Degree Works Graduation Guide

Student User Manual

Version 1.0

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★ Introduction

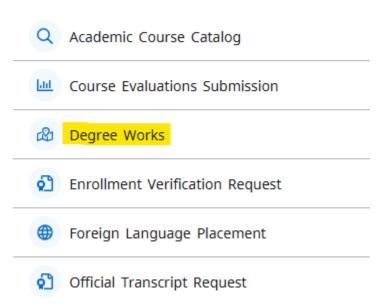
Degree Works is a web-based tool that helps you and your academic advisor track your progress toward graduation. It shows completed, in-progress, and remaining coursework based on your declared major(s).

Representation of the Accessing Degree Works

Steps:

- 1. Log into your student portal: myCTState
- 2. Navigate to: Student Quick Links > Degree Works
- 3. Click " Degree Works"

Student Quick Links



Understanding the Dashboard

Once logged in, you will see your **Degree Audit** home screen. Here's what you'll find:

- Student Info: ID, Program/major, Advisor, Prior degrees Awarded
- **Degree Block:** Overall progress toward graduation
- Program Requirements: Requirements and course completion status
- Legend: Color-coded key (✓ = complete, ~ = in-progress, □ = not met)

ii Using the Degree Audit

What You Can View:

- Courses completed with grades
- In-progress classes
- Unmet requirements
- Electives and excluded courses
- Overall GPA

Symbols:

- Green Check: Completed
- **Blue Wave**: In-progress
- Red Circle: Requirement not met

The **What-If** feature in Degree Works allows students to explore how changing their program/major could affect their progress toward graduation. By simulating different scenarios—such as switching majors or updating a catalog year—students can view a customized degree audit showing how their completed and in-progress courses would apply to the new program.

Steps:

- 1. Click the "What-If" tab
- 2. Select a different major
- 3. Click "Process" button
- This does not change your official major. Speak with an advisor or visit the One Stop Enrollment Center on your campus to declare changes to your program.

Benefits:

- Helps in academic decision-making before making formal changes
- Shows which courses will still count and what new requirements would be added
- Useful for students considering dual degrees or program changes

? Frequently Asked Questions

Q: Can I register for classes through Degree Works?

A: No. Use your student portal or registration system.

Q: My audit looks incorrect—what should I do?

A: Contact your academic advisor.

Q: Can I see transfer credits?

A: Yes. Transfer courses are listed under the appropriate requirement block or elective section.

Support and Resources

- Advising Office: Academic Advising
- One Stop Enrollment Center: One Stop Enrollment Center
- Degree Works Help Page: https://ctstate.edu/degree-works or email CTState-DegreeWorks @ct.edu
- Commencement Information: https://ctstate.edu/commencement including information on how to apply for graduation and application deadlines.

Tip: Review your Degree Works at least twice per semester, especially before registration and after final grades are posted.