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.

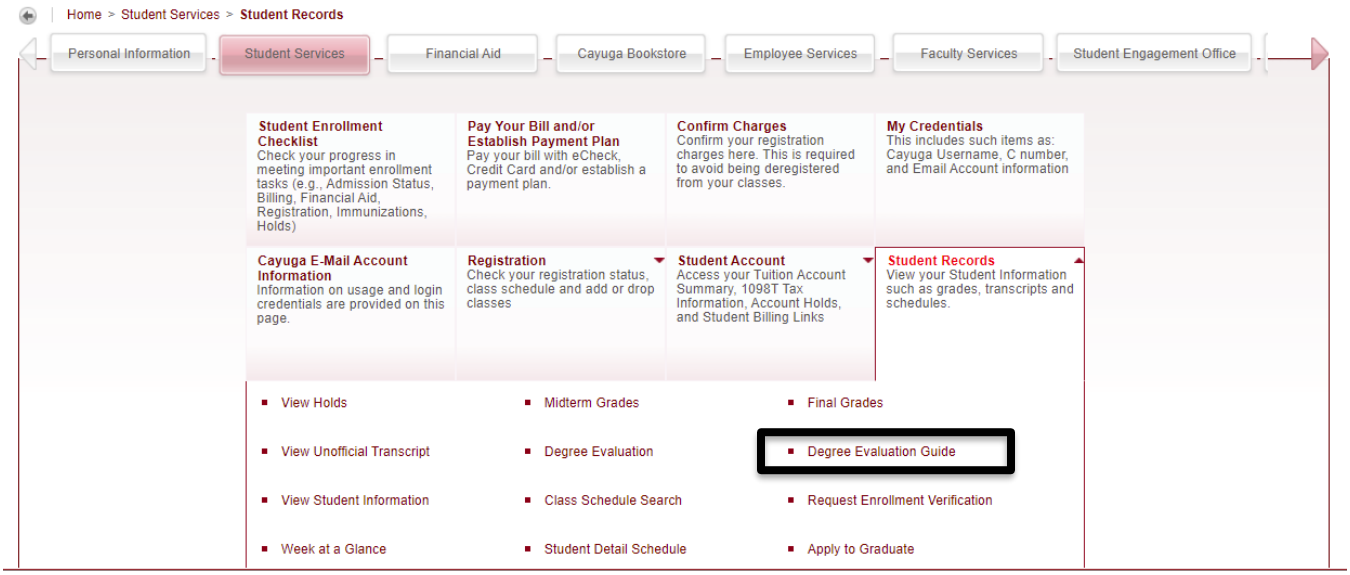
Points of contact:

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 DEGREEWORKS

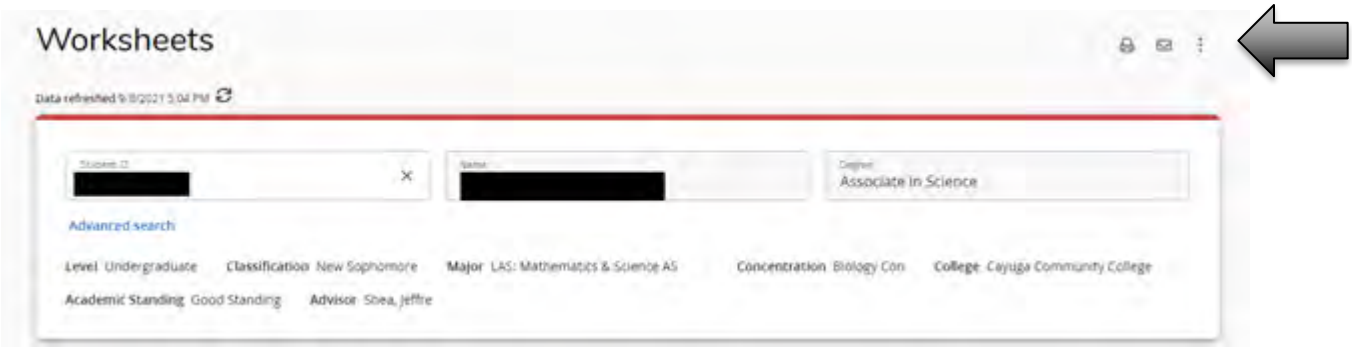
1. Go to the Cayuga home page: https://www.cayuga-cc.edu
2. Click on "MyCayuga" and log-in

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

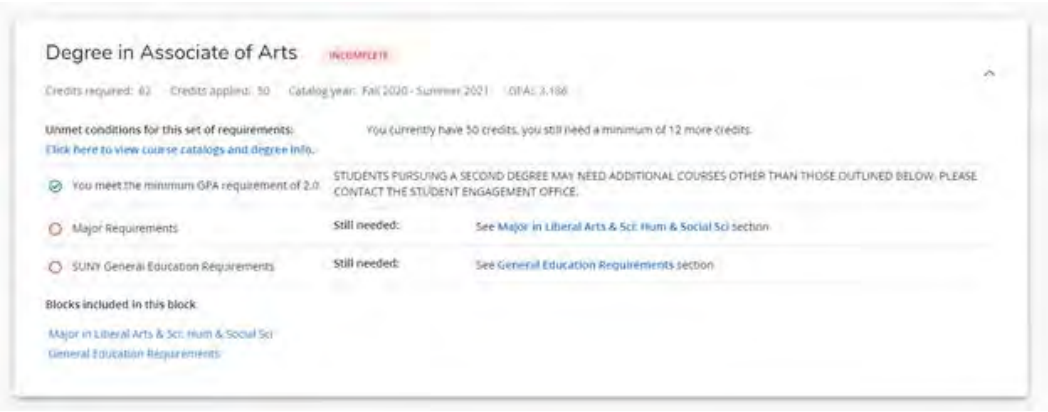
Printer: Send the entire worksheet to print

Envelope: Contact your advisor via Cayuga email

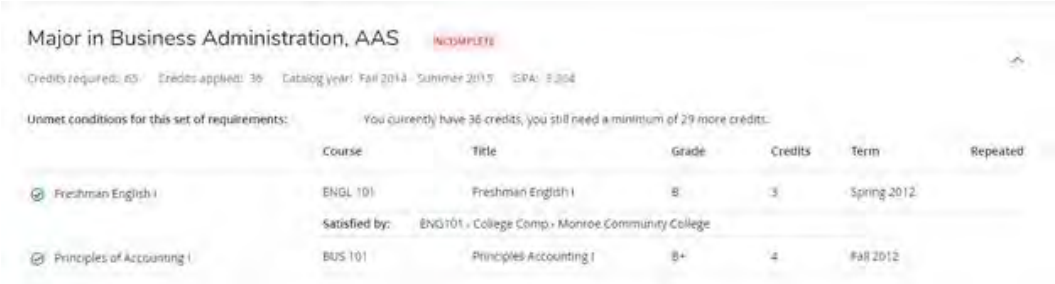
Vertical Dots:

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

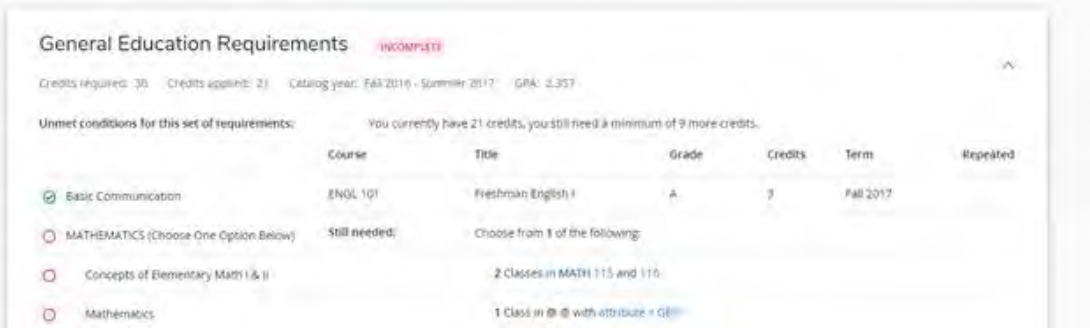
UNDERSTANDING BLOCKS



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

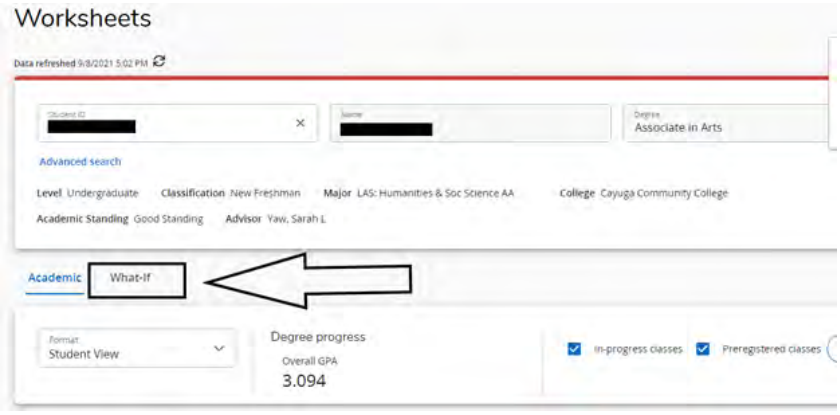


The next section begins the list of required courses for the degree. It shows the overall credits completed and those that need to be fulfilled.

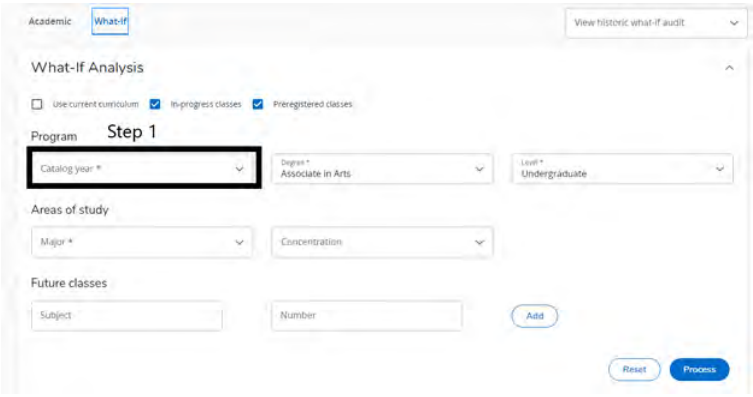


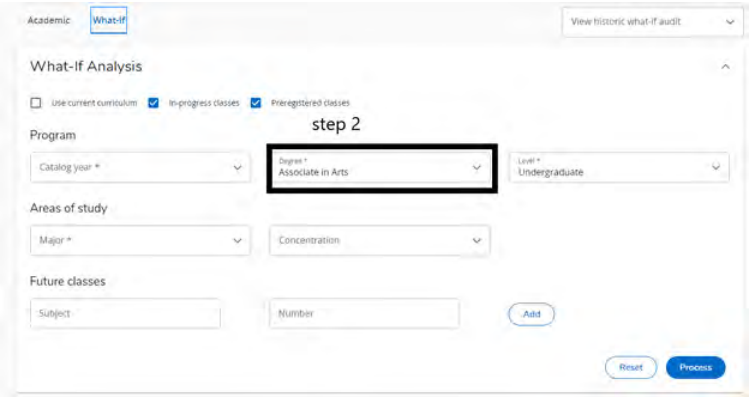
General education requirements are listed toward the bottom, sometimes before or after a concentration. Most of the courses being completed in the major block will also work for these requirements as well. *Be sure to process any changes being made to confirm that each requirement is being covered as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

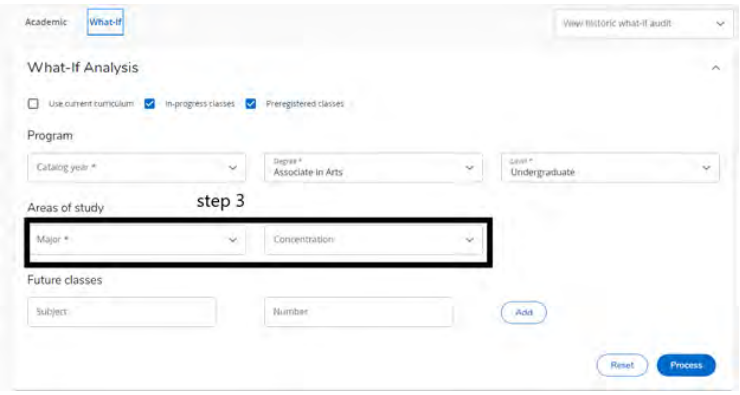
CONDUCTING A WHAT IF ANALYSIS

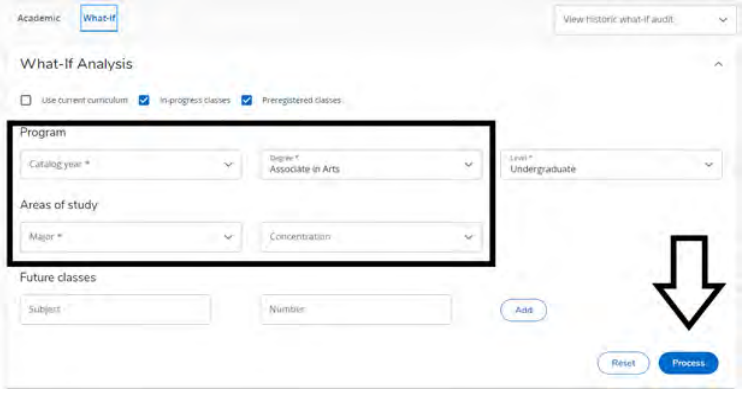


What-If allows advisors to process a "what-if" analysis if you are considering another degree program and/or concentration or other courses. It will show the new program requirements and automatically populate the completed requirements.





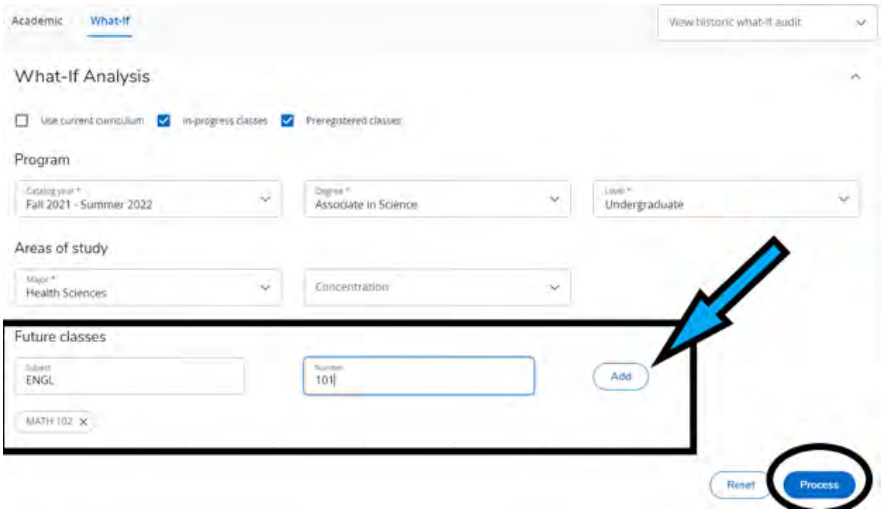




Click on "What-If" on the left side (under worksheet tab)

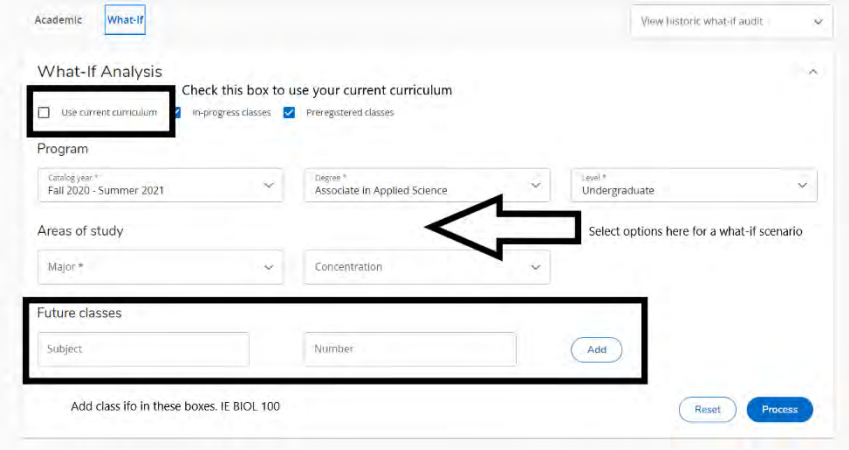
1. Enter the catalog year
2. Choose the appropriate degree type
3. Choose the major/degree program and any associated concentrations (if applicable)
4. Click PROCESS (using the Enter key will reset everything back to current settings)

LOOK AHEAD

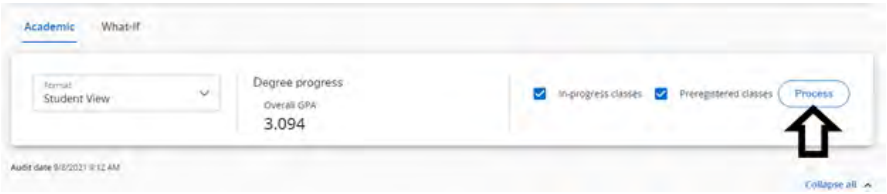


Future Classes: See how planned courses will fit into any degree program without needing to register for the course(s)

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

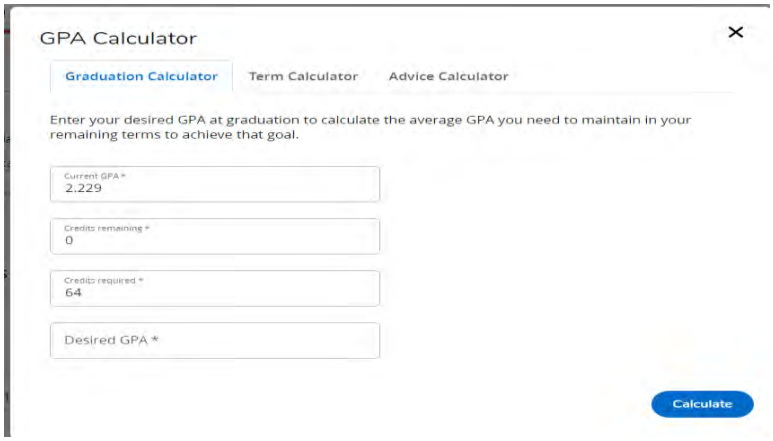


Process New: If recent changes have been made and could impact the degree audit, use this option to process a new audit and refresh information in Degree Works after changes in Banner have been processed.

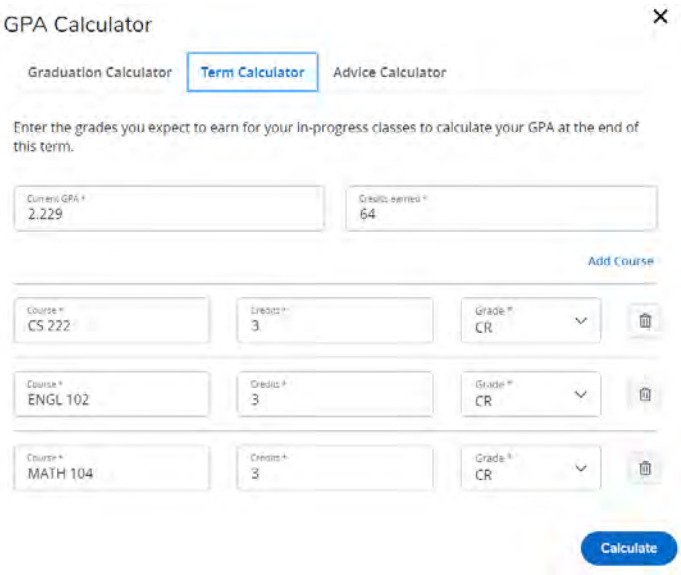


Click on the three dots in the top right-hand corner and choose GPA Calculator.

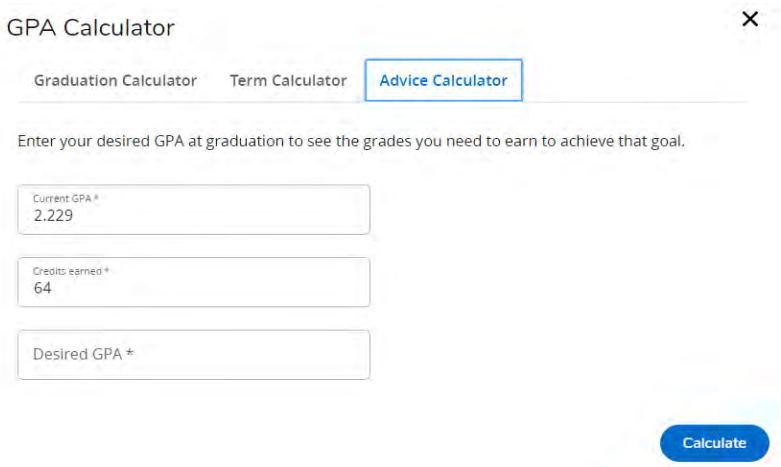
There are three different tools you can use, located on the top menu bar: Graduation Calculator, Term Calculator, and Advice Calculator.



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



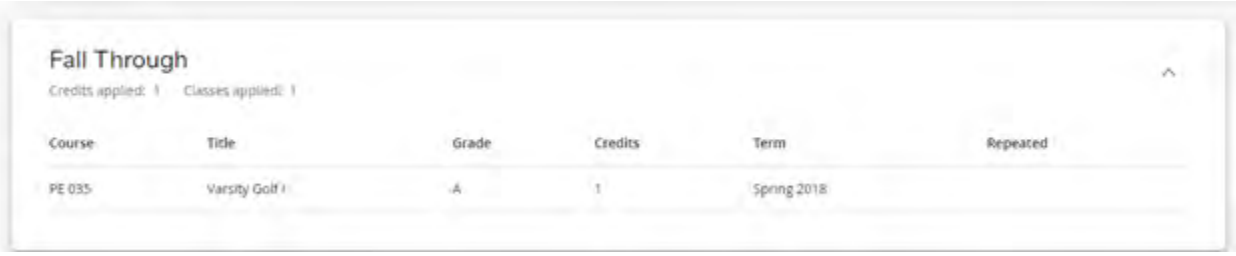
Term Calculator- Calculates the projected GPA based on "hypothetical" grades for the semester. Anticipated grades can be chosen from the drop-down menus.



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.



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?

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.

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.