

THE UNIVERSITY of MONTANA WESTERN

DegreeWorks Frequently Asked Questions

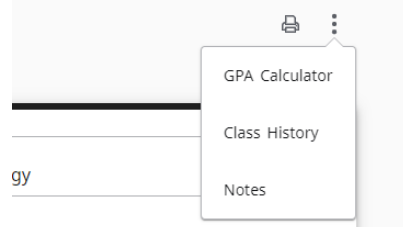
- How do I access DegreeWorks??
 - Go to www.umwestern.edu
 - Click on “MyUMW” and then “Students”
 - The DegreeWorks link is under “Academic Support”
 - Your username is your student ID/your password is the last six digits of your ID.
- I am having trouble logging into DW.
 - Email degreeworks@umwestern.edu
- 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:



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- 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.