Registrar's Office

How to Generate Student Degree Evaluations Under DegreeWorks
For Faculty and Advisors

Generate a New Degree Evaluation *Evaluate student's coursework against the requirements of their current program of study.*

1. Log into **myCommNet.**

2. If prompted, Select **Capital Community College**.

3. Click on **Capital Community College link under Access Degree Works.**

4. Put in Student Banner ID number and click enter.

5. To **Print**, Click on Save as PDF and Print.

Generate a What-If Analysis *Evaluate student's coursework against a proposed change of curriculum.*

1. Complete **Steps 1 through 4** above.

2. Select **What-If** link.

3. Select **Academic Program.**

4. Select Major only if you are selecting a CSCU Pathway Transfer Major.

5. Click on Process as PDF.

6. You can Print the What-If from this page.

You can also look up students by clicking on the Find button on the top left hand side. You can search by Student ID, Last Name, or by Academic Program.

DegreeWorks questions? Contact the Registrar's Office!

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*** All DegreeWorks Degree Evaluations are *UNOFFICIAL* until certified by the Registrar's Office***