There are several ways to find students using Degree Works. The simplest way is if you already know the student’s Panther Number. Enter the student’s Panther Number in the Student ID Field and hit Enter on your keyboard.

If you don’t know the student’s Panther Number, click the button.

On the Find Students screen, you may search by selecting as many relevant criteria as necessary.

You must select at least one criterion to conduct a search of the student database. Be as specific as possible when using the Find feature. The search will return a maximum of 500 students. If your search is too broad, you will receive this message:
Here are some Search options you may find useful:

1. By the student’s first or last name, or even partial name. **NOTE:** When searching by partial First and/or Last Names you must use the “@” wildcard character. For example: Enter “Bab@” for the last name and the system will show every student whose last name begins with “Bab” -- from “Baba” to “Baby”.

2. By Degree, Level, Classification, or Catalog Year.

3. By College, Program, Major, Minor, Concentration, or Student Type. (Most common)

4. By Sport, Academic Standing, Student Attribute, or Cohort.

The following Search Criteria appear in the “**Chosen Repeatable Search Criteria**” box. This enables searches for students who may have multiple degrees in different colleges, majors, etc. These criteria remain part of your searches until you highlight and remove them:

- Degree
- College
- Major
- Minor
- Concentration
- Student Type
- Student Attribute
- Student Cohort
In the example below, we searched for students with last names beginning with “JONES”, who is a Junior, in the College of Arts & Sciences, with an academic standing of Warning.

The results of your search appear in the bottom part of the screen, and include a count of the number of students found that match the search criteria. This search returned four students who match the search criteria. Use the checkbox on the left to select the student you want to see, and Click OK.
The most common searches will be by Program. Below is an example of the search results for Juniors in the BBA Accounting program with a minor in Computer Information Systems.

Click **HERE** to access additional Degree Works documentation and video tutorials:

- Anatomy of a Degree Works Academic Evaluation
- The What If Academic Evaluation
- The Look Ahead Feature
- Using the Degree Works GPA Calculators