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To: Graduate Administrators

From: Laura Collins, (994-7442; lcollins@montana.edu)  
Systems Analyst, The Graduate School

Ann Vinciguerra (994-5729; ann.vinciguerra@montana.edu)  
Program Assistant, The Graduate School

RE: Using Degree Works to Track a Student’s Program of Study

The Graduate School requires students to submit a Program of Study (Doctoral students must submit before the end of their third semester and/or prior to sitting for the comprehensive exam and Master’s students must submit before the end of their second semester and/or prior to sitting for the comprehensive exam.)

The program of study sets in place the student’s committee members and outlines courses, research, exams and other requirements to be completed in fulfillment of the degree. **DegreeWorks will display program of study information for students who have submitted a new program of study or changes to an existing one on or after May 15, 2014.**

Ann Vinciguerra (994-5729; ann.vinciguerra@montana.edu) will be your contact for all questions regarding programs of study, DegreeWorks related questions and DegreeWorks updates.

The attached handout provides a quick overview.
Using DegreeWorks
To Track a Student’s Program of Study

Find a student by entering their GID or searching by name. Program of Study information is stored as a worksheet so make sure you are on the **Worksheets** tab.

Make sure **Format = Student View**. (Hit **View** when switching between different formats.) Hit **Process New** to see information that has been added since the last time the record was opened.

Before a program of study is entered, a student’s record will feature general requirements for the degree. It will look like this:
After the program of study is entered the student’s record will look like this: (Note that the student’s full GID will be displayed but is blacked out here to protect student privacy.)

Program of study will include courses, research, exams and other requirements in fulfillment of the degree. Additional notes, if any, will be listed in this section.

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

**Legend**

- Complete
- Complete except for classes in progress
- Prerequisite Required
- PL Planned Course
- Not Complete
- Nearly complete - see advisor
- Any course number

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**. **Exceptions** are also listed here.