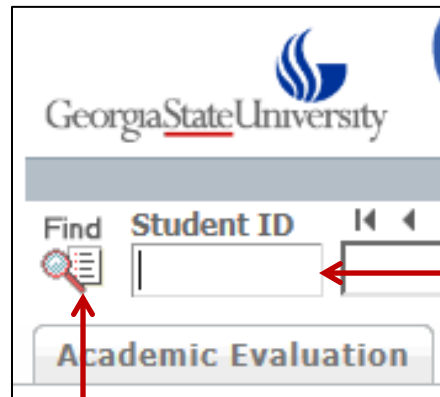


How to Find Students in Degree Works

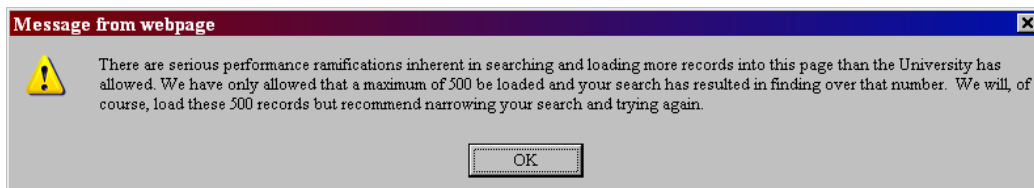
There are several ways to find students using Degree Works. The simplest way is if you already know the student's Panther Number. Enter the student's Panther Number in the **Student ID** Field and hit **Enter** on your keyboard.



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.

Find Students

Student ID First Name Last Name ①

Degree
All Degree Codes

Level ②
All Level Codes

Classification
All Classification Codes

Catalog Year
All Catalog Year values

College
All College Codes

Program
All Program Codes

Major ③
All Major Codes

Minor
All Minor Codes

Concentration
All Concentration Codes

Student Type
All Student Type Codes

Sport
None Selected

Academic Standing ④
None Selected

Student Attribute
None Selected

Cohort
None Selected

Chosen Repeatable Search Criteria

Search Clear Remove

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

Student ID	Name	Program	Major	Level	Classification
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OK Cancel Check All Uncheck All

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” ① , who is a Junior ② , in the College of Arts & Sciences ③ , with an academic standing of Warning ④ .

The screenshot shows the 'Find Students' search interface. The search criteria are as follows:

- Last Name:** JONES (①)
- Classification:** Junior (②)
- Academic Standing:** Warning (WA) (④)
- Chosen Repeatable Search Criteria:** COLLEGE: College of Arts & Sciences (③)

The search results are displayed in a table below the search criteria:

ID	Name ▲	Program	Major	Level	Classification
<input checked="" type="checkbox"/>	Jones, [REDACTED]	ASAB_SOC	Sociology	US	Junior
<input checked="" type="checkbox"/>	Jones, [REDACTED]	ASBS_PSY	Psychology	US	Junior
<input checked="" type="checkbox"/>	Jones, [REDACTED]	ASBS_CHM	Chemistry	US	Junior
<input checked="" type="checkbox"/>	Jones, [REDACTED]	ASBS_NEUR	Neuroscience	US	Junior

Buttons: Search, Clear, Remove, OK, Cancel, Check All, Uncheck All.

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**.

OK

The most common searches will be by Program. Below is an example of the search results for Juniors ① in the BBA Accounting program ② with a minor in Computer Information Systems ③.

The screenshot shows the 'Find Students' interface with the following filters and results:

- Classification:** Junior (①)
- Program:** BUBBA_AC (②)
- Minor:** Computer Information Systems (③)

Students Found: 5

ID	Name ▲	Program	Major	Level	Classification
<input checked="" type="checkbox"/>	[Redacted]	BUBBA_AC	Accounting	US	Junior
<input checked="" type="checkbox"/>	[Redacted]	BUBBA_AC	Accounting	US	Junior
<input checked="" type="checkbox"/>	[Redacted]	BUBBA_AC	Accounting	US	Junior
<input checked="" type="checkbox"/>	[Redacted]	BUBBA_AC	Accounting	US	Junior
<input checked="" type="checkbox"/>	[Redacted]	BUBBA_AC	Accounting	US	Junior

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