# Table of Contents

INTRODUCTION .......................................................................................................................... 3

WHAT IS DEGREEWORKS? ........................................................................................................ 3

GETTING STARTED .................................................................................................................... 4

DEGREEWORKS: WORKSHEETS ............................................................................................... 5

DEGREEWORKS: WHAT-IF .......................................................................................................... 10

DEGREEWORKS: LOOK AHEAD ................................................................................................. 11

DEGREEWORKS: GPA CALCULATORS ...................................................................................... 12

DEGREEWORKS: STUDENT EDUCATIONAL PLANNER (SEP) ............................................. 13

DEGREEWORKS: FREQUENTLY ASKED QUESTIONS .............................................................. 15
Introduction

What is DegreeWorks?

DegreeWorks functions as an online advisement tool that allows students to regularly track their degree progress and plan for future course registrations. Students can see how specific degree requirements have been met and which courses they need to take in order to fulfill the remaining requirements. All currently registered CUNY SPS degree students have a DegreeWorks account.

Disclaimer: DegreeWorks is not an academic transcript, nor is it an official notification of completion of degree requirements. Changes made to the official CUNY School of Professional Studies academic record in CUNYfirst take at least 24 - 48 hours to be reflected in the student's DegreeWorks worksheet. DegreeWorks does not supersede the CUNY School of Professional Studies catalog and/or amendments passed by the CUNY Board of Trustees. Academic advisors should be consulted when there are changes about courses and requirements.
Getting Started

To access DegreeWorks, go to the CUNY website (www2.cuny.edu)

- Select DegreeWorks from the list of sites under the LOGIN link.

- Sign in using your CUNY Login credentials.

- Once you have logged in, you will be directed to the landing page. If you’ve attended other CUNY schools, you will see those schools listed as well. Select “DegreeWorks” under School of Professional Studies.

Note: if you do not see School of Professional Studies as one of the options, contact the CUNY SPS Help Desk by phone at 646-664-8592 or by email at helpdesk@sps.cuny.edu.
DegreeWorks: Worksheets

The Student View Worksheet is the default view for all students. This is also the same view that academic advisors/academic directors will see when they access your DegreeWorks worksheet.

- The student view header will display your student information such as your name,EMPLID, the number of transfer credits accepted, academic status, student group (if applicable), and your overall GPA.

- Degreeworks is divided into sections called “blocks”. Each block will contain a list of requirements that you need to fulfill to complete that block. The symbol inside the checkbox will tell you the progress of each requirement. To see what each symbol means, you can look at the legend right above the student view header. Right after the student view header, you will see the first block which is called the Degree Block.

(According to this Degree block, this student still needs to fulfill the 120 credit requirement, along with the major requirements. This student is also in the process of completing their college option requirements. The General Education and GPA requirements have already been met.)
• **General Education Block:** This block displays the courses required to complete the General Education requirements. Students who earned a Bachelor or Associate in Arts/Science Degree from a regionally accredited and recognized institution of higher education will not see this block because they are exempt from the University’s Pathways requirements. Click on the following link for more information on the policy [Common Core for Bachelor’s and Associate Degree Students](sps.cuny.edu/degreeworks).

(According to this General Education block, this student completed the General Education requirements. We can confirm that this block is complete by the green check mark next to the block's header.)

• **College Options Block:** This block displays the courses required to complete the College Option requirements. Students who earned a Bachelor degree from a regionally accredited and recognized institution of higher education will not see this block because they are exempt from the College Option requirement. Click on the following link for more information on the policy [CUNY College Options](sps.cuny.edu/degreeworks).

(According to this College Option block, this student is in the process of completing the College Option requirements. We can confirm that this block is in the process of being completed by the blue tilde line inside the box next to the block's header.)
• **Major Block:** This block displays the courses required to complete the major requirements. For students in the Disability Studies, Information Systems, or Psychology programs, there will be an additional block called Concentration. Students in the aforementioned majors also need to fulfill the courses in the Concentration block in order to complete the degree requirements.

(According to this Major and Concentration block, this student needs 8 more Psychology classes to complete the major requirement.)
**Elective Classes Allowed Section:** This section is for your general electives. These courses do not apply to your General Education, College Option, Major, Concentration, or Minor blocks, but they do apply towards your degree requirements. To see how many general electives you still need to take, you can look at [Elective classes allowed; ## Credits allowed]. To see how many general electives you have applied to your degree, you can look at [Credits Applied: ##]. The difference of the credits allowed and credits applied is the amount of general elective credits you still need.

**IMPORTANT:** Please note that this section is dynamic. The number of general elective credits might change if you are enrolled for a course or courses that apply to more than one block OR if you did not meet the grade requirement needed for your major.

**Example 1:** PHIL 110 will fulfill the Individual and Society requirement in the General Education block AND it will also fulfill a College Option requirement. In this scenario, PHIL 110 will apply just 3 credits to the 120 required credits. However, since this fulfills General Education and College Options, you need to make up the other 3 credits. This will be made up in elective classes, so your “Credits Allowed” will then increase by 3 credits.

**Example 2:** If a ‘C’ or better grade is required to fulfill your major courses and you received less than a ‘C’, then that course will stay in general electives until you repeat and pass that course.

(According to this Elective Classes Allowed section, this student needs 48 general elective credits to complete the degree requirements. S/he currently has 23, so s/he still needs 25 more general elective credits to fulfill the general electives requirement.)
- **Elective Classes Not Allowed Section:** Courses in this section do not meet your degree requirements and registered courses in this section may have a negative impact on financial aid. The most common type of courses that will fall in this section are transfer courses. However, if you see currently registered course(s) falling into this section, it is essential that you discuss this with your academic advisor.

<table>
<thead>
<tr>
<th>Elective classes not allowed</th>
<th>Credits Applied: 3</th>
<th>Classes Applied: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRU 999</td>
<td>F</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>Satisfied By: BROW COMMUNITY COLLEGE CUNY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  (According to this Elective classes not allowed, this student has 3 credits that does not apply in any of the blocks (General Education, College Options, Major, etc.) and does not apply in the general electives block. This course will not fulfill the degree requirements.)

- **Insufficient Grades Section:** This section is for any course with a failed or a “W” grade.

<table>
<thead>
<tr>
<th>Insufficient Grades</th>
<th>Credits Applied: 0</th>
<th>Classes Applied: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 210 Business Math</td>
<td>F</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>COM 110 Digital Literacy</td>
<td>F</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>COM 310 Writing A/V Work</td>
<td>W</td>
<td>Fall 2019</td>
</tr>
</tbody>
</table>

- **In-progress Section:** This section is for currently enrolled/registered courses.

<table>
<thead>
<tr>
<th>In-progress</th>
<th>Credits Applied: 2</th>
<th>Classes Applied: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 317 Family Psychology</td>
<td>F</td>
<td>Spring 2020</td>
</tr>
</tbody>
</table>

- **Not Counted Section:** This section is for courses that do not apply to your degree. For example, if the maximum transfer credits allowed is 105 and you have 110 transfer credits, then 5 of those 110 credits will “not count” and they will fall into this section.

<table>
<thead>
<tr>
<th>Not Counted</th>
<th>Credits Applied: 150</th>
<th>Classes Applied: 150</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 150 Introduction to Astronomy</td>
<td>Maximum transfer Credit accepted</td>
<td>A</td>
</tr>
<tr>
<td>BIO 201 Human Biology</td>
<td>Maximum transfer Credit accepted</td>
<td>A</td>
</tr>
<tr>
<td>BIO 209 Human Biology</td>
<td>Maximum transfer Credit accepted</td>
<td>A</td>
</tr>
</tbody>
</table>
**DegreeWorks: What-If**

The “What-If” feature on the Worksheets tab generates a speculative degree audit. This is helpful if you are thinking of changing your major curriculum to a different catalog year or declaring a different major. By using this feature, you can see the courses that are required of the hypothetical major, how the courses you have taken would apply, and the remaining courses that you would need to complete.

*By selecting the Academic Year field, you can select any catalog year and see what your General Education requirements will look like in a different curriculum year.*

*Last step* After selecting all the relevant fields, select [Process What-If] to see your hypothetical degree audit.

Select the academic year (catalog year) for the corresponding major (and concentration if the major requires it) or minor.

Select the academic year (catalog year) for the corresponding major (and concentration if the major requires it) or minor.
DegreeWorks: Look Ahead

The “Look Ahead” feature on the Worksheets tab lets you see how a course would fit into your degree audit.

After selecting all the relevant fields, select [Process New] to see your Look Ahead courses.

Enter the Subject and Number of the course you want to see on your degree audit.
Note: you can add multiple courses. For example: PSY 301 and PSY 302.
DegreeWorks: GPA Calculators

There are three GPA calculators in DegreeWorks.

**IMPORTANT: The GPA calculations are estimates and are not official.**

- Graduation Calculator estimates the average GPA you need to maintain in your remaining courses to graduate with your desired GPA.

- Term Calculator allows you to see how current courses will impact your GPA. To use the calculator, select a grade for each course and click calculate. The grades you enter are your estimations only. The final grade for each course will be determined by the instructor.

- Advice Calculator will tell you the number of credits and grade you need to earn in order to achieve your desired GPA.
DegreeWorks: Student Educational Planner (SEP)

The Student Educational Planner (SEP) is a planning tool that students and advisors can use together to plan out coursework by semester.

- To access SEP, click on the Plans tab. Please note that only your advisor can create a plan for you. If you do not have a plan created, the Plans tab will be blank.

There are 3 different views you can select for your plan: Audit, Notes, and Calendar.

- Audit View: The audit view allows for a side-by-side comparison of the degree audit and the planned courses. Note that the planned courses will be in blue.
• **Notes View**: Your advisor might also add notes to a particular planned course. To see all the notes, you can utilize the notes view and select ‘Show all notes’.

• **Calendar View**: To see your planned courses all in one place, you can utilize the calendar view. The calendar view will show your planned courses semester by semester. You can also see if you are on track to completing your degree by the tracking label next to the courses.

Warning means that you have not registered for the planned course.

On-Track means that you are registered for the planned course.
DegreeWorks: Frequently Asked Questions

Q: What should I do if I think my DegreeWorks worksheet is incorrect?
A: If you think that there is an error in your degree audit, please contact your academic advisor.

Q: How long does it take to see changes made to my CUNYfirst record reflect in my DegreeWorks worksheet?
A: Changes made in CUNYfirst will reflect in DegreeWorks in 24 – 48 hours.

Q: I am thinking of changing my major, can DegreeWorks help me see how the courses I’ve already completed will fit into the new major?
A: Yes, you can use the What-If feature in Degreeworks. You can learn all about it in the section of this document called DegreeWorks: What-If.

Q: How do I know which catalog year I am following in DegreeWorks?
A: You can determine the catalog year by looking at the “Academic Year” on the top right corner in the block headers. For example: Academic Year: 2018-2019U means that you are following the 2018-2019 catalog year.

Q: Why do I have a different catalog year in my General Education block than my major blocks?
A: Students who were given permission to opt into a different catalog year for their major will have a different catalog year in their Major Block than the General Education block.

Q: Why does one course appear to fulfill requirements in multiple blocks?
A: CUNY SPS allows courses to be shared between the blocks. For example, one course can be in both the General Education and the Major block if that course fulfills a requirement in both blocks. Note that even though the course fulfills two different requirements, only 3 credits will count towards the required 120 credits. The remaining 3 credits would have to be added to the number of general electives required.

Q: Can I print my DegreeWorks worksheet?
A: Yes, you can use the “Save as PDF” button to print your DegreeWorks worksheet.

Q: I see the ‘@’ symbol next to the course prefix. What does that mean?
A: It means you can take any course with that subject prefix. For example, “PSY @” means any Psychology class can fulfill the requirement.
Q: What is the difference between Electives Credits Allowed and Electives Credits Not Allowed?
A: Electives Credits Allowed is synonymous to general electives and are part of your degree requirements. Electives Credits Not Allowed do not count towards your degree requirements and may have negative financial aid implications.

Q: I see that all the boxes in my degree block are checked off, does that mean that I completed my degree requirements?
A: Yes. However, you need to file for graduation after which a formal degree audit will be completed. To complete the application for graduation, please visit: https://sps.cuny.edu/student-services/graduation/graduation-application

Q: Is my degree worksheet the same as my CUNY SPS transcript?
A: No, your transcript is the official documentation of your academic record. DegreeWorks is a tool to provide you information about degree progress, but you should always defer to CUNYfirst and your transcript as the official academic record.

Q: Why do I see “Your GPA is below 2.0 – please see an advisor” in the degree block?
A: If you are a new student, then you will have a 0.0 GPA so you can ignore the warning. However, if you are a continuing student, it is important for you to maintain the required 2.0 GPA to graduate.

Q: What should I do if I don't see a plan when I click on the Plans tab?
A: Contact your academic advisor to schedule a time to create a plan together.

Q: Who do I contact if I have additional questions about DegreeWorks?
A: For questions about your DegreeWorks audit, please contact degreeworks@sps.cuny.edu.