



The City College  
of New York

# Office of the Registrar

## The City College of New York



### DegreeWorks (DGW)

*Advisor Manual*



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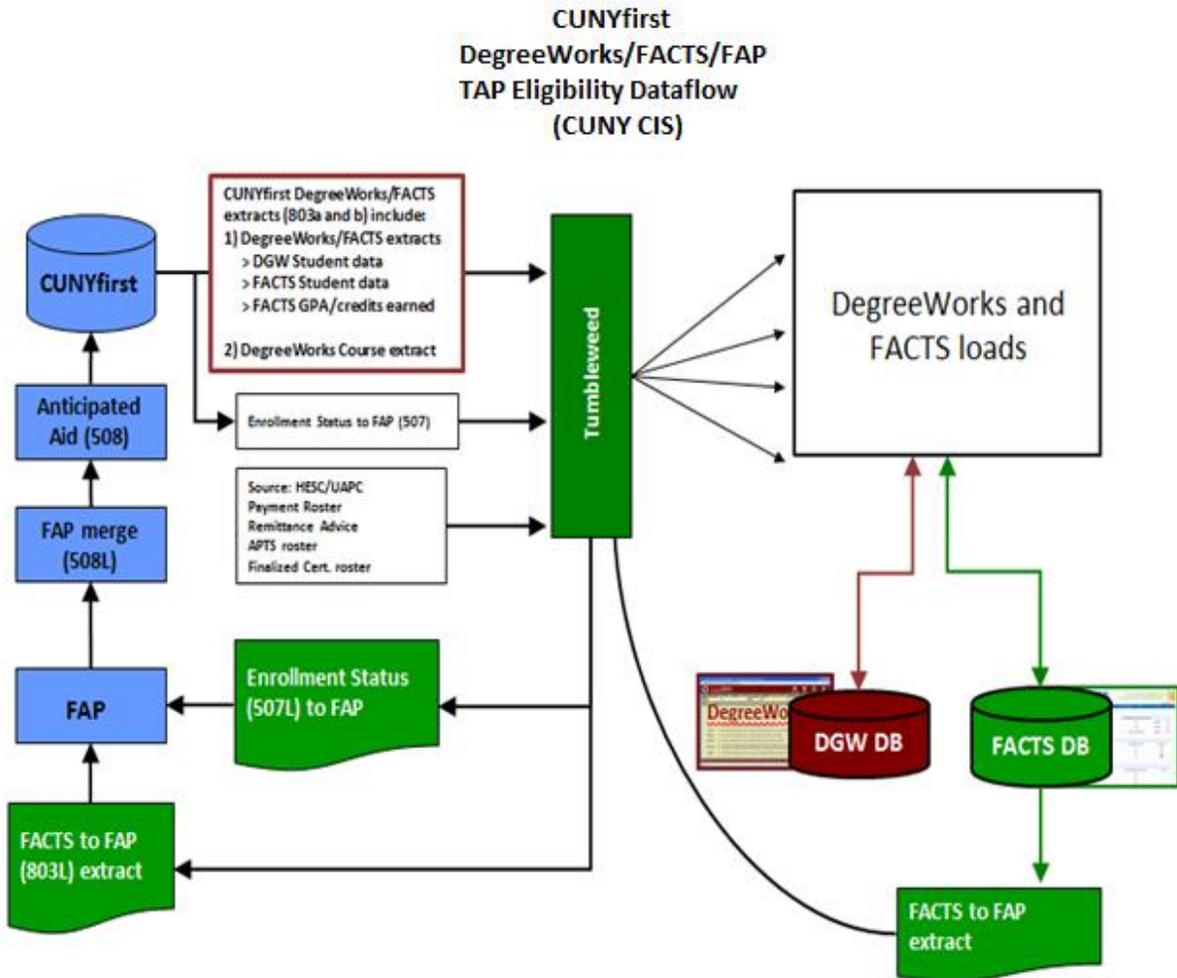
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### I. Overview of DegreeWorks (DGW)

DegreeWorks is an easy-to-use, flexible web based degree audit and academic advising tool for undergraduate and graduate programs. This system allows advisors and students to view degree progress 24 hours a day / 7 days a week. The DGW audit assists students and their advisors to make informed decisions regarding academic progress toward degree completion.

### II. DegreeWorks/FACTS Dataflow

Below is the CUNYfirst/DegreeWorks/FACTS data flow process:



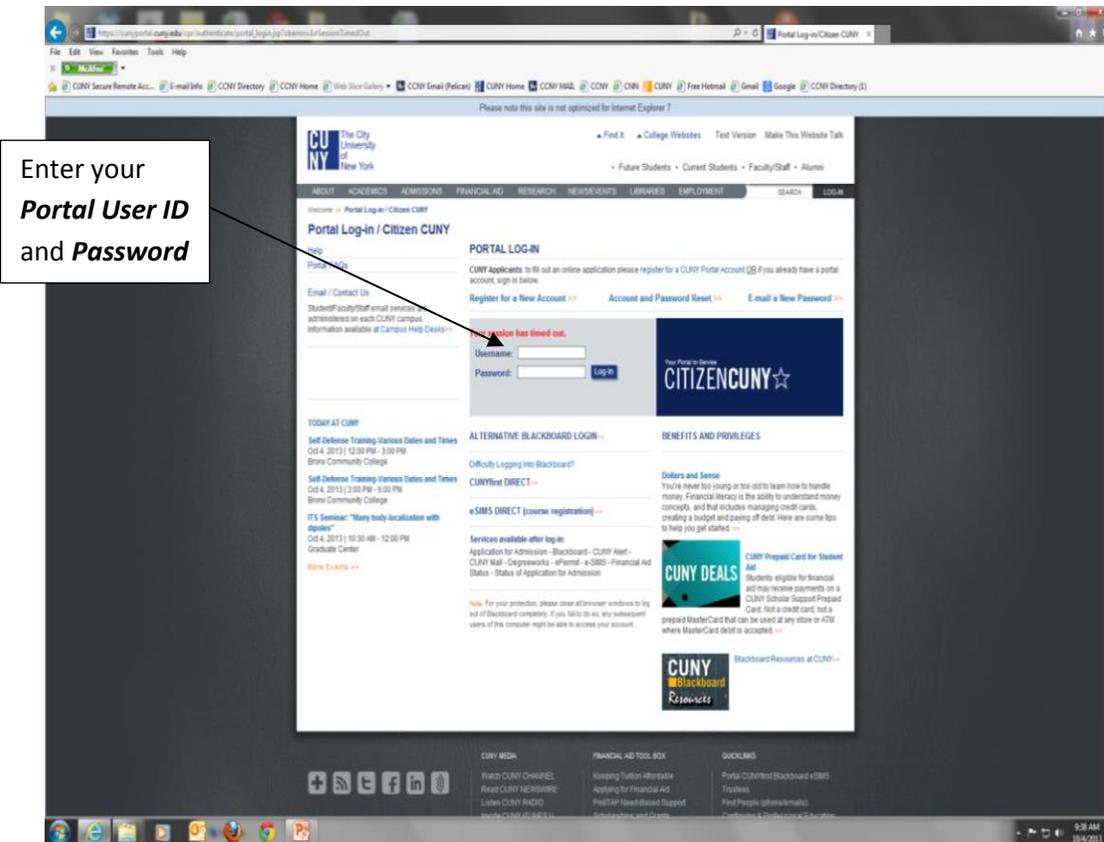
### III. Accessing DegreeWorks (DGW)

Logging in:

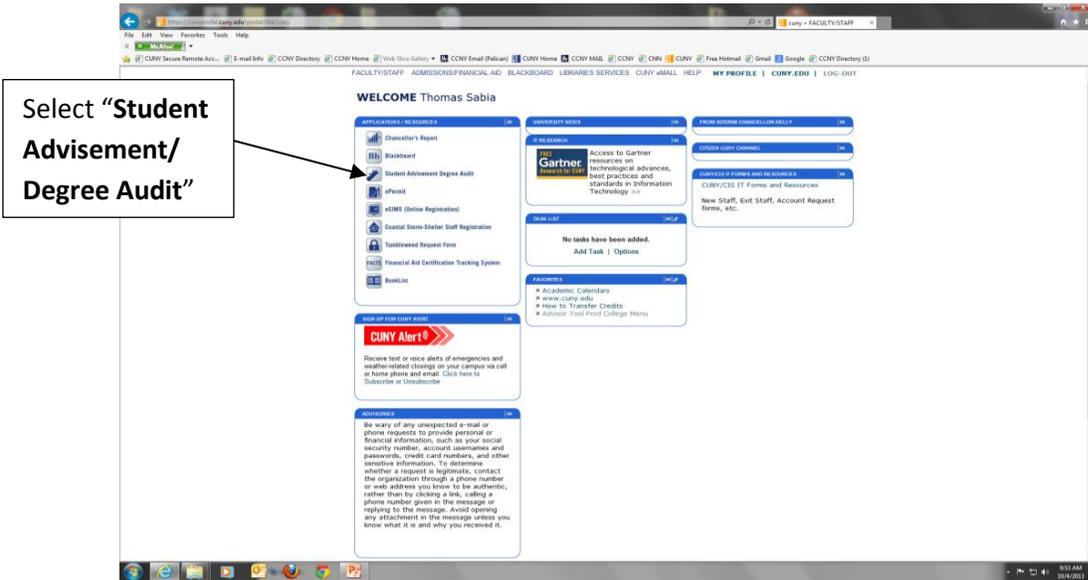
- DegreeWorks is accessed via the CUNY Portal (<https://cunyportal.cuny.edu>).
- Log in to your CUNY Portal Home Page by entering your User ID and Password.
- The Applications/Resources side bar (on the left side of your screen) should list “Student Advisement/Degree Audit” as a choice. If you do not see this selection please write to [tsabia@ccny.cuny.edu](mailto:tsabia@ccny.cuny.edu) for assistance.
- Each individual on campus has been granted a unique level of access to DegreeWorks functionality, therefore your User ID and Password will determine the functions that you have access to in DGW.

Note:

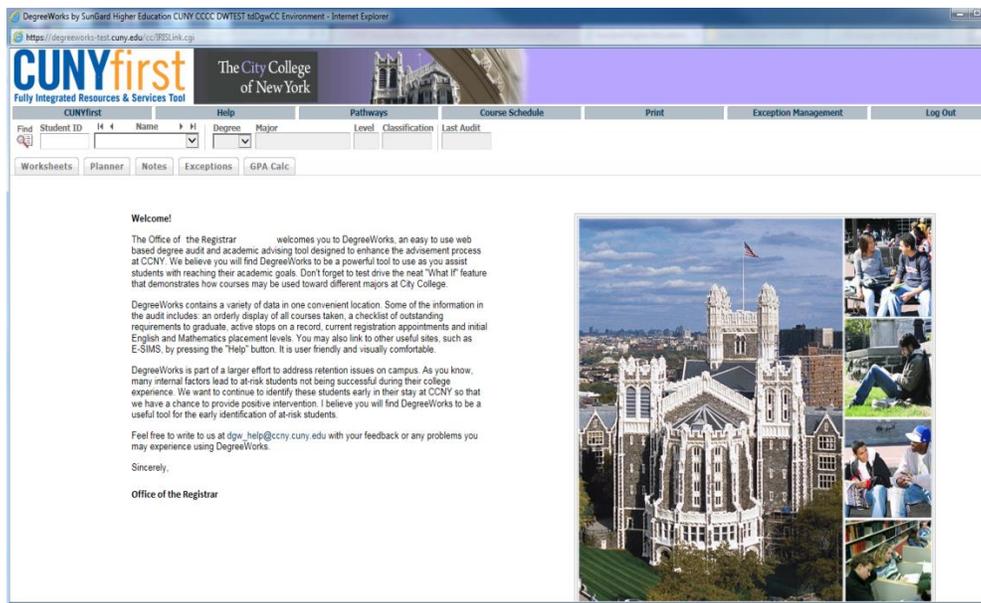
*A student automatically has access to their DegreeWorks record when they log into their Portal Account.*



Once your Portal credentials have been validated, you will be able to view your CUNY Portal welcome page. You can access DegreeWorks by clicking on “Student Advisement/ Degree Audit” in the “Applications/Resources” tab which is located on the top-left of your Portal welcome page.

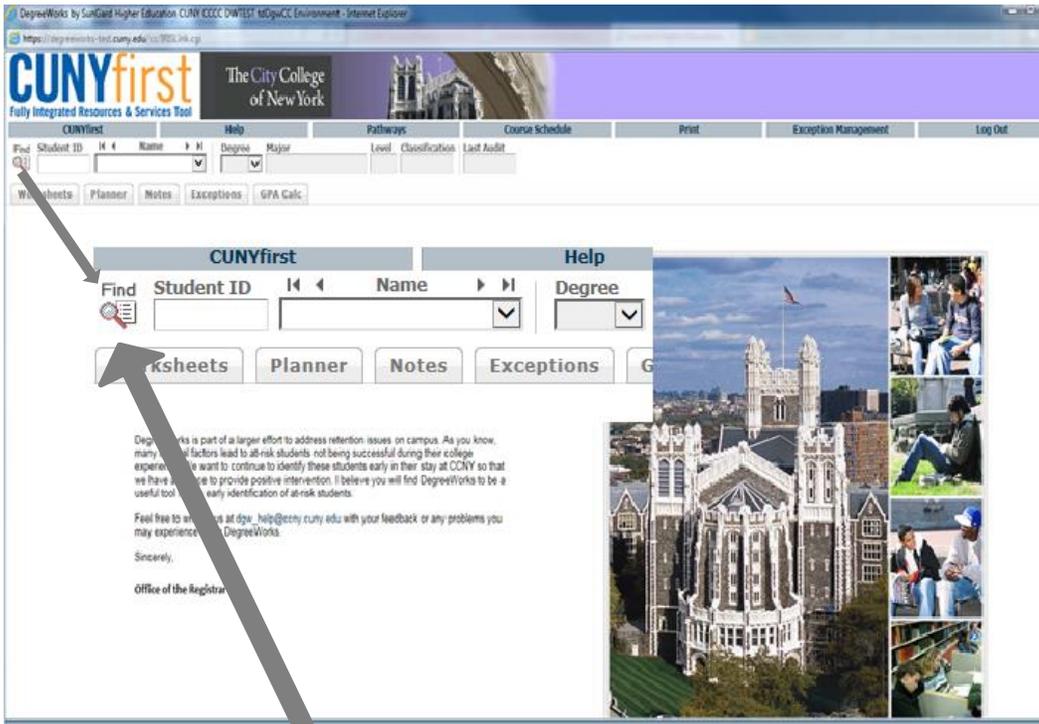


Click on “Student Advisement/Degree Audit” to be directed to the DegreeWorks home page. You may then search for an advisee audit by applying various search criteria such as EMPLID, Name, Major, etc.

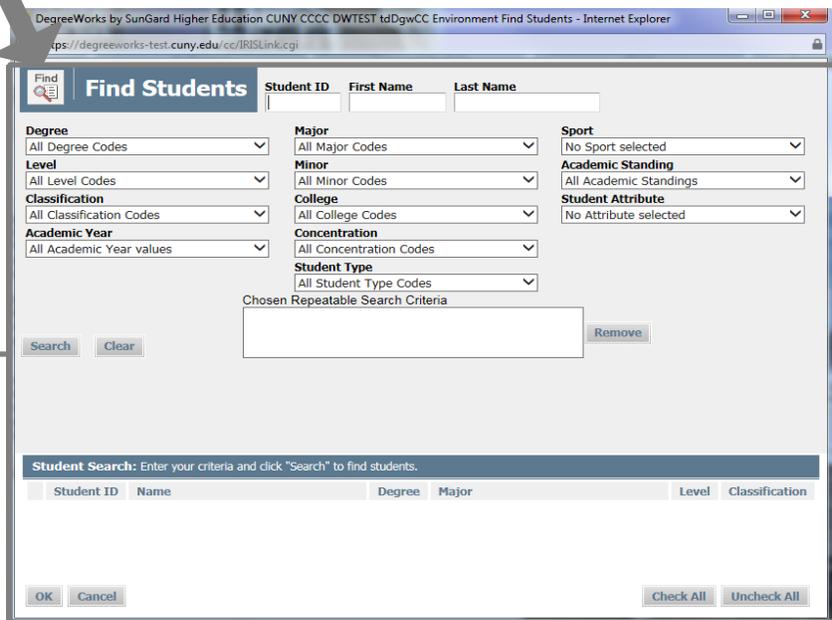


**IV. Locating a student record in DegreeWorks**

Locating a student record is easy, just click the “Find” button and enter the student’s EMPLID or name. You may also search for records by entering the major, concentration, etc.

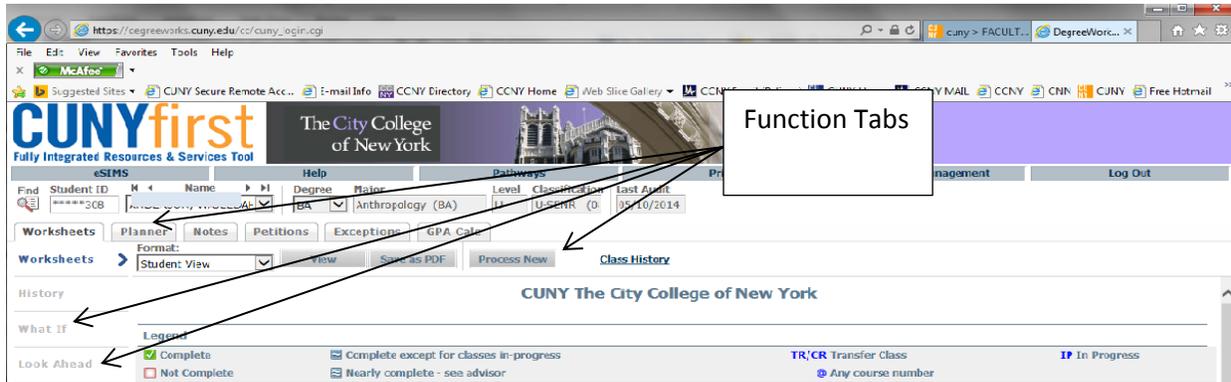


You can locate a record by entering the Student ID directly on the above welcome page or by clicking on the **find** tab which will open a **new window**, where you can locate a record by criteria of your choice.



## V. DegreeWorks Functions

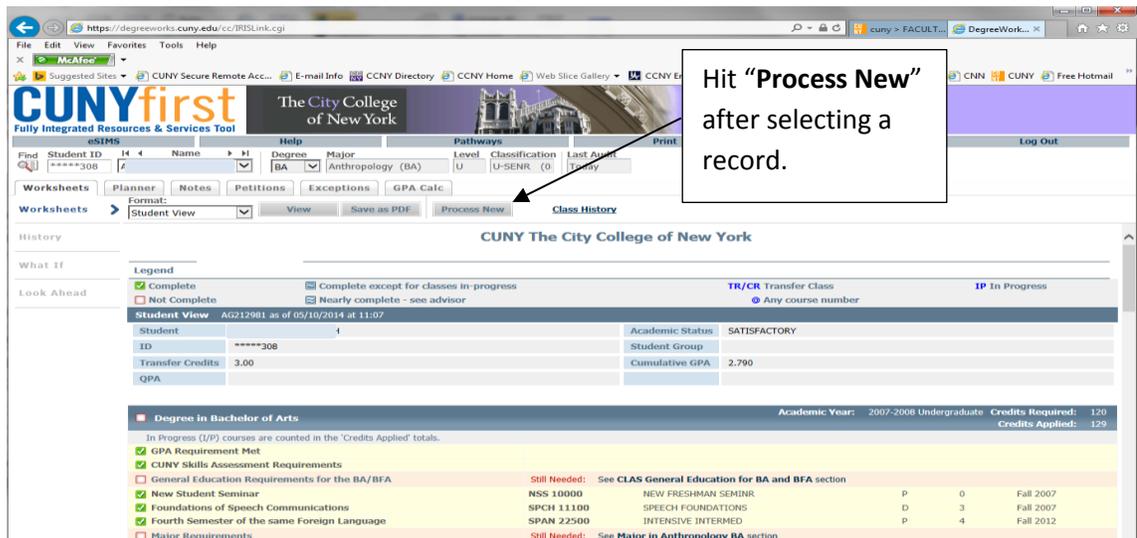
Function buttons permit you to navigate through the audit, where you can conduct a “what If” audit, calculate GPA, and use the “Student Planner”.



## VI. Viewing and Processing an Audit

The audit is arranged logically with distinct sections separated by horizontal bars. The academic data includes:

- Biographical information and an overview of degree requirements
- CUNY SKILLS assessment detail
- General Education/Pathways requirements
- Writing Across the Curriculum (for old core students)
- Major, second major, concentration, minor, elective classes allowed, elective classes not allowed and non-contributing courses.
- Hyperlinks in DegreeWorks let you check course descriptions and the course offering schedule via keywords.



**A. Interpreting Legends on the DGW audit:**

Legends help you to understand whether requirements are satisfied, exempt, nearly complete, in progress or yet to be met.

Legend Symbols

CUNY The City College of New York

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Legend

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	<b>TR/CR</b> Transfer Class	<b>IP</b> In Progress
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	<input checked="" type="checkbox"/> Any course number	

**Student View** AG212981 as of 05/10/2014 at 11:07

Student	ANL...	Academic Status	SATISFACTORY
ID	****308	Student Group	
Transfer Credits	3.00	Cumulative GPA	2.790
QPA			

Degree in Bachelor of Arts

Academic Year: 2007-2008 Undergraduate Credits Required: 120  
Credits Applied: 129

**B. Student Header:**

The Student Header provides basic information about the student record such as ID, name, transfer credits, academic status, student groups and cumulative GPA.

**Student View** AF727195 as of 09/18/2013 at 02:17

Student		Academic Status	SATISFACTORY
ID		Student Group	
Transfer Credits		Cumulative GPA	2.031
QPA			

**C. Blocks or sections of a Degree Audit:**

Each degree audit is divided into numerous blocks or sections which have requirements coded for a bulletin year. Each “block” is coded based upon when a student is admitted, declared a major, changed their degree or major, etc.

### 1) Degree requirement block

The **Degree Block** provides a high level view of degree requirements.

The screenshot shows the DegreeWorks interface for a student with ID \*\*\*\*\*308. The student is pursuing a Bachelor of Arts (BA) degree in Anthropology. The interface displays various tabs like 'Worksheets', 'Planner', and 'Notes'. A 'Student View' section shows the student's academic status as 'SATISFACTORY' and a cumulative GPA of 2.790. A 'Degree in Bachelor of Arts' section is highlighted, showing that the GPA requirement is met and CUNY Skills Assessment Requirements are also met. A table lists remaining requirements, including General Education (CLAS) and Major requirements. A blue circle highlights the 'Academic Year: 2007-2008 Undergraduate' text in the top right of the degree block.

### 2) CUNY Skills Block

The CUNY Skills Assessment Requirement block shows the status of the Skills Assessment Tests.

This close-up shows the 'CUNY Skills Assessment Requirements' section. It lists three requirements, all of which are marked as 'Exempted' with a green checkmark: 'CUNY Math Test Exempted', 'CUNY Reading Test Exempted', and 'CUNY Writing Test Exempted'. A blue circle highlights the 'Academic Year: 2007-2008 Undergraduate' text in the top right corner.

### 3) General Education Requirements

Core, General Education or Pathways requirements will display based upon the year of entry into City College. If a student holds **a prior degree** (AA, AS or Baccalaureate) **general education requirements** are **waived** and the following **section will not appear** in the audit.

CLAS General Education for BA and BFA		Academic Year:	2007-2008 Undergraduate	Credits Required:	36
				Credits Applied:	21
Unmet conditions for this set of requirements: A minimum of 36 credits are required; you still need at least 15 additional credits.					
Please consult with your advisor for information regarding the BA/BFA General Education requirements. Detail is also available at <a href="http://www1.cuny.cuny.edu/current/gened/index.cfm">http://www1.cuny.cuny.edu/current/gened/index.cfm</a> You must also take 2 courses in a department outside of your major. One of these can be a Perspective course you have already taken. Credit will be granted for only one of the following: ECO 29000, MATH 17300, PSY 21500, SOC 23100.					
<input checked="" type="checkbox"/>	Freshman Inquiry Writing Seminar	ENGL 11000 Satisfied by	FRESHMN COMPOSITION - LONG ISLAND U C W POST CENTER	TR	3 Transfer
<input checked="" type="checkbox"/>	Artistic Perspective	ART 10000	INTRO PRINCIPLES	B	3 Spring 2009
<input checked="" type="checkbox"/>	Global History and Cultural Perspective	WCIV 10100	PRE-HIST TO 1500 AD	A	3 Spring 2010
<input checked="" type="checkbox"/>	Literary Perspective	WHUM 10100	WORLD HUMANITIES 1	D	3 Fall 2007
<input checked="" type="checkbox"/>	Logical-Philosophical Perspective	PHIL 10200	INTRO TO PHILOSOPHY	A	3 Spring 2012
<input type="checkbox"/>	Natural Scientific Perspective	Still Needed:	1 Class in <b>ASTR 30500</b> or <b>CHEM 10000</b> or <b>EAS 10000</b> or <b>10100</b> or <b>10300</b> or <b>MED 10000</b> or <b>31300</b> or <b>PHYS 10000</b>		
<input type="checkbox"/>	Nat Sci Perspective w/Interactive Component	Still Needed:	1 Class in <b>BIO 10000</b> or <b>EAS 10400</b> or <b>SCI 10400</b>		
<input checked="" type="checkbox"/>	Self and Society Perspective	PSY 10200	PSY IN MODERN WORLD	C+	3 Spring 2008
<input checked="" type="checkbox"/>	United States Society Perspective	PSC 10100	U S POLITICS & GOVT	B-	3 Fall 2010
<input checked="" type="checkbox"/>	Math Requirement				
<input checked="" type="checkbox"/>	Calculus Course	MATH 20100	CALCULUS 1	&C	0 Fall 2008

### 4) Major block

The major, second major, minor, concentration, and college option display in various distinct blocks.

Major in Anthropology BA		Academic Year:	2009-2010 Undergraduate	Credits Required:	30
				Credits Applied:	27
Unmet conditions for this set of requirements: 30 credits are required; you still need 3 more.					
<b>REQUIRED COURSES</b>					
<input checked="" type="checkbox"/>	Archeology	ANTH 20000	ARCHAEOLOGY	B	3 Fall 2010
<input type="checkbox"/>	Cross Cultural Perspectives	Still Needed:	1 Class in <b>ANTH 20100</b>		
<input checked="" type="checkbox"/>	Lang & Dialects in Cross Cultural Perspectives	ANTH 20200	LNG/DL CRS-CUL PERS	B	3 Fall 2010
<input checked="" type="checkbox"/>	Human Origins	ANTH 20300	HUMAN ORIGINS	A-	3 Spring 2011
<input checked="" type="checkbox"/>	30000 Level Course	ANTH 31107	ANTH OF REPRODUCTION	B+	3 Spring 2012
<input checked="" type="checkbox"/>	Elective Credits	ANTH 24000	PEOPLES OF AFRICA	A-	3 Spring 2011
		ANTH 24300	PEOPLES OF LAT AMER	A+	3 Summer 2011
		ANTH 25500	ANTH HLTH & HEALING	C+	3 Fall 2010
		BLST 17100	ROOTS:SEM BLK HIST	A+	3 Fall 2009
		BLST 19000	MALCOLM X	A+	3 Spring 2010
As many as 6 of the 15 Elective Credits in your major may be related courses outside of the Department of Anthropology. Please see your Advisor for detail.					

### 5) Elective Credits Allowed

This block shows elective credits that may be used towards the completion of the degree.

Elective classes allowed ; 36 Credits allowed					Credits Applied: 37	Classes Applied: 11
ANTH 32400	VIOLATION HUMAN RIGHTS	B	3	Fall 2009		
ART 10700	INTRO CERAMIC DESIGN	B+	3	Fall 2010		
ART 15500	ART IN EDUCATION 1	B	3	Fall 2009		
ART 31503	SCUL TECHNIQS: STONE	A	3	Spring 2010		
BIO 10100	FOUND OF BIOLOGY 1	C	4	Fall 2007		
BIO 10200	FOUND OF BIOLOGY 2	D	4	Spring 2008		
BLST 10100	AFR HRTG-AM EXPRNCE	A	3	Spring 2008		
BLST 10200	AFR HRTG-CARIB EXP	A-	3	Fall 2009		
CHEM 10301	GENERAL LEC-LAB	B	4	Fall 2008		
CHEM 10401	GENERAL LEC-LAB 2	A-	4	Summer 2010		
PSY 24600	INFANCY & CHILDHOOD	A	3	Spring 2010		

### 6) Elective Credits Not Allowed

This block is very important in DegreeWorks because it impacts FACTS and therefore the TAP award. The courses in this category are not required toward the degree and will trigger a course ineligibility flag in FACTS for financial aid.

Elective classes <i>not</i> allowed					Credits Applied: 25	Classes Applied: 10
ANTH 32100	HEALTHS/ALTERNATVS	B+	3	Spring 2011		
ART 10200	INTRO TO DRAWING	B+	3	Fall 2012		
ART 10900	3D DESIGN	B	3	Spring 2011		
ART 31308	FURNITURE DESIGN 2	A	3	Spring 2012		
BLST 31608	AF-LATINOS-HIST-CUL	B-	3	Fall 2011		
CHEM 26101	ORGANIC CHEM 1 WKSP	P	0	Fall 2011		
MATH 20200	CALCULUS 2	R&D	0	Summer 2011		
PHYS 20700	GENERAL	B	4	Summer 2011		
THTR 25000	BALLET	C	3	Spring 2012		
THTR 31505	COSTUME DESIGN	C-	3	Fall 2011		

### 7) Non-Contributing Grade and Pending Permit Course

The section is a good way to quickly see failed, withdrawn and repeated courses.

Non-Contributing Grades and Pending Permit Courses					Credits Applied: 0	Classes Applied: 5
CHEM 10401	GENERAL LEC-LAB 2	#F	0	Spring 2009		
CHEM 26100	ORGANIC 1	F	0	Fall 2011		
ENGL 21002	WRITING-SOCIAL SCI	F	0	Fall 2011		
MATH 20100	CALCULUS 1	D	0	Fall 2007		
MATH 20200	CALCULUS 2	D	0	Spring 2009		

### D. “What- If” audit:

The “What-If” audit is used to simulate a change of major, minor or concentration. This way, students can see how existing course work will be used toward a different degree, major, minor, and concentration.

### E. GPA Calculator:

By clicking on “GPA Calc” tab on the DegreeWorks you can access various GPA calculator functions. This way, students can be prepared for future and they are able to plan wisely.

### 1) Graduation Calculator

This feature helps determine how the advisee has to perform in order to reach desired GPA. Therefore, enter the remaining number of credits towards the degree and total number of credits required for the degree (program). Press **“calculate”** and the calculator will provide you with desired GPA that student must achieve in order to successfully graduate.

### 2) Term Calculator

Set specific grade goals for classes enrolled in this semester. Enter the class acronym, number and credits. Select the grade student aims to earn and click **“Calculate”** to view the anticipated GPA.

Class	Credits	Grade
HIST 28000	3	A+ [4.000]
HIST 32950	3	A+ [4.000]
MCA 10100	3	A+ [4.000]
PORT 12300	3	A+ [4.000]
Class 5		A+ [4.000]
Class 6		A+ [4.000]
Class 7		A+ [4.000]
Class 8		A+ [4.000]
Class 9		A+ [4.000]
Class 10		A+ [4.000]

### 3) Advice Calculator

It is useful to determine the number of credits and grade average are required to achieve a desired GPA. Enter desired GPA and click **“Calculate”**.

The screenshot shows the eSIMS GPA Calculator interface. At the top, there are navigation tabs: eSIMS, Help, Pathways, Print, Exception Management, and Log Out. Below these is a search bar with fields for Student ID, Name, Degree (BA), Major (Anthropology (BA)), Level (U), Classification (U-SOPH), and Last Audit (09/18/2013). A row of buttons includes Worksheets, Planner, Notes, Petitions, Exceptions, and GPA Calc. On the left, there are links for Graduation Calculator, Term Calculator, and Advice Calculator (circled in blue). The main area contains three input fields: Current GPA (2.031), Credits Earned (93), and Desired GPA (empty). A red arrow points from a box labeled 'Enter value' to the Desired GPA field. Below the input fields is a 'Calculate' button, with a red arrow pointing to it from a box labeled 'Click to run'.

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## Frequently Asked Questions

### DegreeWorks

**Q: I'm unable to view an audit, what should I do?**

**A:** To access DegreeWorks, we suggest using Internet Explorer as your browser. Once you have logged into your CUNY portal account via Internet Explorer, you should be able to find any student's audit in the DegreeWorks database. After you have found a student's audit, please be sure to hit the "**Process New**" button. If you experience trouble finding or loading a record, feel free to contact your DGW divisional liaison or the DegreeWorks manager (Tom Sabia); [tsabia@ccny.cuny.edu](mailto:tsabia@ccny.cuny.edu).

**Q: What is displayed in the DegreeWorks audit?**

**A:** The audit displays:

- Basic information such as name, degree objective, major, GPA, etc.
- Overall requirements to earn the degree
- General Education requirements
- Language requirements
- Status of the CUNY Skills Assessment Tests
- Major field requirements
- Concentration requirements (if applicable)
- 2<sup>nd</sup> Major field requirements (if applicable)
- Minor requirements (if applicable)
- Elective credits allowed, elective credits not allowed, non-contributing grades and pending permit courses, and In-Progress courses

**Q: Does DegreeWorks really work?**

**A:** DegreeWorks does work! But communication is the key to keeping it accurate. It is very important for each division and department to keep the DegreeWorks manager up-to-date when discrepancies are discovered. Proper notification, along with appropriate documentation should be given to the DegreeWorks Manager, so that changes may be coded and programmed into DegreeWorks promptly. Also, keep in mind that only requirements approved by the Chancellor's Office will be scribed or coded in DegreeWorks. It is also crucial that the student's degree, major, minor, concentration (etc.) is coded properly in CUNYfirst.

*Note: Please, contact your division/department liaisons or the Provost's Office for further clarity regarding curriculum regulations if necessary.*

**Q: The requirements in the audit are not accurate, what should I do?**

**Step 1-** Contact your DegreeWorks liaison with supporting documentation indicating the discrepancy.

**Step 2-** Include information about the record in question (student name and EMPLID) and a brief description of the issue.

**Step 3-** Your DegreeWorks liaison will research the issue and triage it to the right individual.

**Step 4-** You may also send an e-mail directly to: Tom Sabia at [tsabia@ccny.cuny.edu](mailto:tsabia@ccny.cuny.edu) or phone ext 6148, however we highly recommend you first contact your DGW Liaison in order to eliminate confusion.

**Q: DegreeWorks is “wrong” and some departments don’t use it, should I be using it?**

**A:** The City University of New York has implemented various technologies in order to improve the student’s educational experience. Therefore, DegreeWorks is used in concert with FACTS (the Financial Aid Certification and Tracking System) and now impacts financial aid. Any inconsistency or issue that you discover in DegreeWorks should be reported to the DGW Manager in a timely fashion along with supporting documentation (if applicable). It is highly recommended that advisors use DegreeWorks and check every section carefully in order to improve the accuracy of the audit. Remember, communication is the key!

**Q: If I notice any inconsistency or “wrong” requirements in DegreeWorks, what should I say to a student?**

**A:** If you notice a problem, please contact a DGW Liaison from your division or school with the student’s information and detail about the discrepancy. The Liaison will research the issue and triage it to the right individual on the campus in order to reconcile the inconsistency. Please, let the student know that the issue will be resolved.

**Q: How is DegreeWorks helpful for students?**

**A:** DegreeWorks is an on-line advisement and degree audit system. It helps keep track of student’s progress and performance across the board. It assists students to visualize their academic progress and plan further. This way, there are no surprises, confusion is minimized and the student is informed and prepared before seeing an advisor. Also, the DegreeWorks audit is accessible from anywhere, so it may address some questions that students might have regarding progress toward degree completion.

**Q: How is DegreeWorks useful for advisors?**

**A:** Through DegreeWorks advisors can also benefit in various ways:

- With a quick glance of the DGW audit you are able to see your advisee’s progress toward degree completion.
- You can quickly see the courses that your advisee completed and those that are outstanding.

- Patterns of failed, with drawn, and repeated courses can be viewed instantly.
- Closely track each student's progress.
- Minimize various clerical aspects of the advisement process.
- Minimize the amount of time students wait to see you.
- Focus on degree completion and plans for graduate study or career objectives.

**Q: A student is thinking about a change of major. How will the courses already taken be used toward the new major?**

**A:** Use the "What If" feature by selecting the proposed degree, major and perhaps concentration. The requirements for your selection will appear when you run a "what-if" audit and you will see how the course-work may be used in the program under consideration. Each program is unique and mostly comprised of a different set of requirements. Each time something changes on a student's record DegreeWorks re-calculates the course work and places courses in the most appropriate section of the audit.

*Note: Please, refer to a bulletin or a department to get the approved degree requirements of the desired major.*

**Q: If I use the "What If" feature does this mean the major has been changed?**

**A:** No. When you select a "What If" major you are not changing the major but rather viewing how existing courses will be used should the major change. In order to change a major the properly signed "Major Form" must be returned to the Office of the Registrar.

**Q: A student has not yet declared a major, can they still use DegreeWorks?**

**A:** Yes, the student should use the "What If" feature, as noted above, to see the requirements for various majors. However, it is highly recommended that students declare a major as soon as possible by consulting with their advisor(s).

*Note: Students who intend to apply for financial assistance must have a major declared by the 60<sup>th</sup> credit. Please, refer to the Office of Financial Aid for further clarity.*

**Q: The major listed in DegreeWorks is wrong, what should the student do?**

**A:** CUNYfirst contains the student's degree objective (program), major (plan), and concentration (sub-plan). In order for DegreeWorks to function properly the CUNYfirst record must be coded correctly. If you spot a wrong degree objective, major, concentration, etc. you must submit a properly signed Major Form to the Office of the Registrar to correct the information in CUNYfirst. This form is available from the Office of the Registrar or on-line. The data is generally updated within 24/48 hours after input into CUNYfirst.

**Q: DegreeWorks is missing “Pathway: General Education Requirement”, what should I do?**

**A:** Students with a prior degree (AA, AS or Baccalaureate) have the “General Education Requirement” waived. This information will be noted in the degree block.

**Q: A course a student took may be substituted for a requirement, why doesn’t this information appear in the audit?**

**A:** The “exception management” system is available to authorized individuals/liaisons (see the end of this manual for detail). In order for DegreeWorks and FACTS to work properly, each substitution has to be entered into the system. A brief and precise explanation regarding an exception must be noted on the record in order to enhance transparency and minimize confusion.

**Q: How do I print a copy of the audit?**

**A:** Just press the “Print” button in the upper right hand corner of the DegreeWorks audit.

**Q: Is the DegreeWorks audit the same as the CUNYfirst transcript?**

**A:** No absolutely not. The CUNYfirst transcript is the official academic record at CCNY. Please, contact Office of the Registrar to get further information regarding transcript.

**Q: There was a change on a student record, when will it appear in the audit?**

**A:** The bridging of data in DegreeWorks is fairly complex so it takes 24 to 48 hours for changes to appear in DegreeWorks.

**Q: I would like more information about DegreeWorks, who should I contact?**

**A:** Please, Contact the DegreeWorks Manager, Tom Sabia, in order to make an appointment with him. We are more than happy to assist you and provide detailed training regarding DegreeWorks. We will try to help you as soon as possible.

**Q: Where can I find information regarding degree requirements?**

**A:** Please see the department, bulletin, office of academic standards, and/or the provost office for approved requirements.

**Q: The font on the DGW audit is small, can I enlarge it?**

**A:** Yes, if you are using Internet Explorer simply hold the “control” key down and press “+” or “-” (Ctrl and + or Ctrl and -) to change the size of the font.

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## **FACTS (Financial Aid Certification and Tracking System)**

### **Q: What is FACTS and how does it work?**

**A:** FACTS (Financial Aid Certification and Tracking System) is a web based system that monitors students' financial aid eligibility. It extracts data from DegreeWorks (DGW) to produce a financial aid audit and determine eligibility for TAP (Tuition Assistance Program), APTS (Aid for Part-Time Study), and various HESC scholarships.

*Per CUNY CIS*

### **Q: What are “Current” and “Frozen” FACTS files?**

**A:** The “current” FACTS file shows eligibility of students at the time when the transcript is viewed, whereas the “Frozen” FACTS file refers to the data history regarding student's eligibility prior to the finalized certification period. To view the “Frozen File” for Fall 2014, go to “FACTS Transcript” click on “FACTS Transcript History” and select “Fall 2014 Financial Aid Certification Enrollment Status Date” as an example. For future terms, select the appropriate term.

*Per CUNY CIS*

### **Q: When is FACTS “Frozen”?**

**A:** The FACTS data file is “Frozen” on the **35<sup>th</sup> day of each semester** (this is subject to change) and the finalized certification information is sent to FAP (Financial Assistance Program). However, waivers/overrides may be granted or applied to the “frozen” file. After the 35<sup>th</sup> day you must continue to update DGW with exemptions but the data will not travel to the “frozen” FACTS file. A separate notification of your updates must be sent to Suilan Berges, our TAP Certification Officer at [facts@ccny.cuny.edu](mailto:facts@ccny.cuny.edu).

*Per CUNY CIS*

### **Q: What data values in FACTS are extracted from CUNYfirst?**

**A:** The following data values are extracted into FACTS from CUNYfirst by the logic called the CUNYfirst DegreeWorks/FACTS extract program:

- Citizenship
- Residency
- Ability to Benefit
- ATB student group
- Test scores and deadline dates
- Transfer Student
- Readmitted/Reinstated Student
- Student with a disability (PREG student group)
- Cumulative GPA and credits earned (used to determine Academic Progress in FACTS)

*Per CUNY CIS*

**Q: What data values in FACTS are extracted from DegreeWorks?**

**A:** DegreeWorks feeds FACTS information regarding student's name, transfer credits, degree, major, minor, concentration, course enrollment, and SEEK/CD in order to determine eligibility each semester. Required courses and Elective Credits Allowed are also entered into the calculation of FACTS/TAP.

[Per CUNY CIS](#)

**Q: How much TAP can a student receive each semester?**

**A:** The amount of TAP each student receives varies based upon their family income, the number of semesters the student has received TAP, the number of family members attending college full-time, and the size of the annual appropriation for the program. Generally, a TAP award and a TAP Tuition Waiver granted to a student may be equal to the full tuition charge at the college.

[CUNY>FAQ's>TAP Questions](#)

**Q: How many semesters can a student receive TAP?**

**A:** For an associate degree students may receive TAP for up to six (6) semesters. They will be limited to six (6) semesters of TAP even if they change majors or transfer to another community college. When students enroll in a 4 year college program at a senior college, they will become eligible for an additional 2 full-time semesters of TAP bringing their undergraduate total to eight (8) semesters. If students are enrolled in a special program, such as SEEK, they may receive up to ten (10) semesters (or the equivalent) of TAP as an undergraduate. At CCNY, there are two additional five (5) year approved programs that may receive up to ten (10) semesters of TAP. These programs are the Sophie Davis BS in Biomedical Education and the Bachelor of Architecture degree (B-Arch).

[CUNY>FAQ's>TAP Questions](#)

**Q: Can students receive TAP for repeating a course?**

**A:** If students repeat a course that they previously passed, they may not count the repeated course towards full-time enrollment for TAP purposes. Unless the courses had a minimum grade requirement that was not initially achieved. If the student's repeated course is counted as part of their full-time enrollment, the repeated course cannot be counted to fulfill the program pursuit requirement for the following semester.

This means that in order to receive TAP in a semester where students may be repeating a course they passed previously they must have, in addition to the repeated course, at least 12 credits or equated credits of non-repeated courses. If students repeat a course that they previously failed, they may include that course towards full-time enrollment for TAP purposes.

[CUNY>FAQ's>TAP Questions](#)

**Q: Does TAP pay for tuition as long as the student is enrolled in a degree program?**

**A:** No, TAP is generally awarded to eligible students for eight (8) semesters, but credits taken must fulfill appropriate course categories and degree requirements as documented in the Bulletin. However if you are enrolled in a program that is officially registered as a 5 year program TAP may pay for the additional credits required to earn your 5 year degree. For further clarity please speak to a representative in the Office of Student Aid.

<http://www.hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap.html>

**Q: My advisee hasn't declared a major yet, does it affect TAP eligibility?**

**A:** Yes, TAP eligibility is impacted by not declaring an appropriate major in a timely fashion. In order to be eligible, it is required by the New York State Education Department to declare a major by the time student completes sixty (60) credits and within thirty (30) days of the end of the add/drop period each semester. The deadline for the declaration of a major is listed every semester on the CCNY website via Office of the Registrar < Academic Calendar page.

<http://www.hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap.html>

**Q: How is TAP eligibility determined in the graduating semester, is the student required to take 12 applicable credits towards the degree?**

**A:** Full time study is required during the final term in the same manner as for any other term, even if not necessary in order to complete graduation requirements. If a student needs fewer than twelve (12) credits in the final semester, additional courses beyond those applicable to the degree can be included in the determination of full-time eligibility. A student will be deemed to meet the full-time requirement in the last semester of eligibility if the student takes at least one course needed to meet the graduation requirements and the student enrolls in and **completes** at least 12 credits. Additionally, academic progress and program pursuit regulations must be met as well.

**Q: Can students receive TAP for accelerated study (summer)?**

**A:** Students may receive accelerated study (summer TAP) only upon the completion of 24 credits towards the degree requirements:

- The student must earn 24 credits in the two preceding semester before the accelerated term (summer)
- The student must be full-time in the preceding term prior to accelerated term
- The student must have good academic standing prior to accelerated term
- The student's transfer credits cannot be counted towards the 24 credit requirement.

[CCNY>TAP>FAQ's](#)

**Q: How are e-permit courses accounted for in TAP/FACTS?**

**A:** When a student registers for an e-permit course a temporary place holder appears in DGW and FACTS. Once the student passes the course and grades are transferred a manual re-evaluation regarding TAP eligibility is done by Office of Financial Aid.

**Q: I have read the entire document and memorized it, is it okay to generalize the solutions for all students?**

**A:** No, every student's situation is unique and complex so each student case should be dealt with individually. You should always feel free to contact either Ms. Suilan Berges or Tom Sabia for additional assistance.

**Q: TAP/FACTS is too confusing, who can help me with this?**

**A:** Please, contact Ms. Suilan Berges in the Office of Financial Aid for clarity.

**Q: I have a question regarding FACTS and Financial Aid eligibility, who should I contact?**

**A:** The Office of Financial Aid is the right place to find detailed information regarding, federal loans, grants, and scholarships.

## Some Useful Facts

### Did you know....

- Students with a prior CUNY or SUNY degree (AA, AS, Baccalaureate) automatically have a “General Education Requirement” exemption, unless there is a variance.
- Pathways is implemented by CUNY across the board.
- The Provost’s Office has implemented a triage system and designated liaisons in each division in order to reconcile DegreeWorks and FACTS issues.
- Every student admitted to City College is automatically assigned to a specific bulletin year for their degree (general education requirements). The major, concentration and minor follow the bulletin year at the date of declaration.
- TAP is generally awarded to eligible students for eight (8) semesters; however courses taken must fulfill degree requirements as documented in the college bulletin.
- Students must declare a major by the 60<sup>th</sup> credit in order to continue to be eligible for TAP.
- The winter session is associated with the Spring semester and has no effect for Spring TAP eligibility.
- It is better to code updated and approved curriculum requirements in DegreeWorks than making excessive substitutions on each record.
- Students enrolled in the professional schools, other than education, should always have the same catalog year for their degree and major.
- DegreeWorks needs 24 to 48 hours to process any change on a student record before it is available for display. This delay is due to the complexity and time consuming nature of bridging data from CUNYFirst to DegreeWorks.
- You will be notified when an alert is sent by CUNY indicating that DegreeWorks is down or if there are other systemic issues with DegreeWorks.

## List of DegreeWorks Liasons

School/Division	Last Name	Frist Name	E-mail	Phone	Excpt Mgmt
Academic Standards	Gallagher	Jane	jgallagher@ccny.cuny.edu	8507	Yes
Academic Standards	Grablewski	Andrew	agrablewski@ccny.cuny.edu	8113	Yes
Center for Worker Education	Aguasaco	Carlos	caguasaco@ccny.cuny.edu	212-925-6625, ext 224	Yes
Center for Worker Education	Baboolal	Trisha	tbaboolal@ccny.cuny.edu	212-925-6625, ext 243	Yes
Center for Worker Education	Benedicty	Alessandra	abenedicty@ccny.cuny.edu	212-925-6625, ext 207	Yes
Center for Worker Education	Calagione	John	jcal@ccny.cuny.edu	212-925-6625, ext 236	Yes
Center for Worker Education	Chappell	Jason	jchappell@ccny.cuny.edu	212-925-6625, ext 257	Yes
Center for Worker Education	Edwards-Anderson	Deborah	edwa@ccny.cuny.edu	212-925-6625, ext 235	Yes
Center for Worker Education	Orange	Warren	oran@ccny.cuny.edu	212-925-6625, ext 239	Yes
Center for Worker Education	Romeo	Elena	eromero@ccny.cuny.edu	212-925-6625, ext 258	Yes
Powell School for Civic and Global Leadership	Brisco	Kamilah	kbrisco@ccny.cuny.edu	7397	Yes
Powell School for Civic and Global Leadership	Busch	Michael	mbusch@ccny.cuny.edu	5239	Yes
Powell School for Civic and Global Leadership	Farray	Scarlett	sfarray@ccny.cuny.edu	7308	Yes
Powell School for Civic and Global Leadership	Galman	Leslie	lgalman@ccny.cuny.edu	6412	Yes
Powell School for Civic and Global Leadership	Moran	Maria	mmoran@ccny.cuny.edu	5196	Yes
Powell School for Civic and Global Leadership	Tejada	Aldonsa	socialscienceadvising@ccny.cuny.edu	8155	Yes
Division of Humanities and the Arts	Oden	Melissa	moden@ccny.cuny.edu	7379	Yes
Division of Humanities and the Arts	Prifti	Migen	mprifti@ccny.cuny.edu	7383	Yes
Division of Humanities and the Arts	Strom	Raymond	rstrom@ccny.cuny.edu	7538	Yes
Division of Science	Archer	Norma	normaa@sci.ccny.cuny.edu	5780	Yes



Division of Science	Roth	Millie	mroth@sci.cuny.cuny.edu	6768	Yes
Division of Science	Stanley-Mbamelu	Nkem	nkem@sci.cuny.cuny.edu	6059	Yes
Grove School of Engineering	Beharry	Rawlins	beharry@ccny.cuny.edu	8040	Yes
Grove School of Engineering	Walser	Ardie	walser@ccny.cuny.edu	8030	Yes
Grove School of Engineering-Biomedical Engr	Payton	Phillip	ppayton@ccny.cuny.edu	5283	No
Grove School of Engineering-Chemical Engr	Cromie	Nick	ncromie@che.cuny.cuny.edu	5748	No
Grove School of Engineering-Civil Engr	Kreminska	Liubov	lkreminska@ccny.cuny.edu	8000	No
Grove School of Engineering-Computer Engr	Fenster	Sam	fenster@ccny.cuny.edu	6594	No
Grove School of Engineering-Degree Auditing	Moore	Debbie	dmoore@ccny.cuny.edu	8028	No
Grove School of Engineering-Earth System Sci	Camp	Ed	camp@ccny.cuny.edu	6684	No
Grove School of Engineering-Electrical Engr	Baurin	Ed	golovatch@ccny.cuny.edu	8902	No
Grove School of Engineering-Mechanical Engr	Moore	Debbie	dmoore@ccny.cuny.edu	8028	No
School of Education	Johnson	Gretchen	gjohnson@ccny.cuny.edu	5870	Yes
School of Education	Pusey	Stacia	spusey@ccny.cuny.edu	5345/6239	Yes
Sophie Davis School of Biomedical Education	Horvath	Theresa	thorvath@med.cuny.edu	6863	Yes
Sophie Davis School of Biomedical Education	Jimenez	Maria	mjimenez@ccny.cuny.edu	7156	Yes
Sophie Davis School of Biomedical Education	Cook	Aletha	acook@med.cuny.edu	8859	Yes
Spitzer School of Architecture	Borgeson	Hannah	hborgeson@ccny.cuny.edu	5663	Yes
Spitzer School of Architecture	Melendez	Arnaldo	amelendez@ccny.cuny.edu	7307	Yes
Spitzer School of Architecture	Miller	Michael	mmiller@ccny.cuny.edu	5454	Yes
Spitzer School of Architecture	Morales	Sara	smorales@ccny.cuny.edu	8748	Yes
<b>Total = 41</b>					

Note: This list is subject to change.