



Accessing Degree Works

TABLE OF CONTENTS

Accessing Degree Works.....	3
Basics Worksheet Features.....	4
Conducting a What If Analysis.....	6
Look Ahead.....	7
Using the GPA Calculators.....	8
FAQs.....	10

Purpose:

SUNY has adopted Degree Works, which is a software system that allows students to easily read, interpret and make sense of the components of their degree plan.

How it works:

Members of the Registrar’s Office have been “scribing” or entering the programming requirements for each degree and certificate program into the system, from the 2012-2013 Catalog to the present. What this does is populate the degree evaluation for any given degree or certificate using the Degree Works platform in an easy to read and user-friendly format.

Points of contact:

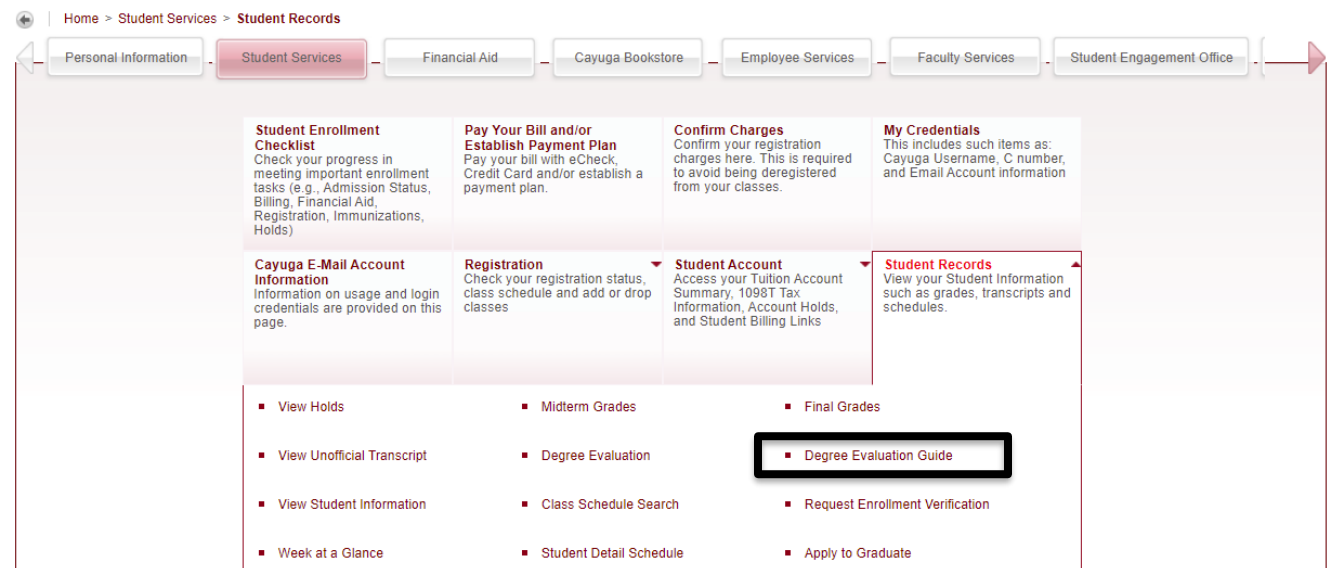
Questions and concerns should be directed to Nicole Adsitt, Director of the Centers for Student Engagement and Academic Advisement at x2304 or Nicole.Adsitt@cayug-cc.edu.

ACCESSING DEGREE WORKS

1. Go to the Cayuga home page: <https://www.cayuga-cc.edu>
2. Click on “MyCayuga” and log-in

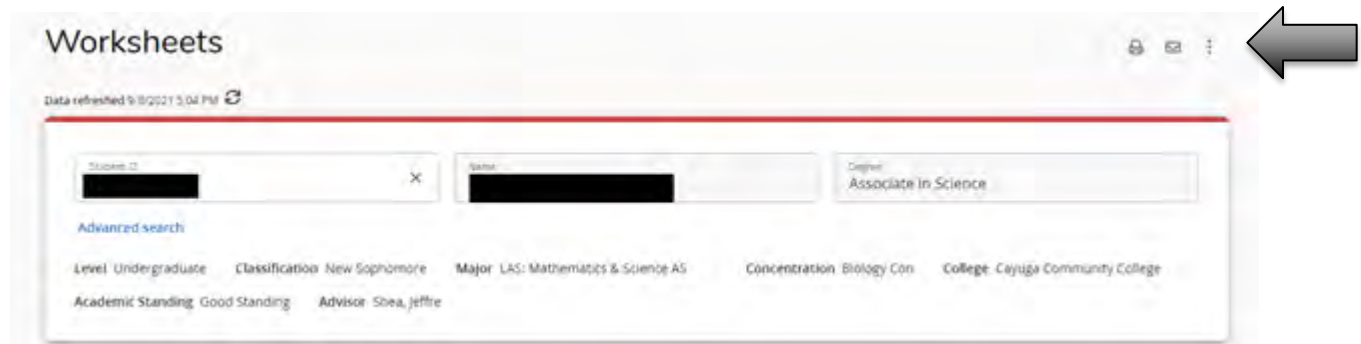


Go to Student Records (in Student Services tab) and select Degree Evaluation Guide



BASICS WORKSHEET FEATURES

All of your information will be listed across the top of the Worksheet.
Additional information is provided within the icons in the right corner.



ICONS

Printer: Send the entire worksheet to print

Envelope: Contact your advisor via Cayuga email

Vertical Dots:

1. GPA Calculator: Allows you to process different GPA calculations and scenarios (see GPA Calculator on page 8)
2. Class History: Look at your course history, including other institutions if credits transferred in

UNDERSTANDING BLOCKS

Degree in Associate of Arts **INCOMPLETE**

Credits required: 62 Credits applied: 50 Catalog year: Fall 2020 - Summer 2021 GPA: 3.188

Unmet conditions for this set of requirements: You currently have 50 credits, you still need a minimum of 12 more credits.
[Click here to view course catalogs and degree info.](#)

You meet the minimum GPA requirement of 2.0. **STUDENTS PURSUING A SECOND DEGREE MAY NEED ADDITIONAL COURSES OTHER THAN THOSE OUTLINED BELOW. PLEASE CONTACT THE STUDENT ENGAGEMENT OFFICE.**

Major Requirements **Still needed:** See [Major in Liberal Arts & Sci. Hum. & Social Sci](#) section.

SUNY General Education Requirements **Still needed:** See [General Education Requirements](#) section.

Blocks included in this block

[Major in Liberal Arts & Sci. Hum. & Social Sci](#)
[General Education Requirements](#)

The top section summarizes the overall degree program, focusing on major and general education requirements. GPA will also be listed here.

Major in Business Administration, AAS **INCOMPLETE**

Credits required: 63 Credits applied: 36 Catalog year: Fall 2014 - Summer 2015 GPA: 2.204

Unmet conditions for this set of requirements: You currently have 36 credits, you still need a minimum of 29 more credits.

	Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/>	Freshman English I	ENGL 101	Freshman English I	B	3	Spring 2012
Satisfied by: ENGL101 - College Comp - Monroe Community College						
<input checked="" type="checkbox"/>	Principles of Accounting I	BUS 101	Principles Accounting I	B+	4	Fall 2012

The next section begins the list of required courses for the degree. It shows the overall credits completed and those that need to be fulfilled.

General Education Requirements **INCOMPLETE**

Credits required: 30 Credits applied: 21 Catalog year: Fall 2016 - Summer 2017 GPA: 2.337

Unmet conditions for this set of requirements: You currently have 21 credits, you still need a minimum of 9 more credits.

	Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/>	Basic Communication	ENGL 101	Freshman English I	A	3	Fall 2017
<input type="checkbox"/>	MATHEMATICS (Choose One Option Below)	Still needed:	Choose from 1 of the following:			
<input type="checkbox"/>	Concepts of Elementary Math I & II	2 Classes in MATH 115 and 116.				
<input type="checkbox"/>	Mathematics	1 Class in @ @ with attribute = GEN				

General education requirements are listed toward the bottom, sometimes before or after a concentration. Most of the courses being completed in the major block will also work for these requirements as well. *Be sure to process any changes being made to confirm that each requirement is being covered as you expect.*

CONDUCTING A WHAT IF ANALYSIS

The screenshot shows the 'Worksheets' interface. At the top, it says 'Data refreshed 9/8/2021 5:02 PM'. Below this are search fields for 'Student ID', 'Name', and 'Degree' (set to 'Associate in Arts'). There is an 'Advanced search' link. Below that, filters for 'Level' (Undergraduate), 'Classification' (New Freshman), 'Major' (LAS: Humanities & Soc Science AA), 'College' (Cayuga Community College), 'Academic Standing' (Good Standing), and 'Advisor' (Yaw, Sarah L.) are visible. A navigation bar has 'Academic' and 'What-If' tabs, with 'What-If' selected and a large arrow pointing to it. Below the navigation bar, there is a 'Format' dropdown set to 'Student View', 'Degree progress' showing 'Overall GPA 3.094', and checkboxes for 'In-progress classes' and 'Preregistered classes'.

What-If allows advisors to process a “what-if” analysis if you are considering another degree program and/or concentration or other courses. It will show the new program requirements and automatically populate the completed requirements.

This screenshot shows the 'What-If Analysis' form in 'Step 1'. It has checkboxes for 'Use current curriculum' (unchecked), 'In-progress classes' (checked), and 'Preregistered classes' (checked). Under 'Program', 'Catalog year *' is highlighted with a black box, and 'Degree *' is set to 'Associate in Arts'. Under 'Areas of study', 'Major *' and 'Concentration' are dropdown menus. Under 'Future classes', there are input fields for 'Subject' and 'Number', and an 'Add' button. At the bottom are 'Reset' and 'Process' buttons.

This screenshot shows the 'What-If Analysis' form in 'Step 2'. The 'Degree *' dropdown is highlighted with a black box and set to 'Associate in Arts'. Other fields are the same as in Step 1.

This screenshot shows the 'What-If Analysis' form in 'Step 3'. The 'Major *' dropdown is highlighted with a black box. Other fields are the same as in Step 1.

This screenshot shows the 'What-If Analysis' form with the 'Process' button highlighted by a large black arrow pointing down. The 'Process' button is highlighted in blue. Other fields are the same as in Step 1.

Click on “What-If” on the left side (under worksheet tab)

1. Enter the catalog year
2. Choose the appropriate degree type
3. Choose the major/degree program and any associated concentrations (if applicable)
4. Click PROCESS (using the Enter key will reset everything back to current settings)

LOOK AHEAD

Academic **What-If** View historic what-if audit

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year* Fall 2021 - Summer 2022 Degree* Associate in Science Level* Undergraduate

Areas of study

Major* Health Sciences Concentration

Future classes

Subject ENGL Number 101 Add

MATH 102 X

Reset Process

Future Classes: See how planned courses will fit into any degree program without needing to register for the course(s)

1. Go to the What-If tab
2. Check the use current curriculum box OR select the options for a different program
3. Add the courses the student is planning to take and select process (blue button)
4. The worksheet will now include the planned courses. Courses that do not fit into the degree program will fall under “fall through courses” at the bottom of the evaluation

Academic **What-If** View historic what-if audit

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year* Fall 2020 - Summer 2021 Degree* Associate in Applied Science Level* Undergraduate

Areas of study

Major* Concentration

Future classes

Subject Number Add

Add class info in these boxes. IE BIOL 100

Reset Process

Process New: If recent changes have been made and could impact the degree audit, use this option to process a new audit and refresh information in Degree Works after changes in Banner have been processed.

Academic **What-If**

Format Student View Degree progress

Overall GPA 3.094

In-progress classes Preregistered classes Process

Audit date 9/8/2021 @ 12:4M

Collapse all

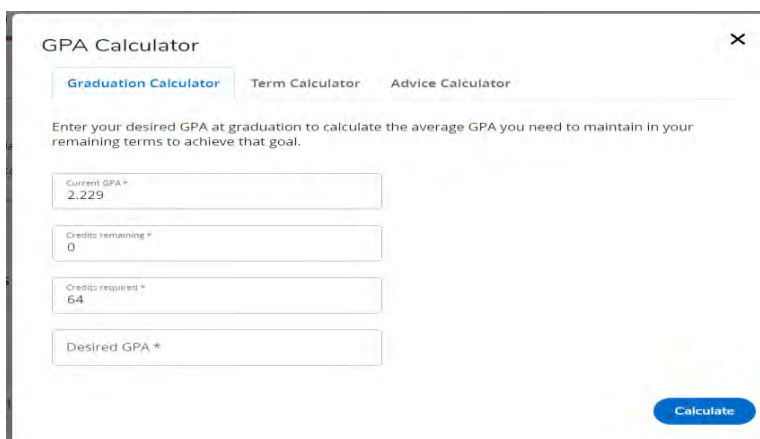
USING THE GPA CALCULATORS



The screenshot shows the top right corner of a web application. A menu is open, showing three options: "GPA Calculator", "Class History", and "Notes". The "GPA Calculator" option is highlighted with a black box. Above the menu, there are icons for print, email, and a three-dot menu. Below the menu, there are input fields for "Student ID" and "Advisor" (both redacted with black boxes), and a "Degree" dropdown menu set to "Associate In Applied Science".

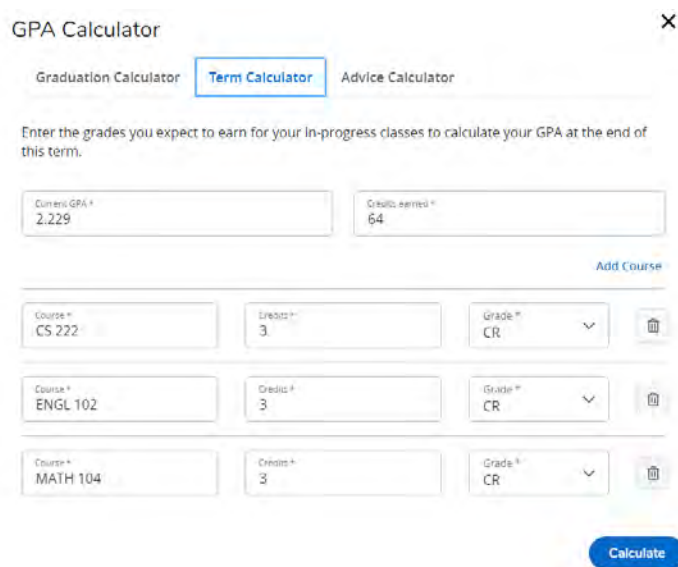
Click on the three dots in the top right-hand corner and choose GPA Calculator.

There are three different tools you can use, located on the top menu bar: Graduation Calculator, Term Calculator, and Advice Calculator.



The screenshot shows the "GPA Calculator" window with the "Graduation Calculator" tab selected. The instructions read: "Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal." The form contains four input fields: "Current GPA*" with the value 2.229, "Credits remaining*" with the value 0, "Credits required*" with the value 64, and "Desired GPA*" which is empty. A blue "Calculate" button is located at the bottom right.

Graduation Calculator- projects the remaining average he/she would need to reach a specific GPA for graduation.



The screenshot shows the "GPA Calculator" window with the "Term Calculator" tab selected. The instructions read: "Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term." The form contains two input fields: "Current GPA*" with the value 2.229 and "Credits earned*" with the value 64. Below these is an "Add Course" button and a table of courses:

Course*	Credits*	Grade*	
CS 222	3	CR	
ENGL 102	3	CR	
MATH 104	3	CR	

A blue "Calculate" button is located at the bottom right.

Term Calculator- Calculates the projected GPA based on “hypothetical” grades for the semester. Anticipated grades can be chosen from the drop-down menus.

GPA Calculator ×

[Graduation Calculator](#) [Term Calculator](#) [Advice Calculator](#)

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA *
2.229

Credits earned *
64

Desired GPA *

[Calculate](#)

Advice Calculator - Projects the quickest way to achieve a goal GPA.

1. What are insufficient courses?

The insufficient block displays courses that have been withdrawn or received a grade that is not acceptable for the current major. Repeated courses could also fall into this category. If you do not have coursework that fits this description, this block may be missing from the audit.

Fall Through					
Credits applied: 1		Classes applied: 1			
Course	Title	Grade	Credits	Term	Repeated
PE 035	Varsity Golf I	A	1	Spring 2018	

2. What are fall through courses?

Typically courses listed in this block are not eligible for financial aid because there is no place for them in the current degree program. You should also receive a warning when trying to register for classes that are not financial aid compliant.

3. What do the symbols mean?

Legend	
	Complete
	Complete (with classes in-progress)
	Prerequisite
(R)	Repeated class
	Not complete
	Nearly complete - see advisor
	Any course number

The Legend (at the bottom) explains the symbols next to each requirement or course.

- The green check mark means a requirement/course has been completed.
- An empty red circle means that it has not been initiated.
- A blue “half-moon” indicates that it is in progress.
- A gold exclamation point indicates that a requirement is nearly complete.
- A blue clipboard indicates a prerequisite course.
- @ is a wildcard that represents any course number.
- R indicates that a course is a repeated course.

All hyperlinks should be clickable and will provide courses to fulfill that requirement.

	Other World Civilizations or The Arts Gen Ed	Still needed:	3 Credits in @ @ with attribute = GE08 or GE06
	Health	Still needed:	1 Credit in @ @ with attribute = HLTH

4. When should you review your degree audit?

The degree audit should be reviewed:

- Prior to meeting with an advisor
- Prior to registering for courses
- At the beginning of each new term
- At the end of each term
- Prior to applying for graduation
- After any changes to major, minor, concentration, or plan of study

5. What should I do if my major, minor, or concentration is not correctly displayed?

Students can complete a change of degree form if needed or inquire about degree programs at the Centers for Student Engagement and Academic Advisement.

6. Are there requirements for graduation that Degree Works does not check?

All requirements for graduation will appear on Degree Works. However, final clearance is still made through the Registrar's office when you complete the application to graduate.