



DEGREEWORKS

Guide for Students

Table of Contents

Getting Started.....	3
Degree Audit Worksheets: Student View	
.....	3
Multiple degrees or certificates.....	4
Create PDF/Printing.....	4
Email.....	5
Class History.....	5
Reading the Audit: Legend.....	5
Reading the Audit: Degree, Major, and Other Requirements.....	7
Reading the Audit: Fallthrough, Insufficient, In-Progress, Exceptions.....	7
Reading the Audit: Information About Courses/Courselink.....	8
What If.....	9
Degree Audit Worksheets: Other Views.....	10
GPA Calculator.....	11
Graduation Calculator.....	11
Term Calculator.....	12

Getting Started

- **What** is Degree Works?
Degree Works is a Web-based degree audit tool for students and their advisors/mentors to monitor academic progress toward degree completion.
- **Where** do I access Degree Works?
Degree Works is accessed through [MyESC](#)
 - Students: Access Degree Works in the Graduate Student Center portal page or the School of Nursing and Allied Health portal page
- **Who** currently has an audit available?
School of Graduate Studies and School of Nursing and Allied Health students who matriculate beginning Fall 2018 will have a degree audit available in DegreeWorks

Degree Audit Worksheets: Student View

- When you open Degree Works, you will be taken to your Worksheet. It is also known as a degree audit.
- In the header, you will find your:
 - ID
 - Name
 - Degree(s)
 - Level
 - Major
 - Program
 - Concentration
 - College
 - Academic Standing
 - Advisor/Mentor

Worksheets

Student ID [REDACTED] Name [REDACTED] Degree Master of Business Administration

Level Graduate Major Business Management Program MBA Concentration Human Resource Management

College Sch for Graduate Studies Academic Standing No Standing Advisor/Mentor Jessica McCaffery

[Academic](#) [What-If](#)

Format Degree progress

Multiple degrees or certificates

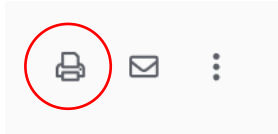
- If you are seeking more than one degree or a certificate, you will have an audit for each degree.
- If you do not see your degree or certificate, you may not have applied for the program.
- View the other available audits by using the down arrow in the Degree field

Degree
Graduate Certificate

▼

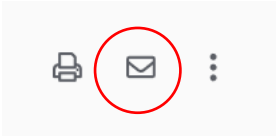
Create PDF/Printing

- Degree Works gives you the ability to create a pdf of an audit, which can be used for printing the audit or saving a static copy of an audit.
- Click the print button, select “Microsoft print to PDF,” and select “Print”



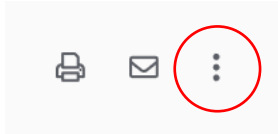
Email

- You can email your advisor by clicking on the envelope icon and clicking the link.



Class History

- Class History is a simple listing of all completed coursework. Please note that this is not an official transcript. If you need an official transcript, you can order one at <https://www.SUNYEmpire.edu/registrar/forms-services/transcript-request/>
- You can find class history by clicking on the three dots at the top of the audit



Reading the Audit: Legend

- The legend is located at the bottom of the audit.

Legend

✓	Complete	○	Not complete
ⓘ	Complete (with classes in-progress)	⚠	Nearly complete - see advisor
@	Any course number	(R)	Repeated class

- Complete:** Course successfully completed, requirement met.
- Not Complete:** You have not yet successfully completed requirement, not yet registered for the course.
- Complete (with classes in progress):** Used at the course level and means that you are currently registered for, or taking a course.

- **Nearly complete:** Used for a set of requirements that will be complete after all in progress and/or registered studies complete.
- **Range icon:** For example, EDET 6030:6040 indicates that you may satisfy a requirement by taking any course between (and including) the given course numbers.
- **Wildcard:** The @ symbol indicates that you may take any subject or number course, depending on where the symbol is used.
 - EDET @ = any course beginning with prefix EDET
 - @ 6000:7999 = any course subject in the 6000 or 7000 range
 - @@ = may be satisfied by any course (no restriction on subject or number)

Reading the Audit: Degree, Major, and Other Requirements

- Each section on the audit represents a new “block” which is a set of requirements
- **The Degree block:** summarizes all the components of a degree that must be completed, such as overall credits, minimum GPA, major requirements, general education requirements, etc. When each of these have a green check mark, it means you have completed all requirements for your degree.
- **The Major block:** details the specific courses you must complete in the major

Degree in Master of Education INCOMPLETE

Credits applied: 3 Catalog year: 2021-2022 GPA: 0.00

Major Requirements Still needed: See [Major in Curriculum & Instruction, MED](#) section

Blocks included in this block

[Major in Curriculum & Instruction, MED](#)

Major in Curriculum & Instruction, MED INCOMPLETE

Credits required: 30 Credits applied: 3 Catalog year: 2021-2022 GPA: 0.00

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Minimum Major Credits Required	Still needed:		You currently have 3; you still need 27 more credit(s).		
<input type="radio"/>	A minimum 3.0 GPA in your program is required.	Still needed:		A 3.0 GPA is required; your GPA is 0.00.		
<input type="radio"/>	Introduction to Critical Pedagogy	Still needed:		1 Class in CURI 6005		
<input checked="" type="radio"/>	New Media and New Literacies	CURI 6010	New Media & New Literacies	IP	(3)	Summer 2021
<input type="radio"/>	Leading in a Learning Environment	Still needed:		1 Class in CURI 6015		

- Undergraduate students will have more blocks that detail the additional requirements that undergraduates need to meet, such as general education and liberal arts and sciences.

Reading the Audit: Fallthrough, Insufficient, In-Progress, Exceptions

- Fallthrough, Insufficient, Exceptions, and In-Progress blocks appear if you have courses falling into these categories
- **Fallthrough:** Courses that were successfully completed, but do not count toward major requirements. The credits can count toward overall degree requirements.

Fall Through					
Credits applied: 36		Classes applied: 12			
Course	Title	Grade	Credits	Term	Repeated
MGMT 6025	Strategic Persp of Globl Mgmt	A-	3	Fall 2018	
MGMT 6035	Global E-Commerce Strategies	A	3	Fall 2020	

- **Insufficient:** Courses that did not earn a grade sufficient to count toward the degree (withdrawal, failing, D-grades when not allowed in the major, etc.)

Insufficient					
Credits applied: 0		Classes applied: 1			
Course	Title	Grade	Credits	Term	Repeated
MGMT 6000	Applied Business Statistics	WD	0	Summer 2020	

- **In-Progress:** Coursework for which you are currently registered or enrolled but has not yet completed.

In-progress					
Credits applied: 12		Classes applied: 4			
Course	Title	Grade	Credits	Term	Repeated
MGMT 6045	Global Leadership Competencies	IP	(3)	Spring 2021	
MGMT 7080	Strategic Business Application	IP	(3)	Spring 2021	

- **Exceptions:** Requirements in the audit that needed adjustment

Exceptions					
Type	Description	Created on	Created by	Block	Enforced
Force Complete	Admissions Decision	06/04/2020	Hemming, Amy M	Major in Business Management, MBA	Yes

Reading the Audit: Information About Courses/Courselink

- Courselink is a Degree Works feature that allows you to view information about a required course.
- Click on the subject and course number to view the course description of a required course.



Applied Business Statistics

Still needed:

1 Class in **MGMT 6000**

- If the term guide for an upcoming semester is available, you will also see information about specific sections being offered.

Course Information



MGMT 6000 - 3 Credits - Applied Business Statistics

This course focuses on the use and application of various statistical techniques and models that will assist students in making business decisions. It will help students to learn how to summarize, analyze and critically evaluate and interpret real-world data. The course covers descriptive and inferential statistics including measures of central tendency, variability, and shape, probability, sampling distributions, confidence intervals, hypothesis testing, regression analysis, and time series analysis. Business applications are used to illustrate these concepts. This course was previously MGT-654500.

Sections:

Term	CRN	Section	Seats open	Meeting times
FA 2021	80891	01	20 (out of 20)	To be announced
FA 2021	85133	S01	20 (out of 20)	To be announced

- Note that while Degree Works does display information about courses, you **cannot register through DegreeWorks** and must access Self-Service Banner (SSB) through my.esc.edu in order to register.

What If

- What If allows you to see what their audit will look like with the addition of courses for which you plan on registering.

Academic [What-If](#)

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year *
2020-2021

Degree *
Graduate Certificate

Level *
Graduate

- Change the criteria to see what the your audit would look like if you switched programs.

- Check the “Use Current Curriculum” to use the current degree/certificate. The program information will disappear. You can add courses to see if they meet the requirements of their current program.
- To add courses and view the audit, put in subject and number of each course and click “Add”.

What-If Analysis ^

Use current curriculum In-progress classes Preregistered classes

Future classes

Subject Number Add

ADLC 6000 X

Reset Process

- When you have added all courses you want to see, click “Process”

	Course	Title	Grade	Credits	Term	Repeated
○ Minimum Certificate Credits Required	Still needed:	You currently have 3; you still need 9 more credit(s).				
ⓘ Management Information Systems	MGMT 6030	Management Information Systems	PLAN	(3)	PLANNED	

- You cannot save What If audits within Degree Works. You can turn them into PDFs through the print as PDF function.
- See “Plans” materials for information on the enhanced planning tools available within Degree Works.

[WORKSHEETS](#)
[EXCEPTIONS](#)
PLANS
[ADMIN](#)
[LINKS](#)

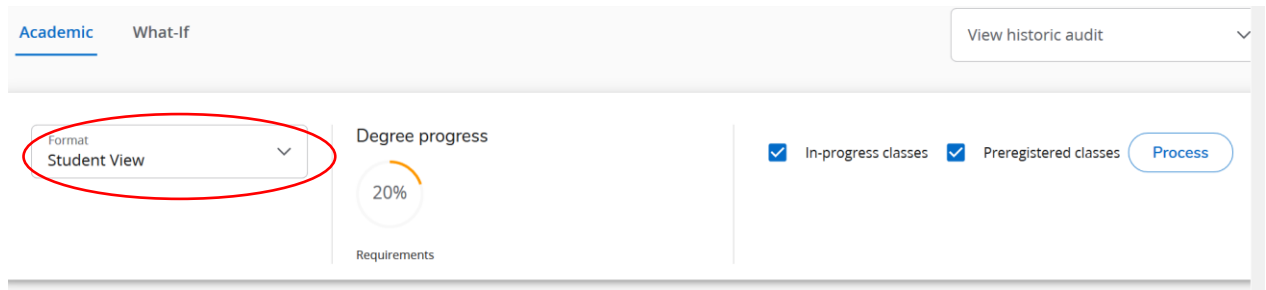
Worksheets

[Advanced search](#)

Degree Audit Worksheets: Other Views

- While you will normally work in the “Student View” audit, there are two other formats available: the “Registration Checklist” and “Graduation Checklist”.

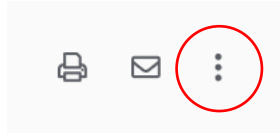
- To access these other formats, use the drop down arrow in the “Format” box, select the one you want to view, and click the “View” button.



- The Registration Checklist displays all remaining course requirements in a simple list format.
- The Graduation Checklist displays audit information, including all completed and remaining degree requirements, in a condensed and simplified format.

GPA Calculator

- The GPA Calculator can provide advice about grades required in order to maintain and/or achieve a particular GPA.
- You can find it by clicking the three dots at the top of the worksheet.



Graduation Calculator

- Graduation Calculator gives advice about the GPA needed for your remaining credits in order to achieve a certain overall GPA at the time of graduation.
- Enter the current GPA, credits remaining, and overall credits required.
- Click the “Calculate” button.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *
0.00

Credits remaining *

Credits required *

Desired GPA *

Calculate

- The Calculator will display the average GPA that would be needed in the remaining coursework.

Term Calculator

- The term calculator allows students to enter anticipated grades for the current term and see what the impact will be on overall GPA.
- The calculator will automatically populate with the courses for which the student is currently registered. More classes may be added.
- Click "Calculate"

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA *
0.00

Credits earned *
0

[Add Course](#)

You do not currently have any courses listed.
Add a course to this term to calculate.

- It is important to note that the GPA Calculators do not take repeats into account (i.e. if a student plans on repeating a course in which they previously received a low or failing grade, that low or failing grade will be calculating in this formula. Once the repeated course is completed, then the original low or failing grade will no longer count toward the overall GPA.)