## **Degree Works Faculty**

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

- 1. Go to my <a href="http://www.uiw.edu/">http://www.uiw.edu/</a> (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.

LAUNCHPAD						
0	Grades First					
Advert Engent former	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*)

UNIVERSITY OF THE INCARNATE WORD							
Find Student ID II II Name III	Degree Major	Level Student Class Level	Last Audit Last Refresh	0			
Worksheets         Plans         Notes         GPA Calc           For advisors, DegreeWorks: <ul></ul>							

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)

Find Students Student ID First Name Last Name					Г	dwwebdev01.ad.uiwtx.edu:7777 says:			
Degree All Degree Codes Level All Level Codes Student Class Level	•	Maior All Major Codes T Minor All Minor Codes T College		▼ Sport No S Acade	Sport No Sport selected Academic Standing All Academic Standings		There are serious performance ramifications inherent in searching and loading more records into this page than the University has allowed. We have only allowed that a maximum of 200 be loaded and your search has resulted in finding over that number (803). We will, of course, load these 200 records but recommend narrowing your search and trying again.		
All Student Class Level Codes Catalog Term All Catalog Term values	Y	All College Co Concentration All Concentra Program All Program C	odes tion Codes	• •				ок	
	Stud	ents Found: 1 ID	Name 🔺	Degree	Major	Level	Student Class Level		
Search Clear	<b>√</b> OK	Cancel	10000, 01000, 0	BA	Communication Arts	UG	Junior Check All Uncheck All		

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.

Format: Student View View Save as PDF Process New 9	Class History									
Academic Degree Audit										
Student View A00015Uy as of 09/10/2016 at 03:35										
Student		College	Sch/Interactive Media/Design	Graduation Application [Y/N]	Ν					
ID International Page		Level	Undergraduate	Catalog Term	Spring 2016					
Classification Junior		Degree	Bachelor of Arts	Sport						
Advisor		Major	Communication Arts							
Overall GPA		Concentration	Journalism							
Academic Standing		Minor								
Hold										
		Degree Progress								
Requirements 55%		5 51								
assessing degree completion status.	listed below	; it neither guar	antees nor serves as official notification of de	gree completion. Contact you	ir academic advisor for					
•										
NOTE: Degree Works Academic Audits are available for only the more rec contact your academic advisor for a degree audit. You can also run a What	ent underg atIf Audit u	raduate and grad nder one of the a	luate catalogs, and not for UIW professional s available catalogs.	schools. If your audit returns	an error message, please					
Degree in Bachelor of Arts				Credits Required: 120	Credits Applied: 77					
Minimum 120 Total Credit Hours Required	Still Needeo	120 credit hours graduation requi	are required. You currently have 77, you still need a mir rements.	nimum of 43 more credit hours and s	successful completion of all					
Minimum 36 upper-division credit hours required	Still Needeo	I: 36 upper-division	n credit hours are required. You currently have 9, you sti	ill need a minimum of 27 more.						
Minimum 45 credit hours required at UIW										
Last 36 of 45 credit hours must be taken at UIW.	Still Needed	1: 36 of the last 45	credit hours must be taken at UIW: You currently have 3	19, you still need a minimum of 17 r	nore credit hours.					
Your cumulative GPA is below 2.0; please see an advisor.										
Main Campus Core Curriculum Requirements	Still Needeo	eded: See Core Curriculum section								
Community Service Requirement	Still Needed	ed: See Community Service Requirement section								
Major Requirements	Still Needed	d: See Major in Communication Arts, BA section								
Core Curriculum				Credits Required: 43	Credits Applied: 37					
Minimum 43 General Education Core Credit Hours Required	Still Needed	43 credit hours a requirements.	re required. You currently have 37, you still need a minir	mum of 6 more credit hours and suc	cessful completion of all graduation					
English Composition I (grade of C or better)	ENGL 1311		Composition I	C+ 3	Fall 2008					
English Composition II (grade of C or better)	ENGL 1312		Composition II B- 3 Sp							
World Literature	Still Needed	: 1 Class in ENGL	2310* or @ @ with Attribute LITR							
V Fine Arts	ARTS 1000 Satisfied	by	Art Appreciation ARTS1301 - Art Appreciation - Northeast Lakeview Co	TB 3 ollege	Spring 2016					
✓ Introduction to Philosophy	PHIL 1381		Introduction to Philosophy	A- 3	Fall 2008					
Religious Studies	Still Needed	1 Class in RELS	1305 or 1315 or 1325 or 1327H or 1335 or @ @ with	Attribute RELG						
Advanced Philosophy or Religious Studies	PHIL 3312		Logic	B 3	Spring 2009					
Kistory	Satisfied	by	HIST1302 - US History II - San Antonio College	18 3	Spring 2016					
Social Science NATURAL SCIENCES	SOCI 1311	Introduction to Sociology B 3			Spring 2010					
Vatural Sciences	BIOL 1401 Satisfied	by	Diversity of Life & Lab BIOL1408 - Gen Biol for Non-Science Maj I - San Antr	TB 4 onio College	Spring 2016					
Mathematics	MATH 1300	i	College Geometry C 3							
Foreign Language (courses must be taken in same discipline)	SPAN 1311		Elementary Spanish I B- 3							
Dimensions of Wellness	DWHP 120	0	Dimensions of Wellness B 2 Sou							
Physical Education Activity	PEHP 1104		Golf	A 1	Spring 2009					
Community Service										
Community service (45 hours) Still Needed: Students must complete a total of 45 hours of community service.										
Major in Communication Arts, BA				Credits Required: 58	Credits Applied: 22					

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