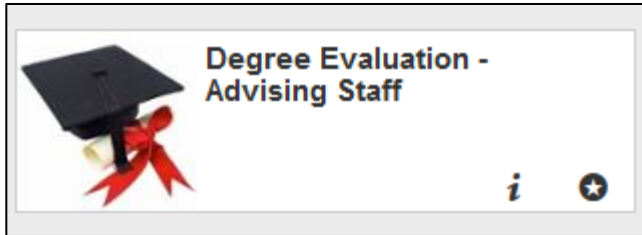


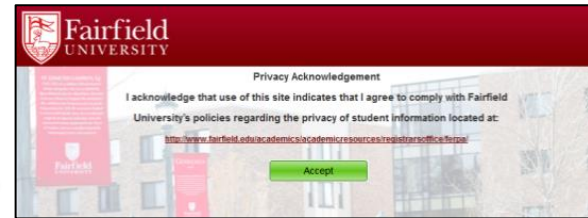
Accessing Student Degree Evaluation for Advising Staff

IMPORTANT NOTE: You may see a notification asking whether you would like to enable popup windows for this website. Take the action to allow any popups -each browser handles this action differently.

1) Login to my.fairfield.edu. Search for the **Degree Evaluation – Advising Staff** task.



2) One time each semester, user must **Accept the Student Information Privacy agreement**.



3) a. **Advisors –your primary advisees are listed.**

- 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	Catalog Term	Student Status	Levl	Coll	ACYR	Majr	Minr	Cohort	DegreeEvaluation
123456	John	Meenan	201309	Active Student	01	EG	2017	MEEN		201309F	Degree Works
123456	John	VPFT	201209	Active Student	01	AS	2016	VPFT		201209F	CAPP DegreeEval
123456	John	BUSU	201409	Active Student	01	BU	2018	BUSU		201409F	Degree Works
123456	John	MARK	201209	Educational Leave Student	01	BU	2016	MARK		201209F	CAPP DegreeEval
123456	John	FIHT	201409	Active Student	02	BU		FIHT		200809F	Degree Works

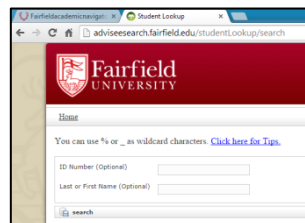
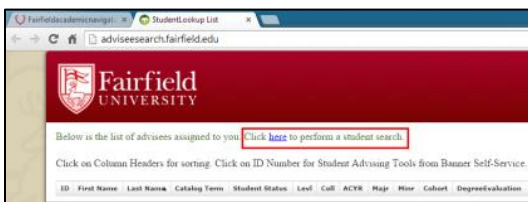
b. **Dean/Chair – search for students with**

Advisee Search.

Click to Search

Enter search criteria, click Search

List of results



- Click on Column Headers for sorting
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123456	John	FIHT	201409	Active Student	02	BU		FIHT		200809F	Degree Works

4) Click **Degree Works** or **CAPP DegreeEval** link in the Degree Evaluation column

ID	First Name	Last Name	Catalog Term	Student Status	Levl	Coll	ACYR	Majr	Minr	Cohort	DegreeEvaluation
123456	John	Meenan	201309	Active Student	01	EG	2017	MEEN		201309F	Degree Works
123456	John	VPFT	201209	Active Student	01	AS	2016	VPFT		201209F	CAPP DegreeEval
123456	John	BUSU	201409	Active Student	01	BU	2018	BUSU		201409F	Degree Works

A Student with **Catalog Term 201305** and earlier routes to **CAPP Degree Evaluation tool**
Proceed through CAPP process

Generate New Evaluation

Generate New Evaluation

Degree Program Evaluation is a dynamic working tool and may be subject to correction. See your Dean or your Faculty Advisor if you have any questions.

Masters Programs:
 Students in the Master of Arts Program-American Studies should contact Dr. Peter Bayers, Program Director
 Students in the Master of Arts Program-Communication should contact Dr. Michael Pagano, Asst. Prof., Graduate Program Director-Department of Communication
 Students in the Master of Science Program-Mathematics should contact Dr. Stephen Savin, Program Director
 Students in the MS or MBA programs in the Dolan School of Business should contact Mark Ligan, Associate Dean

Part-Time Undergraduate Programs:
 Part-time Undergraduate Students should contact Aaron Perkus, Assistant Dean, College of Arts and Sciences.

Full Time Undergraduate Programs:
 Undeclared A & S First-year students should contact Heather Padragla, Director, Academic Support and Retention
 Declared Freshmen, Sophomores, Juniors and Seniors in the College of Arts and Sciences should contact Susan Peterson or Andrea Martinez, Assistant Deans
 Freshmen, Sophomores, Juniors and Seniors in the Dolan School of Business should contact Dawn DeBose, Assistant Dean
 Freshmen, Sophomores, Juniors and Seniors in the School of Engineering should contact Dr. Harry Taylor, Associate Dean
 Freshmen, Sophomores, Juniors and Seniors in the School of Nursing should contact Dr. Theresa Quill, Assistant Dean

For Undergraduate Students please note: Currently not all study abroad courses may appear in core, major, or minor areas. Please reference the STUDY ABROAD area at the end of your evaluation to see the courses that you've taken abroad. These courses may need attributes placed on them so that they count toward core, major, or minor requirements.

Attention study abroad students: The courses you took abroad may not have been entered in the Banner administrative system yet. Until they are entered, they will not appear on your degree evaluation.

For undergraduate students there is a course count area that includes ALL courses that have been graded (including grades of F) or are IN PROGRESS. Even if this area reads MET, you must successfully COMPLETE all of your in progress courses! It is recommended that you run a degree evaluation again after grades have been posted.

No current curriculum information was found.

[Current Enrollments] [What-If Analysis]

A Student with **Catalog Term 201309** and newer routes to **Degree Works Degree Evaluation tool**
Review Degree Works page

Academic Year/Catalog Year	= Catalog Terms
2011	201009 - 201105
2012	201109 - 201205
2013	201209 - 201305
2014	201309 - 201405
2015	201409 - 201505