

Degree Works

Prerequisite(s): Network ID and password for Single Sign-on Portal (login.southernct.edu)
Access to Banner Web: Faculty Services / Advisor Menu
Knowledge of Banner Web navigation and Name Search

1 Access Degree Works

Login at <https://login.southernct.edu>

Click Banner Web app.

Click Faculty Services / Advisor Menu / Degree Evaluation

Search/Select a student

Curriculum Information	
Primary Curriculum	
Program:	BS-Business Administration
Catalog Term:	Spring 2016 ←
Level:	Undergraduate
Campus:	Main Campus
College:	School of Business
Degree:	Bachelor of Science
First Major:	Business Administration
Department:	School of Business
Concentrations:	Accounting
<input type="button" value="Catalog Term Fall 2015 or later"/>	
<input type="button" value="Catalog Term prior to Fall 2015"/>	

Click the appropriate button based on student catalog term.

If the student is prior to Fall 2015, and you want to do a 'What-if' evaluation for Fall 2015 or later, click the 'Fall 2015 or later' button; and click the 'What-if' link on the left.

2 Toolbar

Find	Student ID	Name	Degree	Class	Last Audit
	<input type="text"/>	<input type="text"/>	BS	Senior	Today
<input type="button" value="Worksheets"/>	<input type="button" value="Plans"/>				
<input type="button" value="Worksheets"/>	Format:	<input type="button" value="Update"/>	<input type="button" value="Print View"/>	<input type="button" value="Process New"/>	<input checked="" type="checkbox"/> Include in-progress classes
What If	<input type="button" value="Student View"/>				

Print View button. Save as pdf.

Dual Degree Programs

Degree Works

3 Searching and Selecting Student(s)

Once in Degree Works, you can search for other students from within the platform.

Click the Find Button.

Select parameters (added to search box)

Click Search button

ID	Name	Degree	Class
<input checked="" type="checkbox"/>	[REDACTED]	BS	Senior
<input checked="" type="checkbox"/>	[REDACTED]	BS	Sophomore

Click Uncheck All button

Select the student(s)

Click OK button

4 Sections of the Degree Evaluation: “Blocks”

Student View Block

Southern CT State University Degree Evaluation (Unofficial)			
Student View A0000H8i as of 08/09/2016 at 11:15			
ID	[REDACTED]	School	School of Business
Student	Testa, Estudiante	Program	BS-Business Administration
Catalog Term	Spring 2016	Concentration(s)	Accounting
Overall SCSU GPA	3.17	Minor(s)	
Advisor	Brown, Ebonee	Registration Hold(s)	A Registration Hold exists. "View Holds" in Banner Web/Student Services.

Estimated Progress

Requirements 37%

Advisor(s): These are the advisors recorded on the student record in Banner.

Minor(s): Reflected if the student has declared the minor and it is recorded in Banner.

Registration Hold(s): Notations on a student’s account that would prevent them from registering. Students can view holds within their Banner Web account.

Estimated Progress Bar: The percentage of student’s completed and in-progress requirements to ‘Still Needed’. Please note this is an estimation.

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Degree Block

Bachelor of Science Degree		Catalog Term:	Spring 2016	Credits Required:	120
				Overall Credits:	112
<input type="checkbox"/> Minimum Credits in Degree	Still Needed:	120 credits are required. You currently have 112, you still need 8 more credits.			
<input type="checkbox"/> Minimum 30 Credits must be completed at SCSU	Still Needed:	You have 18 credits and still need 12 credit(s) in courses taken at SCSU			
<input checked="" type="checkbox"/> You currently meet the minimum 2.0 Overall GPA requirement.					
<input type="checkbox"/> Application for Graduation	Still Needed:	Students planning on completing their degree in December, should apply for graduation in the preceding Spring semester, no later than April 1st. If completing in May or August, apply by the last day of add/drop classes (first week of September) of the preceding Fall semester. Additional information is on the Registrar's web site: http://www.southernct.edu/offices/registrar/			

Minimum Credits: Required, Earned, Still Needed

Overall GPA: If below: Required, Current

Application for Graduation

Writing Intensive Course Requirement ('W' Course)

Writing Intensive Course Requirement	
'W' courses are not additional course requirements. 'W' courses may be taken within the LEP, Major, or Cognate requirements, or as a free elective.	
<input type="checkbox"/> Three 'W' Courses	Still Needed: Three writing intensive courses are required. You currently have 0. 'W' courses are indicated by section number that ends in 'W'.

'W' courses waived for transfer credits is indicated based on initial transfer credits articulated in Banner. 60-89.9 credits, requirements reads, 2 required. 90 and over, 1 required.

Program Requirement Blocks

LEP Tier 1: Foundations - LAS or Previous BA/BS	
<input checked="" type="checkbox"/> TIER 1: First Year Experience Met	
<input checked="" type="checkbox"/> TIER 1: Multilingual Communication Met	
<input type="checkbox"/> TIER 1: Quantitative Reasoning	Still Needed: 1 Class in MAT 139 or 150
<input type="checkbox"/> TIER 1: Technological Fluency	Still Needed: 1 Class in CSC 200
<input checked="" type="checkbox"/> TIER 1: Written Communication Met	

Label

Still Needed: Options listed when requirement is not met. Checkbox: 'Not Complete'

Checkbox: Not Complete, Complete, In-Progress, See Advisor

Legend

Legend				
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> In-Progress	T1: C or better	T2: C-	T3: D+, D, D-
<input type="checkbox"/> Not Complete	<input type="checkbox"/> See Advisor	@ Any course number	(E) Exclude from credit and GPA	(A) Include in GPA

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Types of Blocks:

LEP Blocks

Major Block

Concentration Block (where applicable)

Cognate Block (where applicable)

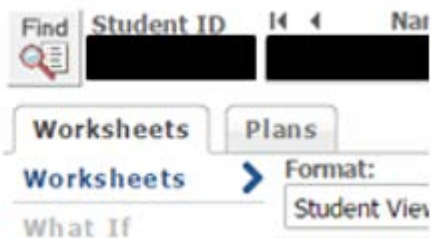
Minor Block(s) – If student has declared a minor, and is recorded on curriculum in Electives

Credits Not Applied – Withdraw, Fail, Repeat, Grade Replacement

In-Progress

Waivers for associate of arts in liberal arts (LAS) from Gateway Community College or Housatonic; and for previous bachelor's degree are reflected on the degree evaluation (restrictions apply).

5 Processing 'What-if'



Click the 'What-If' link

Select parameters

Click 'Process What-If'. If you would prefer the output to be a pdf, click the 'Print View' button.

Format:			
Student View	<input type="button" value="Process What-If"/> <input type="button" value="Print View"/> <input checked="" type="checkbox"/> Include in-progress classes		
Select your primary area of study			
Catalog Term	Fall 2016	Major	Business Administration
Program	BS-Business Administration	Concentration	(pick a Concentration)
Level	Undergraduate	Minor	(pick a Minor)
Degree	Bachelor of Science		

A 'What-If' Audit will then load with the selected program requirements.

Degree Works

Processing 'What-If' for Interdisciplinary Studies (program with more than one concentration)

Click the 'What-If' link

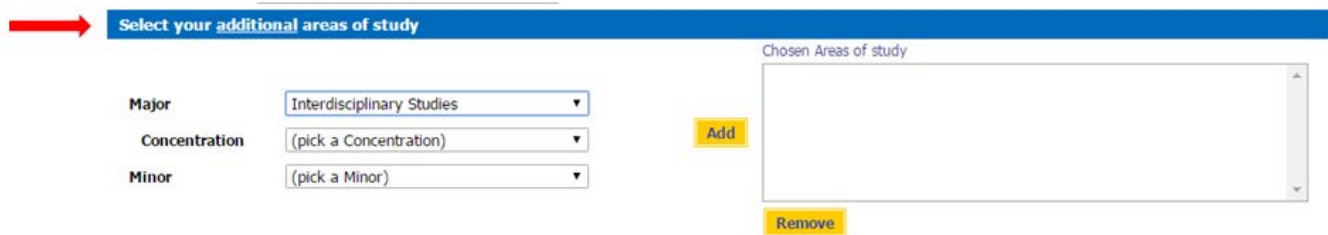
Under 'primary area of study', select Program and Major

Under 'additional areas of study', select Major again

Select the first concentration from the drop-menu; Click the 'add' button

Select the next concentration from the same drop-down menu; Click the 'add' button

Click the 'Process What-If' button



The screenshot shows a web form titled "Select your additional areas of study" with a blue header bar. On the left, there are three dropdown menus: "Major" (selected: Interdisciplinary Studies), "Concentration" (selected: (pick a Concentration)), and "Minor" (selected: (pick a Minor)). To the right of these menus is a yellow "Add" button. Further right is a large rectangular box labeled "Chosen Areas of study" with a vertical scrollbar on its right side. Below this box is a yellow "Remove" button.