DegreeWorks Frequently Asked Questions

- How do I access DegreeWorks??
  - Go to www.umwestern.edu
  - Click on “MyUMW” and then “Students”
  - The DegreeWorks link is under “Academic Support”
  - Your username is your student ID/your password is the last six digits of your ID.

- I am having trouble logging into DW.
  - Email degreeworks@umwestern.edu

- I have two programs, but only one is showing.
  - There is a drop down menu, where you can change the program that you are viewing:

- What do I do if I need a course substitution or a waiver?
  - Speak with your advisor and your division chair. Once the form is completed, the Registrar’s Office will make the adjustment in DW.

- How do I change my Major, Minor, or Advisor?
  - Submit an online “Change of Major/Minor/Advisor form:
    https://www.umwestern.edu/section/declare-program/

- There is an error on my DW worksheet…who do I contact?
  - Start with your advisor, or email degreeworks@umwestern.edu

- When is my academic information updated in DegreeWorks?
  - The system updates nightly. If you register for a course or make a change, the system will sync overnight.

- Why are some courses not applied to my degree requirements?
  - You may have taken a course that doesn’t directly fulfill the requirement. If you feel that there should be a substitution, please contact your advisor.

- Are my grades visible in DegreeWorks?
  - Yes, after the semester ends, and grades are rolled.

- Why isn’t my transfer work meeting a requirement?
  - You will need to speak to your advisor and possibly do a substitution.

- How do I use the “What-If” scenario?
  - Select the major, and then then also select an “Area of Study”
    - i.e. if you are searching for a “what-if” for a degree in Modern History and Secondary Education, you would select the major “Modern and Second Education” in the Area of Study
    - Fixes to the “What-If” will be coming soon

- Additional Features
  - If you click on the three dots at the top right of your worksheet:
    - You can look use the GPA calculator to help you plan for your future grades.
    - You can view any notes that have been made by your advisor or the Registrar’s Office.