



## 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.

A screenshot of the Degree Works web interface. At the top left is the "CENTRAL" logo. To its right are navigation links: "DEGREE EVALUATION", "EXCEPTIONS", "PLANS", "ADMIN", and "LINKS". Below this is a header area with the text "Degree Works". The main content area contains a search box with the placeholder text "Student ID" and a magnifying glass icon. Below the search box is a link labeled "Advanced search".

## Accessing Degree Works

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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

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- 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

CENTRAL DEGREE EVALUATION EXCEPTIONS PLANS ADMIN LINKS

## Degree Works

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[Advanced search](#)

## 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).

Student ID  
30399526

Name  
Bluedevel, Kaiser

Degree  
Bachelor of Arts

[Advanced search](#)

Level Undergraduate
Class First Year Standing
Major Psychological Science
Minor Sociology
College Coll Liberal Arts & Social Sci

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Degree Evaluation
What-If
Financial Aid
Athletic Eligibility
View historic audit

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Format  
Student View

Degree progress

45%

Requirements

Overall GPA

3.37

In-progress classes

Preregistered classes

Process

**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

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- 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	
<span style="color: red;">○</span>	42 credits required in the major	<b>Still needed:</b>	42 credits are required. You currently have 9, you still need 33 more credits.				
<span style="color: red;">○</span>	Minimum of 15 credits taken in residence	<b>Still needed:</b>	A minimum of 15 credits must be taken in residence. You currently have 9, you still need 6 more credits.				
<span style="color: green;">✔</span>	Minimum GPA 2.0						
<span style="color: green;">✔</span>	Introduction to Psychology	PSY 112	Introduction to Psychology	A	3	Fall 2020	COMPLETED
<span style="color: red;">○</span>	Exploring Psychology	<b>Still needed:</b>	1 Class in <a href="#">PSY 113</a>				
<span style="color: red;">○</span>	Research Methods in Psychology I	<b>Still needed:</b>	1 Class in <a href="#">PSY 301</a>				
<span style="color: red;">○</span>	Research Methods in Psychology II	<b>Still needed:</b>	1 Class in <a href="#">PSY 302</a>				
<span style="color: blue;">ⓘ</span>	Life-Span Development	PSY 136	Life-Span Development	REG	(3)	Fall 2021	IN PROGRESS
<span style="color: red;">○</span>	Abnormal Psychology	<b>Still needed:</b>	1 Class in <a href="#">PSY 330</a>				
<span style="color: red;">○</span>	History & Systems of Psychology	<b>Still needed:</b>	1 Class in <a href="#">PSY 490</a>				
<span style="color: red;">○</span>	SOCIAL/PERSONALITY	<b>Still needed:</b>	You must complete the following:				
<span style="color: red;">○</span>	Social Psychology or Personality Psychology		1 Class in <a href="#">PSY 372</a> or <a href="#">371</a>				
<span style="color: red;">○</span>	BIOLOGICAL	<b>Still needed:</b>	You must complete the following:				
<span style="color: red;">○</span>	Sensation & Perception or Biopsychology		1 Class in <a href="#">PSY 441</a> or <a href="#">450</a>				STILL NEEDED

## Course Substitutions (Exceptions)

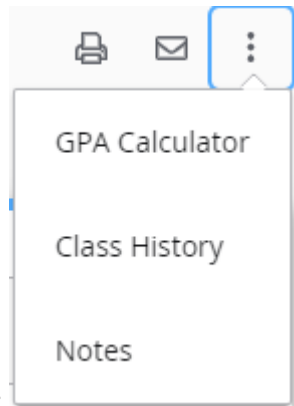
Approved course substitutions (exceptions) will be reflected in the student's evaluation once it has been input into Degree Works by the Office of the Registrar.

○ Upper Division Sociology Electives (6 credits)	AC 210	Accounting for Decision-Making	A-	3	Fall 2020
	Still needed:	3 Credits in <a href="#">SOC 300:499</a>			
	Exception by:	Boscarino, Nancy	On: 09/08/2021	Also Allow:	Allow AC 210 to apply here.



## Notes

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



Click Add Note:

### Add a new note ✕

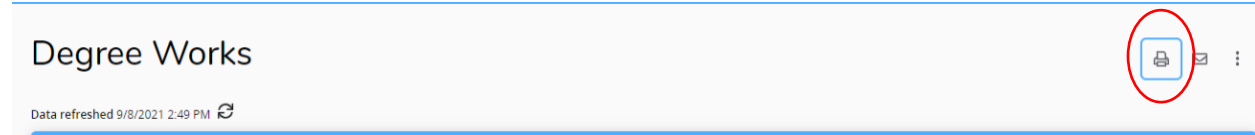
Predefined notes ▾

Add description

Cancel Save note

## Saving an Evaluation

Click on the printer icon in top right corner



The screenshot shows the top header of the Degree Works system. On the left, it says "Degree Works" and "Data refreshed 9/8/2021 2:49 PM". On the right, there is a printer icon circled in red, along with an email icon and a menu icon.

Save as PDF:

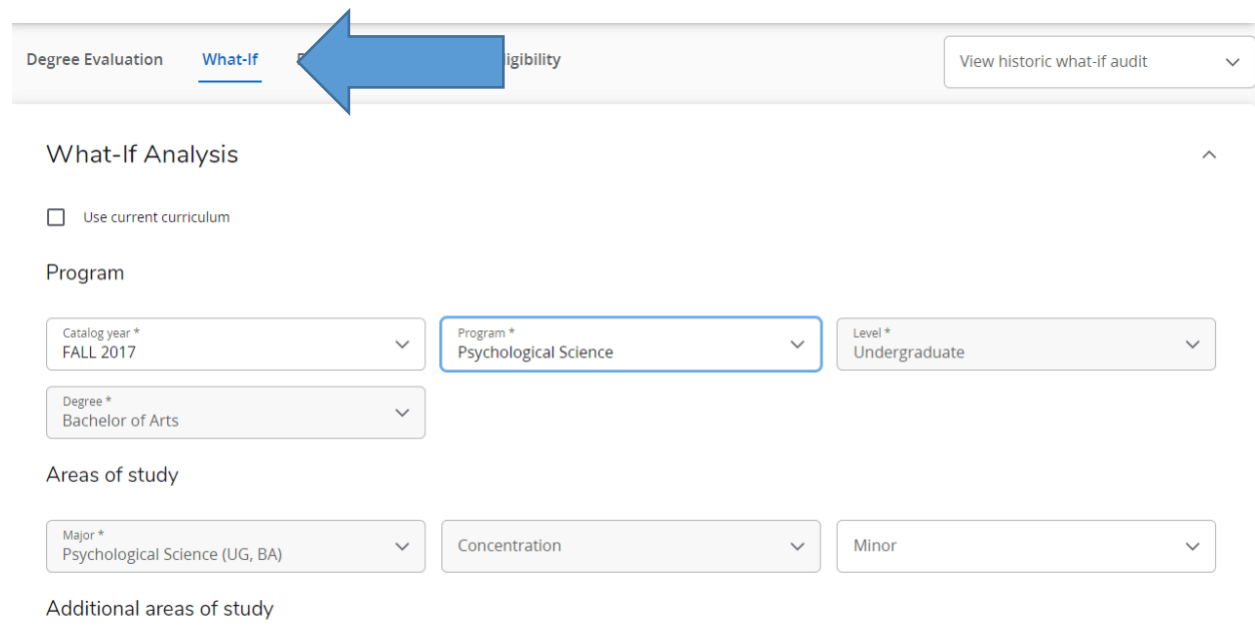


The screenshot shows a preview of the Degree Works page on the left and a print settings panel on the right. The print settings panel includes: "Print" (8 pages), "Destination" (Save as PDF), "Pages" (All), "Layout" (Landscape), and "More settings".

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.



The screenshot shows the "What-If Evaluation" interface. At the top, there are tabs for "Degree Evaluation", "What-If", and "Eligibility". A blue arrow points to the "What-If" tab. To the right is a "View historic what-if audit" dropdown. Below the tabs is the "What-If Analysis" section with the following options:

- Use current curriculum
- Program:
  - Catalog year \*: FALL 2017
  - Program \*: Psychological Science
  - Level \*: Undergraduate
- Degree \*: Bachelor of Arts
- Areas of study:
  - Major \*: Psychological Science (UG, BA)
  - Concentration
  - Minor
- Additional areas of study

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.

What-If Analysis

Use current curriculum

Future classes

Subject: PSY      Number: 330      Add

In-progress classes     Preregistered classes

Reset      Process

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:

Abnormal Psychology	PSY 330	Abnormal Psychology	PLAN	(3)	PLANNED
History & Systems of Psychology	PSY 490	History & Systems of Psych	PLAN	(3)	PLANNED