DegreeWorks Instructions

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**What is DegreeWorks?**
DegreeWorks is an easy to use, web based, degree audit and academic advising software designed to enhance the advisement and academic planning process at CCNY. DegreeWorks has powerful tools and features that allow students to view their academic progress at anytime and confirm how their course choices fulfill degree requirements.

**DegreeWorks Functionality**
- **Web Audits**
  - Student Audit
  - Concise Audit
  - Registration Audit
- **What-If Audits**
- **GPA Calculator**
- **Graduation Calculator**
- **Term Calculator**
- **Advice Calculator**
- **Look Ahead**
- **Student Planner (Advisors only)**

**Viewing or Processing Web Audits**
Web audits are individualized, printable degree reports displaying courses taken, transfer credits, courses still needed to meet degree requirements and courses in-progress. The audits are arranged in a logical hierarchy of sections, called “blocks.” The sections or blocks list the various components and requirements to earn your degree. Web audits can be viewed in three different formats:

- Student Audit- a complete and detailed audit of the student academic record.
- Concise Audit- this report hides academic advice and provides only requirements that were met.
- Registration Audit- provides only the courses “still needed” to meet degree requirements.

To process and view an audit, choose the Audit Format from the drop-down menu and click “View Audit,” (DegreeWorks defaults to the “Audit” function upon login).

Advisors may view the audits of different students by changing the Student ID number and hitting “Enter” to retrieve the new student record. Advisors must click the “Process New” button to refresh and view the latest version of a student audit.

**Note:** Students ONLY have access to their own academic record.
**Reading Your DegreeWorks Audit**

### Student Header
- **Name**:
- **Degree**: Electrical Engineering
- **Overall GPA**: 3.5

### Degree Section
- **GPA Requirement Met**: Yes
- **CUNY Proficiency Exam**: Met
- **CUNY Skills Assessment Requirements**: Met
- **School of Engineering General Education Requirements**: Met
- **Major Requirements**: Met
- **New Student Seminar Requirement**: Met

### CUNY Skills Assessment Section
- **Math Test Passed**: Yes
- **Reading Test Exempted**: Yes
- **Writing Test Exempted**: Yes

### CUNY Skills Assessment Section
- **School of Eng. GE & Liberal Arts**: Met
- **Credits Applied**: 3

### Degree Requirements Summary
- **Total Credits**: 129
- **Catalog Year**: 2015-2016
- **Graduation Year**: 2018

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**Help Print Log Out Buttons**

**Function Bar**

**Symbol Legend**
# Reading Your DegreeWorks Audit

## General Education Section

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Satisfactory By</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 11000</td>
<td>ENG COMPOSITION</td>
<td></td>
<td>3</td>
<td>Fall 2004</td>
<td></td>
</tr>
<tr>
<td>ENGL 20000</td>
<td>WRITING ENGINEERS</td>
<td></td>
<td>3</td>
<td>Fall 2005</td>
<td></td>
</tr>
<tr>
<td>ENGR 22000</td>
<td>ENGR ECONOMICS</td>
<td></td>
<td>3</td>
<td>Fall 2004</td>
<td></td>
</tr>
</tbody>
</table>

## Major Section

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Satisfactory By</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENCM 30000</td>
<td>GEN CHEM ENG ENS</td>
<td></td>
<td>3</td>
<td>Fall 2004</td>
<td></td>
</tr>
<tr>
<td>CSC 10200</td>
<td>INTRO COMPUTING</td>
<td></td>
<td>3</td>
<td>Fall 2004</td>
<td></td>
</tr>
<tr>
<td>MATH 21000</td>
<td>CALCULUS 1</td>
<td></td>
<td>3</td>
<td>Fall 2004</td>
<td></td>
</tr>
<tr>
<td>MATH 22000</td>
<td>CALCULUS 2</td>
<td></td>
<td>3</td>
<td>Fall 2004</td>
<td></td>
</tr>
<tr>
<td>MATH 23000</td>
<td>CALCULUS 3</td>
<td></td>
<td>4</td>
<td>Fall 2004</td>
<td></td>
</tr>
<tr>
<td>MATH 31000</td>
<td>METHODS OF DIFFERENTIAL EQUATIONS</td>
<td></td>
<td>3</td>
<td>Fall 2004</td>
<td></td>
</tr>
</tbody>
</table>
Reading Your DegreeWorks Audit

Additional Courses Taken

Non-Contributing Grades and Pending Permit Courses

Courses In-Progress

Additional Courses Taken

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSC 10000</td>
<td>DIGITAL ELECTRONICS</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ITSC 20000</td>
<td>MICROPROCESSORS</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ITSC 30000</td>
<td>COMPUTER ARCHITECTURE</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ITSC 40000</td>
<td>SOFTWARE ENGINEERING</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ITSC 50000</td>
<td>DATABASE MANAGEMENT</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ITSC 60000</td>
<td>PROJECT MANAGEMENT</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ITSC 70000</td>
<td>COMPUTER SECURITY</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ITSC 80000</td>
<td>Advance Computer</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Non-Contributing Grades and Pending Permit Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE 46200</td>
<td>PHOTOGRAPHIC ENGR.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MATH 25000</td>
<td>CALCULUS III</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Courses In-Progress

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE 37100</td>
<td>LIGHT FEEDBACK SYST.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EE 42000</td>
<td>PHOTOGRAPHIC ENGR.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EE 44100</td>
<td>DIGITAL SIGNAL PRO.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EE 45000</td>
<td>DIGITAL SYS.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EE 50000</td>
<td>ADVANCED IMAGE ENGR.</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Course In-Progress

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 10000</td>
<td>INTRO. ENGR.</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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Reading Your DegreeWorks Audit

Help
Provides the following useful links:
• E-SIMS
• Schedule of Classes
• Frequently Asked Questions (FAQs)
• Report a DegreeWorks Problem
• Academic Calendar
• Apply for Graduation
• DegreeWorks Instructions
• Career Services

Print
The Print button allows you to print your individualized audit report.

Log Out
Always log out when you finish using DegreeWorks. Logging out of DegreeWorks WILL NOT log you out of the CUNY Portal.

Function Bar
Contains the Audit, GPA Calculator, Look Ahead and Student Planner functions, (The Student Planner function is only available to advisors).

Symbol Legend
Explains the meaning of the various check box symbols.

Student Header
Contains your current academic status information.

Audit report sections are divided into two columns. The left column outlines the requirements that need to be completed. The right column outlines the courses that can be used to complete the requirement or the courses used to meet the requirement. Hyperlinks to course descriptions are available in this column for courses that can be used to meet the requirement. Completed requirements or sections are designated with a check mark. Refer to the Symbol Legend for explanation of other symbols that may appear in the check boxes.

Degree Section
Provides an overview of your graduation requirements. Completed requirements are designated with a check mark.

CUNY Skills Assessment Requirements Section
Lists the CUNY Math, Reading and Writing requirements.

Major Section
Outlines all of the specific course and GPA requirements for your major.

General Education Section
The General Education or CLAS Core Curriculum section outlines the core curriculum and liberal arts requirements based on your degree program.

Additional Courses Taken
Courses for which you receive credit, but DO NOT apply to specific requirements.

Non-Contributing Grades and Pending Permit Courses
Non-Contributing Grades include: F, FIN, FAB, W, WA, WU, NC and #(grades). Permit courses that are pending receipt of grades by the Registrar’s Office are also included in this section.

In-Progress
Current and registered courses are included in the In-Progress section.

Additional sections that may appear on your audit depending on your degree program are: Writing-Across-the-Curriculum Requirement, Undeclared Major and Not Counted.
What-If Audits
What-If audits can simulate a change of major and show how a student’s courses will be re-distributed against the requirements for a different major. Students and advisors can instantly view how a change of major affects the time to degree.

To view or process a “What-If” audit:

1) Click the “What-If” button on the DegreeWorks function bar.
2) Select a degree and major that interests you, (You must select both a degree and a major for the What-if function to work. Minor and Concentration are optional). Your selections will appear in the “Chosen Areas of Study” box and can be de-selected by clicking on the item that you want to remove and clicking the “Remove” button.
3) Click “Process Audit” to view your What-If audit report.

Note: You must click “Process Audit” each time after you select new criteria to refresh and view the latest version of an audit.
GPA Calculators
The GPA Calc function allows students to determine the number of courses and grades needed to improve their grade point average. There are three different types of GPA calculator functions:

- Graduation calculator - helps you determine how you need to perform to reach your desired GPA upon graduating.
- Term calculator - helps you set specific goals for the classes in your current term.
- Advice calculator - helps you determine how many credits of a specific grade average you need to reach your desired GPA.

Note: The GPA Calculators DO NOT incorporate the college’s “F” Repeat Policy in the calculations.

Using the GPA Calculator Functions
To use the GPA Calculator functions, click “GPA calc” on the DegreeWorks function bar. From the “GPA Calculators - Introduction Page,” choose a GPA Calculator type from the drop-down menu and click Load.

Graduation Calculator
1) Select the Graduation Calculator from the “GPA Calc” drop-down menu and click Load.
2) Enter your total number of credits remaining toward your degree. Your current GPA will auto-fill, however, the calculator allows you to make changes to a hypothetical current GPA.
3) Enter the total number of credits required for your degree. “Credits Required” hyperlinks to a table that lists all CCNY degrees, major codes and number of credits required for each major.
4) Enter your Desired GPA.
5) Click Calculate. The calculator will provide you with the GPA that you must average over the remaining credits in order to achieve the desired GPA.

Note: If the average GPA that you must maintain exceeds 4.00, you will receive an error message.
6) Click “Recalculate” to change the criteria.
Term Calculator

1) Select the Term Calculator from the “GPA Calc” drop-down menu and click Load.
2) Enter Class name, (e.g. ENGL 21000, ANTH 10100). This field is optional. Maximum of 8 classes allowed.
3) Enter number of credits, (mandatory field). Maximum of 8 credits allowed.
4) Select grade for class from drop-down menu, (mandatory field).
5) Click “Calculate” to view calculated GPA based on the grades provided, (“Current GPA” and “Credits Earned So Far” are auto-filled. Hypothetical changes are allowed to these two fields).
6) Click “Recalculate” to change the criteria.
Advice Calculator

1) Select the Advice Calculator from the “GPA Calc” drop-down menu and click Load.
2) Enter Desired GPA. “Current GPA” and “Credits Earned” fields are auto-filled by DegreeWorks; however, hypothetical changes are allowed to these fields.
3) Click “Calculate.”
4) The Advice Calculator returns different scenarios in terms of number of credits and average grade necessary to achieve the desired GPA.
5) Click “Recalculate” to change the criteria.

Note: Results that would require you to take more than 150 Credits are omitted. You will receive an error message if it is not possible to achieve the desired GPA based on the maximum of 150 additional credits.
The Look Ahead function is a planning tool that allows you to see a degree audit showing courses for which you plan to register in future semesters.

To view or process a Look Ahead audit:

1) Click the “Look Ahead” button on the DegreeWorks function bar.
2) Enter the discipline code, (e.g. ENG, ANTH, BIO), and complete course number in the respective fields.
3) Click “Add Course” to create your list of planned courses or “Courses you are considering.” If you do not know or are unsure of the course information, you can use the “Find” feature to perform an extended search for courses and their descriptions. To de-select a course, click on the item that you want to remove and click “Remove Course.”
4) Once you have created your list of “Courses you are considering,” click the “Process Audit” button to view your Look Ahead audit. Planned courses used in the Look Ahead function will appear in blue under the appropriate section or block.
Student Planner (Advisors Only)
The Student Planner provides advisors with a blank grid scheduler to make course recommendations to students for up to 24 terms. Course recommendations and “Additional Comments” can be listed on the planner and stored for future reference.

To view or process a Student Planner audit:
1) Enter a Student ID number and hit “Enter” to retrieve a student record.
2) Click the “Student Planner” function on the function bar to bring you to the Academic Planner screen.
3) Enter the term or semester in the first field, (e.g. Fall 2006, Spring 2007, etc.). The planner allows for scheduling of 8 courses per term up to 24 terms.
4) Enter course recommendations under each term in the format of discipline code and complete course number.
5) Click the check box next to each term that you want to see in the Student Planner audit or use the “Check All” button to include all of the terms in the audit.
6) The “Save Planner” button will save course recommendations and “Additional Comments,” and record the “Last changed by” Advisor name and date. Click the “Edit Planner” button to make changes to any course recommendations or comments and to return to the Academic Planner screen.
7) Click “Process Audit” to view the Student Planner audit. Student Planner course recommendations will appear in blue under the appropriate section or block.