

Degree Works for Students

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

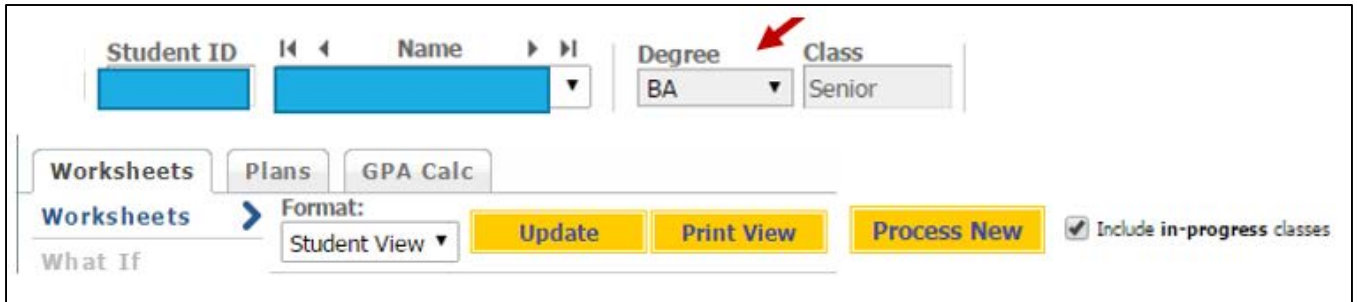
Login at <https://login.southernct.edu>

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. At the top, there are four input fields: 'Student ID' (with a blue background), 'Name' (with a dropdown arrow), 'Degree' (with a dropdown arrow and a red arrow pointing to it), and 'Class' (with a dropdown arrow). Below these fields are three tabs: 'Worksheets' (selected), 'Plans', and 'GPA Calc'. Under the 'Worksheets' tab, there is a 'Format:' dropdown menu set to 'Student View', followed by three yellow buttons: 'Update', 'Print View', and 'Process New'. To the right of these buttons is a checkbox labeled 'Include in-progress classes' which is checked. There is also a 'What If' link on the far left.

Student ID and Name

Dual Degree Programs: When a student is in two programs, select each program from the 'Degree' drop-down 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 A0000HV5 as of 09/29/2016 at 09:31			
ID		School	School of Arts & Sciences
Student		Program	BA-Interdisciplinary Studies
Catalog Term	Spring 2016	Concentration(s)	IDS Sociology IDS Biology
Overall SCSU GPA	0.00	Minor(s)	
Advisor		Registration Hold(s)	A Registration Hold exists. "View Holds" in Banner Web/Student Services.

Estimated Progress	
Requirements	22%

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

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, preregistered and in-progress requirements to ‘Still Needed’.

Degree Block

Bachelor of Science Degree		Catalog Term:	Spring 2016	Credits Required:	120
<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 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(s) 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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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 initial transfer credits:

60-89.9 credits (1 waived) 2 required. 90 and over (2 waived) 1 required.

'W' courses are not additional course requirements. 'W' course may be taken within the LEP, Major, Concentration, Cognate, or Elective sections.

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: 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 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:

LEP Blocks

Major Block

Concentration Block (where applicable)

Cognate Block (where applicable)

Minor Block (if student has declared a minor)

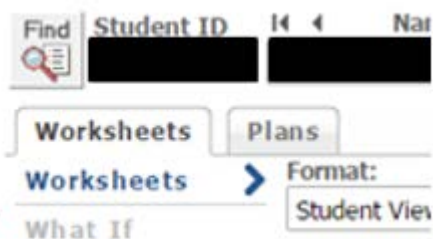
Electives- counted towards degree program

Credits Not Applied: examples: withdraw, fail, repeat, grade replacement

In-Progress: courses for which students are currently registered

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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.

A screenshot of the Degree Works 'What-If' evaluation form. At the top, there is a 'Format:' dropdown menu set to 'Student View', a 'Process What-If' button, a 'Print View' button, and a checkbox for 'Include in-progress classes'. Below this is a blue header 'Select your primary area of study'. The form contains several dropdown menus: 'Catalog Term' (Fall 2016), 'Program' (BS-Psychology), 'Level' (Undergraduate), 'Degree' (Bachelor of Science), 'Major' (Psychology), 'Concentration' (Research), and 'Minor' ((pick a Minor)).

Processing 'What-If' for Interdisciplinary Studies (BA/BS)

Click the 'What-If' link

Select Program and Major under 'primary area of study'

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 (or 'Print View' button)

A screenshot of the Degree Works 'Additional Areas of Study' form. A red arrow points to the blue header 'Select your additional areas of study'. Below the header are three dropdown menus: 'Major' (Interdisciplinary Studies), 'Concentration' ((pick a Concentration)), and 'Minor' ((pick a Minor)). To the right of these menus is an 'Add' button. Below the 'Add' button is a 'Chosen Areas of study' box, which is currently empty. Below the box is a 'Remove' button.