

Degree Works

Prerequisite(s): Network ID and password for Single Sign-on Portal (login.southernct.edu)
 Access to Banner Web: Students Services / Student Records/Degree Evaluation
 Knowledge of Banner Web navigation

1 Access Degree Works

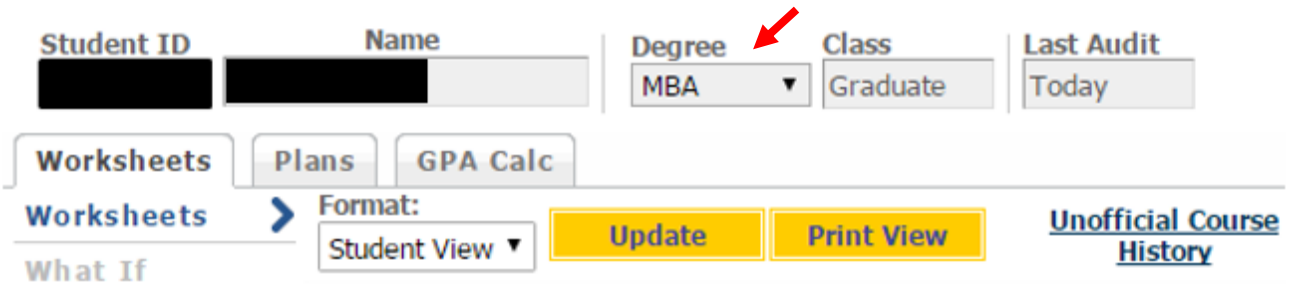
Login at <https://login.southernct.edu>

Click Banner Web app.

Click Student Services / Student Records / Degree Evaluation

For curriculum with a 'Catalog Term' of Fall 2015 or later, click the appropriate button.

2 Toolbar



The screenshot shows the Degree Works toolbar with the following elements:

- Student ID: [Redacted]
- Name: [Redacted]
- Degree: MBA (dropdown menu, indicated by a red arrow)
- Class: Graduate
- Last Audit: Today
- Worksheets (highlighted with a blue arrow)
- Plans
- GPA Calc
- Format: Student View (dropdown menu)
- Update (yellow button)
- Print View (yellow button)
- Unofficial Course History (blue link)

Student ID and Name

Dual Degree Programs: When a student is in two programs, select each program from the 'Degree' dropdown menu.

Class

Worksheets tab: The degree audit

Plans: Create a plan of courses to be taken in future semesters (see document: Student Education Plan) GPA

Calculator: Allows you to do calculations to determine what is needed to raise your overall GPA.

Update button: to refresh the audit if you've made a change – like registered for or dropped a course.

Print View button: Displays the audit in a printer-friendly view that can be saved as a pdf.

Process New: if you change the 'Include in-process classes' indicator, click process new to refresh the audit.

'What-If' link: Used to compare courses completed to different program requirements (more later).

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3 Sections of the Degree Evaluation: “Blocks”

Student View Block

Student View A0002ivv as of 08/17/2017 at 12:32			
ID		School	School of Business
Student		Program	MBA-Business Administration
Catalog Term	Fall 2017	Concentration(s)	
Overall SCSU GPA	0.00	Minor(s)	
Advisor		Registration Hold(s)	A Registration Hold exists. "View Holds" in Banner Web/Student Services.
Total Transfer Credits	3	Applied for Graduation	

Estimated Progress

Requirements 0%

In addition to ID, Name, Catalog Term, Program, and Concentration:

Advisor(s): These are the advisors recorded on the student record 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, preregistered and in-progress requirements to ‘Still Needed’.

Degree Block

Degree in Master of Business Administration		Catalog Term:	Fall 2017	Credits Required:	51
<input type="checkbox"/> Minimum Credits	Still Needed:	51 credits are required. You currently have 0, you still need 51 more credits.			
<input type="checkbox"/> A minimum GPA of 3.0 is required.	Still Needed:	When your first term is graded, your overall GPA will be calculated. If your overall GPA falls below 3.0 it is important to see an advisor to make plans for raising your GPA.			
<input type="checkbox"/> Application for Graduation	Still Needed:	Students planning on completing their degree in Fall must apply for graduation by the preceding September 29th, and if completing in the Spring or Summer, no later than the preceding March 23rd. For additional information or to apply, please visit www.southernct.edu/registrar .			
<input type="checkbox"/> Major Requirements	Still Needed:	See Major in Business Administration section			

Minimum Credits in Degree: Before the requirement is met, it indicates how many you have earned, and have left to earn. This is a minimum. All requirements of a degree must also be met.

Application for Graduation: When students are ready to graduate, they must apply for graduation. This will alert the Registrar’s Office to officially review your record and alert you to any outstanding requirements. The audit does not update at the time the application is submitted. It must first be processed by the Registrar’s Office to reflect on the audit.

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Program Requirement Blocks

Major in Business Administration		Credits Required: 51	Credits : 24
<input type="checkbox"/> Minimum Credits		Still Needed: 51 credits are required. You currently have 24, you still need 27 more credits.	
<input checked="" type="checkbox"/> Management Process	MBA 500	Management Process	A 3 Fall 2015
<input checked="" type="checkbox"/> Micro-Macro Economics	MBA 501	Micro-Macro Economics	IP (3) Fall 2017
<input type="checkbox"/> Statistical Decision Making		Still Needed: 1 Class in MBA 502	

Label: Description of the requirement. Appears on the left of the audit.

Still Needed: Lists requirement that have not been met. Checkbox shows 'Not Complete'.

Checkbox: Not Complete, Complete, In-Progress, See Advisor (refer to legend)

Legend

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

Types of Blocks:

Major Block

Concentration Block (where applicable)

Electives- counted towards degree program

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

In-Progress- current courses that the student is registered and preregistered for

4 Processing 'What-if'



Process a 'What-If' evaluation to compare your coursework to the requirements of other programs.

Click the 'What-If' link

Select parameters

Click 'Process What-If'.

To see in print view, click 'Print View' button instead of 'Process What-If' button.

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Format: Include in-progress classes Include preregistered classes

Select your primary area of study

Catalog Term	<input type="text" value="Fall 2017"/>	Major	<input type="text" value="English"/>
Program	<input type="text" value="MA-English"/>	Concentration	<input type="text" value="(pick a Concentration)"/>
Level	<input type="text" value="Graduate"/>	Minor	<input type="text" value="(pick a Minor)"/>
Degree	<input type="text" value="Master of Arts"/>		

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