**MCC Degree Works – Advisor FAQ**

**About Degree Works**

**What is Degree Works?**

Degree Works is a Web-based tool for students to monitor their academic progress toward degree completion. Degree Works also allows students and their faculty advisors to plan future academic coursework by viewing courses remaining.

**How do I login to Degree Works?**

Once you have logged into ***my*CommNet** you will see the Degree works portal with links to the college (or colleges) where you teach. Choose the Manchester Community College link to view your MCC advisees’ degree evaluations. A drop-down list will appear with the names of all of your advisees.

*Note: This list will include all students that are eligible to register and are assigned to you as an advisor in Banner. If you believe that a student has the incorrect advisor contact the Academic Dean’s office.*

**Are advisors restricted to viewing only their advisees’ information?**

No, advisors will be provided with a drop-down list of all of their advisees but they can also find any student by entering the student’s Banner ID in the ID field (@ must be included), or by using the Find button and search using different parameters in the search window.

**What group of students are included in Degree Works?**

All students who have been accepted at MCC beginning in Fall 2015 are included in Degree Works.

**What if a student does not have a degree evaluation in Degree Works?**

There are a couple of reasons that this may occur:

* **The student has not declared a major or is non-matriculating.** A student must have a major assigned in Banner to create an audit.
* **The student’s catalog year is not available in Degree Works.** Degree works was scribed back to 2015-2016 catalog
* **The student has not had any activity on the student record for two years.**

**What is a degree evaluation?**

A Degree Works degree evaluation is a review of past, current and in-progress coursework that provides information on completed and outstanding requirements necessary to complete a degree or certificate.

**What if a student is enrolled in two programs?**

If a students is enrolled in two academic programs the advisor will be able to view both programs by choosing from the Program drop-down list to the right of the student’s name in the Degree Works display.

**Can students register for classes in Degree Works?**

No. Degree Works is a snapshot of courses in-progress and in academic history. Registration, add/drop, etc., are still handled through the registration function in **myCommNet**.

**Are grades visible in Degree Works?**

Yes. Once grades have been processed at the end of the semester, they are viewable in Degree Works. Courses in-progress are listed with a grade.

**Is a Degree Works evaluation a transcript, or is this the same as a transcript?**

No. A Degree Works degree evaluation shows progress toward graduation as well as an outline of requirements still needed to complete a program of study.

**What do I do if I believe a student’s information is incorrect?**

You should contact the registrar’s office, identify the information that you believe is in error, and request that they review the student’s record.

**Using the Degree Evaluation**

**What will a degree evaluation show about a student?**

A degree evaluation will display the courses a student has taken and any courses that are in progress. The degree evaluation will show any degree requirements that have been met by the courses taken or that may be met upon satisfactory completion of courses in progress.

**Will a student’s entire academic history at MCC be viewable?**

Degree Works uses the information that is current on a student’s transcript. Any courses that have been completed, registered for, transferred in by the date the degree evaluation was last refreshed (an overnight process each night) will be displayed. Keep in mind that any transfer work or grade changes that have not been formally submitted and accepted will not appear on a student’s degree evaluation.

Note: If the student’s record has had any Banner changes since the nightly run (grades, registration, add/drop, etc.), advisors can click the ‘Process New’ button to refresh the degree evaluation with the very latest Banner data.

 **How does a student know what classes need to be taken?**

A degree evaluation will outline the courses still needed to meet degree requirements. In order to view only the courses remaining choose ‘Courses Remaining’ in the drop-down box that displays ‘Degree Evaluation’.

**Can I view course information in Degree Works?**

Yes.  By clicking on a course in the degree evaluation or courses remaining you can view any pre-requisites required, as well as course sections available for the upcoming semester.

**If a student withdraws from a class will it be reflected in the degree evaluation?**

Courses from which a student has withdrawn, failed, and audit courses will appear in the ‘Not counted Towards Degree’ block on the degree evaluation.

**‘What If’**

**What is the ‘What If’ feature?**

The ‘What If’ function shows what a degree evaluation would look like with a different program. The new ‘What If’ degree evaluation will show the student what coursework is required for the new major, what courses have to be taken that satisfy requirements, and what courses are remaining.
*Note: New programs may appear in the ‘What-If’ Feature before they appear in the MCC college catalog.*

**If a student uses the ‘What If’ feature does this mean that they have changed their major?**

No. The ‘What If’ function shows what a degree evaluation would look like with a different program. This DOES NOT officially change the student’s record,

**Can advisors save a ‘What If’ scenario in Degree Works?**

Yes. ‘What If’ plans can be saved in Degree Works and be viewed later in ‘What If History’ provided the advisors save the ‘What If’. Students will not be able to view a saved ‘What If’ unless they are viewing with his/her advisor logged in.

**How does a student officially change their major?**

If a student would like to change their major they must complete a Declaration of Major/Change of Major form available on the MCC website under ‘Resources’ and ‘Find a Form’, and in the Registrar’s office, then deliver it to the Registrar’s office (SSC LOWE L157).

 **Adding Notes to a Student’s Degree Evaluation**

**What are Notes?**

**Notes** track conversations and advice provided to students. *All* ***Notes*** *entered into Degree Works are viewable by the student! Never enter personal information about the student, such as about health, disabilities, financial information, etc.*

For a thorough explanation visit the [How-to Videos](https://www.youtube.com/playlist?list=PLmAFsK4a4rSamvpUAYrEL13g0czgkp0WH)

**Does the student see Notes on their record?**

**Yes!** All **Notes** entered into Degree Works are viewable by the student! Never enter personal information about the student, such as about health, disabilities, financial information, etc.

For a thorough explanation visit the [How-to Videos](https://www.youtube.com/playlist?list=PLmAFsK4a4rSamvpUAYrEL13g0czgkp0WH)

**How much information should be included in Notes?**

The Notes content will display on a student audit and should be kept very succinct.

For a thorough explanation visit the [How-to Videos](https://www.youtube.com/playlist?list=PLmAFsK4a4rSamvpUAYrEL13g0czgkp0WH)

**Are Notes attached to the Student’s program Degree Evaluation?**

**No, Notes** apply to the student’s record as a whole, not to individual audits (degree evaluations) included in the student’s record.

For a thorough explanation visit the [How-to Videos](https://www.youtube.com/playlist?list=PLmAFsK4a4rSamvpUAYrEL13g0czgkp0WH)

**How do I know who entered a Note on a student’ record?**

When **Notes** are displayed the author and date of the Note will be included.

For a thorough explanation visit the [How-to Videos](https://www.youtube.com/playlist?list=PLmAFsK4a4rSamvpUAYrEL13g0czgkp0WH)

**Are Notes entered in Degree Works available in Banner?**

**No, Notes** entered in Degree Works will remain with the student’s record in Degree Works but WILL NOT appear anywhere in Banner.

For a thorough explanation visit the [How-to Videos](https://www.youtube.com/playlist?list=PLmAFsK4a4rSamvpUAYrEL13g0czgkp0WH)

 **How can I remove a Note that is incorrect or was written in error?**

Only the Registrar can edit any **Notes** on student record. Email the Registrar with the necessary information (Student ID & Note to be removed) and the note will be deleted.

**Waivers/Exceptions**

**What are Exceptions?**

When a waiver has met all approvals it will appear on a student’s degree evaluation as an “Exception”. Exceptions are permanently part of the student’s Degree Works audit and will be viewable only in Degree Works.

**Is the Waiver procedure different now that we have Degree Works?**

**No,** MCC’s waiver procedure remains the same, The only difference now is that a waiver is visible to the student and their advisor whenever they review the degree evaluation. Exceptions are permanently part of the student’s Degree Works audit and will be viewable only in Degree Works.

**Who can add an exception?**

The final step in the waiver process is to present the Waiver form to the Registrar’s office. The Registrar will apply the waiver to Degree Works as an exception*. Only the Registrar can add an Exception to Degree Works.*

**Printing**

**Can a degree evaluation be printed?**

Yes, you can print a degree evaluation by clicking on the ‘Print’ button at the top. For a more print-friendly view, save the degree evaluation as a PDF (click Save as PDF button) and then print the document. Be sure to treat a printed Degree Evaluation with the same level of confidentiality as you would any other student record.

**GPA Calculators**

**What is the Graduation Calculator?**

The Graduation Calculator enables a student to determine the GPA they will need to earn on AVERAGE for the rest of the courses needed to take in order to graduate with a specific desired GPA.

For a thorough explanation visit the [How-to Videos](https://www.youtube.com/playlist?list=PLmAFsK4a4rSamvpUAYrEL13g0czgkp0WH)

**What is the Term Calculator?**

The Term Calculator enables a student to estimate the Term GPA based on the projected grades for the classes that they are currently taking.

For a thorough explanation visit the [How-to Videos](https://www.youtube.com/playlist?list=PLmAFsK4a4rSamvpUAYrEL13g0czgkp0WH)

**What is the Advice Calculator?**

The Advice Calculator provides students with different ‘paths’ that they can potentially take to earn a desired GPA.

For a thorough explanation visit the [How-to Videos](https://www.youtube.com/playlist?list=PLmAFsK4a4rSamvpUAYrEL13g0czgkp0WH)