



Accessing Degree Works

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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:

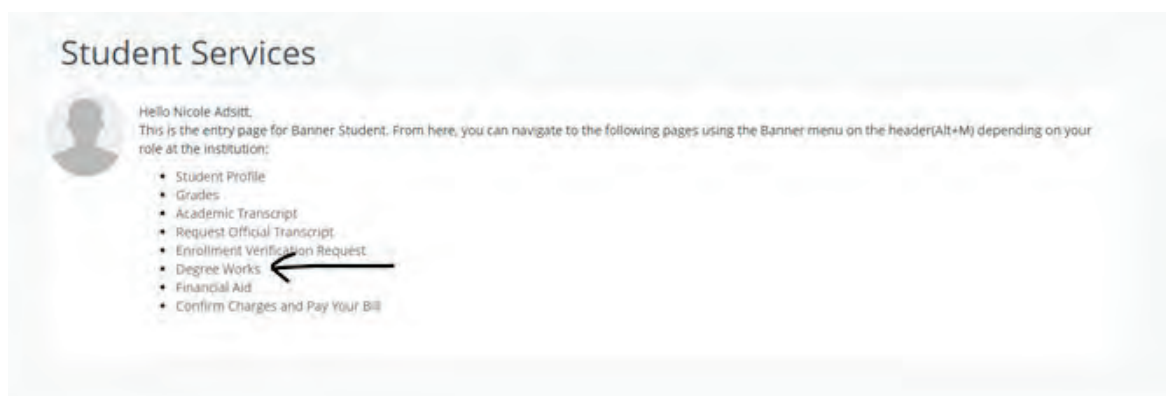
Questions and concerns should be directed to Nicole Adsitt, Director of the Centers for Student Engagement and Academic Advisement at x2304 or Nicole.Adsitt@cayug-cc.edu.

ACCESSING DEGREE WORKS

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

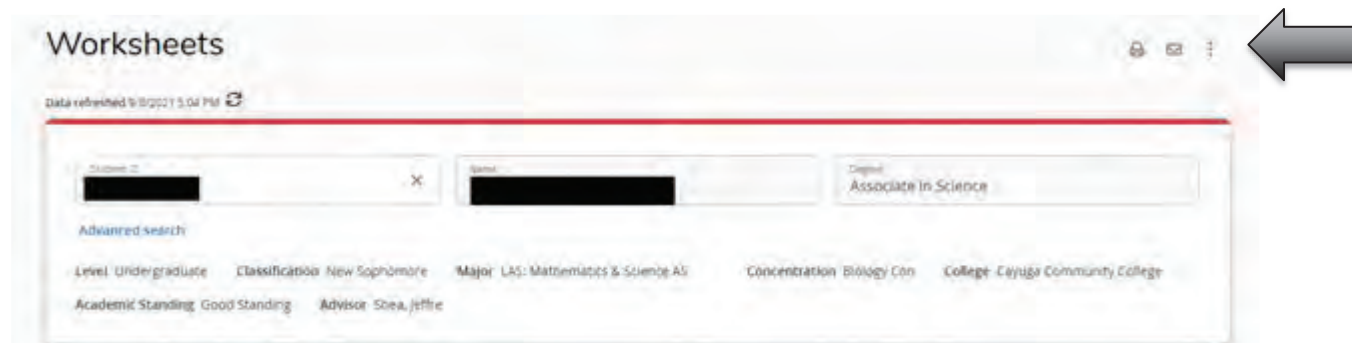


3. Select Degree Works



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: 3.198

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: 65 Credits applied: 36 Catalog year: Fall 2014 - Summer 2015 GPA: 3.204

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
☒ Freshman English I	ENGL 101	Freshman English I	B	3	Spring 2012	
Satisfied by: ENGL101 - College Comp. Monroe Community College						
☒ 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: 3.357

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
☒ Basic Communication	ENGL 101	Freshman English I	A	3	Fall 2017	
☐ MATHEMATICS (Choose One Option Below)	Still needed: Choose from 1 of the following:					
☐ Concepts of Elementary Math I & II	2 Classes in MATH 115 and 116					
☐ Mathematics	1 Class in M @ 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, there's a 'Data refreshed' timestamp. Below it are search filters for 'Student ID', 'Name', and 'Degree' (set to 'Associate in Arts'). An 'Advanced search' section includes 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.). A navigation bar at the bottom has 'Academic' and 'What-If' tabs, with an arrow pointing to 'What-If'. Below the tabs, there's a 'Formal Student View' dropdown, 'Degree progress' showing an 'Overall GPA' of 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 includes checkboxes for 'Use current curriculum', 'In-progress classes', and 'Preregistered classes'. The 'Program' section has three dropdowns: 'Catalog year' (highlighted with a black box), 'Degree' (Associate in Arts), and 'Level' (Undergraduate). The 'Areas of study' section has 'Major' and 'Concentration' dropdowns. The 'Future classes' section has 'Subject' and 'Number' input fields and an 'Add' button. At the bottom are 'Reset' and 'Process' buttons.

This screenshot shows the 'What-If Analysis' form in 'Step 2'. The 'Catalog year' dropdown is now empty, and the 'Degree' dropdown (highlighted with a black box) is set to 'Associate in Arts'. The 'Level' dropdown remains 'Undergraduate'. The 'Areas of study' section has 'Major' and 'Concentration' dropdowns. The 'Future classes' section has 'Subject' and 'Number' input fields and an 'Add' button. At the bottom are 'Reset' and 'Process' buttons.

This screenshot shows the 'What-If Analysis' form in 'Step 3'. The 'Major' dropdown in the 'Areas of study' section is highlighted with a black box. The 'Concentration' dropdown is also visible. The 'Future classes' section has 'Subject' and 'Number' input fields and an 'Add' button. At the bottom are 'Reset' and 'Process' buttons.

This screenshot shows the 'What-If Analysis' form in 'Step 4'. The 'Program' section dropdowns are highlighted with a black box. The 'Areas of study' section has 'Major' and 'Concentration' dropdowns. The 'Future classes' section has 'Subject' and 'Number' input fields and an 'Add' button. At the bottom are 'Reset' and 'Process' buttons. A large downward-pointing arrow is on the right side of the form.

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)

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.

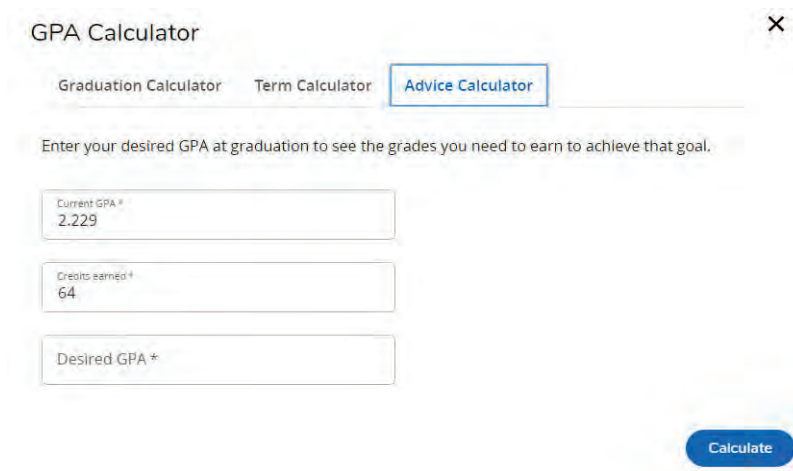
There are three different tools you can use, located on the top menu bar: Graduation Calculator, Term Calculator, and Advice Calculator.

This screenshot shows the "GPA Calculator" window with the "Graduation Calculator" tab selected. The window has a title bar with a close button (X). Below the title bar, there are three tabs: "Graduation Calculator", "Term Calculator", and "Advice Calculator". The "Graduation Calculator" tab is active. Below the tabs, there is a text prompt: "Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal." There are 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 *". At the bottom right, there is a blue "Calculate" button.

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

This screenshot shows the "GPA Calculator" window with the "Term Calculator" tab selected. The window has a title bar with a close button (X). Below the title bar, there are three tabs: "Graduation Calculator", "Term Calculator", and "Advice Calculator". The "Term Calculator" tab is active. Below the tabs, there is a text prompt: "Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term." There are two input fields at the top: "Current GPA *" with the value "2.229" and "Credits earned *" with the value "64". Below these fields, there is a blue "Add Course" button. Below the button, there is a table with three rows of course information. Each row has a "Course *" field, a "Credits *" field, and a "Grade *" dropdown menu. The first row has "CS 222", "3", and "CR". The second row has "ENGL 102", "3", and "CR". The third row has "MATH 104", "3", and "CR". At the bottom right, there is a blue "Calculate" button.

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



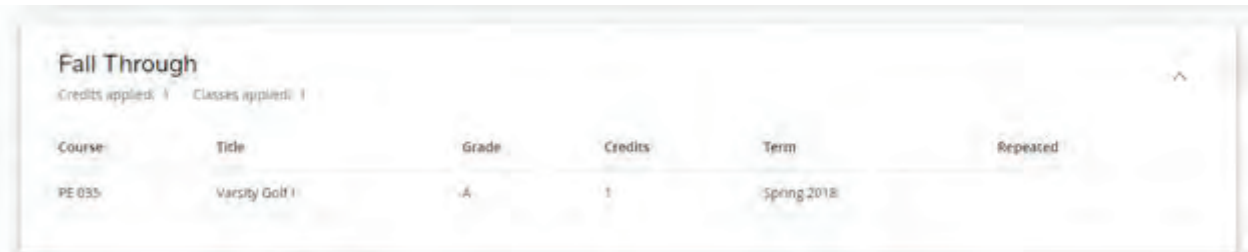
The screenshot shows a web application titled "GPA Calculator" with a close button (X) in the top right corner. Below the title are three tabs: "Graduation Calculator", "Term Calculator", and "Advice Calculator", with the latter being the active tab. A text instruction reads: "Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal." There are three input fields: "Current GPA *" with the value "2.229", "Credits earned +" with the value "64", and "Desired GPA *". A blue "Calculate" button is located at the bottom right of the form.

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

FREQUENTLY ASKED QUESTIONS

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.



A screenshot of a 'Fall Through' table. The table has columns: Course, Title, Grade, Credits, Term, and Repeated. Below the header, there is one row of data: PE 035, Varsity Golf I, A, 1, Spring 2018.

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?



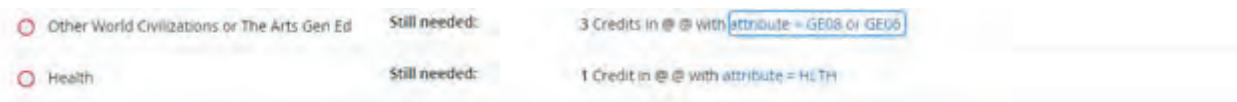
A screenshot of a 'Legend' table. It lists various symbols and their meanings: a green checkmark for 'Complete', a blue 'i' for 'Complete (with classes in-progress)', a blue clipboard for 'Prerequisite', '(R)' for 'Repeated class', an empty red circle for 'Not complete', a gold exclamation point for 'Nearly complete - see advisor', and '@' for 'Any course number'.

Legend	
	Complete
	Complete (with classes in-progress)
	Prerequisite
	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.



A screenshot of a requirements table. It has two rows. The first row shows a requirement for 'Other World Civilizations or The Arts Gen Ed' with a status of 'Still needed:' and a requirement of '3 Credits in @ @ with attribute = GE08 or GE05'. The second row shows a requirement for 'Health' with a status of 'Still needed:' and a requirement of '1 Credit in @ @ with attribute = HLTH'.

Other World Civilizations or The Arts Gen Ed	Still needed:	3 Credits in @ @ with attribute = GE08 or GE05
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.