Banner Web to click on **Degree Works**.



6. This will lead you to the **Degree Works homepage**. To review a student(s) Degree Audit, you will have two options:

- Option 1: Click on **Find** to locate the student. (**Jump to step 7**)
- Option 2: Search by **Student ID** ('W00' or 'W0' must be used) and click **Enter** using your keyboard. Then the screen will automatically populate with the student's degree audit. (**Jump to step 8**)



For advisors, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

Note: If you experience any difficulty locating your student(s), please contact the University Advising Center at 210-805-5814.

7. The “preferred way” to search for your student(s) is by **Major** or **First/Last Name**. Then, click **search**.

(Note: If your search results in more than **200** students, you will get an error message click **Ok**. If you do not see your student listed, narrow your search and try again.)

A list of students will be provided, **uncheck all** and **select only** the student(s) you are searching for and click **Ok**. (Jump to step 8)

8. **Degree Audit:** This audit will show what course(s) have been completed and are still required for the student. Also this audit can be **Saved as a PDF**.

Student	College	Sch/Interactive Media/Design	Graduation Application [Y/N]	N
ID	Level	Undergraduate	Catalog Term	Spring 2016
Classification	Degree	Bachelor of Arts	Sport	
Advisor	Major	Communication Arts		
Overall GPA	Concentration	Journalism		
Academic Standing	Minor			
Hold				

Requirements 55%

The degree requirements bar is an estimate based on the requirements listed below; it neither guarantees nor serves as official notification of degree completion. Contact your academic advisor for assessing degree completion status.

NOTE: Degree Works Academic Audits are available for only the more recent undergraduate and graduate catalogs, and not for UIW professional schools. If your audit returns an error message, please contact your academic advisor for a degree audit. You can also run a WhatIf Audit under one of the available catalogs.

Category	Credits Required	Credits Applied
Degree in Bachelor of Arts	120	77
Core Curriculum	43	37
Community Service	45	0
Major in Communication Arts, BA	58	22

For additional assistance, please contact the University Advising Center at 210-805-5814.