Office of the Registrar

How to Use the Advanced Search?

1. Log into Degree Works.

2. From the main screen, click the Advanced Search link.
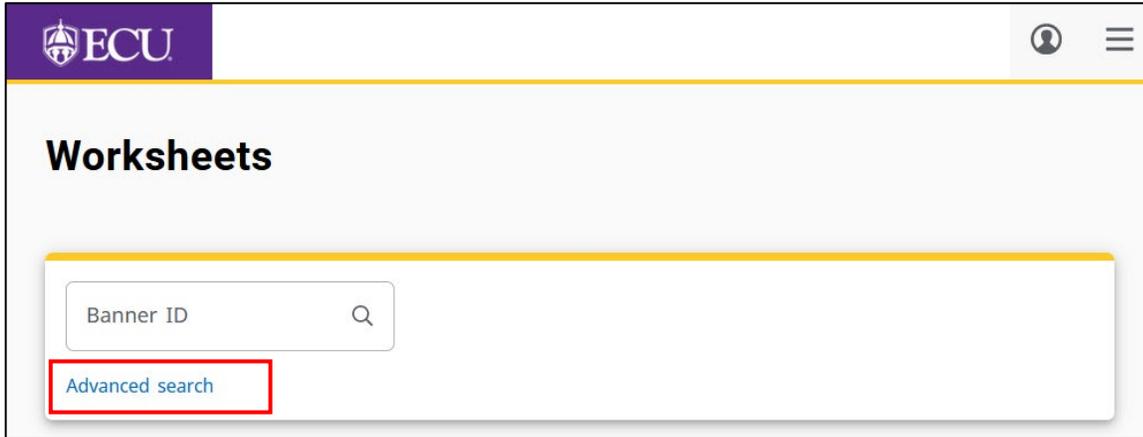
3. This feature allows you to search for students by name, program, level, class year, catalog year, minor, and/or college. It does allow for you to use multiple search criteria to narrow your search (e.g., psychology majors who are sophomores).
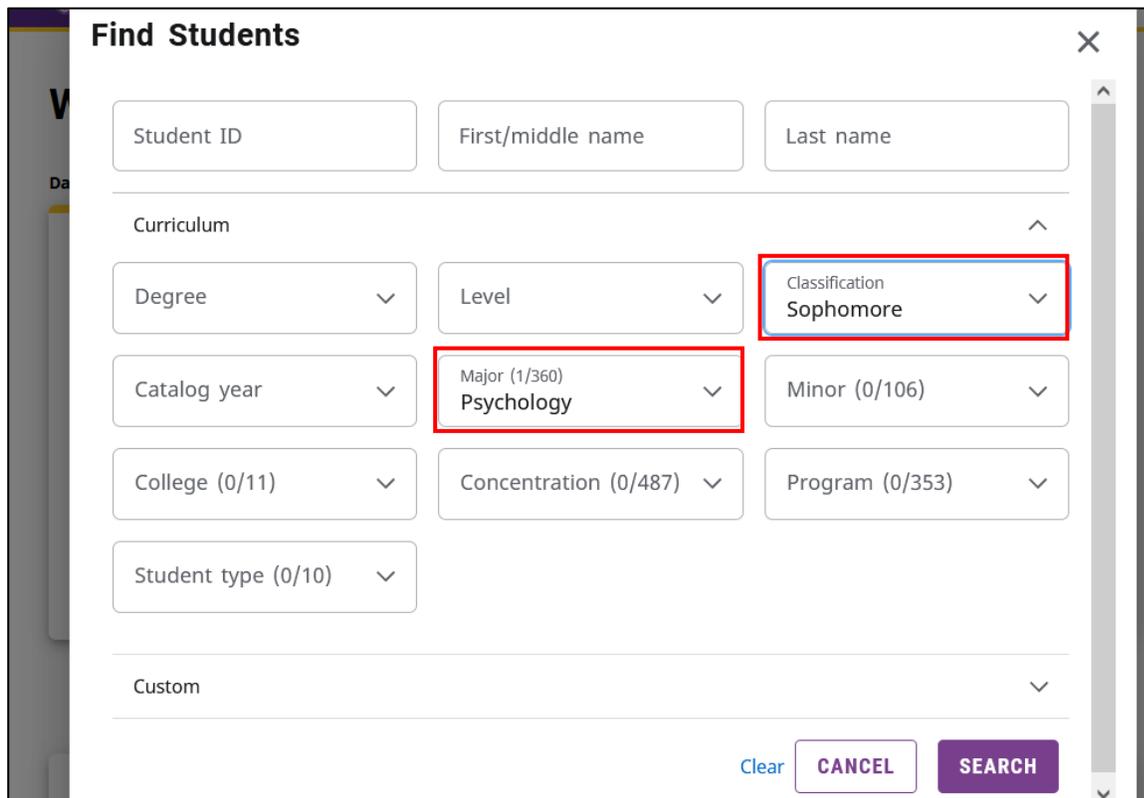
4. Open the Custom search, to add more custom criteria such as Graduation term., Student attribute, Sport, or Academic Standing.
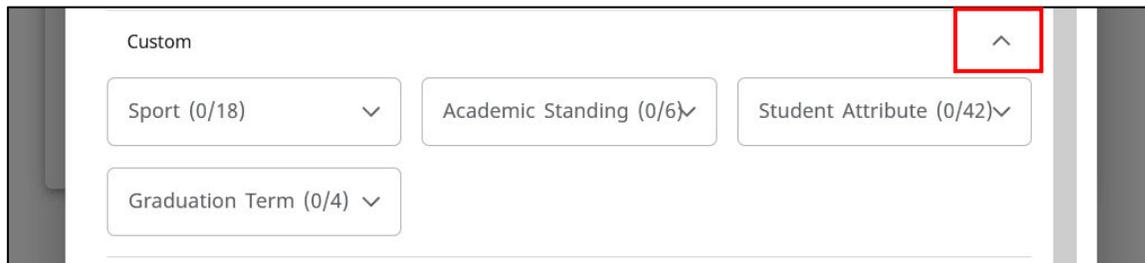
5. When you have chosen the appropriate criteria, select Search.

6. A list of students will appear based on your criteria.
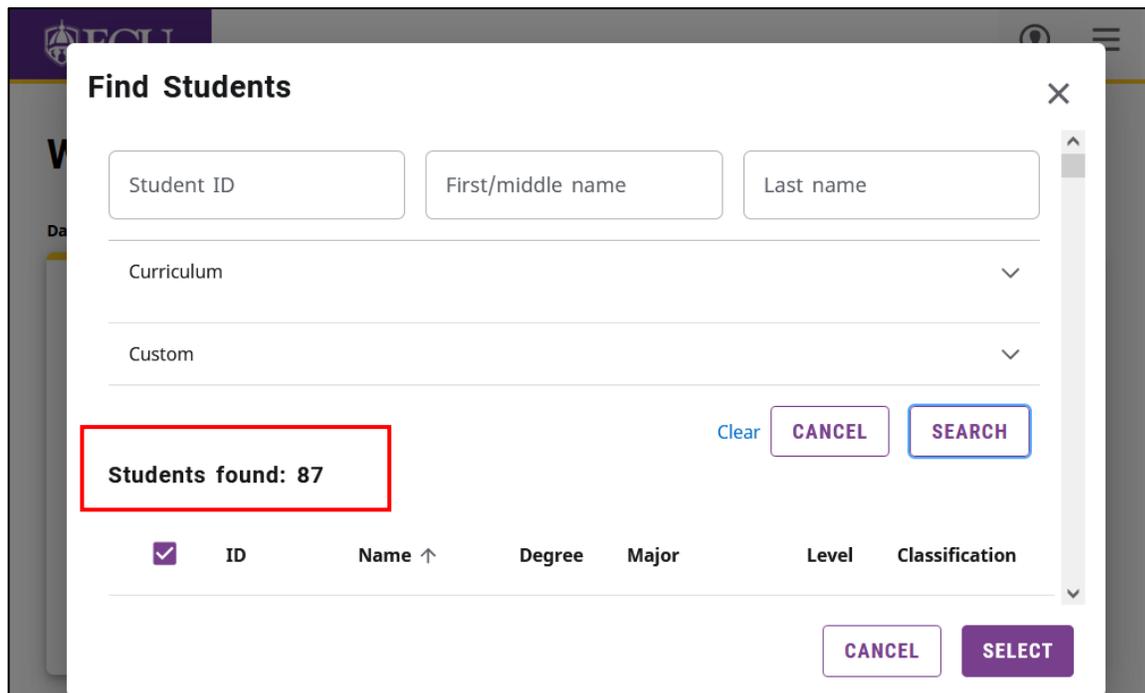
7. Use the check boxes to select or deselect the students you want to view then click Select. Click the checkbox in the header column to deselect or select all.
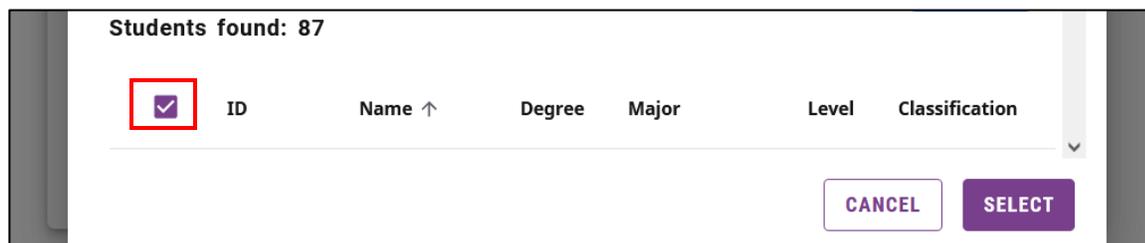
8. Click Select to display the student audits.

9. Use the Select Student pull down menu to view an audit.
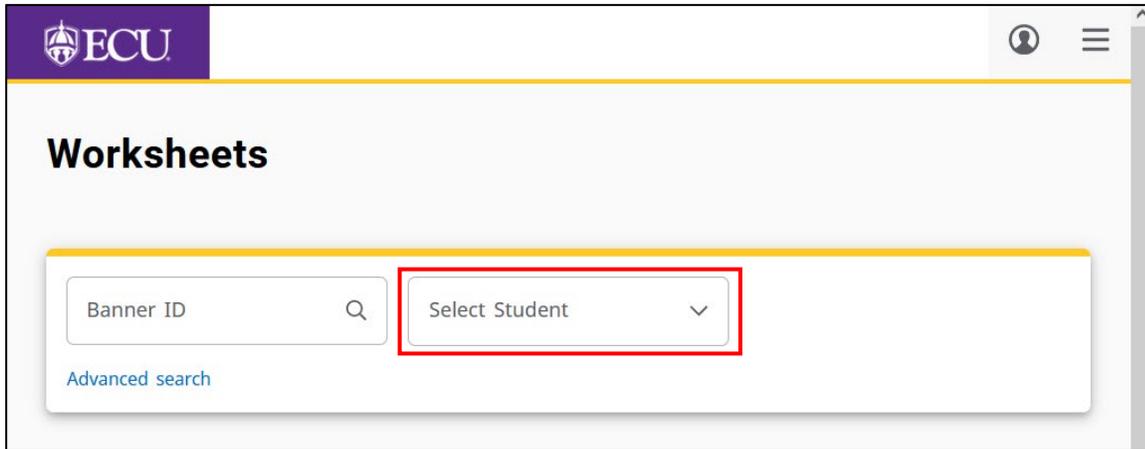
10. To view another student's audit from the Worksheet, click Select Student.