Degree Works: Quick Guide for Advisers

Access Degree Works from CamelWeb

Faculty: Select “My Students” tab > From “My Student Links” select “Degree Works”

Staff: Select “CamelWeb Admin Tools” in the footer of the CamelWeb homepage > Select “Degree Works”

Access Student/s Records

If you know the Camel Number: Enter the 8 digits into the Camel Number field > Hit Enter

To search for student/s,

Faculty Advisers: [Name] Click the drop-down arrow beneath “Name”

Deans, Chairs, Academic Dept Assistants: [Find] Click Find > Select search criteria > Click Search

Once you have your list, use the checkboxes to select or deselect student/s. Click OK. Use the right and left arrows at either side of the name field to navigate between students when multiple students are selected.

Content

Notes are not confidential: they can be viewed by the student as well as any staff or adviser with access to the student’s records in Degree Works.

Audit - Student View is the most commonly used. It displays all requirements, courses applied, what is still needed, what is in progress, and additional helpful text pertaining to requirements.*

Audit - Registration Checklist is a condensed version focusing on what is still needed. *

*Select View after switching audit formats.

What If allows a view of the student’s degree audit using other majors/minors/concentrations than what has been declared.

Look Ahead allows a view of the student’s audit using selected coursework assumptions.

Unofficial Transcript displays the student’s courses, grades, and overall GPA.

Administrative Class Summary displays the student’s courses, grades, and detailed GPA information.

FOR MORE HELP visit http://www.conncoll.edu/academics/registrar/degree-works/. If a feature isn’t working or is not appearing, please try another browser. Recent browser updates sometimes disable certain features.