

Degree Works Video Transcript

Degree Works is a web-based tool that will provide a clear and convenient method for you to track your degree progress, prepare for your advising meetings and plan for graduation. Your **Degree Works Audit** is continuously updated to reflect any changes to your academic record such as:

- grades that you earn
- courses that you complete and fulfilled requirements
- transfer credits
- course substitutions (if applicable)

You must review your **Degree Works Audit** report along with your program sheet located in the Online **College Catalog**.

To obtain your program sheet from the College Catalog:

Go to the College web site and click the MySUNYOrange tab and Log in to your MySUNYOrange:

- Select the **Student Services/Resources** tab.
- Click the College Catalog located under “**Policies and Publications**” on the left hand side of the page.
- Click “**Academic Degrees and programs**” scroll down, locate your plan of study and print a copy.

For the purposes of this demonstration, we will utilize the **Associate in Science in Criminal Justice** program sheet to determine completed and remaining requirements while reviewing a Degree Works Audit.

While on your portal, click the “Student Academics” tab; scroll all the way down and click on **Degree Works** Your degree works audit will load for you to view.

➤ Each section in a Degree Works Audit is called a “**block.**”

➤ Each block header will contain a title for the Block and will also display specific course information for that block such as **Credits Required** and **Credits Applied**.

➤ The first block gives you the **Student View** with your information such as your A#, Major, GPA, and Advisor’s name.

➤ The **Degree Progress Status Bar** is an approximate guide towards completion of credits and includes the credits that you are taking this semester.

➤ The **legend** shows all the symbols that are used throughout the audit and what they represent. For example: **an asterisk (*)** means that there is a prerequisite for the course. If you click on the course, you will see what the prerequisite is. Also, “**TR**” stands for Transfer credits.

➤ The **Next Block “Degree in Associates Science”** shows the titles of the rest of the blocks that are used in the Degree Audit and it shows if the block requirement is still needed or not.

o It also shows the total number of credits for the degree as well as how many credits are completed and how many credits are still needed.

➤ The **Written Communication** Block will be in every two year Degree Audit.

➤ **The next Block will always be specific to your degree program.** In this audit, the courses in the Criminal Justice major will display.

Now, on your program sheet printed from the College Catalog earlier on, check off the classes indicated with green check marks that are highlighted in yellow on your degree audit as they have been completed.

Note that “IP” indicates classes that are “In Progress” and these are highlighted in light blue color. Highlight remaining classes on your program sheet and match against Degree Works. These are the classes that you still need to take to graduate.

If you click on a required course such as **CRJ 113**, it will provide the course description and all the CRJ 113 courses available the current semester once registration advising begins. Make sure to follow your course sequence as outlined on your program sheet.

➤ **The General Education Information Block** is for informational use only. It is only used for AS and AA degrees and it is not required in order for your degree to be awarded. It shows your progress through the General Education requirements. So, you will see course requirements which have already been met in the degree requirements above and also listed as satisfying the Gen. Ed. requirements. This is generally a useful tool for students who are planning to transfer to another SUNY school.

➤ **Fallthrough Courses Block** These are courses which a student has passed or is taking that are not required in their current major. Always check if this box appears on your audit to make sure that you are taking the right classes.

➤ **Insufficient Block** This block will list courses that the student did not complete such as withdrawals or failed courses.

➤ **In-Progress Block** This block shows course work currently in progress regardless if they apply to your program or not.

➤ **Placement Test Results Block** is located on the bottom of the Audit Sheet

➤ A “**What If**” analysis can be used if you are planning on changing your program. The “**What If**” audit can be found under the **Worksheets** tab, on the left menu. It is designed to offer you an opportunity to view how proposed changes can affect your path towards graduation. For example: Pick a major from the drop down: **Accounting AS** and Click “**Process What If**” tab to see the results. If you would like to save or print a copy of your audit, you can: Click on Save as PDF to save/print the “What If” Audit.

You can see how this student went from 80% to 46% completion in terms of required courses for graduation.

➤ The “**Look Ahead**” option is a great planning tool. It will let you plug in courses that you plan on taking the next semester and see how they fit within your degree.

Click on “**Look Ahead**” and in this case we are going to type a course that this student still needs to take: For example, I am going to type CRJ in the “Subject” box and 113 in the “Number” box. Refer to your program sheet discussed earlier on. As you can see this student still needs to take CRJ113.

Now, click on “Add Course.”

Click “**Process New**” and you will see how this course appears on the audit in blue letters. Note: This does not change your audit; it will simply disappear when you log off.

Lastly, **GPA calculators** can help students in many ways. Click on the “**GPA Calc**” tab and you will see the Graduation Calculator, Term Calculator and Advice Calculator.

The **Graduation Calculator** will show what average you will need in your remaining credits to graduate with your desired GPA.

The **Term Calculator** will show an estimate of your term GPA. Degree Works will pull in your current credits and GPA and place your in-progress courses in the table where you can enter the anticipated grade for each course. You will then see a revised Cumulative GPA based on the estimates you provided. You can change these anticipated grades as the semester progresses.

The **Advice Calculator** will show various credit and grade scenarios in order for you to achieve your desired Cumulative GPA.

If you have any questions, contact your Academic Advisor. Any discrepancies in your Degree Works audit should be brought to your **Academic Advisor’s** attention. You can also contact the **Academic Advising Office** at advising@sunyorange.edu or the **Registrar’s Office** at registrar@sunyorange.edu

It is important to keep track of your academic progress and pledge to Commit, Complete and Compete!