Degree Works Frequently Asked Questions

1. **How do I access Degree Works?**
   Degree Works can be accessed at https://bannerweb.wheaton.edu
   > *Enter Secure Area*
   > *Input your username and password (same as you use for my.wheaton portal)*
   > *Select Student Services*
   > *Select Degree Works-Student*

2. **What are 'fall through' courses?**
   Fall Through courses are courses that do NOT meet a specific requirement in the program you are pursuing, but which count as hours towards graduation. Think of them as general electives.

3. **What are insufficient courses?**
   Insufficient courses are courses that do NOT count towards meeting any requirement at Wheaton. These are frequently failed courses, courses with a W grade, or audits.

4. **Do my hours totals in Degree Works include in-progress and pre-registered courses?**
   YES, and Degree Works assumes you will complete those hours successfully.

5. **Why are my 100 and 200 level foreign language courses going to fall-through?**
   For the foreign language requirement, Degree Works looks to ensure you have passed competency. Each semester, the foreign language department sends the list of students who have passed competency to the Registrar's Office, and it is coded to reflect that for those students.

6. **I have an approved substitution from my department. How is that reflected in Degree Works?**
   A signed department recommendation for any substitution must be submitted to the Registrar's office. Once that is submitted, the substitution will be 'hard coded' into your Degree Works evaluation.

7. **What is the difference between pre-registered and in-progress courses?**
   In-progress courses are courses taken in the current semester. Pre-registered courses are courses registered for future semesters which have not yet begun.

8. **How do I find the additional general education courses I can take in the transition general education?**
   For the 2013, 2014, and 2015 catalogs, these have been coded into the Degree Works general education blocks and can be found by clicking on the hyperlinks on the courses or attributes.

9. **My major, minor, or certificate is not correct in Degree Works. How do I fix that?**
   Please work with your current advisor to complete an official change of major or declaration of minor/certificate form.

10. **I think I met a requirement, but Degree Works shows it as not met. What should I do?**
    Please contact the registrar's office at registrar@wheaton.edu. Please include your name, ID number and a description of the problem.

11. **My advisor is incorrect in Degree Works. What should I do?**
    If you are in the process of changing your major, your advisor will be changed once the new academic department sends us the information. If you major is correct but your advisor is still incorrect, please contact the office coordinator in your major department. He/she will notify the registrar's office of any changes that need to be made.

12. **How do I change the catalog I wish to graduate under?**
    Please send an email to registrar@wheaton.edu. We will change the catalog for you in our records and Degree Works.