

Graduation Applications

Starting Spring 2022

- Checking Degree Works
- Submitting Graduation Application Form via weblink
- Fillable PDF Checklists



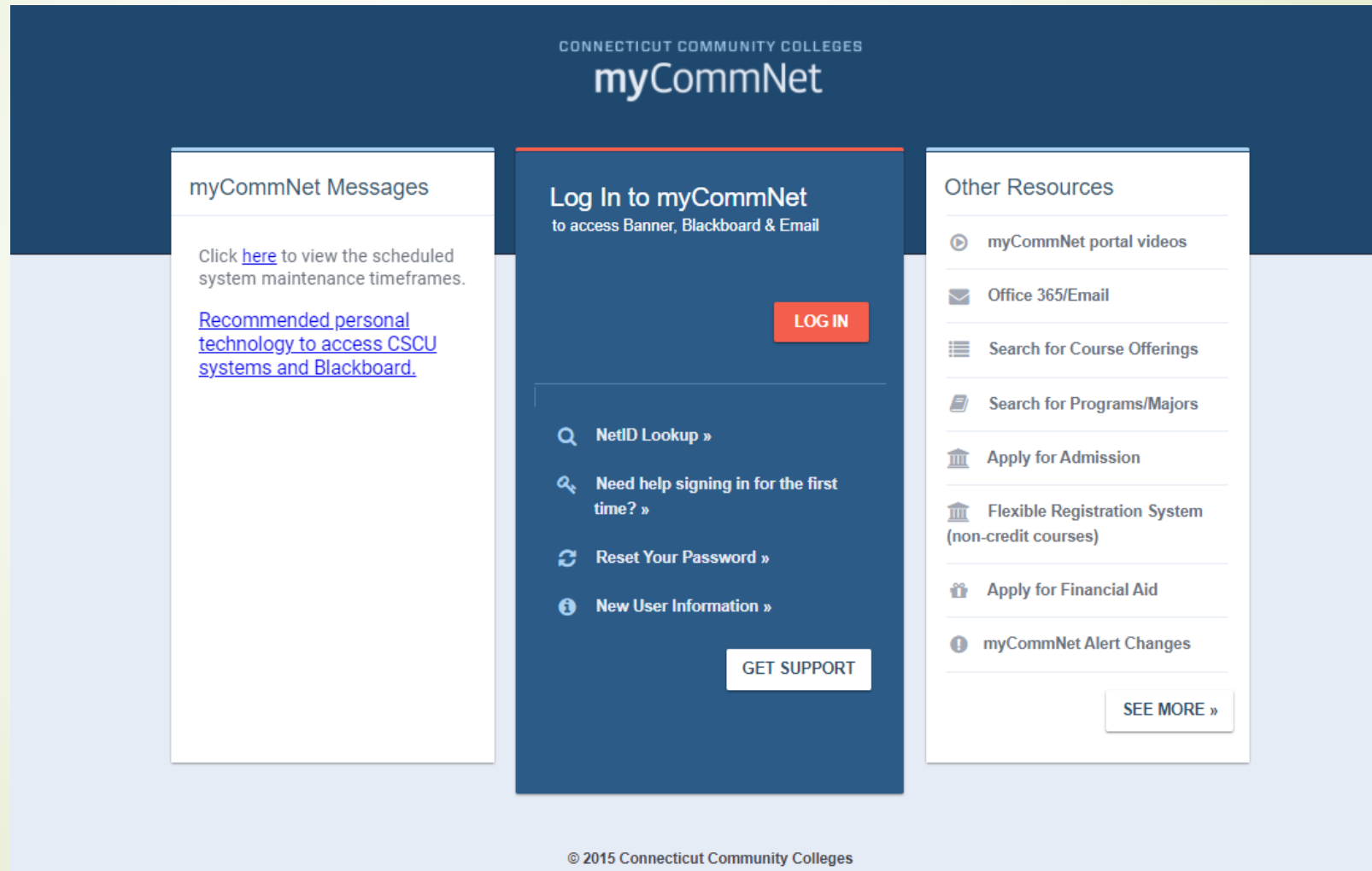
Graduation Applications

Starting Spring 2022

- ▶ Updated Process starting Spring 2022
- ▶ **Degree Works** will be the main source to verify if a student has completed all required courses. All waivers for the students will need to be submitted. Once processed,
- ▶ **Graduation Application** will be submitted **by the student** through a separate MS FORM link (this can be done together in an advising meeting).
- ▶ Fillable checklist PDF can be used for one-to-one advising to give direction, but will not be accepted by the Registrar as an official Degree Audit (Degree Works will take its place).

Degree Works

Login into my.commnet.edu



The screenshot shows the myCommNet login page. At the top, it says "CONNECTICUT COMMUNITY COLLEGES myCommNet". The page is divided into three main sections: "myCommNet Messages", "Log In to myCommNet", and "Other Resources".

myCommNet Messages

Click [here](#) to view the scheduled system maintenance timeframes.

[Recommended personal technology to access CSCU systems and Blackboard.](#)

Log In to myCommNet
to access Banner, Blackboard & Email

LOG IN

Other Resources

- [myCommNet portal videos](#)
- [Office 365/Email](#)
- [Search for Course Offerings](#)
- [Search for Programs/Majors](#)
- [Apply for Admission](#)
- [Flexible Registration System \(non-credit courses\)](#)
- [Apply for Financial Aid](#)
- [myCommNet Alert Changes](#)

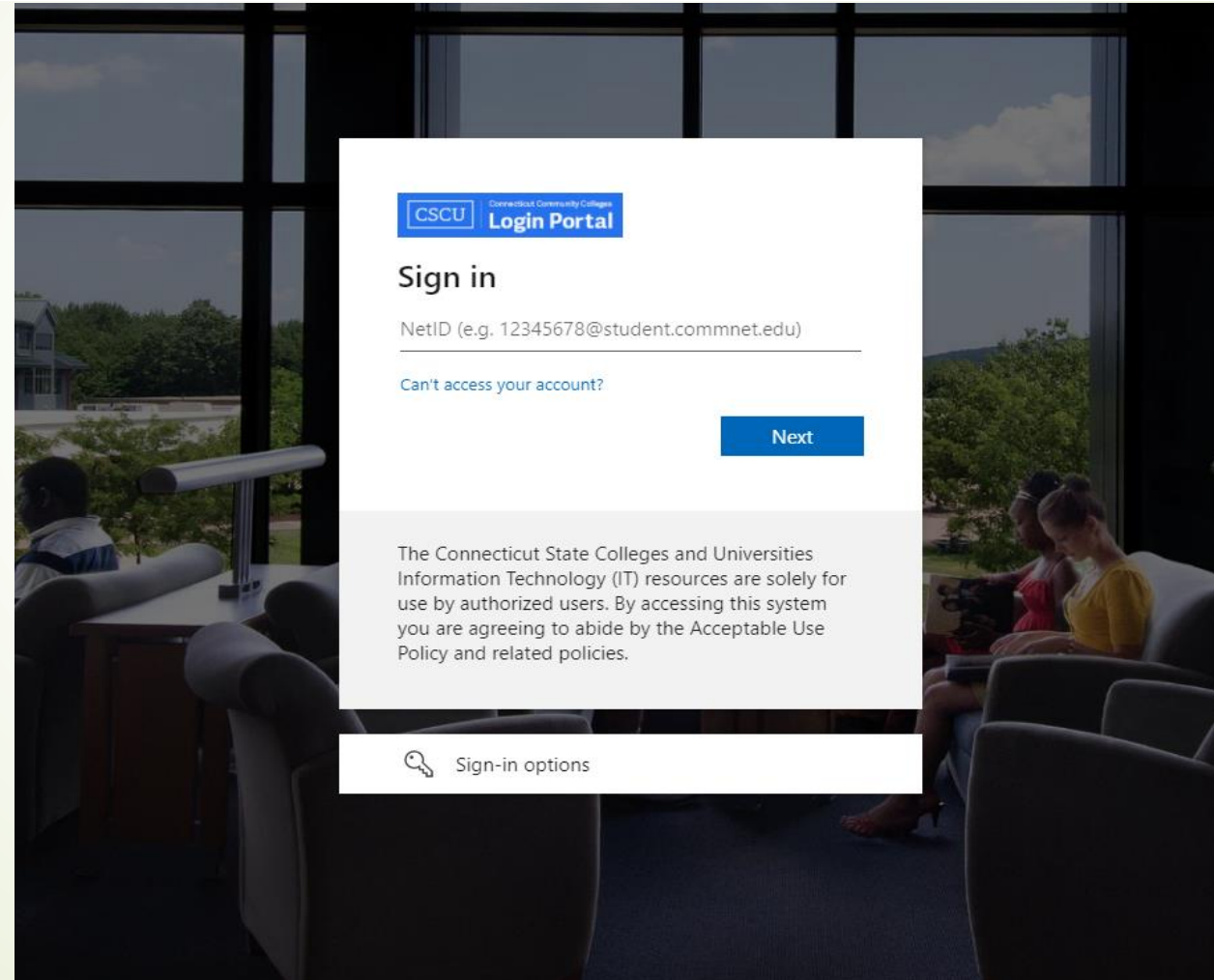
GET SUPPORT

SEE MORE »

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Degree Works

Login into my.commnet.edu



Degree Works

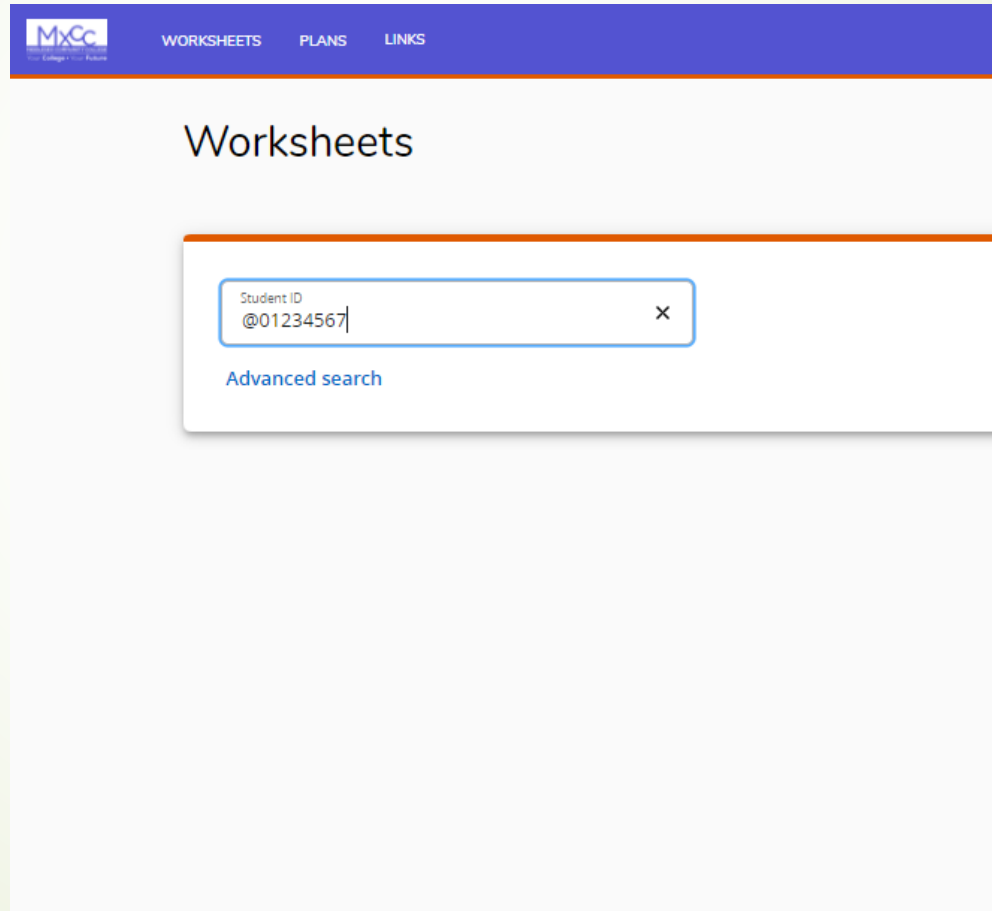
Login into my.comnet.edu

The screenshot displays the my.comnet.edu website interface. On the left is a dark navigation sidebar with links for 'My Library Info', 'Special Programs', 'Support and Training', and 'College Resources'. The main content area is divided into several sections:

- Announcements:** A list of recent announcements with a 'Subject' filter set to 'All'. The first announcement is 'To MxCC Spring 2022 Online Students - Getting Ready with Online Learning'. Other announcements include 'ATTENTION MVCC STUDENTS!' and 'MX-CLERY REPORT - 2020 Annual Security Statistics'. A 'Show Hidden' checkbox is at the bottom.
- Blackboard:** A section with a 'Bb' logo and a list of links: 'Course syllabi, lectures, homework, etc.', 'Bb opens in a new tab or window', 'Close myConnectNet window to avoid timeout messages', and 'Click Support & Training tab for Bb resources'. A 'Blackboard FAQs' link is also present.
- Banner Student & Faculty Self-Service:** A section with a graduation cap icon and a list of links: 'Course registration, add/drop classes', 'Degree requirements', 'Transcripts', 'Account/billing', 'Financial aid', 'Course evaluation, and more!', and 'FACULTY: Enter grades, check course retires, etc.'. A 'Banner Student & Faculty Self-Service FAQs' link is at the bottom.
- Vaccination Status Se...:** A section with text regarding COVID-19 vaccination requirements for on-campus activities. It includes links for 'View the Connecticut Vaccine Portal to find a FREE vaccine provider near you (ct.gov)' and 'View Vaccine Requirement FAQs (ct.edu)'. A link to complete a vaccination declaration is also provided.
- Textbook Search:** A section with three search boxes: 'Capital CC Textbook Search', 'Manchester CC Textbook Search', and 'Middlesex CC Textbook Search'. Each box contains a search button and a brief description of the search scope.
- Access Degree Works:** A section with a 'Degree Works ADVISE. PLAN. SUCCEED.' logo. Below the logo is a list of links for 'Capital Community College', 'Manchester Community College', and 'Middlesex Community College'. The 'Degree Works' logo and the 'Middlesex Community College' link are circled in red, and a large red arrow points to the latter.

Degree Works

Login into my.comnet.edu



MxCo
WORKSHEETS PLANS LINKS

Worksheets

Student ID
@01234567 x

[Advanced search](#)

Degree Works

Login into my.commnet.edu

The screenshot shows the Degree Works interface for a student named Sarah Perez. The page title is "Worksheets" and it indicates the data was refreshed on 1/30/2022 at 7:18 PM. The student's record is displayed with several fields highlighted by red circles:

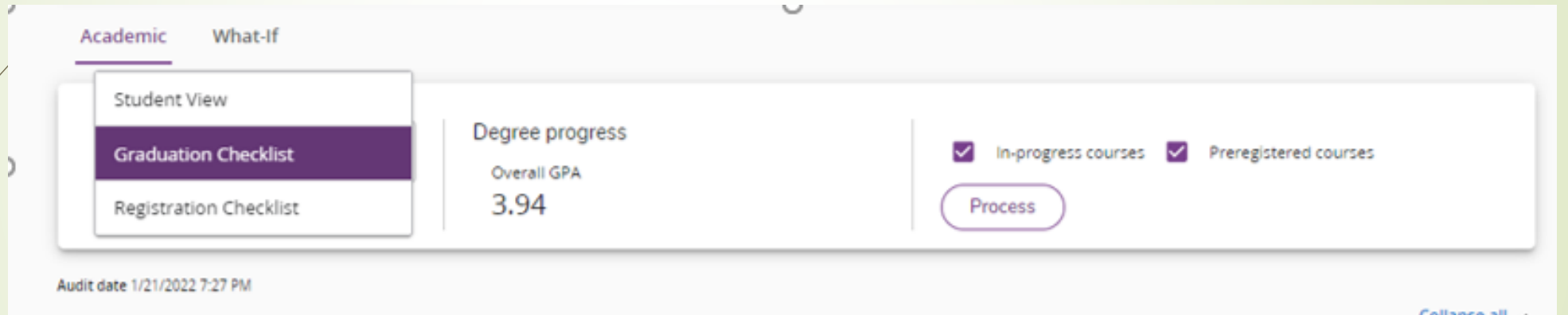
- Student ID: [Redacted]
- Name: [Redacted]
- Degree: Fine Arts: Graphic Design
- Major: Fine Arts: Graphic Design
- Program: Associate in Arts
- College: Middlesex CC (7706)
- Combined Academic Standing: Good Standing
- Financial Aid Attempted Hours: 51
- Financial Aid Earned Hours: 51
- Financial Aid GPA: 3.94

Other visible fields include Level (MxCC Credit), Cell Phone ([Redacted]), and Faculty Advisor (Matthew Weber).

When completing a graduation audit. Review the **Financial Aid Earned Hours** (credits) as well as their **Major** and **Combined Academic Standing**

Degree Works

Login into my.comnet.edu



The screenshot shows the 'Academic' tab selected in the Degree Works interface. A dropdown menu is open under 'Academic', listing 'Student View', 'Graduation Checklist' (which is highlighted), and 'Registration Checklist'. To the right, the 'Degree progress' section displays an 'Overall GPA' of 3.94. There are two checked checkboxes for 'In-progress courses' and 'Preregistered courses', with a 'Process' button below them. At the bottom left, the 'Audit date' is 1/21/2022 7:27 PM. A 'Collapse all' link is visible at the bottom right.

Academic What-If

- Student View
- Graduation Checklist**
- Registration Checklist

Degree progress

Overall GPA
3.94

In-progress courses Preregistered courses

Process

Audit date 1/21/2022 7:27 PM

[Collapse all](#)

Degree Works

Login into my.comnet.edu

AA in CSCU Transfer: Art Studies

INCOMPLETE

Credits required: 61 Credits applied: 39 Catalog year: 2020 - 2021 Academic Year

- 61-62 Credits Required
- Minimum 2.0 Overall GPA met
- Framework 30: Art Studies
- Pathway 30: Art Studies

Blocks included in this block

[Framework 30: Art Studies](#)
[Pathway 30: Art Studies](#)

Framework 30: Art Studies

INCOMPLETE

Catalog year: 2020 - 2021 Academic Year

Course

- 31-32 Credits Required
- Aesthetic Dimensions Elective ART* F109 (IP)
- Historical Knowledge Elective HIS* F102 (IP)
- Oral Communication COM* F172 (IP)
- Quantitative Reasoning
- SCIENTIFIC KNOWLEDGE AND REASONING
- SCIENTIFIC KNOWLEDGE WITH REASONING LAB

Degree Works

Login into my.comnet.edu

Pathway 30: Art Studies

INCOMPLETE

Catalog year: 2020 - 2021 Academic Year

| Course | |
|-------------------------------------|--|
| <input type="radio"/> | 30 Credits Required |
| <input checked="" type="checkbox"/> | Art History I ART* F101 |
| <input type="radio"/> | Art History II |
| <input checked="" type="checkbox"/> | Drawing I ART* F111 |
| <input checked="" type="checkbox"/> | Two-Dimensional Design ART* F121 |
| <input checked="" type="checkbox"/> | Three-Dimensional Design ART* F122 |
| <input checked="" type="checkbox"/> | Art Program Electives |
| <input checked="" type="checkbox"/> | Drawing II ART* F112 |
| <input checked="" type="checkbox"/> | Color Theory or Oil Painting I ART* F253 |
| <input checked="" type="checkbox"/> | Sculpture I or Ceramics Handbuilding ART* F163 |
| <input type="radio"/> | Open Electives ART* F215, MAT* F137 (IP) |

Degree Works

Login into my.comnet.edu

The screenshot displays the Degree Works interface. At the top, there is a navigation bar with the MxCC logo and links for WORKSHEETS, PLANS, and LINKS. Below this, the 'Program Requirements' section is shown as 'COMPLETE'. The 'CERT in Business Skills' section is also marked as 'COMPLETE'. It provides summary statistics: Credits required: 30, Credits applied: 31, and Catalog year: 2020 - 2021 Academic Year. A note states: 'PLEASE NOTE: A maximum of 8 credits with CR or CRT grade can be applied to your certificate.' Below the note is a table of completed courses with columns for Course, Title, Grade, Credits, and Term. The table lists 13 rows of course data, including 'Principles of Financial Accounting', 'Intro to Management Info Systems', 'Principles of Finance', 'Principles of Management', 'Managerial Communications', 'Principles of Macroeconomics + Principles of Microeconomics', 'English Composition', 'Principles of Managerial Accounting', and 'Principles of Marketing'. A 'Satisfied by:' field indicates 'Manchester C - - Manchester Community College'.

| | Course | Title | Grade | Credits | Term | |
|---|--|-----------|--------------------------------|---------|------|-------------|
| ✓ | 30 Credits Required | | | | | |
| ✓ | Minimum 2.0 Overall GPA met | | | | | |
| ✓ | Principles of Financial Accounting | ACC* F115 | Financial Accounting | C | 4 | Fall 2015 |
| ✓ | Intro to Management Info Systems | CST* F201 | Introduction to MIS | B | 3 | Spring 2019 |
| ✓ | Principles of Finance | BFN* F201 | Principles of Finance | A | 3 | Spring 2021 |
| ✓ | Principles of Management | BMG* F202 | Principles of Management | B | 3 | Summer 2020 |
| ✓ | Managerial Communications | BMG* F204 | Managerial Communication | B+ | 3 | Fall 2018 |
| ✓ | Principles of Macroeconomics + Principles of Microeconomics | ECN* F101 | Principles of Macroeconomics | C | 3 | Spring 2021 |
| | | ECN* F102 | Principles of Microeconomics | B+ | 3 | Fall 2020 |
| ✓ | English Composition | ENG* F101 | Composition | TR | 3 | Spring 2020 |
| | Satisfied by: Manchester C - - Manchester Community College | | | | | |
| ✓ | Principles of Managerial Accounting | ACC* F117 | Principles of Managerial Acctg | B | 3 | Summer 2020 |
| ✓ | Principles of Marketing | BMK* F201 | Principles of Marketing | B+ | 3 | Fall 2016 |

Degree Works

Login into my.comnet.edu

Waivers processed through the Registrar will appear in Degree Works.

| | | | | |
|---|------------------------------|----|---|-------------|
| COM* F173 | Public Speaking | TR | 3 | Spring 2020 |
| Satisfied by: Manchester C - - Manchester Community College | | | | |
| CST* F201 | Introduction to MIS | B | 3 | Spring 2019 |
| EAS* F106 | Natural Disasters | D | 3 | Fall 2018 |
| ECN* F101 | Principles of Macroeconomics | C | 3 | Spring 2021 |
| ECN* F102 | Principles of Microeconomics | B+ | 3 | Fall 2020 |
| ENG* F101 | Composition | TR | 3 | Spring 2020 |
| Satisfied by: Manchester C - - Manchester Community College | | | | |



Degree Works

Login into my.comnet.edu

If you are having issues with accessing Degree Works or need support confirming a graduation status, please reach out to:

Joanne Faust

MxCC Registrar

jfaust@mccc.edu

Graduation Application Link

Graduation Application Link

Mx-Advising Resources → Files → Graduation Application → Graduation Application Link

Graduation applications are being moved to a **digital link**.

Students will click on the link and fill out the information; this can be done at an advising session with the advisor. Students will need to sign into the computer/tablet with their Banner ID and Password as well as my.comnet.edu before completing the form.

*Before submitting an application, **please review Degree Works** with the student to ensure all boxes are complete and the student meets all requirements.*

Graduation Application link can be found on our website as well as in MS TEAMS under **MX-Advising Resources** and at the top of the slide

Graduation Application Link

Graduation Application Link

Mx-Advising Resources → Files → Graduation Application → Graduation Application Link

English (United States) ▾

MxCC Graduation Application

January 2022 Graduation Application Deadline: December 1, 2021
May 2022 Graduation Application Deadline: April 15, 2022* (see information regarding this below)

ALL GRADUATION CORRESPONDENCE WILL BE SENT TO YOUR COLLEGE EMAIL ADDRESS. Please make sure to regularly check your college email for correspondence regarding outstanding requirements and important graduation information.

Hi, Sarah. When you submit this form, the owner will see your name and email address.

* Required

1. MxCC Student Email Address (ending in [@mail.ct.edu](mailto:mail.ct.edu)) *

2. Student ID Number *

Before completing the **Graduation Application**, students should **use their credentials** to log into a **computer/tablet** and in **my.comnet.edu with their Banner ID and password** to access the form.

Students will also need their **[@mail.ct.edu](mailto:mail.ct.edu)** email address to complete the form.

Please remind them their email, **is not their banner ID #**
They can find their email address here : [Student Email Support Link](#)

Graduation Application Link

[Graduation Application Link](#)

Mx-Advising Resources → Files → Graduation Application → Graduation Application Link

9. Have you discussed your graduation requirements with an advisor/faculty member?
*

Yes

No

10. Who is your advisor?
*

Enter your answer

Next

Page 1 of 4

Students completing this online form are asked to meet with their advisor.

Graduation Application Link

Graduation Application Link

Mx-Advising Resources → Files → Graduation Application → Graduation Application Link

MxCC Graduation Application

* Required

Acknowledgment

REMINDER: ALL GRADUATION CORRESPONDENCE WILL BE SENT TO YOUR MxCC COLLEGE EMAIL ADDRESS.

13. I understand that to be eligible for graduation, I must complete all requirements of the degree/certificate program by the graduation date and with a GPA of 2.00 or higher. I acknowledge that by signing this application I give MxCC permission to print my name and degree/certificate in the Commencement brochure and announce them at the graduation ceremony if I choose to attend.
PLEASE TYPE YOUR FULL NAME IN THE BOX BELOW. *

Send me an email receipt of my responses

Page 4 of 4

The last page reminds students all official college correspondence is sent to their MxCC College Email Address.

Course Waivers

Mx-Advising Resources → Files → Waiver Form → Course Waiver Form Fillable PDF

Course Substitution Form
Middlesex Community College
Request by Academic Advisor for Variance of Curriculum
(This form should be completed before student registers)

Date: _____

| | |
|--|---|
| Student Name | Curriculum and Catalog Year |
| Banner ID Number | Academic Advisor |
| Required Course Number of Credits _____ | Recommended Substitution Number of Credits _____ |

Reason for request:

| | | | | |
|--|------|--------------------------------|------------------------------------|--|
| Signature of Program Coordinator or Academic Advisor Recommending Substitution* | Date | <input type="radio"/> Approved | <input type="radio"/> Not Approved | |
| Signature of Chairperson in the Discipline of Recommendation | Date | <input type="radio"/> Approved | <input type="radio"/> Not Approved | |
| Signature of Faculty in the Discipline of Required Course** | Date | <input type="radio"/> Approved | <input type="radio"/> Not Approved | |

This form can be found in the
Mx-Advising Resources
TEAMS Folder.
Once completed
and signed
Send to
Mx-Registrar@mxcc.edu

Fillable PDF Checklists

Mx-Advising Resources → Files → 2015 to 2021 All PDF Graduation Checklists

The Fillable PDF Checklists **will no longer be part of the application process.**

They will be for **information purposes only.**

If you would like to continue using PDF checklists to help with the advising process. You can access them through MS TEAMS

MX-Advising Resources

- **2015 to 2021 ALL PDF GRADUATION CHECKLISTS**
- **Download the checklist**
- **Save it to your computer**