

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

Note to Advisors:

Degree Works is now available to advisors, but will not be released to students until October 4, 2016.

Degree Works reflects program requirements for Catalog Terms Fall 2015 and later.

Undergraduates: for students considering changing their catalog term to Fall 2015 or later, the Degree Works Evaluation offers a 'What-if' option to assist in decision-making. Click the button for Fall 2015 or later; then click the 'What-if' link in the navigation pane on the left. More information on catalog term is available on the Registrar's website.


Graduate: Online degree evaluation is new for graduate programs and is only applicable for Fall 2015 or later.

Additional training sessions will be available in the fall term. If you have questions, please contact Ebonee Brown (BrownE33@SouthernCT.edu).

To process evaluation: Click the button of the catalog term indicated (student catalog term listed in Curriculum Information below).

Curriculum Information

Primary Curriculum

Program:	MBA-Business Administration
Catalog Term:	Fall 2015 
Level:	Graduate
Campus:	Main Campus
College:	School of Business
Degree:	Master of Bus. Administration

First Major:	Business Administration
Department:	School of Business

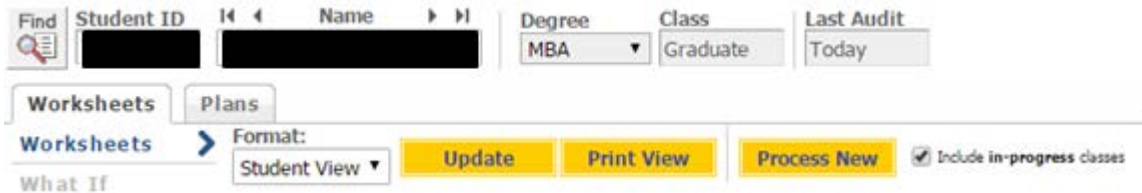
Catalog Term Fall 2015 or later

Catalog Term prior to Fall 2015

Note: Students currently only see one button, 'Process Degree Evaluation'. The above two buttons will be available to them on October 4th.

Degree Works

2 Toolbar



Find Student ID Name Degree MBA Class Graduate Last Audit Today

Worksheets Plans

Worksheets Format: Student View Update Print View Process New Include in-progress classes

What If

Print View button. Save as pdf.

Dual Degree Programs

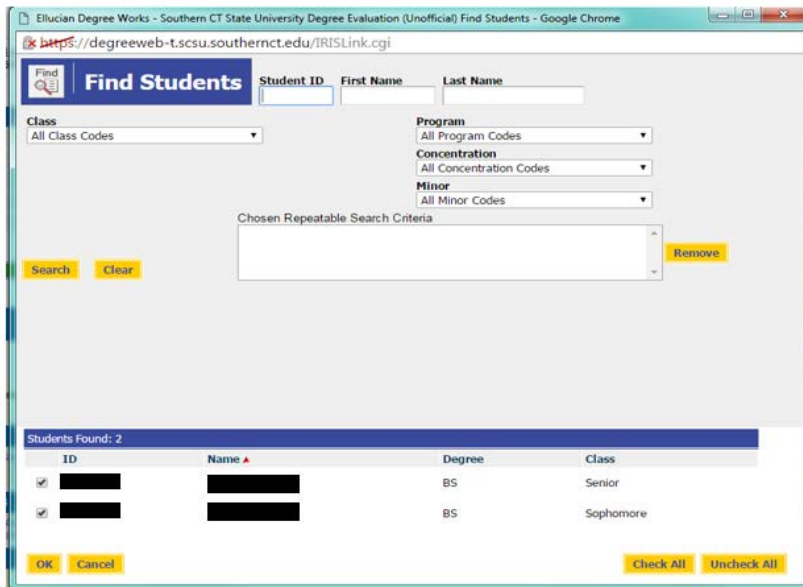
3 Searching and Selecting Student(s)

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



Find Students Student ID First Name Last Name

Class All Class Codes

Program All Program Codes

Concentration All Concentration Codes

Minor All Minor Codes

Chosen Repeatable Search Criteria

Search Clear Remove

Students Found: 2

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

OK Cancel Check All Uncheck All

Click Uncheck All button

Select the student(s)

Click OK button

Degree Works

4 Sections of the Degree Evaluation: “Blocks”

Student View Block

Student View A0000HEC as of 08/24/2016 at 08:47			
ID	70483563	School	School of Business
Student	Testa, Estudiante	Program	MBA-Business Administration
Catalog Term	Fall 2015	Concentration(s)	
Overall SCSU GPA	2.00	Minor(s)	
Advisor	Andoh, Samuel K	Registration Hold(s)	



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.

Degree Block

Degree in Master of Business Administration		Catalog Term:	Fall 2015	Credits Required:	51
				Overall Credits:	6
<input type="checkbox"/> Minimum Credits	Still Needed: 51 credits are required. You currently have 6, you still need 45 more credits.				
<input type="checkbox"/> Your GPA is below 3.0; please see an advisor.					
<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/				
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Business Administration section				

Minimum Credits: Required, Earned, Still Needed

Overall GPA: If below: Required, Current

Application for Graduation

Degree Works

Program Requirement Blocks

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

Types of Blocks:

Major Block

Major in Business Administration		Credits Required:	51	Credits :	6
<input type="checkbox"/> Minimum Credits	Still Needed:	51 credits are required. You currently have 6, you still need 45 more credits.			
<input checked="" type="checkbox"/> Management Process	MBA 500	Management Process	C	3	Fall 2015
<input type="checkbox"/> Micro-Macro Economics	Still Needed:	1 Class in MBA 501			
<input type="checkbox"/> Statistical Decision Making	Still Needed:	1 Class in MBA 502			
<input type="checkbox"/> Financial and Managerial Accounting	Still Needed:	1 Class in MBA 506			
<input type="checkbox"/> Managerial Finance	Still Needed:	1 Class in MBA 503			
<input type="checkbox"/> Marketing Management	Still Needed:	1 Class in MBA 505			
<input type="checkbox"/> Organizational Behavior	MBA 504	Organizational Behavior	IP	(3)	Spring 2016
<input type="checkbox"/> Legal Issues in Business and Management	Still Needed:	1 Class in MBA 507			
<input type="checkbox"/> Operations Management	Still Needed:	1 Class in MBA 548			
<input type="checkbox"/> Seminar In Global Business	Still Needed:	1 Class in MBA 542			
<input type="checkbox"/> Seminar In Business Planning	Still Needed:	1 Class in MBA 562			
<input type="checkbox"/> Business and Society	Still Needed:	1 Class in MBA 565			
<input type="checkbox"/> Seminar In Strategic Management	Still Needed:	1 Class in MBA 552			
<input type="checkbox"/> Research Project Seminar	Still Needed:	1 Class in MBA 595			
<input type="checkbox"/> Elective Courses	Still Needed:	3 Classes in MBA 510 or 512 or 513* or 515 or 519 or 521 or 522 or 525 or 528 or 530 or 532 or 536 or 537 or 538 or 540 or 549 or 550 or 551 or 553 or 572 or 573 or 574 or 575 or 576 or 577 or 578 or 579 or 580 or 581			

Concentration Block (where applicable)

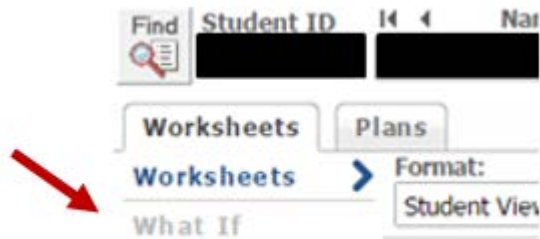
Electives (where applicable)

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

In-Progress

Degree Works

5 Processing 'What-if'



Click the 'What-If' link

Select parameters

Click 'Process What-If'

Student View Process What-If

Select your primary area of study

Catalog Term	Fall 2015	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.