Accessing DegreeWorks/GRAD as an Advisor/Faculty member

1) Login to Self-Service Banner (SSB) and select the “Faculty Services” tab.
2) Select the “Student Information Menu” option.

3) Select “DegreeWorks/GRAD”

4) Select the most recent term (usually already brought up), then “Submit”
5) You can either enter the Student or Advisee ID on which you wish to view data, or you can search a student by last/first name. Then, select “Submit”

6) Click “Submit” again after the student or advisee is presented. This should take you into the DegreeWorks screen.

Please Note: Once you are in the DegreeWorks main screen, you can just enter a new “Student ID” (press enter) in the top left hand corner to toggle to different students without having to start at the beginning. If you do not have proper permissions to view other students, please contact registrar-infoservices@rowan.edu
DISCLAIMER:

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of degree requirements. This is NOT an official evaluation and does not remove the need to consult your advisor. Advisors complete the final graduation check and determine if all requirements have been met. This electronic degree evaluation is an on-line planning tool that allows you to view academic progress. Evaluations are based on catalog requirements that can change from year to year. Therefore, evaluations are NOT to be regarded as an irrevocable contract between the student and the University. Rowan University reserves the right to change any provision or requirement at any time. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Your academic advisor or the Registrar’s Office may be contacted for assistance in interpreting this degree audit report.