



ACADEMIC ADVISING CENTER

PREPARATION. PROFESSIONALISM. DEDICATION.

STAY ON TRACK FOR GRADUATION
WITH THE **UPDATED DEGREEWORKS**

**CU
NY** | DegreeWorks

Upgraded features:

- Mobile-friendly user interface
- Project status updates to key stakeholders
- Drag and drop courses simplifies course planning
- Accessible

Learn more at cuny.edu/degreeworks

User Guide for Students

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What is DegreeWorks?



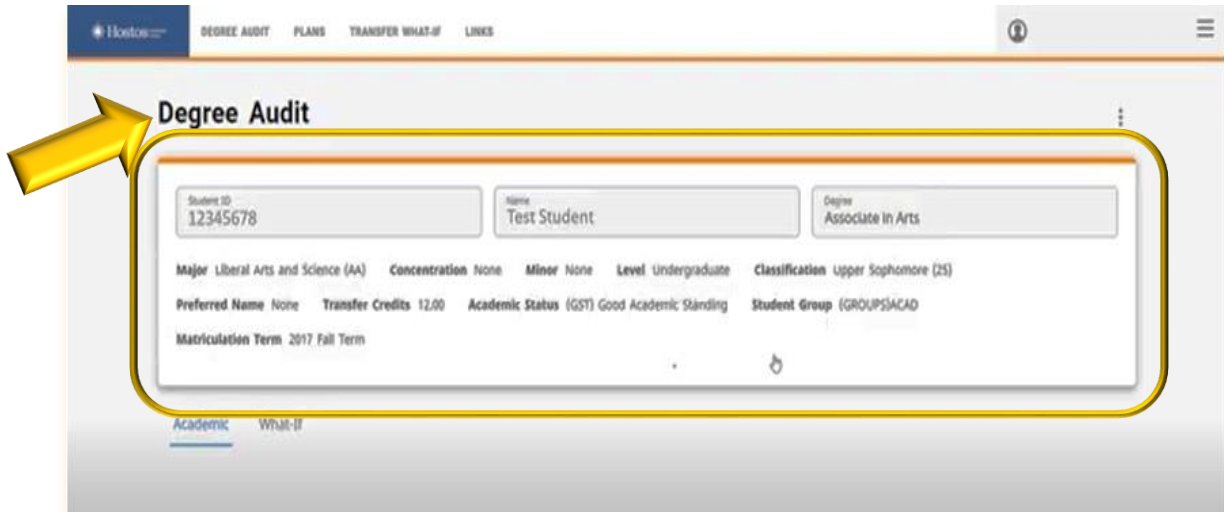
DegreeWorks is an Academic Advisement module that functions as a self-advisement tool that allows students to regularly track their degree programs as well as plan for future registration. It enables them to see if they have met specific college requirements for their degree and what courses are still needed to fulfill the requirements that are remaining.

How to Access DegreeWorks

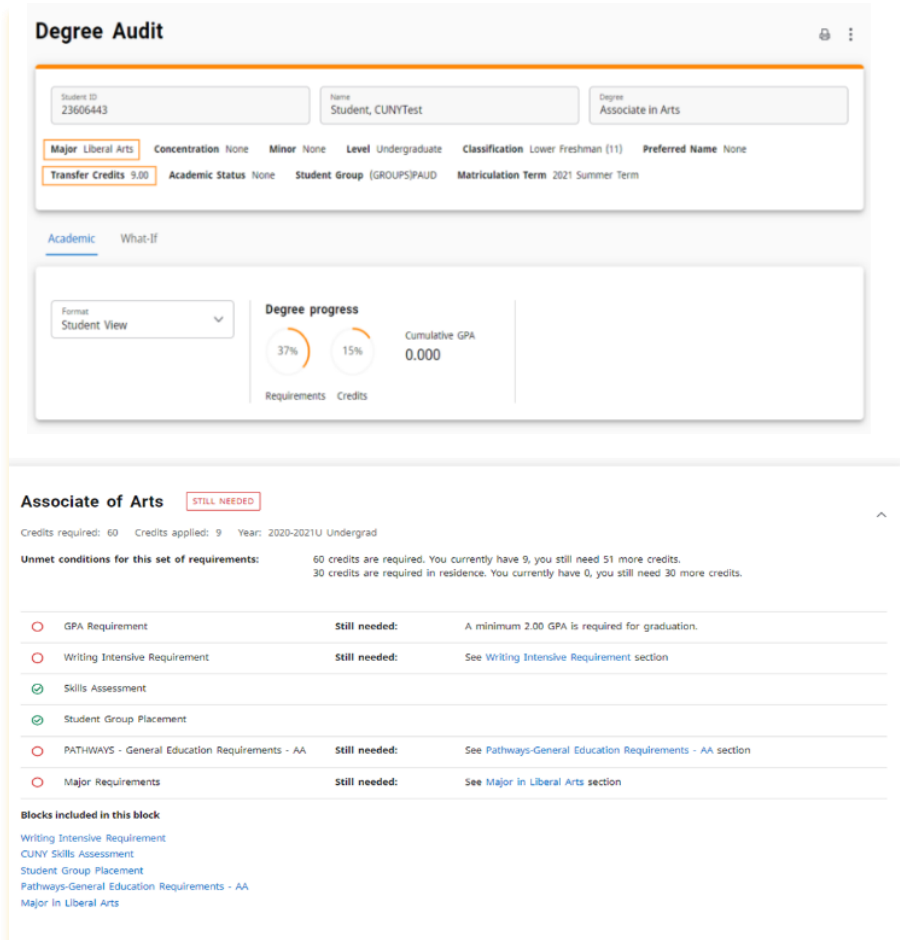
Students can access the DegreeWorks portal using their *CUNY login credentials* which consist of their *CUNYFirst Username* and *Password*.



They will then be directed to the landing page, which is the *Degree Audit* page, the default view for all CUNY users.

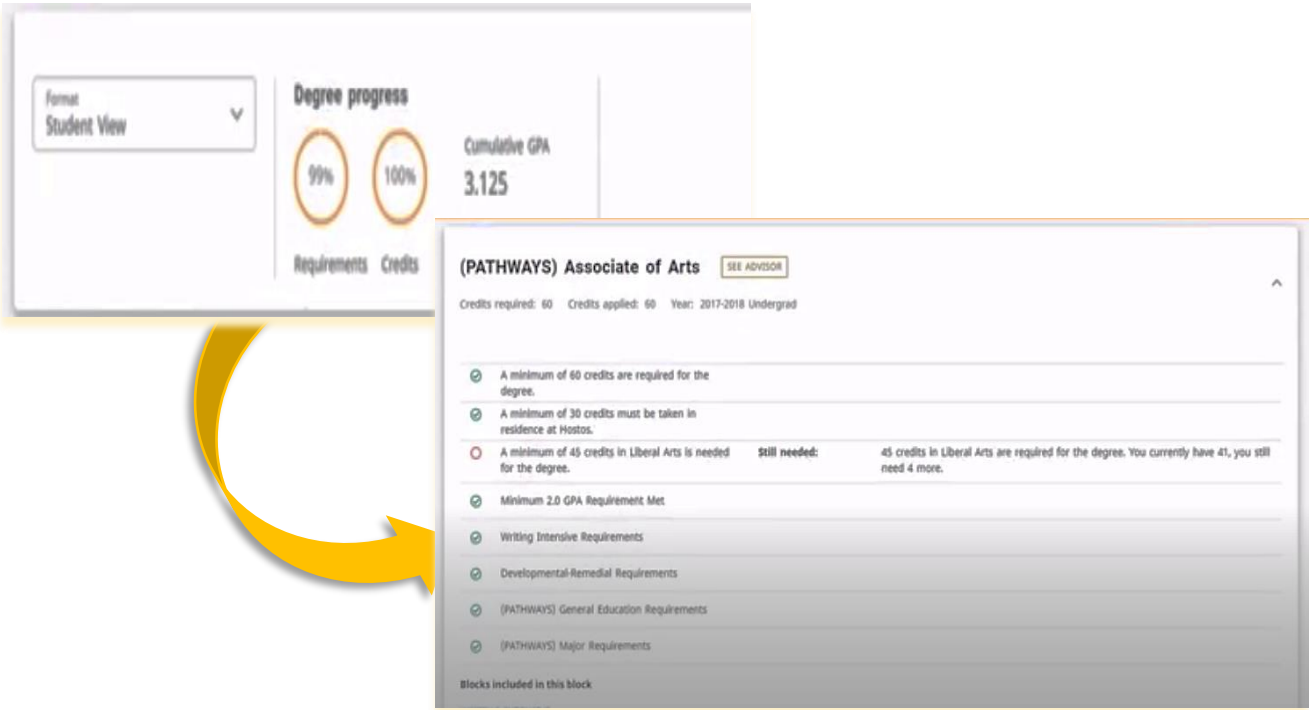


The student view header will display the student information such as your *Name, EMPLID, Academic status, major, student group* (if applicable), and *the student's overall GPA*.

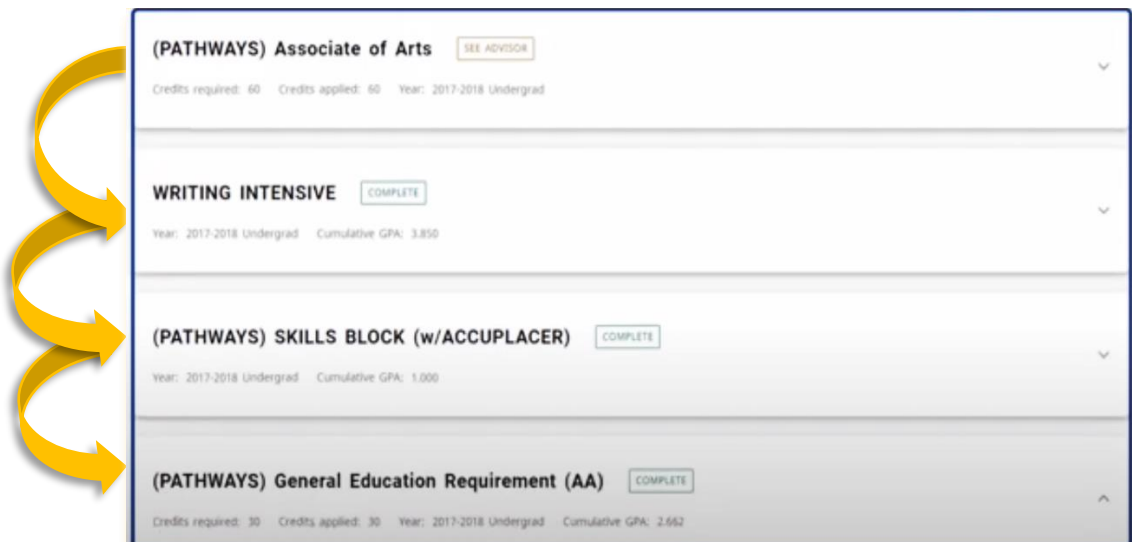


Degree Requirements

The *Degree Requirements* section lists the requisites needed to complete a degree. It is found immediately under the *Degree Progress* Section. This section provides a summary of the requirements as well as the overall credits required to graduate.



The *Requirement Card* previously known as blocks will contain a list of requirements that you will need to fulfill to complete that card.



The symbol inside the checked boxes will let you know the progress for each requirement.

(PATHWAYS) Associate of Arts SEE ADVISOR

Credits required: 60 Credits applied: 60 Year: 2017-2018 Undergrad

- ✓ A minimum of 60 credits are required for the degree.
- ✓ A minimum of 30 credits must be taken in residence at Hostos.
- A minimum of 45 credits in Liberal Arts is needed **Still needed:** 45 credits in Liberal Arts are required for the degree. You currently have 41, you still need 4 more.
- ✓ Minimum 2.0 GPA Requirement Met
- ✓ Writing Intensive Requirements
- ✓ Developmental Remedial Requirements
- ✓ (PATHWAYS) General Education Requirements
- ✓ (PATHWAYS) Major Requirements

Blocks included in this block



Completed requirements are noted with a green circle



Requirements still needed are noted with a red circle



Requirements in progress are noted with a blue half-filled circle

CUNY Skills Assessment Requirements

The *CUNY Skills Assessment Requirement* displays the status of the Skills Assessment Requirements

CUNY Skills Assessment Requirements COMPLETE

Year: 2020-2021 Undergrad

- ✓ CUNY Math Test Exempt
- ✓ CUNY Reading Test Exempt
- ✓ CUNY Writing Test Exempt

Pathways – General Education Requirements

General Education or Pathways Requirements will display based upon the year of entry into a CUNY school. For details regarding the pathways requirements students should contact an academic advisor.

Note: If a student holds a prior degree (AA, AS or Baccalaureate) general education/pathways requirements are waived, and the following section will not appear in the audit.

Pathways - General Education Requirements		COMPLETE	
Credits required: 30		Credits applied: 32	
Year: 2020-2021 Undergrad			
Course	Title	Grade	Credits
REQUIRED COMMON CORE			
Transfer Class met requirements: World Cultures & Global Issues	Transfer Course Attribute	FWGC	
English Composition I	FIQWS 10108	Composition of Individl & Soc	A+ 3 FALL 2020
English Composition II	ENGL 21003	Writing for the Sciences	A 3 FALL 2021
Mathematical and Quantitative Reasoning	MATH 19500	Precalculus	A 3 FALL 2020
Life and Physical Sciences	CHEM 10301	General Chemistry I	A+ 4 SPRING 2021
FLEXIBLE COMMON CORE			
CULTURAL/GLOBAL ISSUES AND A FLEXIBLE CORE COURSE:			
World Culture and Global Issues	FCWG 10000	Flexcore Wrld Cult	CR 3 FALL 2020
Satisfied by:		AP:	
One Additional Course in any Flexible Core Area	FIQWS 10008	Individual & Society	A 3 FALL 2020

Major Requirements Section

The Major Requirements section lists the specific courses that are required to complete a major.

Major in Liberal Arts		STILL NEEDED	
Credits required: 30		Credits applied: 3	
Year: 2020-2021U Undergrad		Cumulative GPA: 0.000	
Unmet conditions for this set of requirements: 30 credits are required. You currently have 3, you still need 27 more credits.			
Course	Title	Grade	Credits
Health Education Elective	Still needed:	2 to 3 Credits in HED ☺	
Modern Language Requirement	Still needed:	3 to 4 Credits in ARB ☺ or ASL ☺ or CHI ☺ or FRN ☺ or SPN ☺ or ITL ☺ Except CHI 170 and ITL 170 and FRN 160	
Students must take a modern language placement test on the BMCC Portal prior to registration. Students are required to take two semesters of the same Modern Foreign Language (i.e. CHI 105 & CHI 106 or SPN 200 & SPN 210). One semester can be satisfied by taking a Modern Foreign Language in the World Cultures & Global Issues category in the Common Core. Please note: CHI 170 and ITL 170 will not satisfy either requirement.			
English Elective	Still needed:	1 Course in ENG 3☺ or AFL 3☺ or AFN 3☺ or ASN 3☺ or LAT 3☺	
Social Science Elective	Still needed:	Social Sciences - Choose 2 from anthropology, economics, gender and women's studies, geography, history, philosophy, political science, psychology, or sociology. Two different disciplines must be taken and cannot be from the same disciplines as satisfied in the Common Core.	
Liberal Arts Electives: 14-16 credits required.	BUS 104	Introduction to Business	A 3 SUMMER 2021
Satisfied by:		AICEA Level -History	
Still needed:		Total of 14 to 16 credits required. Electives are determined by the number of STEM variants in the Common Core, the Health Education requirement, and the Modern Language requirement. NOTE: A maximum of 6 elective credits may be taken in career departments.	

Elective Courses Allowed

This section shows elective classes that may be used towards the completion of the degree.

Elective Courses Allowed				
Credits applied: 3		Courses applied: 1		
Course	Title	Grade	Credits	Term
BUS 7500	Business Administration Credit	A	3	Fall 2021U
Satisfied by: School of Professional Studies				

Elective Courses Not Allowed

Courses in the *Elective Classes Not Allowed* section do not meet your degree requirements. *It is very important in DegreeWorks because it impacts Financial Aid and therefore the TAP Award.* If you see currently registered courses falling in this section it is essential that you reach out to your academic advisor.

Elective Courses Not Allowed				
Credits applied: 16		Courses applied: 6		
Course	Title	Grade	Credits	Term
BA 1100	Fundamentals of Business	IP	(3)	FALL 2022
ECO 1200	Macroeconomics	CR	3	SPRING 2022
Satisfied by: AICE:				
ELEC 1000	Elective Credit	CR	3	FALL 2021
Satisfied by: AP:				
HIS 100	History of U.S. Cities	IP	(3)	FALL 2022
PEC 1100	Beginning Tennis	IP	(1)	FALL 2022
POL 9300	Global Politics	CR	3	SPRING 2022
Satisfied by: IBHL:				

Note: Each semester student should ensure that the course(s) “In-Progress” do not fall into this section.

Insufficient/Non-Contributing Grades and Pending Permit Courses

The *Insufficient Grades* section displays any course with a failed or a W grade.

Insufficient Grades				
Credits applied: 0 Courses applied: 2				
Course	Title	Grade	Credits	Term
ART 200	The Arts in New York City	WN	0	Fall 2021
FYS 101	Lrn Abt Be Successful Stdnt 1	R	0	Fall 2021

Courses In-Progress

This section shows the classes that are currently being taken hence in-progress.

In-progress				
Credits applied: 7 Courses applied: 3				
Course	Title	Grade	Credits	Term
BA 1100	Fundamentals of Business	IP	(3)	FALL 2022
HIS 100	History of U.S. Cities	IP	(3)	FALL 2022
PEC 1100	Beginning Tennis	IP	(1)	FALL 2022

What is DegreeWorks “What -If”

The *What-If* feature allows the student to ask Degree-Work to display what it will be like if he/she were to change your degree program. This feature displays the impact of these changes before he/she makes them official. The *What-If Audit* will show how previous course work applies to the new program and which courses he/she will need to complete. Check with an academic advisor for information on how changing a major will affect the progress towards a degree completion.

Degree Audit

Student ID: 12345678 Name: Test Student Degree: Associate in Arts

Major: Liberal Arts and Science (AA) Concentration: None Minor: None Level: Undergraduate Classification: Upper Sophomore (25)

Preferred Name: None Transfer Credits: 12.00 Academic Status: (GST) Good Academic Standing Student Group: (GROUPS)ACAD

Matriculation Term: 2017 Fall Term

Academic **What-If** View historic what-if audit: 09/16/2022 at 1:46 PM U/AS

What-If Analysis

Use current curriculum In-progress courses Preregistered courses

Program

Catalog year *: 2017-2018 Undergrad Degree *: Associate in Arts

Level *: Undergraduate

Areas of study

Major *: Major catalog year:

Concentration: Concentration catalog year:

The future courses display how the classes you plan to take in the future will apply towards a particular program or not.

Future courses

Subject Number ADD


RESET PROCESS NEW

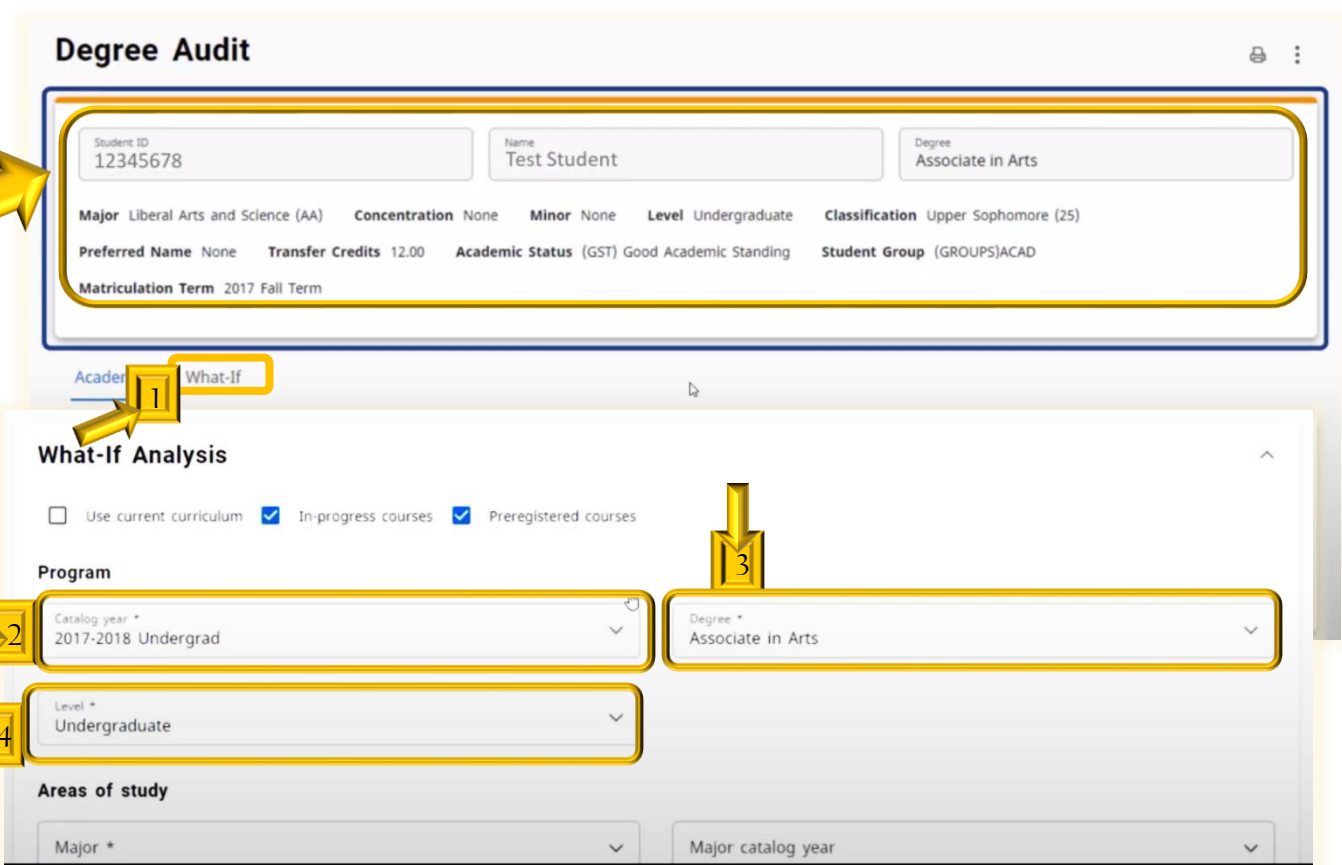
What-If Audits cannot be saved; therefore, it is best practice to print a copy of this audit to discuss with an advisor if you plan to change your program.

How to perform a “What -If” Audit

Your name and academic information will appear on the first card of your Degree Audit page.



1. Click the What-If tool beneath the first card.
2. Click under the program heading to see your current enrolled catalog year,
3. Degree and
4. Level

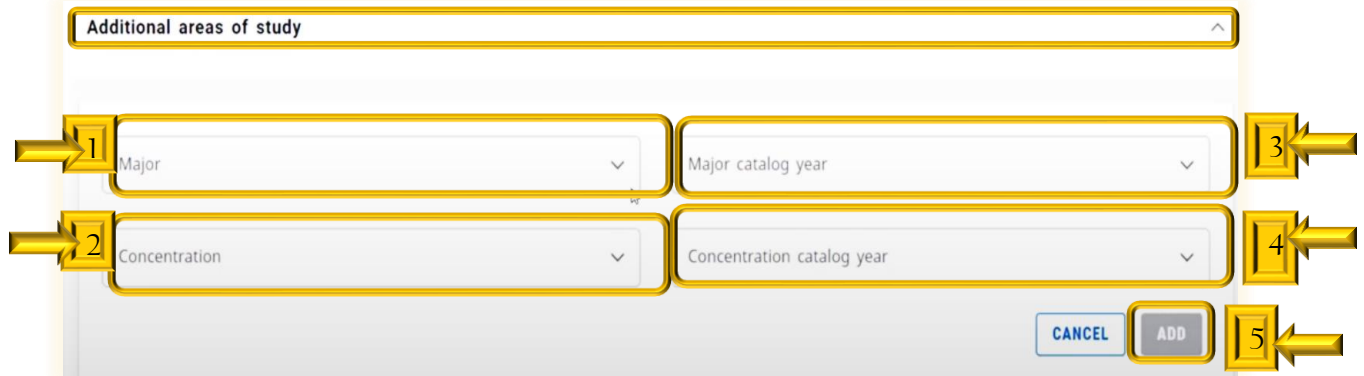
Click on the *drop-down*  *arrow* in each of these segments to view specific information about *current or previous major/minor*, the *related academic year*, the *concentration* as well as the *concentration catalog year* located under Areas of Study.



The screenshot shows the 'Degree Audit' interface. At the top, a card displays student information: Student ID 12345678, Name Test Student, and Degree Associate in Arts. Below this, a summary row shows Major Liberal Arts and Science (AA), Concentration None, Minor None, Level Undergraduate, and Classification Upper Sophomore (25). Further down, it lists Preferred Name None, Transfer Credits 12.00, Academic Status (GST) Good Academic Standing, and Student Group (GROUPS)ACAD. The Matriculation Term is 2017 Fall Term. A large yellow arrow points to this card.

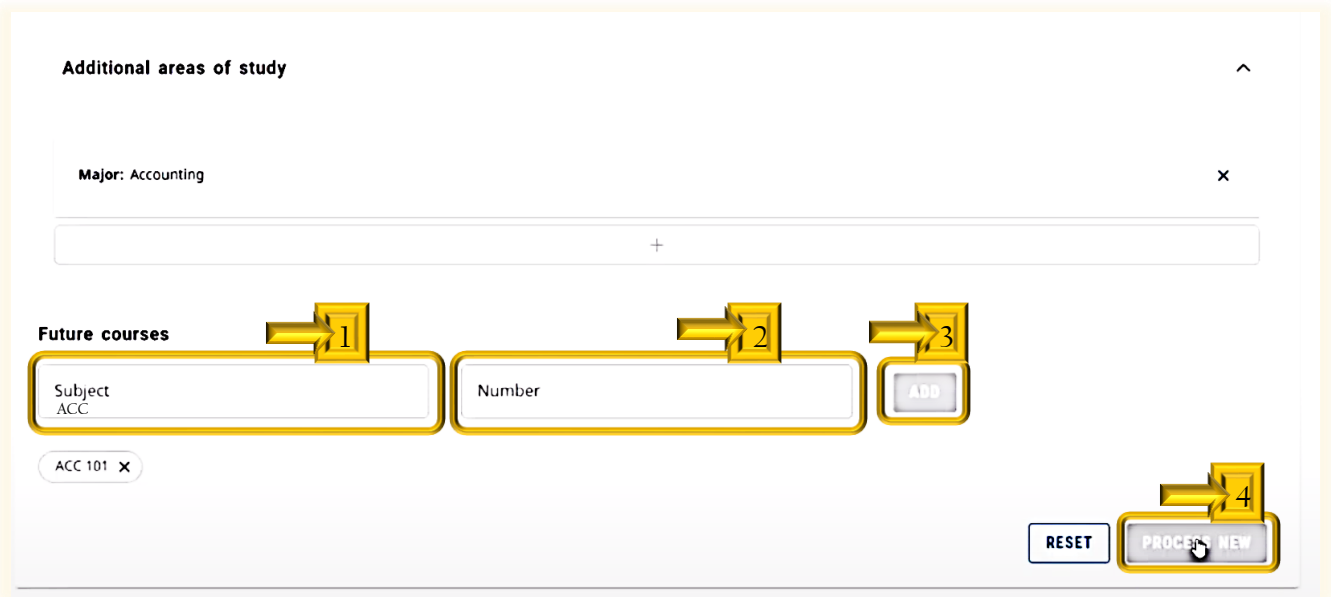
Below the card is a 'What-If' analysis section. It includes checkboxes for 'Use current curriculum' (unchecked), 'In-progress courses' (checked), and 'Preregistered courses' (checked). Under the 'Program' heading, there are three drop-down menus: 'Catalog year *' (2017-2018 Undergrad, callout 2), 'Degree *' (Associate in Arts, callout 3), and 'Level *' (Undergraduate, callout 4). Below this is the 'Areas of study' section, which includes a 'Major *' drop-down menu and a 'Major catalog year' drop-down menu.

To Add Additional Area of Study to the What-If Analysis click the *Additional Areas of Study* and then the  Choose additional options Click on the *drop-down*  *arrow* in each of the segments located under Additional Areas of Study to view specific future information in the boxes shown then click the *Add button*.



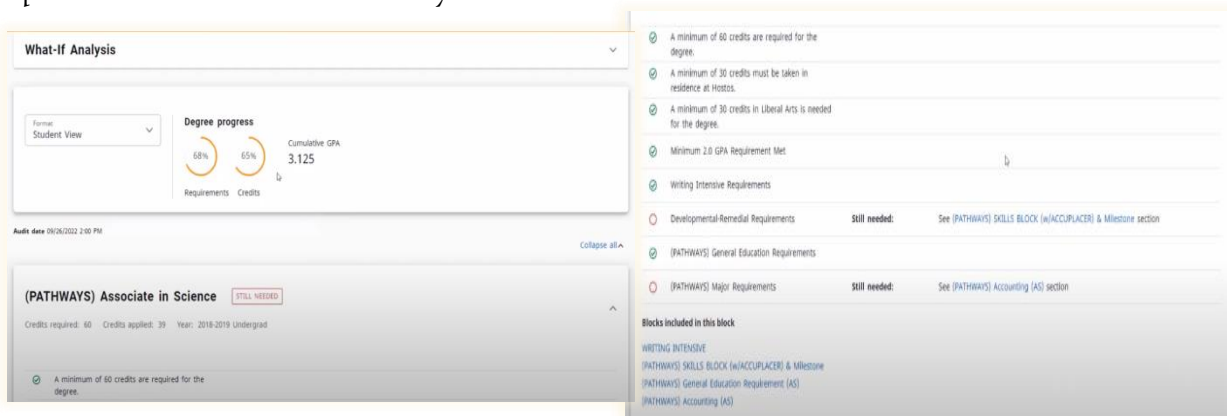
The screenshot shows the 'Additional areas of study' form. It has a title bar 'Additional areas of study' with a dropdown arrow. Below are two rows of input fields. The first row has 'Major' and 'Major catalog year' dropdowns. The second row has 'Concentration' and 'Concentration catalog year' dropdowns. At the bottom right are 'CANCEL' and 'ADD' buttons. Yellow callout boxes with arrows point to: 1. The 'Major' dropdown, 2. The 'Concentration' dropdown, 3. The 'Major catalog year' dropdown, 4. The 'Concentration catalog year' dropdown, and 5. The 'ADD' button.

Next under the *Future Course* option in the What-If analysis *enter the course name* and *the course number* then click *Add* and then *Process New* to help you in future course planning decisions.



The screenshot shows the 'Future courses' section. It has a title 'Additional areas of study' and a sub-section 'Major: Accounting'. Below is a search bar with a plus sign. The 'Future courses' section has three input fields: 'Subject ACC', 'Number', and an 'ADD' button. Below the 'Subject ACC' field is a tag 'ACC 101'. At the bottom right are 'RESET' and 'PROCESS NEW' buttons. Yellow callout boxes with arrows point to: 1. The 'Subject ACC' field, 2. The 'Number' field, 3. The 'ADD' button, and 4. The 'PROCESS NEW' button.

The analysis that appears shows which classes have already been taken that would meet the requirement for this course of study and what courses remain to be taken.



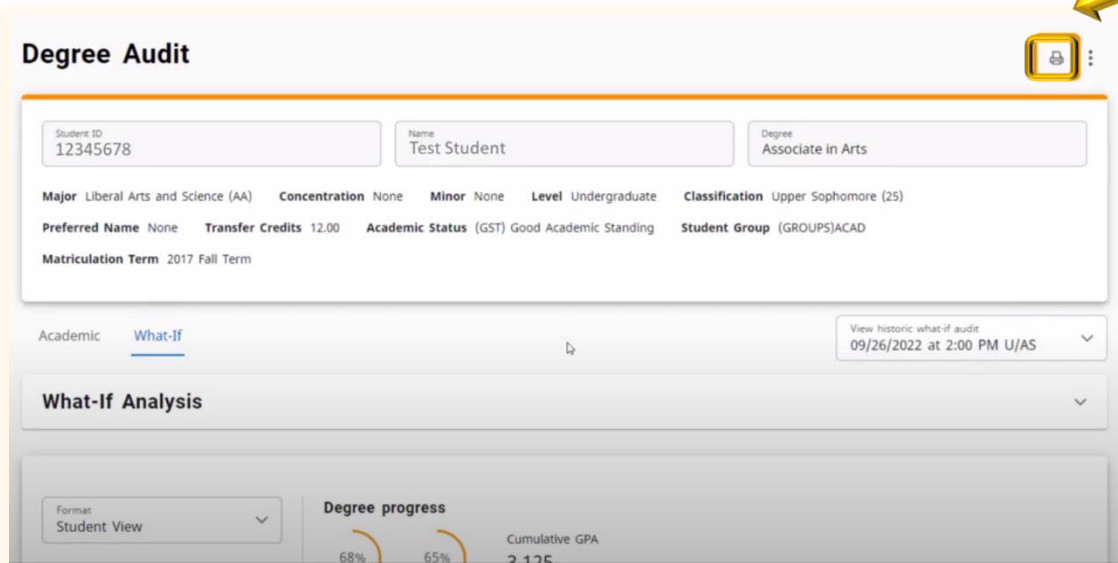
The screenshot shows the 'What-If Analysis' dashboard. On the left, there's a 'What-If Analysis' header and a 'Form: Student View' dropdown. Below is a 'Degree progress' section with two circular gauges: 'Requirements' at 68% and 'Credits' at 65%. A 'Cumulative GPA' of 3.125 is shown. Below that is an 'Audit date' of 09/26/2022 2:00 PM and a 'collapse all' link. The main section is titled '(PATHWAYS) Associate in Science' with a 'STILL NEEDED' tag. It shows 'Credits required: 60' and 'Credits applied: 39' for the year '2018-2019 Undergrad'. On the right, there's a list of requirements with checkboxes: 'A minimum of 60 credits are required for the degree.', 'A minimum of 30 credits must be taken in residence at Hostos.', 'A minimum of 30 credits in Liberal Arts is needed for the degree.', 'Minimum 2.0 GPA Requirement Met', 'Writing Intensive Requirements', 'Developmental-Remedial Requirements', '(PATHWAYS) General Education Requirements', and '(PATHWAYS) Major Requirements'. Below this is a 'Blocks included in this block' section listing 'WRITING INTENSIVE', '(PATHWAYS) SKILLS BLOCK (w/ACCUPLACER) & Milestone', '(PATHWAYS) General Education Requirement (AS)', and '(PATHWAYS) Accounting (AS)'.

How to Print your “What -If” Results

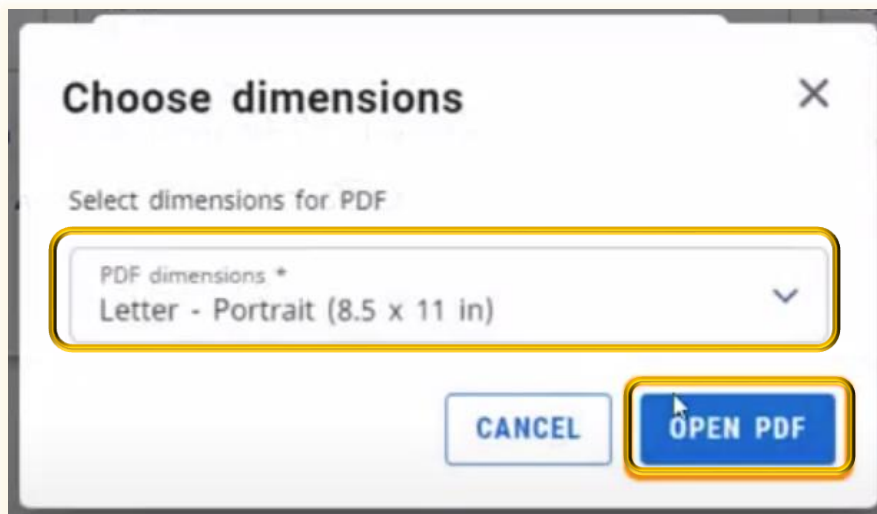
To Print the What-If Analysis results click on the



printer icon on the upper right corner of the screen.

A screenshot of a 'Degree Audit' web page. The page title is 'Degree Audit'. It displays student information: Student ID 12345678, Name Test Student, and Degree Associate in Arts. Below this, it lists major details: Major Liberal Arts and Science (AA), Concentration None, Minor None, Level Undergraduate, Classification Upper Sophomore (25), Preferred Name None, Transfer Credits 12.00, Academic Status (GST) Good Academic Standing, Student Group (GROUPS)ACAD, and Matriculation Term 2017 Fall Term. There are tabs for 'Academic' and 'What-If', with 'What-If' selected. A dropdown menu shows 'View historic what-if audit 09/26/2022 at 2:00 PM U/AS'. A 'What-If Analysis' section is partially visible. At the bottom, there's a 'Format Student View' dropdown and a 'Degree progress' section showing 68% and 65% progress bars and a 'Cumulative GPA 2.125'. A yellow arrow points to a printer icon in the top right corner of the page.

Then *choose the dimensions* and *click on Open PDF*

A dialog box titled 'Choose dimensions' with a close button (X) in the top right. The text inside says 'Select dimensions for PDF'. There is a dropdown menu labeled 'PDF dimensions *' with 'Letter - Portrait (8.5 x 11 in)' selected. At the bottom, there are two buttons: 'CANCEL' and 'OPEN PDF'. The 'OPEN PDF' button is highlighted with a yellow border.

Benefits of the Student Educational Planner

The *Student Educational Planner* provides guidance on how to complete a degree. As you work with your advisor, he/she will be apt to recommend specific courses using the Student Educational Planner or SEP. If your school does not use SEP, please contact your academic advisor for further guidance.

Plans ← **The Student Educational Plan (SEP) provides guidance on how to complete your degree**

The screenshot shows the Student Educational Planner interface. At the top, a blue arrow points to the text "The Student Educational Plan (SEP) provides guidance on how to complete your degree". Below this, there are two panels. The left panel shows a "Plan List" table with columns for Description, Active, Modified, Who, Degree, Level, and Status. The right panel shows a detailed view of an "Academic Advisement Plan" for a student with ID 12345678, major Liberal Arts and Science (AA), and degree Associate in Arts. A blue callout box with a white background and a blue border contains the text: "Note: If your school does not use SEP, please contact your academic advisor for further guidance".

Description	Active	Modified	Who	Degree	Level	Status
Academic Advisement Plan	No	04/10/2018		AA	U	Not locked

Academic Advisement Plan

Student ID: 12345678, Name: Test Student, Degree: Associate in Arts

Major: Liberal Arts and Science (AA), Concentration: None, Minor: None, Level: Undergraduate, Classification: Upper Sophomore (2S)

Preferred Name: None, Transfer Credits: 12.00, Academic Status: (GST) Good Academic Standing, Student Group: (GROUPS)ACAD

Matriculation Term: 2017 Fall Term

Note: If your school does not use SEP, please contact your academic advisor for further guidance

Active: No, Status: Not locked, Tracking Status: NOT DISPLAYED, PLAN IS NOT ACTIVE

Academic Advisement Departments create academic plans which can be viewed by both you the student and your advisor. *Only your Academic Advisement Department can create a plan or make changes to your academic plan.* If you do not have a plan, contact your Advising Department for more information.

The screenshot shows a detailed view of an "Academic Advisement Plan" for a student with ID 12345678, major Liberal Arts and Science (AA), and degree Associate in Arts. The plan is for the "FALL 2018" term and has 16.0 credits. The "Still Needed" section shows a list of recommended courses: BIO 110 (3.0 credits), BIO 111 (1.0 credits), EDU 116 (3.0 credits), and BLS 114 (3.0 credits). The "Tracking Status" is "NOT DISPLAYED, PLAN IS NOT ACTIVE".

Academic Advisement Plan

Degree: Associate in Arts, Level: Undergraduate, Active: No, Status: Not locked, Tracking Status: NOT DISPLAYED, PLAN IS NOT ACTIVE

Last updated: on 04/10/2018

Still Needed

FALL 2018 Credits: 16.0

RECOMMENDED/OPTIONS/ELECTIVE CREDITS

CHOOSE ONE OF THE FOLLOWING OPTIONS

Choose from 1 of the following

- Language & Linguistics
- Education
- English
- Latin-American & Caribbean...

BIO 110 Credits: 3.0

BIO 111 Credits: 1.0

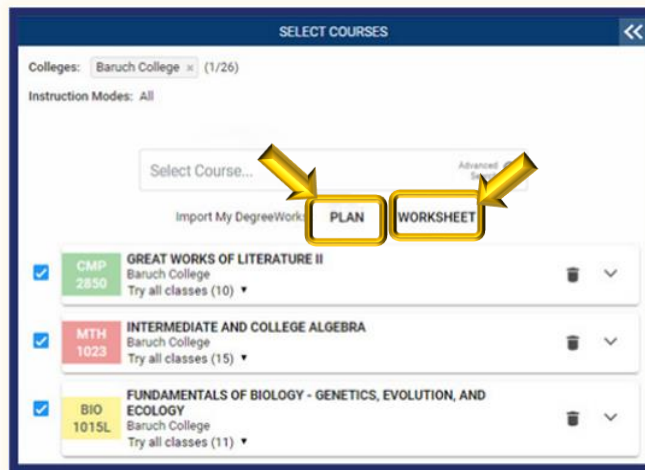
EDU 116 Credits: 3.0

BLS 114 Credits: 3.0

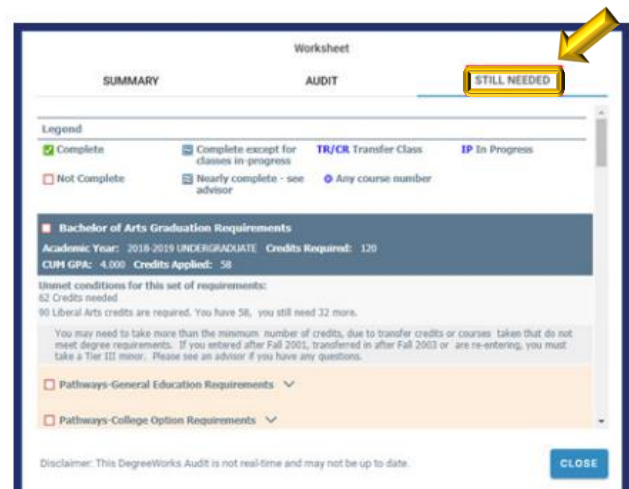
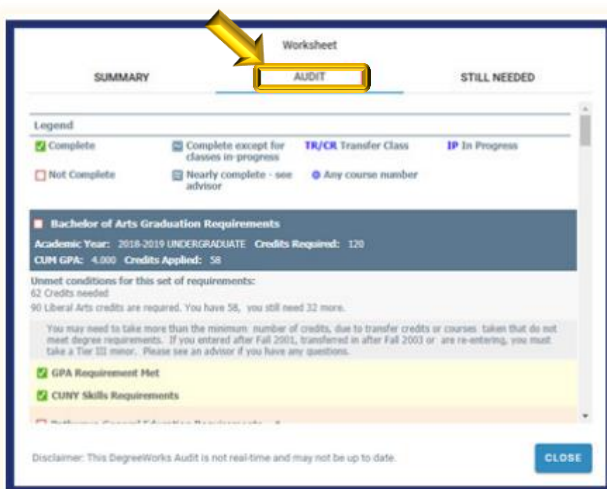
How to Bridge the Educational Planner and Schedule Builder for Course Registration

For a seamless registration student(s) can also connect their DegreeWorks Planner with the real-time Schedule Builder and based on an academic advisor's recommendations, import/add courses from their Academic Plan/Worksheet.

To do so the student will select *Plan* or *Worksheet*



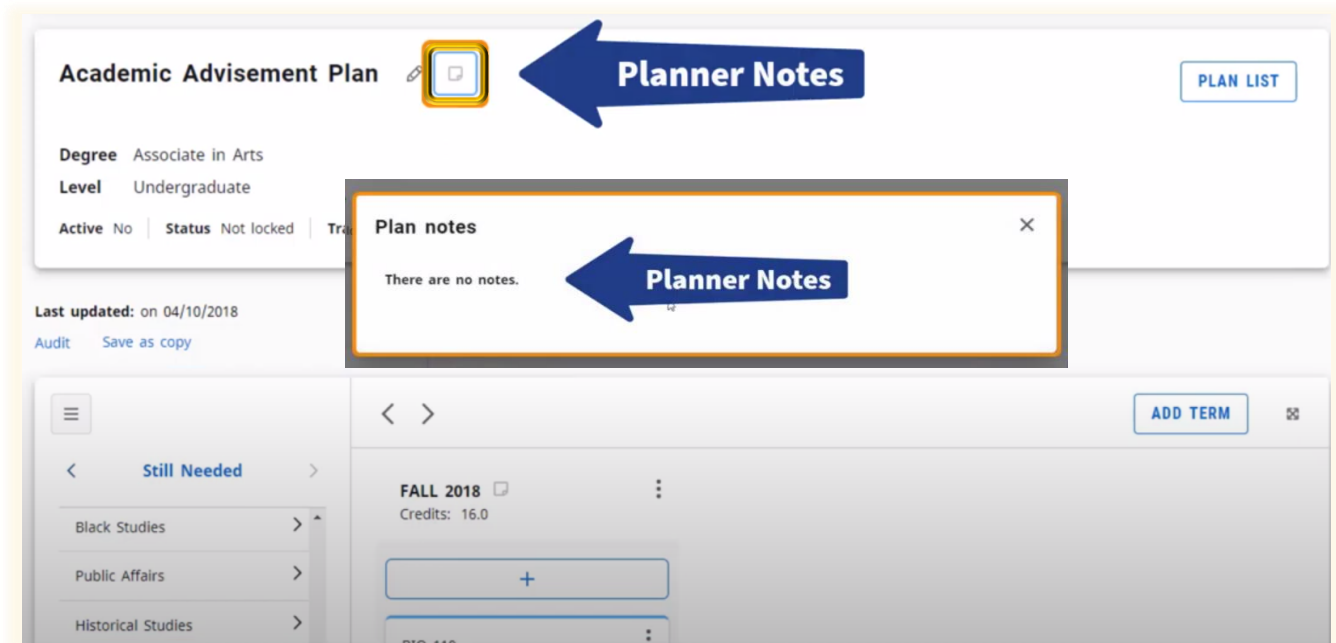
Students can also *view a summary of their Degree Audit* or may *select the Still Needed tab* to look at courses needed to fulfill their degree requirements. From here, students can select classes that will automatically be added to their shopping cart.



Schedule Builder will then generate a schedule for the desired courses that have been selected.

The Planner Notes

The *Planner notes* is where advisors can communicate additional information such as deadlines, Elective course options, requirements or special instruction about the course selections and/or grades needed in the course



Note: A side-by-side Degree Audit and Student Planner view shows student how courses in the plan will apply to the degree audit

