THE UNDERGRADUATE GRADUATION PROCESS FOR ADVISORS

MEET WITH YOUR STUDENT
You are encouraged to meet with your student at least two semesters before graduation. At this meeting, a Degree Works audit will be evaluated, Catalog and Degree Information will be verified and corrected in the Students Banner Record and any remaining substitutions should be processed with the Degree Works Sharepoint form. https://collab.ecu.edu/sites/DegreeWorks/Lists/Course%20Exceptions/NewForm.aspx

INFORMATION NEEDED FOR GRADUATION THAT CAN BE FOUND IN THE DEGREE WORKS AUDIT:
- Overall GPA
- Major GPA
- Overall Credits
- Catalog Year
- Student Program of Study including Major, Minor, Concentrations
- Holds
- Advisor Assignment
- Transfer Courses
- Applied for Graduation
- Academic Standing
- Course In progress

ACCESSING ADDITIONAL STUDENT INFORMATION:

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THE DEGREE WORKS EVALUATION
The purpose of the Degree Works evaluation is to provide an advising tool outlining specific degree requirements for graduation and show student academic progress.

The Graduation Services office will process the official review of the Degree Works audit. If there is an error, the student and advisor will be notified. Questions can be referred to the Amy Barber at bissettea@ecu.edu.

PROCESSING A DEGREE WORKS AUDIT
Degree Works is located on your Banner Self Service account.

1. Login to One stop [https://onestop.ecu.edu/onestop/](https://onestop.ecu.edu/onestop/)
2. Select tools page tab
3. Select Banner Self Service, and Faculty and Advisor Menu
4. Select Advisee Information Menu
5. Select Degree Works
6. Enter a student Banner ID
7. Press Enter

HELP WITH DEGREE WORKS

- **General Questions:** Direct general questions concerning graduation process and Degree Works to [DEGWRKS@ecu.edu](mailto:DEGWRKS@ecu.edu).
- **Degree Works Data issues:** Please enter Data Issues through the Degree Works Sharepoint form [https://collab.ecu.edu/sites/DegreeWorks/Lists/Course%20Exceptions/NewForm.aspx](https://collab.ecu.edu/sites/DegreeWorks/Lists/Course%20Exceptions/NewForm.aspx)
- **Access to Degree Works Sharepoint form:** To submit substitutions and Data Issues you must have access to the Degree Works Sharepoint form. Contact Novine Kros at krosn@ecu.edu
- **Access to Banner INB:** To get access to INB Banner to update Student information such as Declare degree, Major, minor, concentration, change catalog please complete a Banner Security Request in One stop [https://onestop.ecu.edu/onestop/](https://onestop.ecu.edu/onestop/)
- **To schedule training for Degree Works and Banner INB:** Contact Novine Kros at krosn@ecu.edu
- **To Access ecuBIC Report Manager:** [https://reports.intra.ecu.edu/Reports](https://reports.intra.ecu.edu/Reports)

THE GRADUATION APPLICATION
Application for Graduation should be completed online through the students Onestop account at time of the Degree Works evaluation. Please visit [http://www.ecu.edu/cs-acad/registrar/GraduationInfo.cfm](http://www.ecu.edu/cs-acad/registrar/GraduationInfo.cfm) for student instructions on how to apply online.