Step By Step Instructions:
Finding a Population of Students (for Advisors)

- Log into Degree Works through eServices
- Click "Advanced Search" right below the Student ID search box.

- Select the information for your search by using the drop-down boxes on the screen, such as Major or Concentration. Please note, all drop down options do not need to be selected. The more filters you select, the more narrow your search results will be.

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For this particular example I will be selecting Major: Art History

- Click Search
  **Note: If your search yields more than 2500 students, they will not all be displayed, and you may receive an error message.

- At the bottom of the "Find Students" box, you will see the populated list of students, if you are satisfied with list then click Select. If you are not, you can use the "uncheck all" button or "check all" buttons in combination with the checkboxes to the left of the student V numbers to refine the returned population. Alternatively, you can refine your search parameters.

- By clicking Select you will be taken back to the Degree Works "Audit" page.
- You will now have all students from your search results in the Select Student drop down menu on the right. You can view the student's audit by clicking on the student's name.