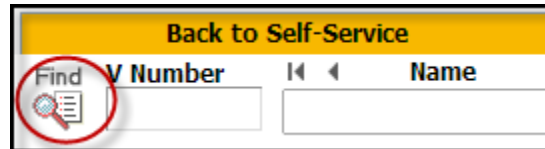


Step By Step Instructions:

Finding an Individual Student (for Advisors)

- Log into Degree Works through eServices.
- Click "Find" in the top left corner of your screen.



- Type the first or last name in the appropriate box in the top right corner, click search. You may search using the "@" symbol as a wildcard, for example "Smi@" entered in the Last Name field would return results for any student with a last name beginning with Smi. You can use this wildcard in the first name field, too.

Find Students

V Number Last Name First Name

Degree
All Degree Codes ▼

Effective Bulletin
All Effective Bulletin values ▼

Major
All Major Codes ▼

Minor
All Minor Codes ▼

College
All College Codes ▼

Concentration
All Concentration Codes ▼

Classification
All Classification Codes ▼

Academic Standing
All Academic Standings ▼

Student Attribute
No Attribute selected ▼

Chosen Repeatable Search Criteria

Student Search: Enter your criteria and click "Search" to find students.

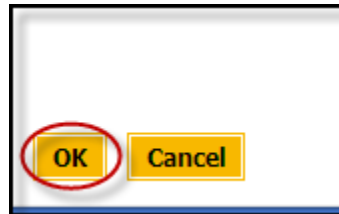


VCU

- The student name will show up at the bottom of the “Find Students” box. Make sure you have the correct name checked. A search may yield more than one student; if that’s the case uncheck the names that you do not choose to work with.

ID	Name	Degree	Major
<input checked="" type="checkbox"/> V [redacted]	Student, Ram	BFA BS	Dance and

- Click OK.



- The Degree Audit for the selected student should now be displayed

Back to Self-Service
FAQ

Find	V Number V [REDACTED]	Name Student, Ram	Degree BFA	Major Dance and Choreography	Classification Sophomore	Last Audit 07/09/2014	Last Refresh 07/09/2014 at 10:
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Audits Notes GPA Calc

Audits > Format: Student View View Save as PDF Process New

Include in-progress classes
 Include preregistered classes

What If Vi

Look Ahead

Student View AA738IRA as of 07/09/2014 at 10:47

Student	Student, Ram	College	
V Number	V [REDACTED]	Degree	
Classification	Sophomore	Major	
Matriculation Terms	BFA-DAN~Fall 2011	Concentration	
Effective Catalog s	BFA-DAN~Fall 2011	Minor	

Requirements **46%**

Degree: Bachelor of Fine Arts

Legend

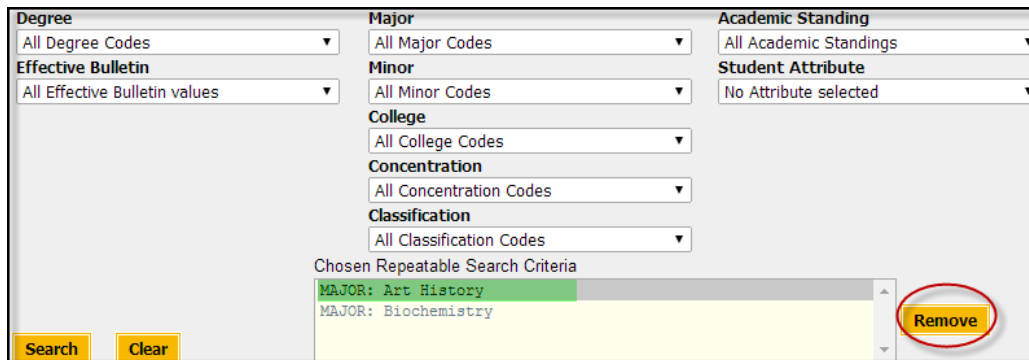
- Complete
- Complete except for classes in-progress
- (T) Transfer Class
- * Prerequisite exists for this course

**** Note About Subsequent Searches – Be sure to remove the prior search criteria**

If you want to search for one student *after* you have searched for a list of students (Major, Minor, Catalog Year, Etc.) be sure to remove the criteria from your previous search. It is possible that Degree Works will save criteria from previous searches in a work session.

This is how you can remove the previous criteria.

- Select the criteria that you would like to have removed from the “Chosen Repeatable Search Criteria.”
- Click “Remove” on the right.



The screenshot displays the search criteria selection interface in Degree Works. It features three columns of dropdown menus for selecting search criteria: Degree, Major, Academic Standing, Effective Bulletin, Minor, Student Attribute, College, Concentration, and Classification. Below these menus is a section titled "Chosen Repeatable Search Criteria" which lists "MAJOR: Art History" and "MAJOR: Biochemistry". A yellow "Remove" button is circled in red on the right side of this list. At the bottom left, there are "Search" and "Clear" buttons.

**VCU**