Degree Works User Guide for Advisers
Updated August 2017

Contents

Access Degree Works

After logging into 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 and hit Enter.

To search for student/s,

Faculty Advisers: click the drop-down arrow in the "Name" field. Your list of major, minor, or center advisees will appear. (You will not see the Find icon.)

Deans, Chairs, and Academic Department Assistants: click , the select search criteria, then click Search. Available search criteria includes, name, class level, major, minor, concentration, type (ex. new, continuing), or pending graduating.

Once you have your list, use the checkboxes to select or deselect student/s. Click OK.

Navigation

Navigate between students' records (when multiple students were selected), with the right and left arrows at either side of the Name field. Navigate within a student's records using the tabs for Worksheets, Notes, and GPA Calc. Use the left navigation menu in Worksheets to access the Audit, What If, and Look Ahead pages. Use links for the Unofficial Transcript and Administrative Class Summary.

Notes

Notes are not confidential and can be viewed by the student as well as any staff or adviser with access to the student's records in Degree Works. Notes display in the Notes tab and on audits.

- Add a note using the drop-down menu, select "Student was advised to…"to type your own.
- You may Modify or Delete your own notes. Use to save from Modify or Delete Notes.

Student Information Header

Student View	A0004SRL as of 08/15/2017 at 09:03			
Student		**Level**	Undergraduate	
Camel Number		**Degree**	Bachelor of Arts	
Class	2018	**Majors**	International Relations Economics	
Advisers	Melendez, Marina J Park, Yong Jin Sayej, Caroleen M Queen, Sarah A	**Minor**	History	
Overall GPA		**Concentration**		
Institutional GPA		**Center or Pathway**		

Student information, as recorded in Banner, displays in the header of each audit. Information from Banner is refreshed upon opening the audit: the date/time is noted in the blue bar for "Student View". To add or change majors, minors, concentrations, and advisers, students should submit completed Declaration forms to the Registrar's office. The forms are available in the Registrar's office.

Audit Types

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.

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

Use the "View" button to navigate between the audits after selecting between the views.

Audit Contents

Block Headers display the description of the block and the associated catalog year. In the examples below, the student's general education requirements are Catalog Year 2013-2014 (the year the student matriculated) and the major and minor requirements are Catalog Year 2014-2015 (the year each major and/or minor was declared).

☐ **Degree in Bachelor of Arts**	Catalog Year: 2013-2014 Overall GPA:	Credits Required: 128 Credits Applied/In Progress: 65
☐ **Major in Psychology**		Catalog Year: 2014-2015 Provisional Major GPA:
☐ **Minor in East Asian Studies**		Catalog Year: 2014-2015

Provisional Major GPA displays in block headers for majors. This provides a starting point for departments to determine major GPA. Since the college includes any coursework that could be used toward the major in the major GPA, the calculation must be determined outside of Degree Works using a worksheet available from the Associate Dean of Curriculum.

The **Legend** explains the icons indicating the status of each requirement.

Legend			
☑ Complete	≈ Complete except for classes in-progress	(T) Transfer Class	* Course Prerequisite Indicator
☐ Not Complete	≈ Nearly complete - see adviser	@ Any course number	INPR In- progress

This icon, ≈ , indicates that a manual adjustment may be needed on the student's audit; please contact the Registrar's office.

Blocks display groups of requirements, the status of each requirement, and advice on fulfilling the requirement(s). Some requirements, including current general educations requirements, use multiple blocks. Blocks may also reference other blocks. For instance, the Degree in Bachelor of Arts block refers to both the General Education requirements and the Foreign Language requirements.

Still Needed courses are hyperlinked to a view of course information including both course catalog and scheduling information.

Sample Blocks

Major Block example, Student View of Audit

☐ Major in Physics			Catalog Year: 2014-2015 Provisional Major GPA: 0			
The major in physics is designed to provide flexibility, so that students can match a program of study with their interests. Students may choose the general track or may select a concentration in astrophysics, physics for education, or physics and engineering (dual degree program). The major consists of a core curriculum, together with electives associated with each track or concentration.						
☐ PHYSICS CORE						
☑ First semester General Physics	PHY 107	GENERAL PHYSICS	A	4	Fall 2014	
☑ Second semester General Physics	PHY 108	GENERAL PHYSICS	B	4	Spring 2015	
≈ Modern Physics	PHY 215	MODERN PHYSICS	INPR	(4)	Fall 2015	
☐ Classical Mechanics	Still Needed:	1 Class in PHY 319*				
☐ Electromagnetic Theory	Still Needed:	1 Class in PHY 324*				
≈ Multivariable Calculus	MAT 212	MULTIVARIABLE CALCULUS	INPR	(4)	Fall 2015	
☐ Experimental Physics	Still Needed:	1 Class in PHY 208* or 310*				
☐ Thermodynamics & Statistical Mechanics	Still Needed:	1 Class in PHY 320*				
☐ Quantum Mechanics	Still Needed:	1 Class in PHY 404*				
Students should be aware that MAT 225 and MAT 226 are prerequisites for PHY 404, and that MAT 225 is either a prerequisite or recommended for other courses in this track.						
☐ Electives	Still Needed:	1 Class in AST 100:290 or 293:390 or 393:490 or GPH 100:290 or 293:390 or 393:490 or PHY 200:290 or 293:390 or 393:490				
Students considering graduate school in physics are strongly urged to take PHY 208 and PHY 410.						

Major Block example, Registration Checklist View of Audit

■ **Major in Physics**		**Catalog Year:** 2014-2015
		Provisional Major GPA:
✅ First semester General Physics		
✅ Second semester General Physics		
⊡ Modern Physics		
☐ Classical Mechanics	Still Needed:	**1** Class in **PHY** 319*
☐ Electromagnetic Theory	Still Needed:	**1** Class in **PHY** 324*
⊡ Multivariable Calculus		
☐ Experimental Physics	Still Needed:	**1** Class in **PHY** 208* or 310*
☐ Thermodynamics & Statistical Mechanics	Still Needed:	**1** Class in **PHY** 320*
☐ Quantum Mechanics	Still Needed:	**1** Class in **PHY** 404*
☐ Electives	Still Needed:	**1** Class in **AST** 100:290 or 293:390 or 393:490 or **GPH** 100:290 or 293:390 or 393:490 or **PHY** 200:290 or 293:390 or 393:490

General Education Blocks, Student View of Audit (Students Entering Prior to Fall 2016)

■ **Degree in Bachelor of Arts**			**Catalog Year:** 2013-2014			**Credits Required:** 128
			Overall GPA:			**Credits Applied/In Progress:** 79
Unmet conditions for this set of requirements:			128 credits are required. You currently have/are taking 79, you still need 49 more credits.			
✅ Minimum 64 Credits Required at Connecticut College						
☐ 64 credits at the 200 level or higher		Still Needed:	You have taken/are taking 25 but still need 39 credits at the 200 level or higher.			
✅ You meet the minimum 2.0 GPA requirement.						
Students must be in residence at Connecticut College full-time (12 credits or more) during the 7th or 8th semester - one semester of the senior year.						
⊡ General Education Requirements						
✅ Foreign Language Requirement						
✅ Writing Requirement						
☐ Major Requirements		Still Needed:	See **Major in Physics** section			
⊡ **General Education Requirement**						**Catalog Year:** 2013-2014
Students must complete one course from each of the seven areas, taken in seven different departments. Click this link to view courses that can fulfill each General Education Area.						
✅ Area 1: Physical and Biological Sciences	BIO 106	CELLS		B+	4	Fall 2014
⊡ Area 2: Mathematics and Formal Reasoning	MAT 226	LINEAR ALGEBRA		INPR	(4)	Fall 2015
✅ Area 3: Social Sciences	ANT 104	FOUNDTNS SOC/CUL ANTHRO		B	4	Fall 2013
✅ Area 4: Critical Studies in Literature and the Arts	FLM 255	DEATH/DESIRE:HORR IN GER CINE		B-	4	Fall 2014
⊡ Area 5: Creative Arts	MUS 104	THE LANGUAGE OF MUSIC		INPR	(4)	Fall 2015
✅ Area 6: Philosophical and Religious Studies	PHI 101	INTRODUCTION TO PHILOSOPHY		C	4	Spring 2014
✅ Area 7: Historical Studies	HIS 107	EUROPE: MEDIEVAL TO MODERN		A	4	Spring 2014
✅ **Foreign Language Requirement**						**Catalog Year:** 2013-2014
✅ Foreign Language Requirement						
The foreign language requirement is met by one course in a foreign language at the intermediate level or higher, or a two-semester sequence of a new elementary language.						
✅ German	GER 101	ELEMENTARY GERMAN		C+	4	Fall 2013
	GER 102	ELEMENTARY GERMAN		C	4	Spring 2014
✅ **Writing Across the Curriculum**						**Catalog Year:** 2013-2014
✅ Writing Course I	FYS 123A	ROBOTICS & PROBLEM SOLVING		B+	4	Fall 2013
✅ Writing Course II	PHI 101	INTRODUCTION TO PHILOSOPHY		C	4	Spring 2014

Connections Blocks, Student View of Audit (Students Entering In or After Fall 2016)

| Degree in Bachelor of Arts | | | Catalog Year: 2016-2017 | Credits Required: 128 |
| | | | Overall GPA: ▭ | Credits Applied/In Progress: 46 |

Unmet conditions for this set of requirements: 128 credits are required. You currently have/are taking 46, you still need 82 more credits.

☐ Minimum 64 Credits Required at Connecticut College	Still Needed: Minimum 64 credits taken at Connecticut College: You have/will have 46 but still need a minimum of 18 credits.
☐ 64 credits at the 200 level or higher	Still Needed: You have taken/are taking 8 but still need 56 credits at the 200 level or higher.
✅ You meet the minimum 2.0 GPA requirement.	

Students must be in residence at Connecticut College full-time (12 credits or more) during the 7th or 8th semester - one semester of the senior year.

☐ Writing Requirement	Still Needed: See Writing Across the Curriculum section
⊟ ConnCourse Requirement	
✅ World Languages and Cultures Requirement	
⊟ Modes of Inquiry Requirement	
☐ Major Requirements	Still Needed: See Major in English section

A maximum of 64 credits within a department may be applied to your degree. Courses that exceed 64 credits within any one department will appear in the Not Counted block with the notation: Maximum credits exceeded.

Writing Across the Curriculum					Catalog Year: 2016-2017
Students must complete two designated Writing (W) courses.					
✅ Writing Course I	FYS 106Y	VIRTUAL REALITIES IN JAPAN	A	4	Fall 2016
☐ Writing Course II	Still Needed: 1 Class in @ @ with Attribute W				

✅ ConnCourse Requirement					Catalog Year: 2016-2017
Students matriculating in or after Fall 2016 must complete one ConnCourse. Transfer students entering Connecticut College with 56 credits or more are exempt from this requirement.					
✅ ConnCourse	AHI 105	CC: MONA LISA TO INSTAGRAM	A	4	Spring 2017

✅ World Languages and Cultures Requirement					Catalog Year: 2016-2017
✅ World Languages and Cultures Requirement					
The World Languages and Cultures requirement is met by two semesters of study in the same language, ideally taken during the first two years at Connecticut College.					
✅ Chinese	CHI 201	INTENSIVE INTERMED CHINESE I	A-	5	Fall 2016
	CHI 202	INTENSIVE INTERMED CHINESE II	B	5	Spring 2017

Modes of Inquiry					Catalog Year: 2016-2017
Students matriculating in or after Fall 2016 must complete classes in all five Modes of Inquiry, taken in five different departments. Students pursuing a Pathway or Center certificate must take courses in four of the five Modes of Inquiry. Click this link to view courses that can fulfill each Mode of Inquiry.					
⊟ MOI A: Creative Expression	DAN 107	EXP WRKSHP:INTRO TO IMPROVSTN	INPR	(4)	Fall 2017
☐ MOI B: Critical Interpretation and Analysis	Still Needed: Critical Interpretation and Analysis				
✅ MOI C: Quantitative and Formal Reasoning	MAT 107	INTRODUCTION TO STATISTICS	A	4	Fall 2016
☐ MOI D: Scientific Inquiry and Analysis	Still Needed: Scientific Inquiry and Analysis				
✅ MOI E: Social and Historical Inquiry	GOV 111	U.S. GOVERNMENT & POLITICS	B	4	Fall 2016
Complete classes in five Modes of Inquiry, from five different departments					

Other Worksheets

What If allows a view of the student's degree audit using other majors, minors, concentrations than what has been declared. This is useful for students considering adding or changing a major or minor. To use, select search criteria, then click Process What-If.

Look Ahead allows a view of the student's audit using selected coursework assumptions. This is useful for students planning future coursework and seeing where it fits into their degree requirements. To use, enter courses, click Add Course, then click Process New.

Other Links

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

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

Help
- User guides and FAQs are available from the Degree Works website at http://www.conncoll.edu/academics/registrar/degree-works/.

- For help interpreting an audit or other academic-related questions, please email registrar@conncoll.edu.

- For technical help, submit a ticket to the IT Service Desk thru CamelWeb from Campus Services. Although most browsers are supported by Degree Works, recent updates to browsers sometimes disable certain functions and users are advised to try another browser.