Advisor Guide

Degree Works is our degree evaluation system that will 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.

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

Searching for students

a. If you know the student's ID: Enter the student ID in the box and hit Enter
b. If you do not know the student's ID:
   Click the Advanced Search to search by name, program, or other criteria

Reading the Evaluation

Academic/Demographic Summary: This section offers information regarding the student's degree, Overall GPA, major and degree progress. (If a minor and/or concentration are required this will also appear here).

Degree Summary: This gives the overall summary of all areas of the degree evaluation including overall credits required, residency requirement, GPA requirement, Catalog term, General Education overview, and Major overview. (If a minor and/or concentration are required this will also appear here).

Degree in Bachelor of Arts INCOMPLETE

Credits required: 120   Credits applied: 44   Catalog year: FALL 2020

○ 120 total credits required	Still needed:	120 credits are required. You currently have 44, you still need at least 76 more credits.
◑ Minimum of 30 credits taken in residence		
⊘ You meet the minimum GPA 2.0 requirement		
○ General Education Study Areas	Still needed:	See General Education Study Areas section
○ General Education Skill Areas	Still needed:	See General Education Skill Areas section
◑ General Education International Requirement		
○ Major Requirements	Still needed:	See Major in Psychological Science section
○ Psychology Additional Requirements	Still needed:	See Psychological Science Additional Requirement section
○ Minor Requirements	Still needed:	See Minor in Sociology section

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 circle and check mark. Courses in progress are in blue half circle noting the semester they are registered for the course. Any courses listed as "Still Needed" are noted in red with an empty circle next to the title.

Major in Psychological Science INCOMPLETE

Credits required: 42   Credits applied: 9   Catalog year: FALL 2020   GPA: 4.00

PSY 112 and PSY 136 should also be used to fulfill General Education Requirements

|	Course	Title	Grade	Credits	Term	Repeated
○ 42 credits required in the major Still needed:		42 credits are required. You currently have 9, you still need 33 more credits.				
○ Minimum of 15 credits taken in residence Still needed:		A minimum of 15 credits must be taken in residence. You currently have 9, you still need 6 more credits.				
⊘ Minimum GPA 2.0						
⊘ Introduction to Psychology	PSY 112	Introduction to Psychology	A	3	Fall 2020	COMPLETED
○ Exploring Psychology Still needed:		1 Class in PSY 113				
○ Research Methods in Psychology I Still needed:		1 Class in PSY 301				
○ Research Methods in Psychology II Still needed:		1 Class in PSY 302				
◑ Life-Span Development	PSY 136	Life-Span Development	REG	(3)	Fall 2021	IN PROGRESS
○ Abnormal Psychology Still needed:		1 Class in PSY 330				
○ History & Systems of Psychology Still needed:		1 Class in PSY 490				
○ SOCIAL/PERSONALITY Still needed:		You must complete the following:				
○ Social Psychology or Personality Psychology		1 Class in PSY 372 or 371				
○ BIOLOGICAL Still needed:		You must complete the following:				
○ Sensation & Perception or Biopsychology		1 Class in PSY 441 or 450			STILL NEEDED	

Course Substitutions (Exceptions)

Approved course substituitions (exceptions) will be reflected in the student's evaluation once it has been input into Degree Works by the Office of the Registrar.

Notes

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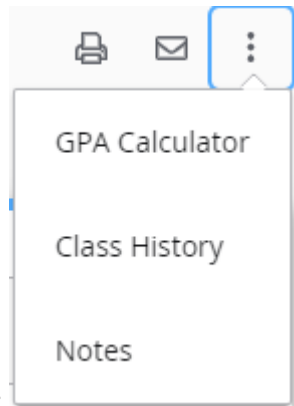
Click Add Note:

Saving an Evaluation
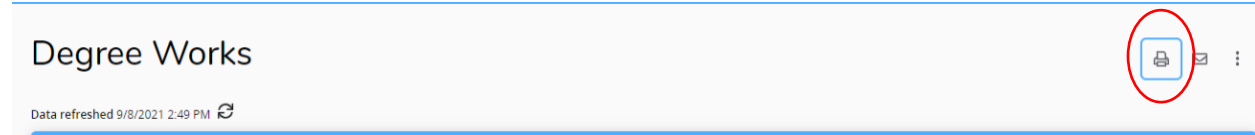
Click on the printer icon in top right corner
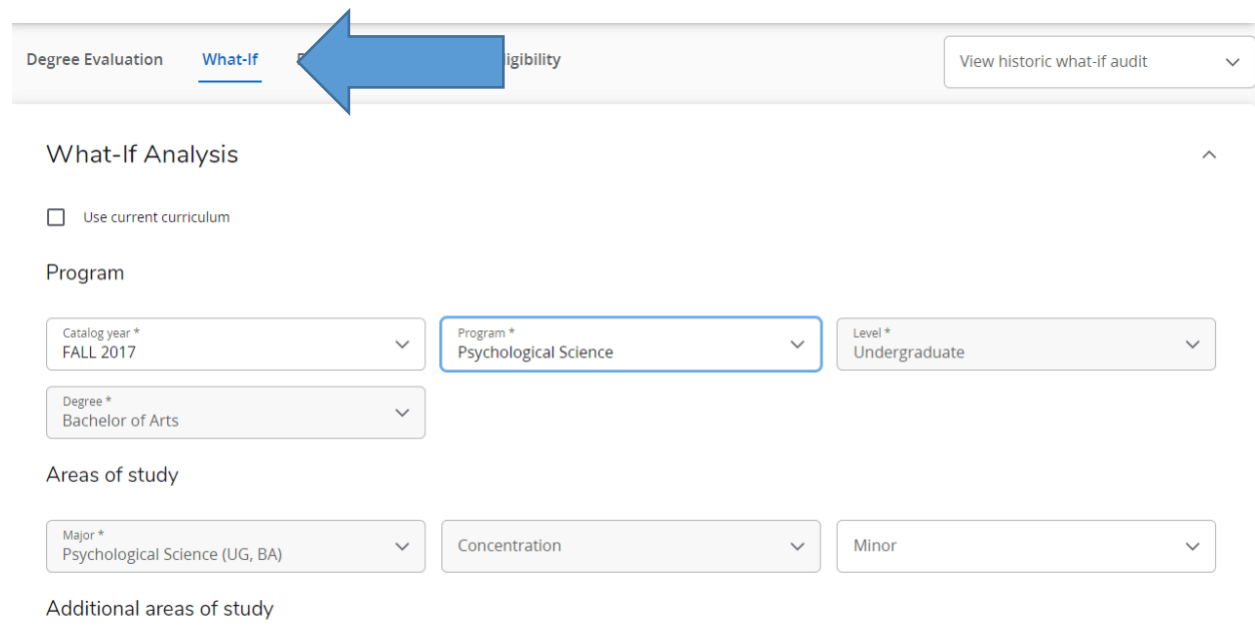
Save as PDF:

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.

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.

You can select the appropriate catalog term and the possible major from the drop downs and click "Process" 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.

Click on the What If tab and check the box "Use current curriculum"

Under future classes, enter Subject and Number and click "Add"

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