📘 Degree Works Graduation Guide

Student User Manual

Version 1.0

CT State Community College
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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).

🔐 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

🔍 Academic Course Catalog

📊 Course Evaluations Submission

🗺️ Degree Works

🗐 Enrollment Verification Request

🌐 Foreign Language Placement

🗐 Official Transcript Request

🖥️ 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)

📊 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

❄️ What-If Audit Feature

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

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❓ 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.