Using DegreeWorks to Track Degree or Certificate Completion

Overview: Quick Facts

- DegreeWorks is a web-based degree planning tool. As a new student, you will see the general degree or certificate requirements established by your department and the advisor assigned to you.

- Once your Program of Study has been approved by The Graduate School, DegreeWorks will be customized to reflect your individualized program of study and your graduate committee chair. You must notify The Graduate School if either of these changes so your record can be updated.

- Use this tool to track completion of your degree or certificate. *DegreeWorks is not a substitute for consultation with your graduate committee chair.*

Frequently Asked Questions

Question: What is a program of study?

Answer: The program of study is a contract created between a student and graduate committee members that is approved by The Graduate School. This contract establishes courses, research, exams, and other requirements to be completed in fulfillment of the degree or certificate.

The Graduate School requires Doctoral students to submit their program of study by their third term and/or prior to the comprehensive exam, Master’s students to submit before the end of their second term and/or prior to the comprehensive exam and Certificate students to submit by the end of the first term.

Question: How do I track progress made towards my program of study?

Answer: Your DegreeWorks record will display your program of study. DegreeWorks is a web-based planning tool to help you and your graduate committee chair monitor progress toward your degree or certificate.

Question: How do I access DegreeWorks?

Answer: Your DegreeWorks record can be accessed through MyInfo. The link to MyInfo can be found here: [http://www.montana.edu/students/](http://www.montana.edu/students/). You will need your GID and your PIN to log in.

You can learn more about DegreeWorks here: [http://www.montana.edu/degreeworks/](http://www.montana.edu/degreeworks/)

Question: Who do I contact if I have questions or need to make a change to my program of study in DegreeWorks?

Answer: Staff at The Graduate School enter program of study information into DegreeWorks. If there are errors (typos, omissions, etc.), please contact Ann Vinciguerra (994-5729; ann.vinciguerra@montana.edu).

If you would like to make a change to a previously approved program of study, you must consult with your graduate committee chair and submit the Program Change form. Upon approval of the completed and signed form, Graduate School staff will make the necessary changes in DegreeWorks.

Program of Study forms are found here: [http://www.montana.edu/gradschool/forms.html#forms_pos](http://www.montana.edu/gradschool/forms.html#forms_pos)

A note about your graduate committee chair/advisor - Upon admission, your department will assign you an advisor. You will consult with this individual until your graduate committee has been established. DegreeWorks stores this information in the “Advisor” field.
Question: What will my DegreeWorks record look like if I have not yet submitted my program of study?

Answer: Your record will feature general requirements for your academic program.

The top portion of the screen will list requirements for your degree or certificate. It will direct you to the Major section to see specifics for that program.

Below that will be requirements for your major.

If your field of study has a concentration, this will be a separate section and you will be directed there from the major section.
Question: What will my DegreeWorks record look like once I have submitted my program of study?

Answer: You will know when your DegreeWorks record has been updated with your program of study as your GID will appear in the blue box. Your DegreeWorks record will look like this: (Note that your full GID will be displayed but is blacked out here to protect privacy.)
Below the program of study are additional classes. Categories include Electives, In-Progress (Currently being taken or to be taken next semester) Not Counted and Insufficient.

<table>
<thead>
<tr>
<th>Electives</th>
<th>In-Progress</th>
<th>Not Counted</th>
<th>Insufficient</th>
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</thead>
<tbody>
<tr>
<td>N 418  Health Policy/Health Care Economics</td>
<td>Clinical Nurse Leader Lab I</td>
<td>Organic &amp; Biochem Principles</td>
<td>BIOL 195 Integrative Physiology I</td>
</tr>
<tr>
<td>N 437  Psychiatric Nursing</td>
<td>Pathophysiology and Pharmacology for the CNL</td>
<td>Maximum number of classes exceeded</td>
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<tr>
<td>N 444  Care Management</td>
<td>Professional Paper and Project</td>
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<td>N 454  Urgent and Palliative Care</td>
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<td>N 477  Pop Based Nurs Care in Comm</td>
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<td>N 485  Nursing Leadership and Mgmt</td>
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</tbody>
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**Question:** How will I know which requirements I have completed and which remain?

**Answer:** To understand the status of the requirements listed in the program of study use this legend, which appears at the bottom and on the lower left-hand side of the screen.