



## 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.

DEGREE EVALUATION   EXCEPTIONS   PLANS   ADMIN   LINKS

### Degree Works

Student ID

[Advanced search](#)

## Accessing Degree Works

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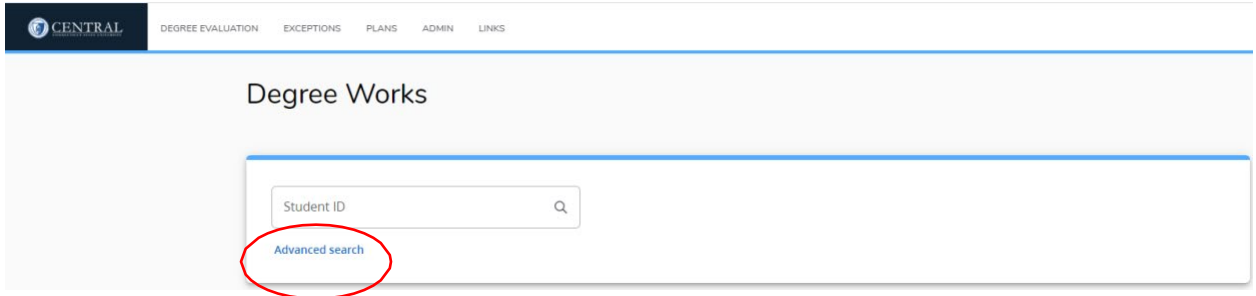
You can access Degree Works through the Central Pipeline page: <http://www.ccsu.edu/pipeline>

- Log into Web Central Banner with your BlueNet username and password
- Click on the “Faculty & Advisor Resources” tab.
- In the “Student Advising” card select 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



## 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).

The screenshot shows the 'Degree Works' interface with the following details:

- Search Filters:** Student ID: 30399526, Name: Bluedevel, Kaiser, Degree: Bachelor of Arts.
- Advanced search** link.
- Filters:** Level: Undergraduate, Class: First Year Standing, Major: Psychological Science, Minor: Sociology, College: Coll Liberal Arts & Social Sci.
- Navigation:** Degree Evaluation (selected), What-If, Financial Aid, Athletic Eligibility, View historic audit.
- Summary Statistics:** Format: Student View, Degree progress: 45% (Requirements), Overall GPA: 3.37.
- Actions:** In-progress classes (checked), Preregistered classes (checked), Process button.

**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
<input type="radio"/>	42 credits required in the major	<b>Still needed:</b>	42 credits are required. You currently have 9, you still need 33 more credits.			
<input type="radio"/>	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.			
<input checked="" type="radio"/>	Minimum GPA 2.0					
<input checked="" type="radio"/>	Introduction to Psychology	PSY 112	Introduction to Psychology	A	3	Fall 2020
<input type="radio"/>	Exploring Psychology	<b>Still needed:</b>	1 Class in <a href="#">PSY 113</a>			
<input type="radio"/>	Research Methods in Psychology I	<b>Still needed:</b>	1 Class in <a href="#">PSY 301</a>			
<input type="radio"/>	Research Methods in Psychology II	<b>Still needed:</b>	1 Class in <a href="#">PSY 302</a>			
<input checked="" type="radio"/>	Life-Span Development	PSY 136	Life-Span Development	REG	(3)	Fall 2021
<input type="radio"/>	Abnormal Psychology	<b>Still needed:</b>	1 Class in <a href="#">PSY 330</a>			
<input type="radio"/>	History & Systems of Psychology	<b>Still needed:</b>	1 Class in <a href="#">PSY 490</a>			
<input type="radio"/>	SOCIAL/PERSONALITY	<b>Still needed:</b>	You must complete the following:			
<input type="radio"/>	Social Psychology or Personality Psychology		1 Class in <a href="#">PSY 372</a> or <a href="#">371</a>			
<input type="radio"/>	BIOLOGICAL	<b>Still needed:</b>	You must complete the following:			
<input type="radio"/>	Sensation & Perception or Biopsychology		1 Class in <a href="#">PSY 441</a> or <a href="#">450</a>			

COMPLETED

IN PROGRESS

STILL NEEDED

## Course Substitutions (Exceptions)

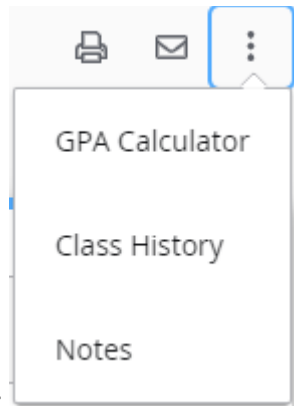
Approved course substitutions (exceptions) will be reflected in the student's evaluation once it has been input into Degree Works by the Office of the Registrar.

○ 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 ✕

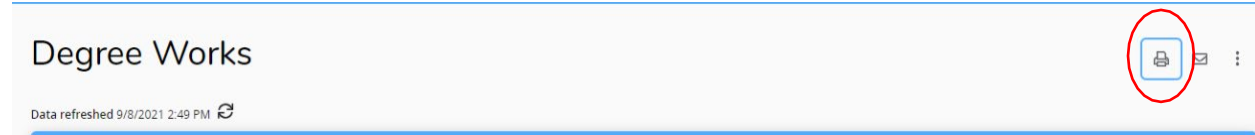
Predefined notes ▼

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 application. 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 a mail icon and a menu icon.

Save as PDF:

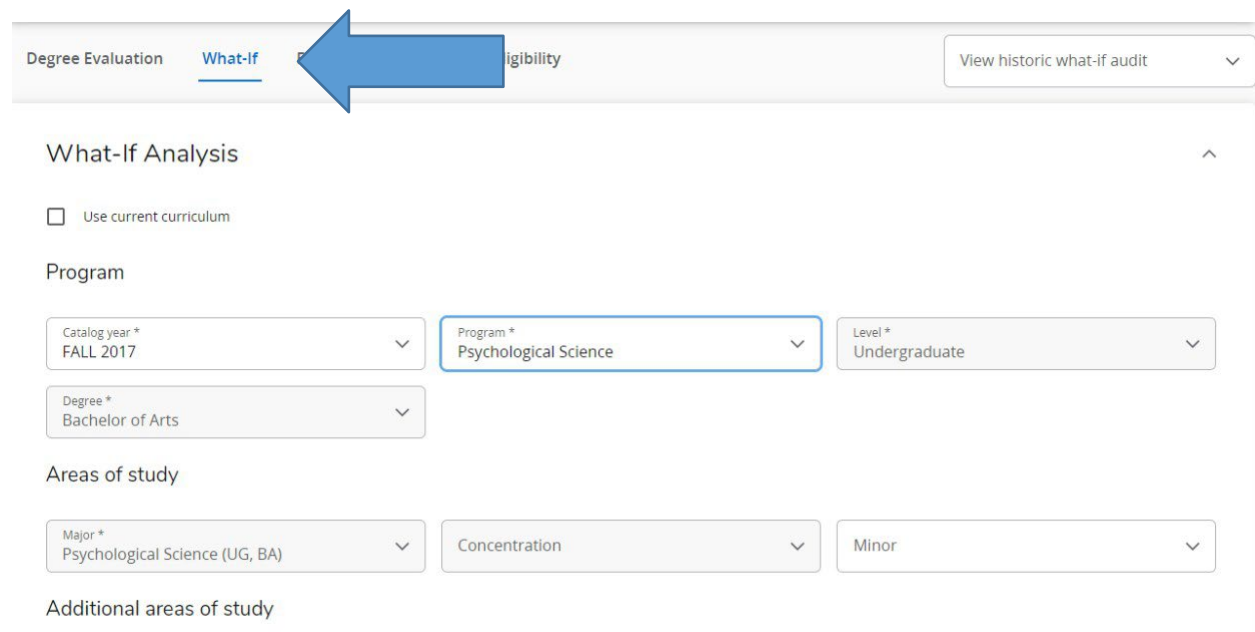


The screenshot shows a preview of the Degree Works page on the left and a print settings panel on the right. The print settings panel includes: "Print" (8 pages), "Destination" (Save as PDF), "Pages" (All), "Layout" (Landscape), and "More settings".

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 "Degree Evaluation" interface with the "What-If" tab selected. A blue arrow points to the "What-If" tab. Below the navigation bar, there is a "View historic what-if audit" dropdown. The main content area is titled "What-If Analysis" and includes a checkbox for "Use current curriculum". Under "Program", there are three dropdown menus: "Catalog year \*" (FALL 2017), "Program \*" (Psychological Science), and "Level \*" (Undergraduate). Under "Degree", there is a dropdown menu for "Degree \*" (Bachelor of Arts). Under "Areas of study", there are three dropdown menus: "Major \*" (Psychological Science (UG, BA)), "Concentration", and "Minor". At the bottom, there is a section for "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

In-progress classes  Preregistered classes

Add

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