Table of Contents

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

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

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

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

DEGREEWORKS: WHAT-IF ......................................................... 8

DEGREEWORKS: LOOK AHEAD ................................................... 9

DEGREEWORKS: GPA CALCULATORS ......................................... 10

DEGREEWORKS: FREQUENTLY ASKED QUESTIONS .................... 11
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. Graduate students should consult their academic program when there are questions 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 staff and faculty will see when they access your Degreeworks worksheet.

- The student view header will display your student information such as your name, EMPLID, 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 major requirement.)
• **Major Block:** This block displays the courses required to complete the major requirements. For students in the Psychology program, there will be an additional block called Concentration. Students in the aforementioned major 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 12 more credits to complete the degree requirement.)
• Elective Classes Not Allowed Section: Courses in this section do not meet your degree requirements. If you see currently registered course(s) falling into this section, it is essential that you reach out to your academic program.

<table>
<thead>
<tr>
<th>Elective classes not allowed</th>
<th>Credits Applied: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 645 Perf Mgmt &amp; Motivatn</td>
<td>IP (3) Fall 2016</td>
</tr>
</tbody>
</table>

(According to this Elective Classes Not Allowed section, this student has 3 credits that 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>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 698 Capture Proj Planning</td>
<td>F 0 Fall 2016</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: 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 645 Perf Mgmt &amp; Motivatn</td>
<td>IP 3 Fall 2016</td>
</tr>
<tr>
<td>PSY 699 Psychology Capture</td>
<td>IP 3 Fall 2016</td>
</tr>
</tbody>
</table>

• Not Counted Section: is section is for courses that do not apply to your degree. For example, undergraduate courses in a graduate program.

<table>
<thead>
<tr>
<th>Not Counted</th>
<th>Credits Applied: 3</th>
<th>Classes Applied: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 302 Advanced Research Methods</td>
<td>Max of zero classes/Credits exceeded</td>
<td>C 3 Summer 2017</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 program 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 major (and concentration if the major requires it) that you would like to see for the hypothetical degree audit.

Select the academic year (catalog year) for the corresponding major (and concentration if the major requires it).
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 698 and PSY 699.
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: 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 reach out to your academic program.

**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:** 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: 2018-2019G means that you are following the 2018-2019 catalog year.

**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:** 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 3.0 – 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 3.0 GPA to graduate.

**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.