



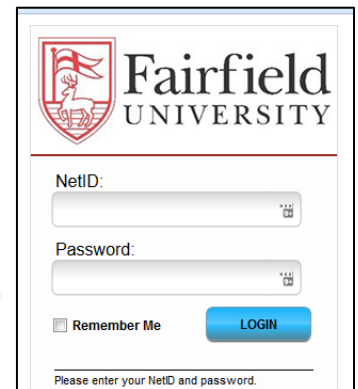
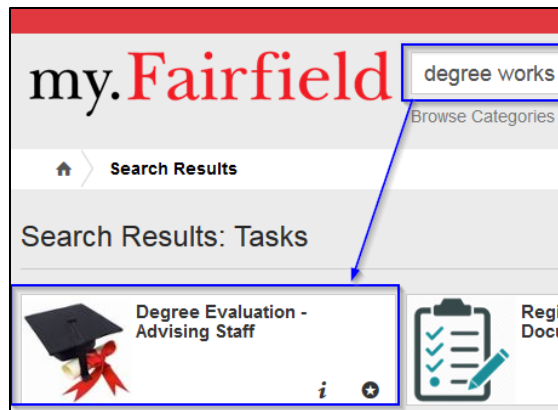
# Information Technology Services Resource Guide

## Degree Works User Guide – Advising Staff

### Accessing Degree Works

**Step 1:** Login to [my.fairfield.edu](http://my.fairfield.edu) with your Net ID and password.

**Step 2:** Search by the words – *degree works* and click on the **Degree Evaluation Advising Staff** icon:



**Step 3:** For added security, log in again with your Net ID and password:



**Step 4:** Advisors: click on the *Degree Works* link of the student displayed in your advisee list.

ID	First Name	Last Name ▲	Student Status	Levl	Coll	ACYR	Majr	Majr2	Minr	Minr2	Cohort	DegreeEvaluation
			Active Student	01	BU	2017	MGHR				201309F	<a href="#">Degree Works</a>

Dean/Chair level: Click on the 'here' link to search for a student by ID number or last/first name.

**ADVISEE SEARCH**

Below is the list of advisees assigned to you. [Click here](#) to perform a student search.

- Click on Column Headers for sorting.
- Click on ID Number in the left column for Student Advising Tools from Banner Self-Service.
- Click on Degree Evaluation in the right column to access degree evaluation.
- When selecting a student whose degree evaluation is in Degree Works, you will be routed to Degree Works in a new browser tab.
- Advisors, please select this student from the drop-down advisee listing in Degree Works.
- Dean/Chair-level access, please use the Find button in Degree Works to search for this student by name.

ID	First Name	Last Name ▲	Student Status	Levl	Coll	ACYR	Majr	Minr	Cohort	DegreeEvaluation	Documents
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Once you click the Degree Works for the student, Degree Works will route you directly to their degree evaluation.

Refer to the Degree Evaluation Display Area below.

## About the Degree Works Evaluation

Degree Works degree evaluation is an academic planning and advising tool to assist in achieving your academic goals and timeline. Always consult with your advising staff and the Registrar's Office to confirm your degree requirements are fully met or to request an Official Academic Transcript.

Academic data is refreshed once a day from the Banner administrative system, therefore, changes made to your student and/or academic record may take a full day to be updated in Degree Works.

## Degree Evaluation Display Area

### Function Buttons

Across the top of the screen are several function buttons. (see **A** in image on page 1)

- **my.Fairfield:** This link returns you to the my.Fairfield portal
- **FAQ:** Find answers to the most common questions about Degree Works.
- **Help:** User Guides for Degree Works are located here.
- **Print:** (*not recommended*) This will print a screenshot of the Degree Evaluation. A full-color print version of the Degree Evaluation itself is found by using the Save/Print button.
- **Log Out:** Closes your active Degree Works session.

**A** my.Fairfield    FAQ    Help    Print    Log Out

**B** Student ID    Name    Degree    Major    Level    Classification    Last Audit    Last Refresh

**C** Worksheets    GPA Calc

Worksheets    Format: Student View    View    Save/Print    Class History

**D** **Fairfield University Degree Evaluation**

**E** Degree Progress: Degree Requirements Met 21%

**F** Degree in Bachelor of Arts    Catalog Year: 2014-2015    Credits Required: 120  
Overall GPA: 0.00    Credits Applied: 15

Minimum number of three- or four-credit courses    Still Needed: A minimum of 38 three- or four-credit courses required. You have taken 5 but need 33 more courses.

### Student Data

The Student Data area is just beneath the Functions buttons. (see **B** in image on page 1)

Student ID	Fairfield University ID number
Name	Full name, as entered in Banner
Degree	Your currently enrolled Degree(s)
Major	Your first sequenced major for the chosen Degree
Level	01=Undergraduate, 02=Graduate, 03=Doctorate
Classification	e.g. Freshman, Sophomore, etc.
Last Audit	Date of last processed audit for chosen Degree
Last Refresh	Date Banner data was last verified

### Tabs

The **Worksheets** tab and **GPA Calc** tab are available students. (see **C** in image on page 1)

### Include checkboxes

In some areas of Degree Works, **checkboxes** are seen to include or exclude **in-progress** and/or **preregistered** courses from the active view.

### Catalog Year

The catalog year determines which catalog/degree requirements students follow for each degree. Degree Works begins with the 2013-2014 catalog year. Your catalog year can be seen in the red header of the Degree block. (see **F** in image on page 1)

## Parts of the Degree Evaluation

### Worksheet Tab

#### Header section

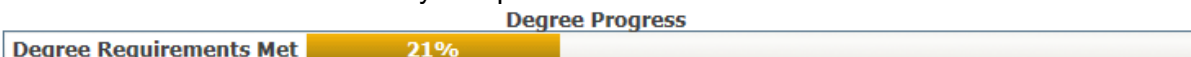
The Student Degree Information area outlines student academic information. (see **D** in image on page 1)

Include in-progress classes  
 Include preregistered classes

<b>Student</b>	Full name, as entered in Banner	<b>College</b>	College of your Degree
<b>ID</b>	Fairfield University ID number	<b>Level</b>	Undergraduate, Graduate, Doctorate
<b>Class</b>	Classification (e.g. Sophomore)	<b>Degree</b>	Bachelor of Arts...Science, etc.
<b>Expected Graduation Date</b>	Month and Year of expected graduation	<b>Major(s)</b>	Declared Major(s)
<b>Status</b>	Active, Inactive or Education Leave status	<b>Minor(s)</b>	Declared Minor(s)
<b>Advisor</b>	Primary Advisor	<b>Overall GPA</b>	Cumulative Grade Point Average
<b>Sport</b>	Varsity Sports team, if applicable		

### Degree Requirements Met Status Bar

The status bar (see **E** in image on page 1) gives a graphic progress indicator of your Degree Requirements Met and it includes both course and non-course requirements. In-Progress courses and preregistered courses will not calculate 100% until successfully completed.



## Blocks

The degree evaluation is arranged into sections called Blocks separated by a red header. Each Block outlines its own set of requirements for: the Degree, Core Curriculum, Honors (if applicable), Diversity, Major, Minor, etc.

### Block Header Detail

Each block contains header information. Certain blocks contain important information in the header such as Catalog Year, Credits Required, Credits Applied, and GPA. (see **G** in image below)

Degree in Bachelor of Arts		Catalog Year:	2014-2015	Credits Required:	120
		Overall GPA	0.00	Credits Applied:	15
<input type="checkbox"/> Minimum number of three- or four-credit courses	Still Needed:	A minimum of 38 three- or four-credit courses required. You have taken 5 but need 33 more courses.			
<input type="checkbox"/> Minimum Residency Requirement	Still Needed:	A minimum of 60 credits must be earned at Fairfield University.			
<input type="checkbox"/> Your GPA is below 2.0 - please see an advisor					
<input type="checkbox"/> First Year Experience	Still Needed:	See <b>First Year Experience</b> section			
<input type="checkbox"/> Core Curriculum Requirements	Still Needed:	See <b>Core Curriculum, Arts &amp; Sciences</b> section			
<input type="checkbox"/> Major Requirements	Still Needed:	See <b>Major in Visual &amp; Perf Arts: Music</b> section			
First Year Experience					
<input type="checkbox"/> First Year Experience	Still Needed:	1 Course in FE 0001			
Core Curriculum, Arts & Sciences					
<input type="checkbox"/> MATHEMATICS AND NATURAL SCIENCES					
<input checked="" type="checkbox"/> Calculus Course	MA 0019	Introduction to Calculus	IP	(3)	Fall 2014
<input type="checkbox"/> Second Mathematics Course	Still Needed:	1 Course in MA 0001:9999 or @ @ with Attribute MACR with Attribute MCCA			
<input type="checkbox"/> Natural Science	Still Needed:	6 Credits and 2 Courses in AY 0110 or PY 0261 or EV 0150 or SC 0002 or BI 0001:0399 or 02@ or 03@ or CH 0001:0399 or 02@ or 03@ or PS 0001:0399 or 02@ or 03@ or @ @ with Attribute NSCR			
<input type="checkbox"/> HISTORY, AND THE SOCIAL AND BEHAVIORAL SCIENCES					
<input type="checkbox"/> HISTORY CORE	Still Needed:	Choose from 1 of the following:			
<input type="checkbox"/> OPTION 1		( Choose from 1 of the following: ) or			
<input type="checkbox"/> Origins of the Modern World and 200-level History		( 2 Courses in HI 0010 and @ @ with Attribute HC2L ) or			
<input type="checkbox"/> Origins of the Modern World and 200-level History		( 2 Courses in HI 0010 and 02@ )			
<input type="checkbox"/> OPTION II		( Choose from 1 of the following: ) or			
<input type="checkbox"/> Greek Civilization and 200-Level History		( 2 Courses in CL 0115 and @ @ with Attribute HC2L ) or			
<input type="checkbox"/> Greek Civilization and 200-Level History		( 2 Courses in CL 0115 and HI 02@ )			

Course Requirements

Course fulfillment options

In the body of the block, the course requirements are listed on the left, with Subject, Course numbers, Course ranges and Attributes that will fulfill the requirement on the right

### Proxy Advice

Proxy Advice provides additional information for the student pertinent to the block in which it is found. It may describe certain requirements and the status of requirements. For example: "30 credits are required. You have 3, you still need 27 more credits" or "Still Needed: 1 course in FTM 0205 or MU 0200 or 0245" along with other advice.

Major in Visual & Perf Arts: Music		Catalog Year:	2014-2015	Credits Required:	30
		Major GPA	0.00	Credits Applied:	3
Unmet conditions for this set of requirements:		Your GPA is 0; a GPA of 2.0 is required 30 credits are required. You currently have 3, you still need 27 more credits.			
<input type="checkbox"/> American Music 200-level Course	Still Needed:	1 Course in FTM 0205 or MU 0200 or 0245			
<input checked="" type="checkbox"/> American Music Course	MU 0120	The History of American Song	IP	(3)	Fall 2014
<input type="checkbox"/> Experiential 200-level Course	Still Needed:	1 Course in MU 0200 or 0245			

## Legend

The legend at the bottom of the page helps identify the status of each item in the degree evaluation.

Legend			
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for courses in-progress	<b>IP</b> In Progress Course	<b>Attribute</b> See FAQ tab above
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	<b>@ @</b> Wildcard, See FAQ tab above	

## Checkboxes

- indicates the requirement (or set of requirements) has been satisfied.
- indicates the requirement (or set of requirements) is in-progress.
- indicates the requirement (or set of requirements) is partially completed (for example, two of three required classes have been successfully completed).
- indicates the requirement has yet to be satisfied.

## Grades and Credits

Grades and credits are listed for each class you've taken or for which you have registered.

<input type="checkbox"/> Religious Studies 200-level course	<b>Still Needed:</b> 1 Course in RS 0200:0299		<b>Grade/status</b>	<b>Credits</b>	
<input type="checkbox"/> Business Ethics	AE 0291	Business Ethics	IP	(3)	Fall 2014
<input type="checkbox"/> ENGLISH AND VISUAL AND PERFORMING ARTS					
<input checked="" type="checkbox"/> Texts and Contexts I: Writing As Craft and Inquiry	EN 0011	Texts and Contexts I	B	3	Fall 2013
<input checked="" type="checkbox"/> Texts and Contexts II: Writing About Literature	EN 0012	Texts and Contexts II	C+	3	Spring 2014
<input type="checkbox"/> LITERATURE OPTIONS					
<b>Still Needed:</b> Choose from 1 of the following:					
<input type="checkbox"/> Greek & Roman Literature	( 1 Course in CL 0103 or 0107 ) or				
<input type="checkbox"/> Literature Course	( 1 Course in EN 0100:0199 or 01@ or @@ with Attribute EC1L )				
<input type="checkbox"/> Visual and Performing Arts History Course					
<b>Still Needed:</b> 1 Course in @@ with Attribute VPCH					
<input type="checkbox"/> Visual and Performing Arts Applied Course	SA 0131	Photo&DigitalTechPrintmaking	IP	(3)	Fall 2014
<input checked="" type="checkbox"/> MODERN AND CLASSICAL LANGUAGES					
<input checked="" type="checkbox"/> LANGUAGE REQUIREMENT					
<input checked="" type="checkbox"/> Two Semester Language Requirement	SP 0110	Elementary Spanish I	A-	3	Fall 2013
	SP 0111	Elementary Spanish II	A-	3	Spring 2014

- **In-Progress Courses (IP)**

In-progress courses show a grade of IP and associated credits are in parentheses. Once completed and graded the status will change and parentheses removed.

- **Withdrawn (W)**

A course withdrawn will display in the Insufficient Courses block with a grade of W.

- **Transfer Courses (T)**

Courses taken at other institutions accepted as a satisfying a requirement at Fairfield University will be listed as Transfer. *Please note that Transfer courses may not be applied to your degree requirements if you have exceeded the allowable number of credits under the residency requirement. They do not apply to GPA calculations.*

<input type="checkbox"/> General Education Core, Business					
<input type="checkbox"/> MATHEMATICS AND NATURAL SCIENCES					
<input checked="" type="checkbox"/> Calculus Course	MA 0120	Applied Calculus II	A	3	Fall 2013
<input type="checkbox"/> Accelerated Statistics	MA 0217	Accelerated Statistics	IP	(3)	Fall 2014
	BI 0073	Agriculture & Food in US	T	3	Summer 2014
	<b>Satisfied by</b> BiologyNTR 195 - Nutrition Life Cycle - Nassau Cmty College				
<input type="checkbox"/> Natural Science	<b>Still Needed:</b> 1 Course in AY 0110 or PY 0261 or SC 0002 or BI 0001:0399 or 02@ or 03@ or CH 0001:0399 or 02@ or 03@ or PS 0001:0399 or 02@ or 03@ or @@ with Attribute NSCR				

- Advanced Placement Courses (AP)**

If an Advanced Placement course is accepted for credit, it will appear with a grade of AP. Please note that courses may not be applied to your degree requirements if you have exceeded the allowable number of credits under the residency requirement.

<input checked="" type="checkbox"/>	ENGLISH AND VISUAL AND PERFORMING ARTS	EN 0011	Texts and Contexts I	AP	3	Fall 201
<input checked="" type="checkbox"/>	Texts and Contexts I: Writing As Craft and Inquiry	Satisfied by		English - Eng Lang/Comp - Advanced Placement		

- Incomplete Courses**

Courses with a grade of Incomplete (I) will appear where they would meet a requirement in your degree evaluation. If the courses ultimately do not receive a passing grade, they will be moved to the Insufficient block on your degree evaluation.

<input type="checkbox"/>	Four additional courses at the 300-level are required.	Still Needed: A minimum of four upper-division courses must be designated advanced (300-level).				
<input checked="" type="checkbox"/>	Origins of the Modern World Since 1500	HI 0010	Origins of Modern World	A-	3	
<input checked="" type="checkbox"/>	Course focused on a period prior to 1750	HI 0323	England:Reformation to Revltn	I	3	

- Waived Courses (WV)**

Waived courses appear with a grade of (WV) where the requirement is met.

<input checked="" type="checkbox"/>	MODERN AND CLASSICAL LANGUAGES	WLG 0008	Language Waiver	WV	0	Fall 2013
<input checked="" type="checkbox"/>	LANGUAGE REQUIREMENT	Satisfied by		Modern Language - Waiver		
<input checked="" type="checkbox"/>	Language Waiver					

### Course Attributes

Course attributes are four-character codes used to tag a course. Tagging with an Attribute allows the course to meet a specific requirement, such as U.S. Diversity (attribute of "UDIV", for example). If applicable to a requirement, the text "with Attribute" will appear in the Still Needed section of that requirement. A list of courses tagged with an attribute can be popped up by clicking the hyperlink under "With Attribute \*\*\*\*" text. (Notes: A course may have more than one attribute applied. Popups must be allowed in your browser settings to display popup windows.)

<input type="checkbox"/>	Natural Science	Still Needed: 2 Courses in AY 0110 or PY 0261 or SC 0002 or BI 0001:0399 or 02@ or 03@ or CH 0001:0399 or 02@ or 03@ or PS 0001:0399 or 02@ or 03@ or @ @ with Attribute NSCR
<input type="checkbox"/>	HISTORY, AND THE SOCIAL AND BEHAVIORAL SCIENCES	
		<a href="#">Click to see @ @ with an Attribute of NSCR</a>

### Hyperlinked Attributes list

- A list pops up displaying all courses with the Attribute selected.
- If available for the coming term, course meeting information is displayed
- Note that some courses indicate multiple Attributes, meaning they can apply in various other areas of the degree evaluation as well.
- The popup list can be printed for reference

<b>AY 0110</b>	3 Credits	<b>Physical Anthrop &amp; Archeology</b>	<a href="#">Print</a>		
Attributes: IDEY, NSCR, PSBA, PSSS					
Sections:					
	Term	Crn	Section	Seats Open	Meeting Times
	Spring 2015	32782	A	30 (out of 30)	W 18:30 - 21:00
		33337	AAA	30 (out of 30)	Tu 18:00 - 20:30
		33715	B	30 (out of 30)	Tu 18:30 - 21:00
<b>AY 0110</b>	3 Credits	<b>Biological Anthropology</b>			
Attributes: IDEY, NSCR, PSBA, PSSS					
Sections:					
	Term	Crn	Section	Seats Open	Meeting Times
	Spring 2015	32782	A	30 (out of 30)	W 18:30 - 21:00
		33337	AAA	30 (out of 30)	Tu 18:00 - 20:30
		33715	B	30 (out of 30)	Tu 18:30 - 21:00
<b>BI 0016</b>	3 Credits	<b>General Biology II</b>			
Attributes: IDEY, NSCR					
Sections:					
	Term	Crn	Section	Seats Open	Meeting Times
	Spring 2015	31870	A	24 (out of 24)	Tu Th 17:00 - 18:15
<b>BI 0016</b>	3 Credits	<b>General Biology II</b>			
Attributes: IDEY, NSCR					
Sections:					
	Term	Crn	Section	Seats Open	Meeting Times
	Spring 2015	31870	A	24 (out of 24)	Tu Th 17:00 - 18:15

**Note: See appendix for complete Attributes list**

## Understanding Course Information

Courses are listed as pairs of Subject codes and Course numbers. For example: **CH 0211**. Hovering over the Course information will display the descriptions of the course.

<input type="checkbox"/> Organic Chemistry I	Still Needed: 1 Course in CH 0211
<input type="checkbox"/> Organic Chemistry I Lab	Still Needed: 1 Course in CH 0211 Organic Chemistry I - 5 Credits

Clicking the Course information will display more information including attributes and meeting times if the course is currently scheduled for student enrollment. (*it is not scheduled in the example below*)

CH 0211	0-5 Credits	Organic Chemistry I	Print
Attributes: IDEY, PSBS, PSMS			

### Subject Codes

Subject codes are listed as abbreviations of two to four characters.

#### Examples

CH=Chemistry  
EN=English Literature  
ENW=English Writing  
PIGA=Philosophy taken at Galway campus

### Course Numbers

**Course numbers** are four- to five-characters in length and usually are numeric. All class numbers begin with a “0” (zero). Some lab classes end with an “L”.

#### Examples

0010  
0220  
0360L

### Course Ranges

In the degree evaluation, some requirement options are coded with a range of course numbers. Therefore, any course that falls within that range will meet the requirement.

<input type="checkbox"/> Natural Science	Still Needed: 2 Courses in AY 0110 or PY 0261 or SC 0002 or BI 0001:0399 or 02@ or 03@ or CH 0001:0399 or 02@ or 03@ or PS 0001:0399 or 02@ or 03@ or @ @ with Attribute NS
--	---

In this example, an option to satisfy the Natural Science requirement in the Core block is: “any course with the subject of Chemistry (CH) and the course number 0001 through 0399”.

### @ Symbol

Within the course fulfillment options, the @ symbol operates as a wildcard.

For example, when appearing after a subject (RS 02 @), it means any 200-level Religious Studies course can be taken.

The @ symbol can replace a Subject and/or a Course number, and part of a course number.

For example: (@ @ = any subject, any course number).

## Course Link

Whenever text indicates that a requirement is **Still Needed**: the specific course, ranges of courses, or allowed attributes are **hyperlinked** to access more information. **Clicking the hyperlink** pops up a list of the courses that meet that requirement. If enrollment information exists for a given courses it will be indicated if sections are available and when it is offered

<input type="checkbox"/> Texts and Contexts II: Writing About Literature	Still Needed: 1 Course in <a href="#">EN 0012</a>
<input type="checkbox"/> LITERATURE OPTIONS	Still Needed: Choose from 1 of the following: <a href="#">Texts and Contexts II - 3 Credits</a>

EN 0012	3 Credits	Texts and Contexts II			
Attributes: IDEY					
Sections:	Term	Crn	Section	Seats Open	Meeting Times
	Spring 2015	31821	J	0 (out of 0)	
		31822	B	19 (out of 19)	Tu F 08:00 - 09:15
		31823	A	19 (out of 19)	M Th 09:30 - 10:15
		31824	FF	19 (out of 19)	Tu F 14:00 - 15:15
		31825	K	19 (out of 19)	Tu F 15:30 - 16:45
		31826	U	19 (out of 19)	M Th 09:30 - 10:45
		31827	TT	0 (out of 0)	
		31828	II	19 (out of 19)	M Th 15:30 - 16:45
		31829	VV	19 (out of 19)	M Th 09:30 - 10:45
		31830	C	19 (out of 19)	M Th 08:00 - 09:15
		31831	E	19 (out of 19)	M Th 15:30 - 16:45
		31832	R	19 (out of 19)	M Th 09:30 - 10:45
		31833	P	19 (out of 19)	M Th 11:00 - 12:15
		31834	PP	19 (out of 19)	Tu F 09:30 - 10:45
		31835	LL	19 (out of 19)	Tu F 11:00 - 12:15

## Blocks

The Degree Evaluation is arranged into sections called **Blocks** separated by a red header. Each Block outlines its own set of requirements for: the Degree, Core Curriculum, Honors, Diversity, Major, Minor, etc.

### Degree Block

Your degree requirements are checked here as a high-level summary checklist. Please note: *Your actual requirements may differ from what is listed in this documentation and may include:*

- Your minimum number of three-credit or four-credit courses
- Minimum residency requirement (number of last credits required to be taken at Fairfield University)
- Minimum overall GPA requirement (e.g. 2.0)
  - Guidance message to see your advisor if GPA minimum is not met
- First Year Experience\* (for first year non-transfer students only)
- Core Curriculum Requirements\*
- Major Requirements\*
- Minor Requirements (if applicable)\*

*\*These requirements are summarized in the Degree Block, but are outlined specifically in the Core, Major, and Minor blocks.*



<input type="checkbox"/> Degree in Bachelor of Arts		Catalog Year:	2014-2015	Credits Required:	120
		Overall GPA	0.00	Credits Applied:	15
<input type="checkbox"/> Minimum number of three- or four-credit courses	Still Needed:	A minimum of 38 three- or four-credit courses required. You have taken 5 but need 33 more courses.			
<input type="checkbox"/> Minimum Residency Requirement	Still Needed:	A minimum of 60 credits must be earned at Fairfield University.			
<input type="checkbox"/> Your GPA is below 2.0 - please see an advisor					
<input checked="" type="checkbox"/> First Year Experience					
<input type="checkbox"/> Core Curriculum Requirements	Still Needed:	See <b>Core Curriculum, Arts &amp; Sciences</b> section			
<input type="checkbox"/> Major Requirements	Still Needed:	See <b>Major in Communication</b> section			

### Core Block

The requirements in the Core block are determined by your college and degree combination. (Honors students have a separate core block.)

All curriculum blocks have the same columns of information including the requirements (header), course taken or in-progress, course title, grade received or IP (in-progress), credits or (#) which indicates in-progress credits, term taken or term registered for the course. (Note: A course with grade of Incomplete appears where it would meet a requirement in your degree evaluation. If that course does not receive a passing grade, it will not meet the requirement.)

Requirements	Subject/ Course	Course Title	Grade	Credits	Term
<input type="checkbox"/> PHILOSOPHY, RELIGIOUS STUDIES, AND APPLIED ETHICS					
<input checked="" type="checkbox"/> Introduction to Philosophy	PH 0101	Introduction to Philosophy	B+	3	Spring 2014
<input checked="" type="checkbox"/> Philosophy 200-level course	PH 0200	Ancient Philosophy	IP	(3)	Fall 2014
<input checked="" type="checkbox"/> Exploring Religion	RS 0101E	ERPeo of the Book:Sacred Texts	IP	(3)	Fall 2014
<input type="checkbox"/> Religious Studies 200-level course	Still Needed:	1 Course in RS 02@			
<input type="checkbox"/> Additional Course	Still Needed:	1 Course in AE @ or PH @ or RS @ with Attribute RSCR			
<input type="checkbox"/> ENGLISH AND VISUAL AND PERFORMING ARTS					
<input checked="" type="checkbox"/> Texts and Contexts I: Writing As Craft and Inquiry	EN 0011	Texts and Contexts I	A	3	Fall 2013
<input checked="" type="checkbox"/> Texts and Contexts II: Writing About Literature	EN 0012	Texts and Contexts II	A	3	Spring 2014
<input type="checkbox"/> Literature Course	Still Needed:	1 Course in EN 0100:0199 with Attribute EC1L			
<input type="checkbox"/> Visual and Performing Arts History Course	Still Needed:	1 Course in @ @ with Attribute VPCH			
<input type="checkbox"/> Second Visual and Performing Arts Course	Still Needed:	1 Course in @ @ with Attribute VPC2 or @ with Attribute VPCH			

### Additional Core Blocks

Additional Core blocks may display based on the college in which you are enrolled. Business Core, Business Elective Block, Nursing Core, Nursing Majors Prerequisite Courses, Honors Core and Engineering Core each has a slightly varied core curriculum approved by Fairfield University.

Students in the School of Business, School of Nursing, and/or students in the Honors Program have requirements different from the General University Core.

### Diversity

All students are required to take one U.S. Diversity course (any course with a UDIV attribute) and one World Diversity course (any course with a WDIV attribute).

<input type="checkbox"/> Diversity Requirements	
<input type="checkbox"/> DIVERSITY REQUIREMENTS	
<input type="checkbox"/> U.S. Diversity	Still Needed: 1 Course in @ @ with Attribute UDIV
<input type="checkbox"/> World Diversity	Still Needed: 1 Course in @ @ with Attribute WDIV

### Major(s) Block and Minor(s) Block

There is additional information on the header sections in the Major and/or Minor blocks as follows:

- **Catalog Year:** identifies which catalog/degree requirements to be followed.
- **Major GPA:** the grade point average of courses applying toward your major. (Note: The Major GPA may also include additional courses relevant to your Major, determined by department. If you have taken any of these relevant courses, they will be listed in the "Additional Courses Relevant to Major GPA" block, and included in your Major GPA calculation.)
- **Credits Required:** number of required credits for the major/minor. (Note: This information is not displayed for all majors/minors.)
- **Credits Applied:** number of credits taken or in-progress for the major/minor. (Note: This information is not displayed for all majors/minors.)

■ Major in Communication	Catalog Year:	2014-2015	Credits Required:	30
	Major GPA	0.00	Credits Applied:	3

### Electives Block

The Electives block displays only when courses listed cannot be applied in other blocks (Core, Major, Minor). (see **H** in the image below)

### Insufficient Block

The Insufficient block displays only if you have withdrawn from or received a grade of F in a courses or courses. These courses do not fulfill any course or credit requirements toward your degree, but grades of F will average into your GPA. (see **I** in the image below)

### In-Progress Block

In-progress (or registered for) courses are listed in this block. (see **J** in the image below)

<b>H</b>	<b>Elective Courses</b>				Credits Applied: 18	Courses Applied: 6
	EC 0210	Money and Banking	IP	3	Fall 2014	
	EC 0231	International Trade	IP	3	Fall 2014	
	EC 0252	Urban Economics	IP	3	Fall 2014	
<b>I</b>	<b>Insufficient Courses</b>				Credits Applied: 0	Courses Applied: 3
	CH 0011	General Inorganic Chem I Lab	W	0	Fall 2011	
	CH 0011	General Inorganic Chemistry I	W	0	Fall 2011	
<b>J</b>	<b>In-progress Courses</b>				Credits Applied: 18	Courses Applied: 6
	EC 0210	Money and Banking	IP	3	Fall 2014	
	EC 0231	International Trade	IP	3	Fall 2014	

### Over the limit Block

Over the limit block appears only courses taken exceed the amount allowed to count toward your degree. For example, if you exceed the number of music lessons required toward your degree these courses would not count toward your degree credits or toward your GPA.

Over the limit Courses	Credits Applied: 0	Courses Applied:
------------------------	--------------------	------------------

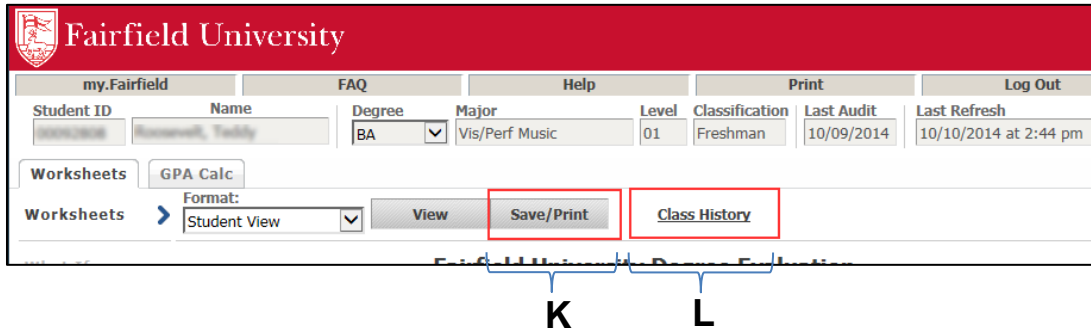
## Other Features of Degree Works

### Class History

Class History is a report option which displays all of courses taken broken down by term and includes a term GPA. Click on the **Class History** link at the top of the Worksheet tab. (see **K** in the image below)

### Save/Print

The degree evaluation can be saved as a PDF file and also printed from the PDF view. Click on the **Save/Print** link at the top of the Worksheet tab. You can print the file, save it to your computer, or email it. (see **L** in the image below) *Note: This option formats the report in a compressed and more readable format than using the Print button at the top of your Degree Works screen and is the preferred method of printing.*



### Class History View

Fairfield University Degree Evaluation			
Class History A0000hhP as of 10/08/2014 at 16:51			
Student	Reynolds, Tracy Marie	College	College of Arts and Sciences
ID	00112889	Level	Undergraduate
Class	Sophomore	Degree	Bachelor of Science
Expected Graduation Date	MAY 2017	Major	Biology
Status	Active Student	Minor	
Advisor	Hard, James E	Overall GPA	3.14
Sport			
Fall 2013		Term GPA: 3.26	
BI 0170	General Biology I (Majors)	B	4
CH 0111	General Chemistry I	B-	3
CH 0111L	General Chemistry I Lab	B+	1
EN 0011	Texts and Contexts I	B	3
FE 0001	First Year Experience - Open	S	0
LA 0210	Latin Readings(Comedy)	A-	3
MA 0119	Applied Calculus I	A	3
Spring 2014		Term GPA: 3.02	
BI 0171	General Biology II (Majors)	B-	4
CH 0112	General Chemistry II	C+	3
CH 0112L	General Chemistry II Lab	A-	1
EN 0012	Texts and Contexts II	A-	3
LA 0211	Readings/Lat(Seneca, Epist,Mo)	B	3
MA 0120	Applied Calculus II	B+	3
Fall 2014		Term GPA: (in-progress)	
BI 0172	General Biology III	IP	4
CH 0211	Organic Chemistry I	IP	3
CH 0211L	Organic Chemistry I Lab	IP	1
EN 0130	Litr by Women: Vision&Revision	IP	3
MA 0221	Applied Calculus III	IP	3 Electives section
PY 0101	General Psychology	IP	3

### Save/Print

## GPA Calc Tab

GPA calculator is available to assist in achieving your academic goals. To access, click on the **GPA Calc** tab. Along the left column are 3 types of calculators.

my.Fairfield	FAQ	Help	Print	Log Out			
Student ID	Name	Degree	Major	Level	Classification	Last Audit	Last Refresh
00092808	Roosevelt, Teddy	BA	Vis/Perf Music	01	Freshman	10/09/2014	10/10/2014 at 2:44 pm

Worksheets | GPA Calc

Graduation Calculator >

Term Calculator

Advice Calculator

Students can use the GPA calculator to assist them in planning what grades are needed to obtain, for example: a certain GPA for the term, a certain GPA for their major or a certain final GPA. Specific examples of the possible uses of this calculator are: students who are on probation who want to know what grades are needed to change their overall GPA to satisfactory academic progress, or students who want to know what grades are needed to obtain a certain honors designation at graduation. These calculations are for planning purposes only. Official grades and GPA's are maintained on the student's official transcript by the Registrar's Office in the Kelley Center.

Current GPA: 0.00  
Credits Remaining:   
Credits Required:   
Desired GPA:

Calculate

**Graduation Calculator:** is used to determine a desired GPA based on information entered

- **Current GPA:** The value defaults to your current overall GPA, but value can be changed.
- **Credits Remaining:** The number of credits remaining to reach your degree requirement (requirements varies by degree).
- **Credits Required:** The total number of credits required for your degree (e.g. BA in Arts & Sciences requires 120 credits).
- **Desired GPA:** The GPA you wish to obtain (e.g. 3.00).

Worksheets | GPA Calc

Graduation Calculator >

Term Calculator

Advice Calculator

Students can use the GPA calculator to assist them in planning what grades are needed to obtain, for example: a certain GPA for the term, a certain GPA for their major or a certain final GPA. Specific examples of the possible uses of this calculator are: students who are on probation who want to know what grades are needed to change their overall GPA to satisfactory academic progress, or students who want to know what grades are needed to obtain a certain honors designation at graduation. These calculations are for planning purposes only. Official grades and GPA's are maintained on the student's official transcript by the Registrar's Office in the Kelley Center.

Current GPA: 2.90  
Credits Remaining: 60  
Credits Required: 120  
Desired GPA: 3.0

Calculate

Click **Calculate** to process your request. Results will appear:

Worksheets | GPA Calc

Graduation Calculator >

Term Calculator

Advice Calculator

Current GPA: 2.90  
Credits Remaining: 60  
Credits Required: 120  
Desired GPA: 3.0

You need to average a 3.10 over your final 60 Credits to graduate with your desired GPA.

Recalculate

**Term Calculator:** is used to determine the grades needed in your *in-progress* or *future* classes to achieve a desired GPA. The calculator enters your current GPA and your credits to date, but these values can be changed. For example, if you have a current GPA of 2.92 and want to see if you can raise your GPA to 3.0 after a term, enter Current GPA 3.00.

Worksheets GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator

Students can use the GPA calculator to assist them in planning what grades are needed to obtain, for example: a certain GPA for the term, a certain GPA for their major or a certain final GPA. Specific examples of the possible uses of this calculator are: students who are on probation who want to know what grades are needed to change their overall GPA to satisfactory academic progress, or students who want to know what grades are needed to obtain a certain honors designation at graduation. These calculations are for planning purposes only. Official grades and GPA's are maintained on the student's official transcript by the Registrar's Office in the Kelley Center.

Current GPA

Credits Earned So Far

	Credits	Grade
AY 0010	<input type="text" value="3"/>	<input type="text" value="A [4.00]"/>
MA 0019	<input type="text" value="3"/>	<input type="text" value="A [4.00]"/>
MU 0120	<input type="text" value="3"/>	<input type="text" value="A [4.00]"/>
PH 0101	<input type="text" value="3"/>	<input type="text" value="A [4.00]"/>
SP 0210	<input type="text" value="3"/>	<input type="text" value="A [4.00]"/>
Class 6	<input type="text"/>	<input type="text" value="A [4.00]"/>
Class 7	<input type="text"/>	<input type="text" value="A [4.00]"/>
Class 8	<input type="text"/>	<input type="text" value="A [4.00]"/>
Class 9	<input type="text"/>	<input type="text" value="A [4.00]"/>
Class 10	<input type="text"/>	<input type="text" value="A [4.00]"/>

Calculate

Current GPA 2.92  
Credits Earned So Far 55

Class	Credits	Grade
AY 0010	3	A 4.00
MA 0019	3	A 4.00
MU 0120	3	A 4.00
PH 0101	3	A 4.00
SP 0210	3	A 4.00

Calculated GPA 3.15

By achieving the grades listed here, your GPA at the end of the term will be 3.15

Recalculate

Required information needed to calculate:

- Credits per course
- Expected grade per course

Click **Calculate** to process your request.

**Advice Calculator:** is used to assist in planning grades needed for your remaining credits to achieve a desired GPA. The only information needed for the calculation is **Desired GPA**, though values can be changed.

Click **Calculate** to process your request.

Worksheets GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator

Students can use the GPA calculator to assist them in planning what grades are needed to obtain, for example: a certain GPA for the term, a certain GPA for their major or a certain final GPA. Specific examples of the possible uses of this calculator are: students who are on probation who want to know what grades are needed to change their overall GPA to satisfactory academic progress, or students who want to know what grades are needed to obtain a certain honors designation at graduation. These calculations are for planning purposes only. Official grades and GPA's are maintained on the student's official transcript by the Registrar's Office in the Kelley Center.

Current GPA

Credits Earned

Desired GPA

Calculate

Current GPA 2.92  
Credits Earned 55  
Desired GPA 3.00

To achieve your desired GPA, you need one of the following:

5 Credits at 4.00 (A) grade average  
7 Credits at 3.67 (A-) grade average  
14 Credits at 3.33 (B+) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

Recalculate

### Registration Checklist

From the Worksheet tab, a report called **Registration Checklist** is also available. From the **Format:** dropdown menu, choose **Registration Checklist**. Then Click **View** to display the report.

Worksheets GPA Calc

Worksheets

Format:  
Student View  
Registration Checklist

View Save/Print Class History

What If

Fairfield University Degree Evaluation

This report shows only the courses/requirements *still needed* for degree completion and can be used as a guide, along with your Advising discussions, to prepare for registration.

Registration Checklist View Save/Print Class History

### Fairfield University Degree Evaluation

**Degree in Bachelor of Science** Catalog Year: 2013-2014 Credits Required: 130  
Overall GPA: 3.58 Credits Applied: 58

Still Needed: See Core Curriculum, Arts & Sciences section  
Still Needed: See Major in Chemistry section  
Still Needed: See Major in Mathematics section

**First Year Experience**

**Core Curriculum, Arts & Sciences**

Still Needed: 4 Classes in PS 0015 or 0015L or 0016 or 0016L  
Still Needed: Choose from 1 of the following:  
( Choose from 1 of the following: ) or  
( 1 Class in @ @ with Attribute HC2L ) or  
( 2 Classes in HI 0010 and 02@ )  
( Choose from 1 of the following: ) or  
( 2 Classes in CL 0115 and @ @ with Attribute HC2L ) or  
( 2 Classes in CL 0115 and HI 02@ )  
( Choose from 1 of the following: ) or  
( 2 Classes in CL 0116 and @ @ with Attribute HC2L ) or  
( 2 Classes in CL 0116 and HI 02@ )  
( )  
( 2 Classes in CL 0115 and 0116 )  
Still Needed: 3 Credits and 1 Class in AY @ or CO 0100 or 0130 or EC @ or PO @ or PV @ or SO @ or @ @ with Attribute SSCR Except AV 0110  
Still Needed: 1 Class in PH 0101  
Still Needed: 1 Class in PH 02@ or @ @ with Attribute PC2L  
Still Needed: 1 Class in RS 02@  
Still Needed: 1 Class in AE @ or PH @ or RS @ with Attribute RSCR  
Still Needed: 1 Class in EN 0100:0199 with Attribute EC1L  
Still Needed: 1 Class in @ @ with Attribute VPCH  
Still Needed: 1 Class in @ @ with Attribute VPC2 or @ @ with Attribute VPCH

### What if

The **What If** function in Degree Works allows a student to see what requirements have been met, as well as what requirements would still needed to be completed in a different major or minor. Your course history is applied to a sample degree evaluation to see how the modification affects your progress toward graduation.

**Important note:** Running **What If** scenarios, do not officially make any changes in the university records system. To officially change major or minor, students must obtain a "Change of Major" or "Change of Minor" form, and follow appropriate process. Please ask your Advisor or contact the Registrar's office for more information.

At the **Worksheets** tab, click the **What If** link in the left side column.

Worksheets GPA Calc

Worksheets > Format: Student View

What If  
Look Ahead

Student Vi  
Student

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

**What-If**

Degree: Bachelor of Science  
 Catalog Year: 2014-2015

When running a "What If" it will allow a student to see what requirements have been met, as well as what requirements are still needed to be completed in a different major or minor. By running these scenarios, it does not officially make any changes in the university records system. To change a major or minor, students should obtain a "Change of Major" or "Change of Minor" form from the Registrar's Office in the Kelley Center and have it approved by the Department Chair or Program Director who oversees the major or minor. The Registrar's Office can assist students with the current list of Department Chairs and Program Directors.

**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

Chosen Areas of study  
 MAJOR : Biology

**Choose Your Future Classes**

Enter a course and click Add Course

Subject:  Find   
 Number:

Courses you are considering

- Select a **Degree** from the pulldown menu.
- Select a **Catalog Year**. *The earliest catalog available in Degree Works is 2013-2014. The catalog year selected should match the catalog year listed on your Degree Evaluation*

*Note: Your current degree and catalog year are defaults.*

**What-If**

Degree: Bachelor of Arts  
 Catalog Year: 2012-2013

The default report settings include *in-progress* classes (actively taking) and *preregistered* classes (those you are registered for but have not started). You can exclude these courses if you want to see where you stand toward your graduation goal using only the graded courses by unchecking these boxes.

Include in-progress classes  
 Include preregistered classes

- Select a **Major** from the drop down list and it will appear in the list on the right. Repeat for any additional majors you wish to include. *Note: you must enter your current major if you wish to include it in the What If report.* To remove a selected major, highlight it and click the **Remove** button.

**Choose Your Different Areas of Study**

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

Major: Pick a Major

Chosen Areas of study  
 MAJOR : English/Lit & Cultural Studies  
 MAJOR : History

- *Optional:* Select a **Minor** from the drop down list and it will appear in the list on the right. Repeat for any additional minors you wish to include. *Note: you must enter your current minor if you wish to include it in the What If report.* To remove a selected minor, highlight it and click the **Remove** button.

<b>Minor</b>	<input type="text" value="Pick a Minor"/>	MINOR : Economics MINOR : Asian Studies
--------------	---	--

- *Optional:* You can utilize the **Look Ahead** function in your What If report, by entering the courses you anticipate taking to see what requirements they might fulfill.
- Use the **Find** icon to search the online course catalog or enter the **Subject** and **Number** in their respective fields. *Note: All course numbers being with at least one zero and are four-digits long. For example, 152 is 0152 and 10 is 0010.*
- Click **Add Course** to include the course in your What If evaluation.

**Choose Your Future Classes**

Enter a course and click Add Course

➔ **Subject**  Find

➔ **Number**

➔

Courses you are considering

EN 0260  
HI 0362

Remove Course

- Then click the **Process What-If** button.

**Format:**

Student View

Process What-If

Save as PDF

### What If report

At the top of the report, the pull down menus show the criteria selected for this report.

<p style="background-color: #0070c0; color: white; padding: 2px; margin: 0;"><b>Selected What-If Items:</b></p> <p style="margin: 0;">Degree: BA Catalog Year: 2012-2013</p> <hr style="border: 0; border-top: 1px dashed gray; margin: 5px 0;"/> <p style="margin: 0;">Major: English/Lit &amp; Cultural Studies Major: History Minor: Economics Minor: Asian Studies</p>	<p style="background-color: #0070c0; color: white; padding: 2px; margin: 0;"><b>Look Ahead Courses Used:</b></p> <p style="margin: 0;">EN 0260 HI 0362</p>
--	--

The degree, major(s), and minors(s) you selected will show in your report.

<b>Degree in Bachelor of Arts</b>	Catalog Year: 2012-2013	Credits Required: 120
	Overall GPA: 2.92	Credits Applied: 74
<input type="checkbox"/> Minimum number of three- or four-credit courses	<i>Still Needed:</i> A minimum of 38 three- or four-credit courses required. You have taken 24 but need 14 more courses.	
<input checked="" type="checkbox"/> Minimum Residency Requirement <input checked="" type="checkbox"/> You have met the minimum GPA requirement <input checked="" type="checkbox"/> First Year Experience		
<input type="checkbox"/> Major Requirements	<i>Still Needed:</i> See Major in English: Literature section See Major in History section	
<input type="checkbox"/> Minor Requirements	<i>Still Needed:</i> See Minor in Economics section See Minor in Asian Studies section	

Any future courses entered will display in blue with a grade of PLAN and a term of PLANNED.

<input type="checkbox"/> U.S. History	<b>HI 0362</b> Frontier:Green Hist of No Amer	PLAN	(3)	PLANNED
<i>Still Needed:</i> 1 Course in @ @ with Attribute H_US				

To save your **What If** report, click the **Save as PDF** button.



**Important Notes:** Degree Works does not validate your course selection. If you enter a course that does not exist, you will not receive an error. It will, however, show in the Over the limit Courses block on your What If evaluation!

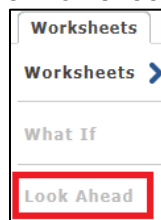
Over the limit Courses		Credits Applied: 0		Courses Applied: 2
EN 0260	-Course not found in system-	Invalid course	PLAN	0
HI 25	-Course not found in system-	Invalid course	PLAN	0

**What If is a forecasting tool and is not an official change of major or minor nor does it register you for any courses.**

### Look Ahead

**Look Ahead** allows you to see a Degree Evaluation including future courses you may consider taking. This gives the ability to plan courses, prior to registration, to determine if they will meet your requirements.

Click the **Look Ahead** link in the left column of the Worksheets tab.



- Enter a **Subject** (e.g. EC)
- Enter a Course **Number** (0152) *Note: All course numbers being with at least one zero and are four-digits long. For example, 152 is 0152 and 10 is 0010.* If you do not know the course number, you can locate it by clicking on the **Find** icon to access the online course catalog.
- Click **Add Course**. Repeat as necessary.

**Look Ahead**

To see a degree evaluation **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject

Number

Courses you are considering

EC 0152  
 PY 0101  
 AH 0010  
 MA 0119  
 SP 0210

The default report settings include in-progress classes (actively taking) and preregistered classes (those you are registered for but have not started). You can exclude these courses if you want to see where you stand toward your graduation goal using only the graded courses by unchecking these boxes.

Include in-progress classes

Include preregistered classes

- Click **Process New** to run your Look Ahead report.

- At the top of the report, there is a pull down menu that shows you the criteria you selected for this report.

Look Ahead Courses Used:
EC 0152
PY 0101
AH 0010
MA 0119
SP 0210

- The Look Ahead courses will display where they meet requirements. They are shown in blue font and have a grade of PLAN and a term of PLANNED.

<input checked="" type="checkbox"/> Social and Behavioral Sciences	<b>EC 0152</b> <b>PY 0101</b>	Economics of Sport General Psychology	PLAN PLAN	(3) (3)	PLANNED PLANNED
<input type="checkbox"/> PHILOSOPHY, RELIGIOUS STUDIES, AND APPLIED ETHICS					
<input checked="" type="checkbox"/> Introduction to Philosophy	<b>PH 0101</b>	Introduction to Philosophy	IP	(3)	Fall 2014
<input type="checkbox"/> Philosophy 200-level course	Still Needed:	1 Course in PH 02@ or @ @ @ with Attribute PC2L			
<input type="checkbox"/> Exploring Religion	Still Needed:	1 Course in RS 0101@			
<input type="checkbox"/> Religious Studies 200-level course	Still Needed:	1 Course in RS 02@			
<input type="checkbox"/> Additional Course	Still Needed:	1 Course in AE @ or PH @ or RS @ with Attribute RSCR			
<input type="checkbox"/> ENGLISH AND VISUAL AND PERFORMING ARTS					
<input type="checkbox"/> Texts and Contexts I: Writing As Craft and Inquiry	Still Needed:	1 Course in EN 0011			
<input type="checkbox"/> Texts and Contexts II: Writing About Literature	Still Needed:	1 Course in EN 0012			
<input type="checkbox"/> Literature Course	Still Needed:	1 Course in EN 0100:0199 with Attribute EC1L			
<input checked="" type="checkbox"/> Visual and Performing Arts History Course	<b>MU 0120</b>	The History of American Song	IP	(3)	Fall 2014
<input checked="" type="checkbox"/> Second Visual and Performing Arts Course	<b>AH 0010</b>	Origins & Transf Western Art	PLAN	(3)	PLANNED
<input checked="" type="checkbox"/> LANGUAGE REQUIREMENT					
<input checked="" type="checkbox"/> Intermediate level of Language	<b>SP 0210</b> <b>SP 0210</b>	Intermediate Spanish I Intermediate Spanish I	IP PLAN	(3) (3)	Fall 2014 PLANNED

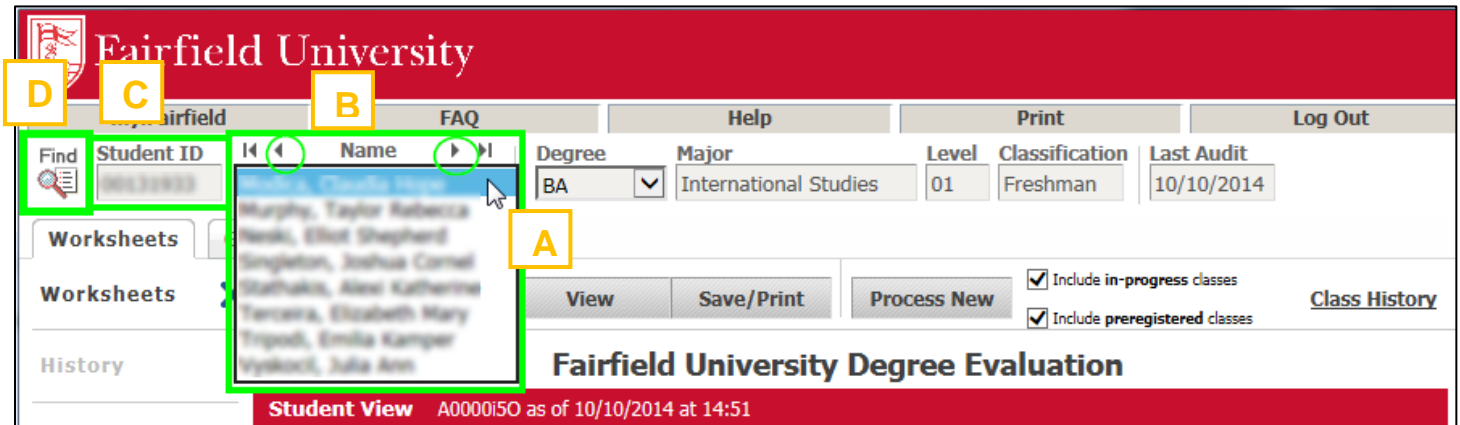
## In Need of Further Assistance?

- For Academic questions please consult with an Academic Advisor
- For operational assistance please contact the Registrar's Office
- For technical assistance, or inability to access the Degree Works system please contact ITS4U Help Desk at 203-254-4069.

# Degree Works Advising

## Selecting and Searching for Students

From the Degree Works main page there are several ways to select the student(s) degree evaluations for viewing.



### **Worksheet view: Dropdown menu Name field**

Upon signing in to Degree Works, the Advisors Role screen will load degree evaluations with their list of advisees as assigned in Banner.

- The list of advisees will all be loaded in to the Dropdown menu in the Name field (see **A** in image above).
- Click the name of the student. A brief message may appear “please wait while your request is being processed” and the degree evaluation will load.

### **Next or Previous button in the Name field**

- Progress to the **Next** or **Previous** student in the dropdown list by clicking the arrow buttons above the Name field (see **B** in image above).

### **Enter the Student ID number**

Deans, Department Chairs, and Other staff with approved roles in Degree Works and access levels approved by the Registrar will have the ability to enter Student ID numbers (see **C** in image above).

- Enter a student’s ID number in to the Student ID field.
- Press Enter to load the student’s degree Evaluation.

### **Standard Find tool**

Individuals with the Advising Role have access to the Standard Listing of their designated advisees.

- Click the **Find** icon (see **D** in image on page 1).
- **Sort by column heading titles** in the Find Students window by clicking any heading. (see below)  
Headings: ID, Name, Degree, Major, Level and Classification
- **Check the box** next to any/all students on the list to load them for viewing in the dropdown menu.
- Click **OK** when done and the students selected will be listed in the dropdown menu in the Name field.



# Find Students

Student ID

Last Name

First Name

Students Found: 8

ID	Name ▼	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	00110622 Lybeck, Julia Ann	BA	Major Not Declared	01	Freshman
<input checked="" type="checkbox"/>	00110438 Trzask, Emily Kasper	BA	Major Not Declared	01	Freshman
<input checked="" type="checkbox"/>	00110390 Teruya, Elizabeth Mary	BA	Major Not Declared	01	Freshman
<input checked="" type="checkbox"/>	00110624 Stephens, Alex Katherine	BA	International Studies	01	Freshman
<input checked="" type="checkbox"/>	00110611 Singleton, Joshua Cornell	BA	International Studies	01	Freshman
<input checked="" type="checkbox"/>	00110388 Neale, Elise Shepherd	BA	Politics	01	Sophomore
<input checked="" type="checkbox"/>	00110430 Murphy, Taylor Rebecca	NDS	Major Not Declared	01	Freshman
<input checked="" type="checkbox"/>	00110400 Madala, Claudia Hope	BA	International Studies	01	Freshman

OK

Cancel

Refresh Advisees

Check All

Uncheck All

## Advanced Find tool

Deans, Department Chairs, and Other staff with approved access levels from the Registrar will have the Advanced Find tool to search students by detailed criteria and multilevel filtering. (see **D** in image on page 1).

- Click the **Find** icon.
- Select criteria from the **dropdown list** under any category.
- **Multiple criteria may be selected**, one at a time, and appear in the **Chosen Search Criteria** box.
  - Click **Clear** to remove all criteria entered incorrectly or to perform a new search.
  - Click an item inside the criteria selection box and click **Remove** to remove one item.
- Click **Search** to display the students meeting criteria selected.
- Sort by column heading titles in the Find Students window by clicking any heading.  
Headings: ID, Name, Degree, Major, Level and Classification
- Check any/all students on the list to load them for viewing in the dropdown menu using the **Check All**, **Uncheck All** or **Checkbox** beside the student name.
- Click **OK** when done and the students selected will list in the dropdown menu in the Name field.

**Find Students** Student ID Last Name First Name

**Degree** All Degree Codes  
**Level** All Level Codes  
**Classification** All Classification Codes  
**Catalog Year** All Catalog Year values

**Major** All Major Codes  
**Minor** All Minor Codes  
**College** All College Codes

**Sport** No Sport selected  
**Academic Standing** All Academic Standings  
**Student Attribute** No Attribute selected

Chosen Repeatable Search Criteria  
SPORT: Baseball - Varsity  
MAJOR: Business Undeclared

Search Clear Remove

Students Found: 6

ID	Name ▲	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	[REDACTED]	BS	Business Undeclared	01	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	BS	Business Undeclared	01	Sophomore
<input checked="" type="checkbox"/>	[REDACTED]	BS	Business Undeclared	01	Sonhomore

OK Cancel Check All Uncheck All

Support information can be found by clicking FAQ in the heading of Degree Works or visiting <http://dw.fairfield.edu>

For assistance with **ACADEMIC** issues (courses not reflected in degree evaluation properly, student information not as expected), please contact Susan Bickel, [Registrar@fairfield.edu](mailto:Registrar@fairfield.edu) in the Registrar's Office.

For assistance with **TECHNICAL** issues (connectivity, error messages, program not functioning as expected), please submit an ITS4U Help Desk ticket to [ITSHELPDESK@fairfield.edu](mailto:ITSHELPDESK@fairfield.edu), or call the Help Desk at x4069.