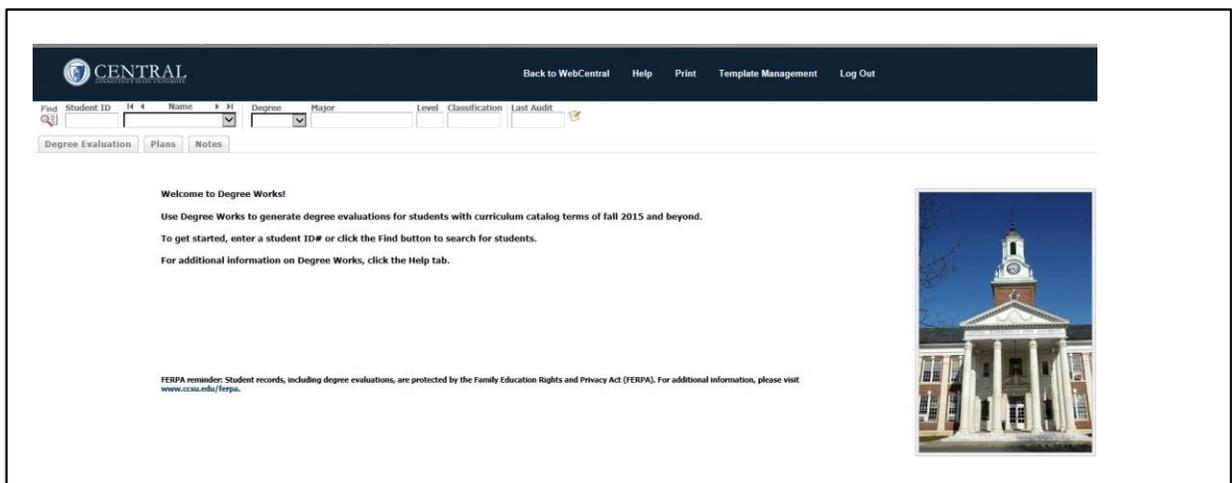




Advisor Guide

Degree Works is our new degree evaluation system that will replace our paper evaluations and provide advisors the ability to electronically store advising notes and create a semester-by-semester plan for students. Degree Works provides a more accessible, convenient and organized way for students to track their progress towards graduation. *Please note: Planned programs should still be submitted to the School of Graduate Studies.



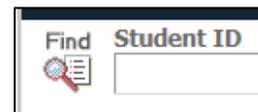
Accessing Degree Works

You can access Degree Works through the Central Pipeline page: <http://www.ccsu.edu/pipeline>

- Log into Web Central Banner with your BlueNet username and password
- Click on the “Faculty” tab and then the “Degree Evaluation” link
- If prompted, select a student to view
(Degree Works is available for students with curriculum catalog terms of Fall 2015 and after. Students with curriculum catalog terms prior to Fall 2015 will not be visible in Degree Works).

Searching for students

1. Once in Degree Works, enter the student ID and press enter
2. Or click the find button to search for a student(s)



Reading the Evaluation

Academic/Demographic Summary: This section offers information regarding the student's advisor contact information, degree, GPA, catalog term, major and degree progress. (If a concentration is declared this will also appear here).

Student View A0000Uusu as of 06/29/2016 at 10:12					
Student	[REDACTED]	Level	Undergraduate	Catalog Term	FALL 2011
ID	[REDACTED]	Degree	Bachelor of Arts	Major	Anthropology
Advisor	Adams, Abigail E	College	Coll Liberal Arts & Social Sci	Concentration	
Class		Overall GPA	4.00	Minor	
Degree Progress					
Requirements		<div style="display: flex; align-items: center;"> <div style="width: 67%; height: 15px; background-color: #4f81bd; margin-right: 5px;"></div> 67% </div>			

Degree Progress Bar



Degree Summary: This gives the overall summary of all areas of the degree evaluation including overall credits, conditional admission (if applicable), GPA requirement, and Major overview. (Concentrations are typically built into the major requirements).

Degree in Bachelor of Arts		Catalog Year:	FALL 2011	Credits Required:	120
				Credits Applied:	73
<input type="checkbox"/>	120 total credits required	Reason:	120 credits are required. You currently have 73, you still need at least 47 more credits.		
<input type="checkbox"/>	Minimum of 30 credits taken in residence	Reason:	A minimum of 30 credits must be taken in residence. You currently have 15, you still need 15 more credits.		
<input checked="" type="checkbox"/>	Minimum GPA 2.0	Reason:			
<input checked="" type="checkbox"/>	General Education Study Areas				
<input checked="" type="checkbox"/>	General Education Skill Areas				
<input checked="" type="checkbox"/>	General Education International Requirement				
<input type="checkbox"/>	Major Requirements	Still Needed:	See Major in Anthropology section		
<input type="checkbox"/>	You must declare a minor	Still Needed:	You must declare a minor		

Major Requirements: The evaluation displays all the requirements that are needed to satisfy the major requirements. You will see that completed courses are noted with a green box and check mark. Courses in progress are in blue noting the semester they are registered for the course. Any courses listed as “Still Needed” are noted in red with an empty box next to the title.

<input type="checkbox"/>	Introduction to Archaeology						Still Needed: 1 Class in ANTH 150
<input checked="" type="checkbox"/>	Introduction to Biological Anthropology	ANTH 160	Intro to Biological Anthro	REG	(3)	Spring 2016	
<input checked="" type="checkbox"/>	Introduction to Cultural Anthropology	ANTH 170	Intro to Cultural Anthropology	TR	3	Fall 2015	
	Satisfied by	ANT*105 - Cult Anthropology - Naugatuck Valley Commu					
<input checked="" type="checkbox"/>	Theories of Human Evolution and Behavior	ANTH 335	Theories of Humn Evol & Behvr	REG	(3)	Spring 2016	
<input checked="" type="checkbox"/>	Theories of Culture	ANTH 340	Theories of Culture	REG	(3)	Fall 2015	
<input type="checkbox"/>	Field Research Methods						Still Needed: 1 Class in ANTH 374
<input type="checkbox"/>	Anthropological Data Analysis						Still Needed: 1 Class in ANTH 375
<input type="checkbox"/>	Senior Thesis						Still Needed: 1 Class in ANTH 490
<input type="checkbox"/>	Anthropology Major Electives						Still Needed: 1 Class in ANTH 401 or 416 or 418 or 420 or 422 or 424 or 426 or 428
<input type="checkbox"/>	Anthropology Internship or Field School						Still Needed: 1 Class in ANTH 433 or 437 or 450 or 451

COMPLETED

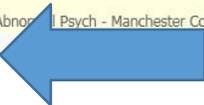
IN PROGRESS

STILL NEEDED

Course Substitutions (Exceptions)

Approved course substitutions (exceptions) will be reflected in the student’s evaluation once it has been input into Degree Works by the Graduate Degree Auditor.

PSY 330	Abnormal Psy	TR	3	Fall 2014
Satisfied by	PSYC210 - Abnor Psych - Manchester Community College			
Also Allow : Allow PSY 330 to apply here.				



Saving an Evaluation (to Print/E-mail)

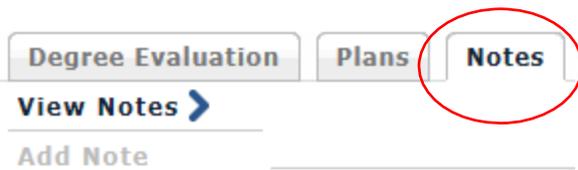
Click Save as PDF:

Degree Evaluation > Format: Student View View Save as PDF

The evaluation will pop up in a separate window in PDF format. This format is able to be saved to your computer as a PDF file and is the best format to save, print or e-mail.

Notes

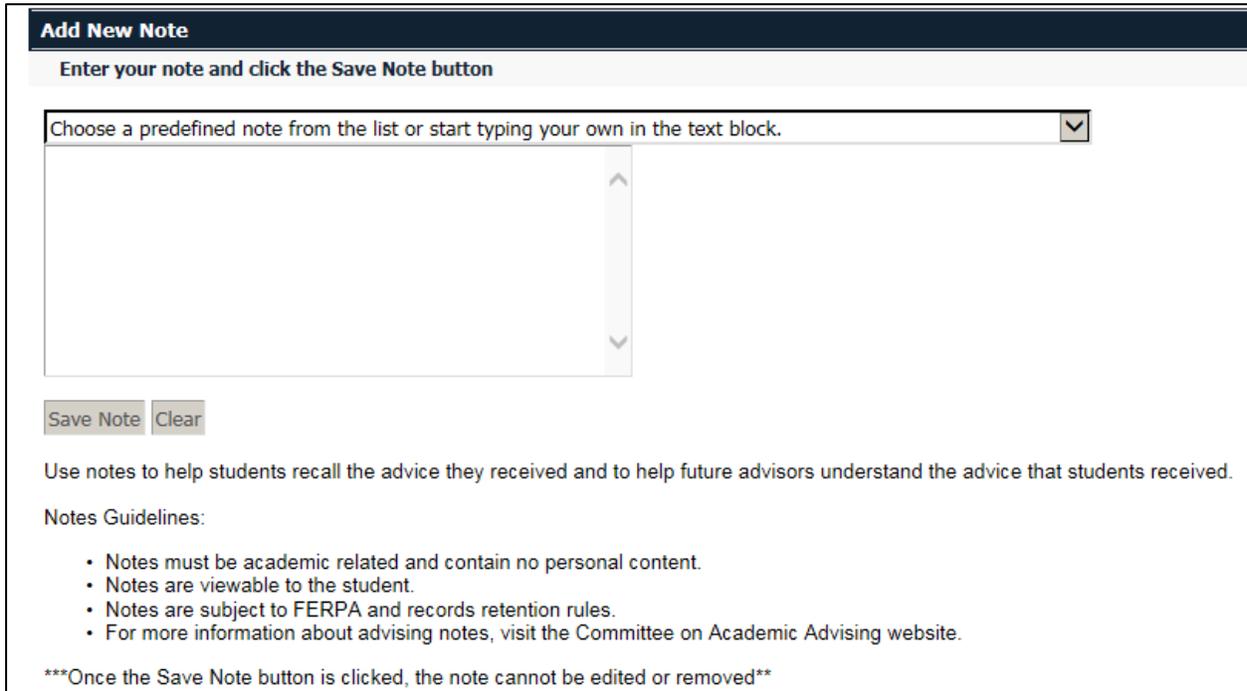
Allows advisors to input notes (pre-defined or free form) that can be saved and viewable to the student.



Degree Evaluation Plans **Notes**

View Notes >

Add Note



Add New Note

Enter your note and click the Save Note button

Choose a predefined note from the list or start typing your own in the text block.

Save Note Clear

Use notes to help students recall the advice they received and to help future advisors understand the advice that students received.

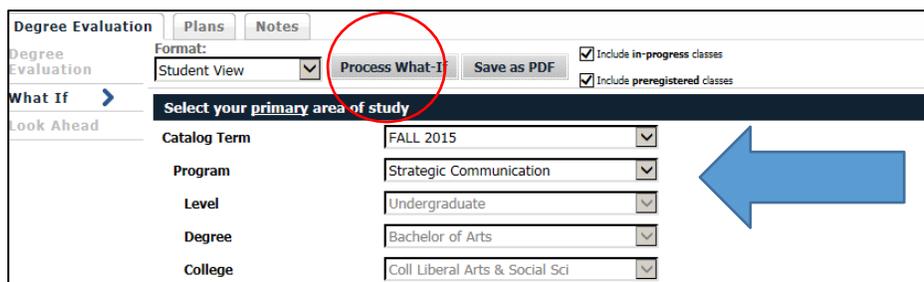
Notes Guidelines:

- Notes must be academic related and contain no personal content.
- Notes are viewable to the student.
- Notes are subject to FERPA and records retention rules.
- For more information about advising notes, visit the Committee on Academic Advising website.

***Once the Save Note button is clicked, the note cannot be edited or removed**

What-if Evaluation

If a student is interested in seeing how their completed coursework would apply if they were to change their major, you can run a What-If Evaluation.



Degree Evaluation Plans Notes

Format: Student View Process What-If Save as PDF

Include in-progress classes

Include preregistered classes

What If >

Select your primary area of study

Look Ahead

Catalog Term	FALL 2015
Program	Strategic Communication
Level	Undergraduate
Degree	Bachelor of Arts
College	Coll Liberal Arts & Social Sci

You can select the appropriate catalog term and the possible major from the drop downs and click “Process What-If” for the degree evaluation to run. If the major requires a concentration you will also want to select the concentration.

Look Ahead

Allows students to see how a course they plan to take will fulfill a requirement in their degree evaluation.

Look Ahead

To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the **Subject code and Number** of each anticipated course. Once you have created your list of courses, click on the **Process New** button.

Enter a course and click Add Course

Subject

Number

Add Course

Courses you are considering

Remove Course

Click on the Look Ahead tab on the left hand column

Enter Subject and Number and click "Add Course"

Click Process New to see the degree evaluation with the course now showing up as PLANNED:

					Catalog
ANTH 170	Intro to Cultural Anthropology	A	3	Fall 2015	
ENG 214	Studies in International Lit	PLAN	(3)	PLANNED	



Any Questions?

If you have any questions or need assistance, please contact:

Jillian Holt

Degree Auditor- School of Graduate Studies

860-832-2361 or jholt@ccsu.edu