DegreeWorks: A Degree Audit and Advising Tool for Bristol Community College

Information for Faculty, Staff and Advisors
What Is DegreeWorks?

DegreeWorks is a web-based degree audit tool that allows students and advisors to track degree progress, prepare for registration, and plan for graduation.

DegreeWorks is designed to aid and facilitate academic advising, not replace face-to-face advising sessions.
Why Use DegreeWorks?

DegreeWorks is a time saver - it allows students and advisors to spend less time deciphering degree requirements and more time pursuing academic goals.

DegreeWorks empowers students - it will help your advisees take a more active role in the advising process.
Why Did BCC Choose DegreeWorks?

DegreeWorks provides information in a more user-friendly and readable format than our former program, CAPP.

Students and advisors will have the ability to develop long-range degree completion plans through DegreeWorks and incorporate those plans in student audits. CAPP did not have this functionality.

DegreeWorks will help the College gather critical information to help with planning and reporting needs, which was also unavailable through CAPP.
Who Can Use DegreeWorks?

All currently-enrolled students who are using the 2006 catalog or a later catalog to fulfill their degree requirements

Faculty, Advisors, Deans, Program Coordinators, and Academic Support Staff
Logging into DegreeWorks

Click on the DegreeWorks tab in accessBCC and then re-renter your username and password here:
This screen, or your first advisee worksheet, will open in a new window.

Click the **Find** button to search for students.
If you’re searching for a single student, type their name or ID here.

If you’d like to look for a group of students (e.g. first year students in your program), select the appropriate groups from these drop down boxes.

After entering your search parameters, click the **Search** button.
The students who meet the criteria you entered will appear in the space at the bottom of the pop-up box.

To access the audits of all the students in the list, click OK.

If you only want to look at some of the audits, use Check All, Uncheck All, and the check boxes to make your selection. Then click OK.
The student(s) you selected will load to the drop-down box at the top of the screen.

Select the student record you want to view from the drop down box. Then click on the worksheet tab.

The processing time to pull up the student’s worksheet may take several seconds.
The first block of the worksheet contains information about the student’s degree, program, cumulative GPA, class status, academic standing, etc.
The Major Progress Bar shows an estimation of the student’s progress towards degree completion. This estimation is based on the number of requirements that have been checked off and the number of credits that have been completed.
The worksheet is divided into blocks of requirements.

The first block is the degree or certificate block. Any unmet conditions of a degree (including minimum GPA and credits) will be noted here.

The next block is an interpretation of their placement testing scores.

Once each of these requirements are completed, the *Still Needed* advice will be removed from the student’s audit.
The next block shows the student’s major and concentration curriculum. Requirements that are completed receive a green check mark, requirements that are in progress appear in blue. When a requirement has not been met it appears in red along with a list of acceptable courses. These courses are linked to catalog descriptions and the current semester schedule (click on the course to display).
The next block is the MassTransfer Block. This block shows the requirements for the *optional* MassTransfer program.
The final block on the worksheet contains elective, not counted, in-progress, and college success courses.

Elective courses did not fulfill specific program requirements, and not counted courses did not earn a passing grade.