

# Western Connecticut State University

Degree Works for Students



WESTERN  
CONNECTICUT  
STATE UNIVERSITY

# Degree Works: An Overview

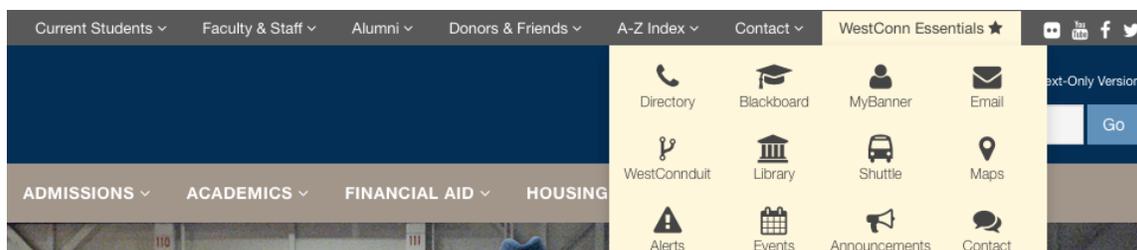
## Introduction:

Degree Works is an electronic degree audit system that provides you with crucial information about your degree requirements. Degree Works provides:

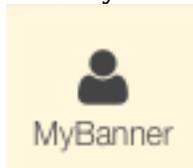
- The ability to track your progress towards degree completion without mistakenly taking courses not required for your major
- The opportunity to use the What-If option to see what degree requirements will be met if you changes majors
- The ability to view notes entered by faculty members
- A semester by semester adjustable plan of courses for students
- An easy way to view requirements and when they are offered

## Accessing Degree Works:

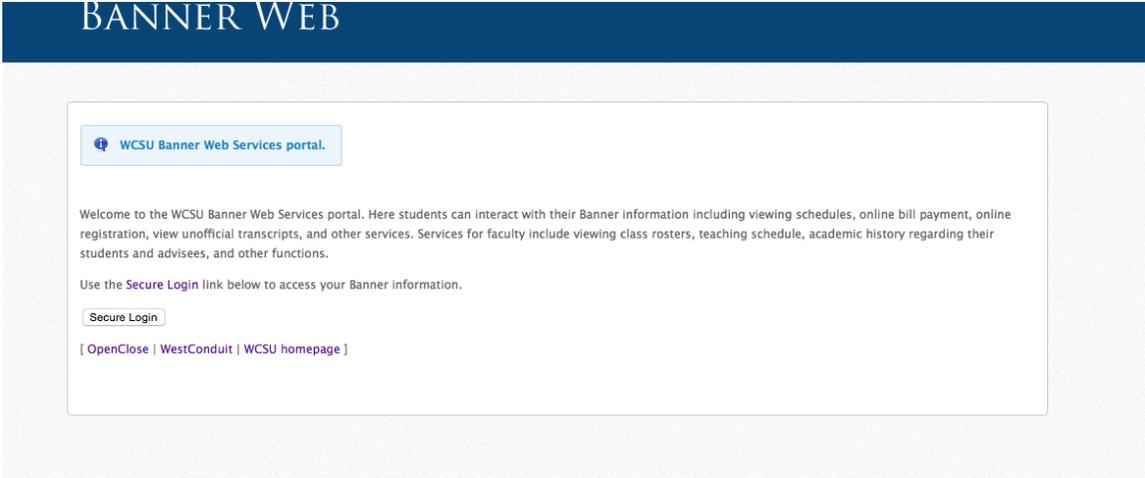
To use Degree Works, you must log into your Banner Web account. This is done through the WestConn Essentials tab at [www.wcsu.edu](http://www.wcsu.edu).



Click on the MyBanner Tab



You will now be at the Banner Web screen



To access Banner Web, click [Secure Login](#)

You will be asked to enter your network username and password.

**Username:**

**Password:**

After logging into Banner Web, click the Degree Works For Student Tab under the Student Services banner



[Degree Works For Students](#)

You will be redirected to Degree Works. If an audit is available, you will immediately see the degree audit, otherwise you will see the main Degree Works landing page.

WESTERN CONNECTICUT STATE UNIVERSITY DegreeWorks

Back to SIS    FAQ    Help    Print    Log Out

Find Student ID    Name    Program    Level    Class Year    Last Audit

Worksheets    Notes

**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
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

**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

**FERPA:**  
The Family Education Rights and Privacy Act (1974) prohibits student information from being shared with anyone other than the student without the student's written consent. Please contact the Registrar's Office to determine if an individual has permission to have access to the student's information.



## Worksheet:

You are now on the Worksheet page of your audit.

Like the current program sheets on the web, Degree Works has two functions. The first function is to provide an audit of degree requirements. The second function is to provide advisors and students a semester-by-semester template of courses that are expected to be taken in order to graduate from Western within four years.

## Legend:

The first area you will see is a legend. This will help you better understand the information in the audit. In addition to being the first thing you see, it is also listed at the bottom of the audit.

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<input checked="" type="checkbox"/> Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	<input checked="" type="checkbox"/> Any course number
<input checked="" type="checkbox"/> In-Progress Course		

## Critical Academic Information

Next there is the Student View. This has critical student information such as name, ID, Class Year, Advisor, cumulative GPA, School, Level, Degree and Major. We have also included some other important information such as student has holds, athletic information, Campus residency, Full-Time or Part-Time status, Catalog term and Confidentiality indicator.

Find Student ID: 50219971 | Name: Test, Test Test | Program: BA\_HIST | Level: UG | Class Year: Freshman | Last Audit: Today

Worksheets | Notes

Format: Student View | View | Save as PDF | Process New | Include in-progress classes | Include preregistered classes | Class History

**Legend**

- Complete
- Not Complete
- In-Progress Course
- Complete except for classes in-progress
- Nearly complete - see advisor
- Transfer Class
- Any course number

**Western Connecticut State University Degree Works**

Student View A0000A1U as of 20-Jul-2016 at 14:44

Student	Test, Test Test	College	School of Arts and Sciences	Hold	
ID	50219971	Level	Undergraduate	Athletics	
Classification	Freshman	Degree	BA History	Housing Status	
Advisor		Major	History	Full-Time/Part-Time	
Overall GPA	0.000	Concentration		Catalog Term	SPRING 2016
		Minor		FERPA Indicator	N

There is a Degree Progress bar that indicates how much of the degree has been met by either completed or in progress courses. Understand this is just a guide.



## Audit Worksheet

You will see a degree overview as well as the status of each requirement. Included in this section you will find:

- Minimum credits necessary to earn a degree at Western.
- Minimum cumulative GPA necessary to earn a degree at Western.
- Foreign language requirements for their degree (if necessary)
- General Education requirements
- Major requirements
- Minor requirements
- General Elective requirements

More detailed information about each category is found below the overview section. These sections contain more specific requirements for the degree. To access this information you may scroll down using your mouse or you may click on the links to the right of the requirement. This will bring you to the specific requirement.

**Still Needed:** See [Foreign Language Requirement](#) section

Below is an example of the specific foreign language requirement and General Education requirements from the 2015 – 2016 degree requirements.

Foreign Language Requirement					
Foreign Language Requirement Complete	SPA 164	Introductory Spanish II	IP	(3)	SPRING 2016
General Education Requirements					
<b>Unmet conditions for this set of requirements:</b> 42 credits are required. You currently have 6, you still need 36 more credits.					
<input type="checkbox"/> Communication Skills (3 S.H.)	<b>Still Needed:</b> 1 Class in COM 160 or 161 or 162 or 163				
<input type="checkbox"/> Humanities (15 S.H.)	ART 101 SPA 164	His & Ap of W Art: Ren to Pres Introductory Spanish II	IP IP	(3) (3)	SPRING 2016 SPRING 2016
<b>Still Needed:</b> 15 credits from 3 areas in the Humanities are required. You currently have 6, you still need 9 more credits.					
In World Languages and Literature the following restrictions apply: ARB 101 applies only if ARB 102 is also completed. CHI 162 applies only if CHI 164 is also completed. FR 162 applies only if FR 164 is also completed. GER 162 applies only if GER 164 is also completed. IT 162 applies only if IT 164 is also completed. POR 162 applies only if POR 164 is also completed. SPA 162 applies only if SPA 164 is also completed.					
<input type="checkbox"/> Social and Behavioral Science (12 S.H.)	<b>Still Needed:</b> 12 credits from 2 areas in Social and Behavioral Science are required. You currently have 0, you still need 12 more credits.				
<input type="checkbox"/> NATURAL SCIENCE, MATHEMATICS AND COMPUTER SCIENCE (10 S.H.)					
In Mathematic and Natural Sciences the following restrictions apply: MATH 105 & 106 must both be successfully completed in order for either to apply. CHE 110 & 111 must both be successfully completed in order for either to apply. CHE 120 & 121 must both be successfully completed in order for either to apply. BIO 103 & 104 must both be successfully completed in order for either to apply.					
<input type="checkbox"/> Lab Science	<b>Still Needed:</b> 4 credits in a Lab Science are required. You currently have 0, you still need 1 more credits.				
<input type="checkbox"/> Natural Sciences, Mathematics or Computer Science	<b>Still Needed:</b> 6 credits from 2 areas in Natural Sciences, Mathematics and Computer Science are required. You currently have 0, you still need 6 more credits.				
<input type="checkbox"/> HEALTH PROMOTION & EXERCISE SCIENCE (2 S.H.)	1 credit from a varsity sport will satisfy the activity requirement				
<input type="checkbox"/> Fitness for Life - Lecture	<b>Still Needed:</b> 1 Class in HPX 177				
<input type="checkbox"/> Fitness for Life - Activity	<b>Still Needed:</b> 1 Class in HPX 177				

Each worksheet will have a section dedicated to the major requirements

Major in History					
<b>Look Ahead</b> <b>Unmet conditions for this set of requirements:</b> 39-42 credits are required. You currently have 6, you still need 33 more credits. <b>GPA: 0.000</b>					
<input type="checkbox"/> Minimum 2.0 major GPA	<b>Still Needed:</b> Your major GPA is 0; a GPA of 2.0 is required				
<input type="checkbox"/> Minimum credits at WCSU	<b>Still Needed:</b> A minimum of 20 credits must be taken at WCSU. You have 6 but still need 14 credits.				
<input checked="" type="checkbox"/> Introduction to History	HIS 100	Introduction to History	IP	(3)	SPRING 2016
<input checked="" type="checkbox"/> American History to 1877	HIS 148	American History to 1877	IP	(3)	SPRING 2016
<input type="checkbox"/> American History from 1877	<b>Still Needed:</b> 1 Class in HIS 149				
<input type="checkbox"/> Europe: Ancient and Medieval or Modern Europe	<b>Still Needed:</b> 1 Class in HIS 186 or 187				
<input type="checkbox"/> Senior Seminar	<b>Still Needed:</b> 1 Class in HIS 490*				
<input type="checkbox"/> History Electives. Two courses must be non-US and non-Europe					
<input type="checkbox"/> 200-level History Elective	<b>Still Needed:</b> 9 Credits in HIS 2@				
<input type="checkbox"/> 300-level History Elective	<b>Still Needed:</b> 6 Credits in HIS 3@				
<input type="checkbox"/> 400-level History Elective	<b>Still Needed:</b> 6 Credits in HIS 4@				
<input type="checkbox"/> 100-level Non-Western Cultures Elective	<b>Still Needed:</b> 1 Class in NWC 1@				

Each Worksheet will have an area reserved for General Electives

History General Electives - 39 Credits	
<input type="checkbox"/> History General Elective Requirements	<b>Still Needed:</b> 39 credits are required. You currently have 0, you still need 39 more credits.

Minor information will appear underneath the General Electives Area.

Minor in Psychology					
<input checked="" type="checkbox"/> Minimum 2.0 minor GPA					
<input checked="" type="checkbox"/> Minimum credits at WCSU					
<input checked="" type="checkbox"/> Introduction to Psychology	PSY 100 Satisfied by	Introduction to Psychology PSY111 - Dutchess Community College	T	3	SPRING 2014
<input checked="" type="checkbox"/> Psychology Electives (Consult Advisor)	PSY 210 PSY 217 PSY 220 PSY 260 PSY 341	Child Psychology Psychology of Women Psychology of Learning Health Psychology Child & Adult Abnormal Psych	A A B B B	3 3 3 3 3	FALL 2014 SPRING 2015 FALL 2014 FALL 2014 SPRING 2015

In addition, at the bottom of the Worksheet, you will find a list of courses that are in progress and a list of courses that do not meet any of the requirements of the degree.

In-progress			Credits Earned: 12	Classes Earned: 4
ART 101	His & Ap of W Art: Ren to Pres	IP	3	SPRING 2016
HIS 100	Introduction to History	IP	3	SPRING 2016
HIS 148	American History to 1877	IP	3	SPRING 2016
SPA 164	Introductory Spanish II	IP	3	SPRING 2016

Courses that do not meet the requirements of the degree are listed as additional Electives

Additional Electives			Credits Earned: 31.5	Classes Earned: 12
ACC 201	Financial Accounting	B	3	SPRING 2015
ACC 202	Managerial Accounting	IP	(3)	SPRING 2016
ACC 301	Intermed Financial Acct I	A	3	FALL 2015
ACC 302	Intermed Financial Acct II	IP	(3)	SPRING 2016
COM 161	Decision Making in Groups	B+	3	FALL 2014
FIN 230	Business Statistics	A	3	FALL 2015
HIS 101	American Perspectives	A	3	SPRING 2015

Understanding the audit

The following symbols are used in both the general overview area as well as the more specific degree areas of the audit to indicate if requirements have been met. They are:

-  The red outlined box indicates if a requirement has not been met and no courses in progress will help meet this requirement
-  Indicates that the requirement has been met
-  Indicates that the requirement is in the process of being met
-  Indicates that the requirement is in progress but may need to be reviewed by the advisor or Registrar's

There is also information found on the right side of the audit that will help you understand what is satisfying each of the degree requirements.

If the course meeting the requirement was taken at Western and has been graded, the course subject, number, title will appear. In addition, to the right of the course you will notice if the course is in-progress or has been graded as well as the credits and when the course was taken.

<b>SPA 162</b>	Introductory Spanish I	B+	3	FALL 2015
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If a course is in progress, IP will appear until a grade has been issued for the course.

<b>SPA 164</b>	Introductory Spanish II	IP	(3)	SPRING 2016
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You will notice that transfer credit will post to the student's degree audit with its equivalent course at Western listed as well as the original course and course number as well as the institution where the course was taken.

You may see courses listed in two formats. The first format is for courses that were taken at the other institution during the past 10 years. You will notice that the Term is listed as Fall 2014.

<b>HIS 149</b>	American History Since 1877	T	3	FALL 2014
<b>Satisfied by</b>	HIS149 - US Survey II - Norwich University			

The other format you may see refers to the Banner Term code without the text narrative and appears as 198910. This is the only difference and the transfer credit is posted in the same way.

<b>HIS 149</b>	US Survey II	T	3	198910
<b>Satisfied by</b>	HIS202 - U.S. Survey I - Norwich University			

CLEP and AP Test scores are coded in Degree Works in the same format as transfer credit and you will be able to see that the credit is awarded because of AP work.

 Foreign Language Requirement Complete	<b>SPA 164</b> Satisfied by	Introductory Spanish II CLEP Scores/77 - Coll Level Examination Prog	E	3	FALL 2016
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## Competency Based Education (New Students Entering Fall 2016 moving forward)

Degree Works is also set up to review the new General Education requirements. There are two parts of the General Education requirements. The first section of the

audit is a list of competencies. These are ten separate areas and students are required to meet each of them at least once.

You will notice that separate competencies can be met by the same course. In addition, if a student takes the Writing Placement exam and tests out of Writing 101, the Writing 101 competency will be considered met.

In addition, students must take 3 competencies a second time to fulfill this requirement. Since students can retake any competency with the exception of First Year and Writing I, students have the option to complete 1 to 2 courses in each competency.

General Education Competency Requirements		
<b>Unmet conditions for this set of requirements:</b>		Students must complete each of the competencies listed below. In addition, students must complete 3 of excluding First Year (FY) and WRT 101 (WI).
What If History		
General Education Competencies		
<input type="checkbox"/> Creative Process (CP)		Still Needed: 1 to 2 Classes in @ @ with Attribute CP
<input checked="" type="checkbox"/> Critical Thinking (CT)	HIS 100 HIS 148	Introduction to History American History to 1877
<input type="checkbox"/> Oral Communication (OC)		Still Needed: 1 to 2 Classes in @ @ with Attribute OC
<input type="checkbox"/> Health and Wellness (HW)		Still Needed: 1 to 2 Classes in @ @ with Attribute HW
<input type="checkbox"/> Scientific Inquiry (SI)		Still Needed: 1 to 2 Classes in @ @ with Attribute SI
<input type="checkbox"/> Intercultural Competence (IC)		Still Needed: 1 to 2 Classes in @ @ with Attribute IC
<input type="checkbox"/> Information Literacy (IL)		Still Needed: 1 to 2 Classes in @ @ with Attribute IL
<input checked="" type="checkbox"/> First Year Experience (FY)	HIS 100	Introduction to History
<input type="checkbox"/> Culminating Experience (CE)		Still Needed: 1 to 2 Classes in @ @ with Attribute CE
<input checked="" type="checkbox"/> Writing 1 Competency met through WCSU Placement Exam		
<input type="checkbox"/> Writing Intensive II (W2)		Still Needed: 1 to 2 Classes in @ @ with Attribute W2
<input type="checkbox"/> Writing Intensive III		Still Needed: 1 to 2 Classes in @ @ with Attribute W3
<input checked="" type="checkbox"/> Quantative Reasoning (QR)	MAT 120	Elementary Statistics
		Still Needed: 0 to 1 Classes in @ @ with Attribute QR

If no competencies have been met, the audit will reflect that the student must take 1 to 2 courses in a specific competency.

**Still Needed: 1 to 2 Classes in @ @ with Attribute OC**

In this example, a student has completed two competencies in Critical Thinking

HIS 100 Introduction to History  
HIS 148 American History to 1877

If a student has completing one competency and may take a second course in that competency, the audit will reflect 0 to 1 courses in that competency

MAT 120 Elementary Statistics  
**Still Needed: 0 to 1 Classes in @ @ with Attribute QR**

It is important to note that the system will determine when a student has taken the maximum number of courses in a specific competency. This should not stop a student for taking additional courses within the competency if it is required for the student's major. The courses will not count towards that competency but may count elsewhere in the audit. Additionally, since students can take their additional 3 competencies in any of the ten competencies, the system will not indicate when all the competencies and repeated competencies have been satisfied. It is your

responsibility to ensure that you have completed the second competency requirement.

### Searching for Courses

Degree Works gives you the ability to search the academic schedule for courses that meet a specific competency. To search the schedule, all you need to do is click on with Attribute link in the Still Needed area.

**Still Needed: 1 to 2 Classes in @ @ with Attribute HW**

**with Attribute HW**

When you click on this link, a box with detailed information about the course will appear. It provides you with a list of courses that meet that competency as well as a course description of each course. If the course is being offered during a term that is available for viewing, you will see the term, CRN, Seats Available, Title, and when the course meets.

**HUM 222      3 Credits      Sustainability**

**Course Description:** Sustainability is clearly an urgent and multi-faceted problem that calls for an interdisciplinary approach. This new course will address sustainable living from the perspectives of economics (business), ecology (science), and ethics (philosophy). A large part of this course will be dedicated to finding and bringing together the information on sustainability that has accumulated for some time now in these three different fields: business, science and philosophy. The course will use this project of gathering and evaluating information as an occasion to teach students skills in information literacy. Students will also gain skills in the health and wellness competency through a unit of the class specifically focused on personal sustainability which addresses health and lifestyle choices that will maximize personal well being.

**Attributes:**      HW      -      Health & Wellness (HW)  
                         IL      -      Information Literacy (IL)

<b>Sections:</b>	<b>Term</b>	<b>Crn</b>	<b>Section</b>	<b>Seats Open</b>	<b>Course Title</b>	<b>Meeting Times</b>
	SPRING 2017	41153	01	30 (out of 30)	Sustainability	Tu Th 15:05 - 16:20

The same process can be used to search for a course's availability within the major. If you click on the link to the right of Still Needed, you will get the same results.

The new General Education requirement also has a course component. You must complete 40 credits outside of your major. Degree works has a separate area for these courses. Courses outside the major include any course directly associated with the major such as EDU courses taken by education majors. Courses listed in the major section but are not part of the major subject matter are also excluded from the 40 credits. For example, Chemistry students are required to take MAT 182 as part of their major and cannot be used in the 40 credits of breadth.

Most cognate courses count as part of the 40 credits outside the major. You will notice that WRT101 and cognate courses are embedded in this section of the audit. Please note that if a student does well enough in their placement exam to waive that requirement, the student will be required to fulfill those credits with another course outside their major.

General Education Course Req. Including Cognates		
Unmet conditions for this set of requirements: 40 credits are required. You currently have 13, you still need 27 more credits.		
WRITING COURSE (3 S.H.)	WRT 101FY	Composition I: Habit of Wrtg
<b>SOCIAL WORK COGNATE REQUIREMENTS (19 S.H.)</b>		
<input type="checkbox"/> Macroeconomics or Contemp. Domestic Issues	Still Needed:	1 Class in ECO 211 or 107
<input type="checkbox"/> Great Ideas or Elem. Statistics	Still Needed:	1 Class in MAT 110* or 120*
<input type="checkbox"/> Concepts or Human Biology	Still Needed:	1 Class in BIO 100 or 132
<input type="checkbox"/> Public Speaking	Still Needed:	1 Class in COM 160
<input type="checkbox"/> Intro to Anthropology	Still Needed:	1 Class in ANT 100
<input type="checkbox"/> Psychology 200 level elective	Still Needed:	1 Class in PSY 210* or 202* or 211* or 215* or 222*
<input type="checkbox"/> 22 CREDITS IN CLASSES OUTSIDE MAJOR	HIS 148 MAT 100P PSY 100 Still Needed:	American History to 1877 Intermediate Algebra Plus Introduction to Psychology 12 Credits in @ @

**Notes:**

You will find an area in Degree Works where advisors can record information for other faculty members and the student to view.



**What If:**

You will notice on the left hand side of the Worksheet page a What If tab. This allows students to select different majors and produce a degree audit based on other majors. The What If Option also will help you understand how taking certain courses will help a you complete your requirements.

To use the What If option, just click What If.



After you clicked on the What If option, you will be given the option to enter information to help determine the student’s success in a degree.

There are options for:

Level – Determines if the student is an undergraduate or graduate student (Required)

Program – This is the specific Degree and Major listed in Banner (required)

Catalog Term – This determines what requirements the student should be expected to meet. (Required)

Major – The Major is required even though you are selecting the program above. (Required)

Minor – If you would like to see where a student might be in a minor, select one from the drop down menu. (Optional)

Concentration– Most of the concentrations at WCSU are connected with the Program listed above. (Optional)

**Format:**  
Student View    Include in-progress classes  
 Include preregistered classes

**What-If**

**Level** Undergraduate   
**Program** BBA Accounting, Financial Acct   
**Catalog Term** FALL 2016

**Choose Your Different Areas of Study**

Select an item to add it to your Chosen Area of Study

**Major** Pick a Major   
**Minor** Pick a Minor   
**Concentration** Pick a Concentration

**Choose Your Future Classes**

Enter a course and click Add Course

**Subject**   
**Number**

After you have determined the Level, Program, Catalog Term and Major, you can click either Process What-If which will give you the information you need on screen

or you can Save as PDF. Save as PDF will allow you to save the document for your records or email it to a student. To create an audit, click either of the two options.