Advisor Guide

Degree Works is our new degree evaluation system that will replace our current tool. Degree Works provides a more accessible, convenient and organized way for students to track their progress towards graduation.

Welcome to Eastern Connecticut State University Degree Works.

For students, DegreeWorks:

- **Provides real-time advice and counsel**
- **Speeds time to graduation**
- **Provides intuitive web access to self-service capabilities**
- **Streamlines the graduation process**

For advisors, DegreeWorks:

- **Supports real-time delivery of academic advice through intuitive web interfaces**
- **Minimizes errors through consistent degree plans**
- **Supports more timely degree certification**
- **Reduces paperwork and manual program check sheets**
- **Supports and monitors unique program changes**

Accessing Degree Works

You can access Degree Works through via SelfService (eWeb) through the Portal at My Apps

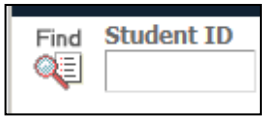
- Select SelfService (eWeb)
- Click on **Faculty Services**
- Click on **Degree Evaluation**

OR

- Click on **Faculty Services**
- Click on **Student Search by Name**
- Enter your Advisee's name or ID number
- Select **Degree Eval** from the Links area.

Searching For Students

- Once in Degree Works, enter the student ID and press enter
- Or click the find button to search for a student(s)
  by name, major, concentration, etc



Reading The Evaluation

Academic/Demographic Summary: This section offers information regarding the student's advisor information, degree, GPA, major, minor, concentration, if any holds exist, transfer credits, as well as whether or not the record is confidential.

Eastern Connecticut State University DegreeWorks - Production

Student View as of 09/18/2018 at 08:38

Student	[redacted]	Degree	Bachelor of General Studies	Overall GPA	2.47
ID	[redacted]	Department	Continuing Studies	Total Transfer Credits	
Level	Undergraduate	Major	General Studies	Holds	
Class	Senior	Concentrations	Professional Studies Social Science	Confidential Record	N
Advisor	Rothauser, Britt C	Minor			

Progress Bar:
Directly following the information above is a Degree Progress Bar. This shows how close the student is to completing all of their requirements.

Degree Summary: This gives the overall summary of all areas of the degree evaluation including overall credits, catalog term, residency requirements, GPA requirements, Liberal Arts Core overview, Major overview, and Graduation Application status.

Degree in Bachelor of Science	Catalog Term: Fall 2016	Credits Required: 120 Credits Applied: 73
☐ Minimum Total Credits Required	Still Needed:	You currently have 73 credit(s) including both earned and in progress courses. You need a minimum of 47 additional credit(s) and to successfully complete all graduation requirements.
☑ Minimum Credits taken at Eastern CT State University		
☐ Minimum 300/400 Level Credits	Still Needed:	You have earned 9 but need 21 more credit(s) at the 300/400 level.
☐ Minimum 200/300/400 Level Credits	Still Needed:	You have earned 43 but need 17 more credit(s) at the 200/300/400 level.
☑ You meet the minimum overall 2.7 GPA requirement.		
☐ Major Requirements	Still Needed:	See **Major in Business Administration** section
☐ LAC STUDENT		
☑ Tier I Methods and Concepts		
☐ Tier II Synthesis and Application	Still Needed:	See **Tier II Synthesis and Application** section
☑ Tier I & II - Natural Sciences Laboratory		
☐ Tier III Independent Inquiry	Still Needed:	See **Tier III Independent Inquiry** section
☑ Foreign Language Requirement		
☐ University Writing Requirement	Still Needed:	See **University Writing Requirements** section
☐ Graduation Application Not Yet Received	Still Needed:	Click here for more information

Major, Concentration, Minor, LAC, and Writing Requirements: The evaluation displays all the courses needed to satisfy the major requirements. You will see completed courses 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. You can click on the courses that are still needed to obtain a course description, prerequisites and upcoming offering times.

☐ COMMON BUSINESS CORE REQUIREMENTS					
☐ Principles of Accounting I	Still Needed: 1 Class in ACC 201				
☐ Principles Managerial Accounting	Still Needed: 1 Class in ACC 202				
☑ Principles of Management	BUS 201	Principles of Management	B	3	Spring 2017
☑ Principles of Marketing	BUS 225	Principles Of Marketing	A-	3	Spring 2018
☐ Business Finance	Still Needed: 1 Class in BUS 245				
☑ Business Law I	BUS 250	Business Law I	C-	3	Spring 2018
≈ Operations Management	BUS 260	Operations Management	IP	(3)	Fall 2018

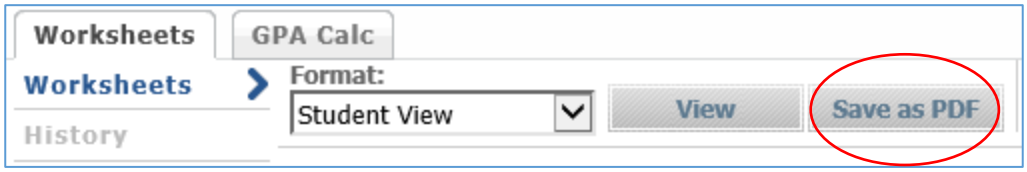
Course Waivers and Substitutions (Exceptions)

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

HIS 322	African Amer Hist From 1877	B	3	Fall 2017
Also Allow : Allow HIS 322 to apply here.				

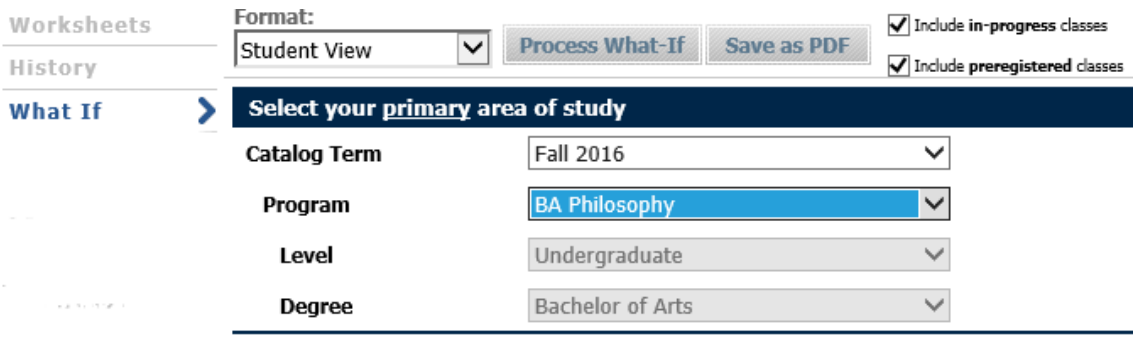
Saving an Evaluation (to Print/E-mail)

- Click Save as PDF
- The evaluation will pop up in a separate window in PDF format.
- You can then save to your computer as a PDF file, print it, or email it.



What-if Evaluation

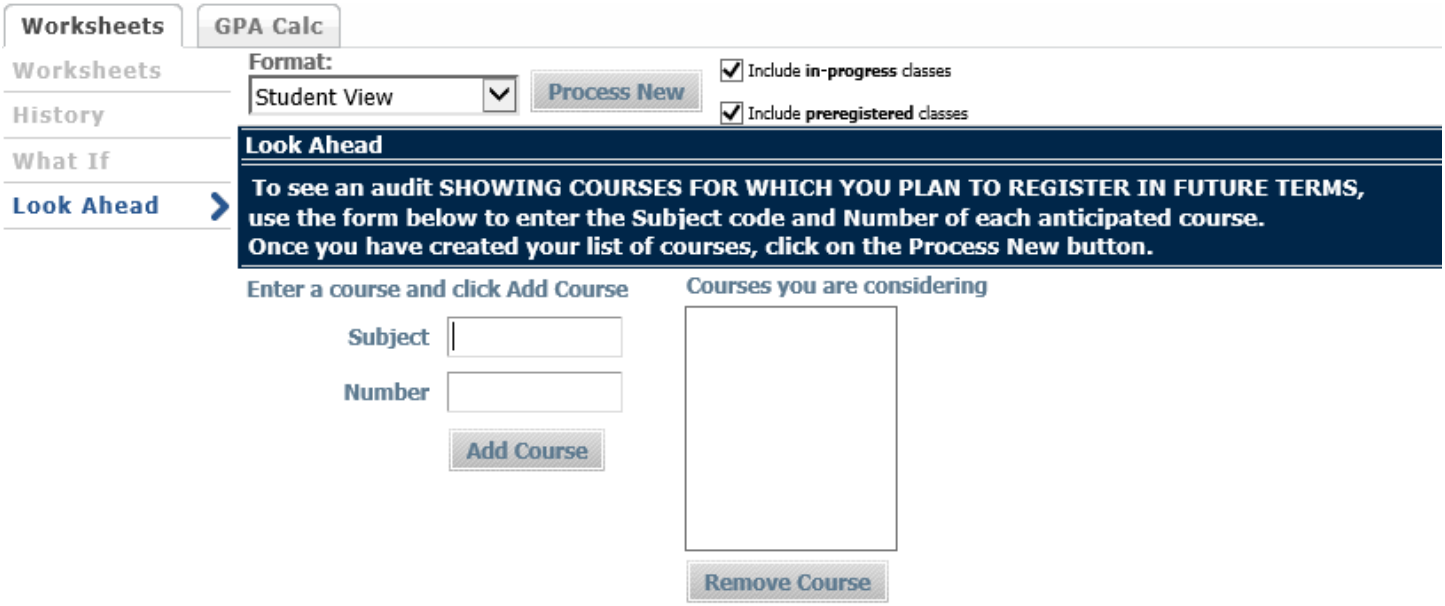
If a student is interested in seeing how their completed coursework would apply if they were to change their major, concentration, or minor you can run a What-if Evaluation.



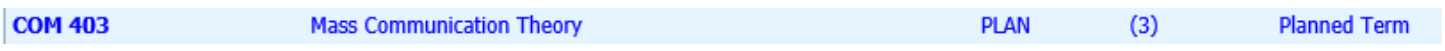
You can select the appropriate catalog term and the possible major/minor/concentration from the drop downs and click "Process What-If" for the new evaluation to run. Please note that if the major requires a concentration, you will also need to select the concentration.

Look Ahead

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



- 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:



Any Questions?

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

Registrar's Office

860-465-5224