

## 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:**  Click the drop-down arrow beneath “Name”

**Deans, Chairs, Academic Dept Assistants:**  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.