DegreeWorks 4.09
Student Manual

DegreeWorks is an online advising tool that helps Undergraduate students select courses from requirements that need to be fulfilled based on their academic plan.

Accessing DegreeWorks

To access DegreeWorks, go to CUNY Portal at www.cuny.edu and click on Portal Login/Blackboard/eSIMS.

Next, sign into your CUNY Portal account. Then, click on CUNYfirst Student Advisement Degree Audit.

Remember: Your CUNY Portal account is the same account you used when applying to Queens
The Audit (Worksheet)

After accessing DegreeWorks, you will be automatically brought to your audit.

In the **Student View** section of the Audit, you will see your:

- Full name
- Empl/CUNY ID
- Number of Transfer Credits
- Academic Status (Good Academic Standing, Bad Academic Standing)
- Student Groups
- Cumulative GPA
The **Degree** section of the audit outlines the core course requirements created by Queens College. It notes your matriculation date/academic year (the year you were admitted to the College), cumulative GPA, and the number of credits that has been taken during your college career.

This area also shows the CUNY Skills Assessment Requirements, as well as the Primary College Competencies Requirements.

<table>
<thead>
<tr>
<th>Reading Literature (2 Courses)</th>
<th>CMLT 101W GLOBAL LIT I</th>
<th>B+</th>
<th>3</th>
<th>SPRING 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPAN 41 HISP LIT IN-TRANS</td>
<td>A</td>
<td>3</td>
<td>SPRING 2011</td>
</tr>
</tbody>
</table>

When a requirement is fulfilled by a course, the **course name**, **title of the course**, **letter grade**, **number of credits**, and **term taken** will appear next to the requirement.

If a requirement hasn’t been fulfilled, a list of courses that may be taken will appear to let the student know which courses will fulfill that requirement.
LASAR/PLAS/GENED Requirements

LASAR, PLAS, or GENED requirements will also appear on the audit. This section may show up as exempt if you matriculated into Queens College as a transfer student or hold an Associate’s Degree.

<table>
<thead>
<tr>
<th>GENED - General Education Requirements</th>
<th>Academic Year: 2010-2011 Undergrad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Still Needed:</td>
<td>GPA: 3.877</td>
</tr>
<tr>
<td>Reading Literature (2 Courses)</td>
<td>2 Classes in AC 5W or CLAS 150 or CHLT 101 or 101H or 101W or 102 or 102W or EAST 250 or ENGL 151 or 151W or 152 or 152W or 161 or 161W or 162 or 162W or 162H or 162W or 165 or 165W or 250 or 250W or 252 or 253 or 255 or 255H or FREN 41 or 41W or GERD 41 or 41W or GRMD 41 or 41W or HEBRW 150 or HIST 229 or HTH 102 or ITAL 41 or 41W or ITAL 155 or 155W or SPAN 41 or 51 or 52 or 60</td>
</tr>
<tr>
<td>Appreciating &amp; Participating in the Arts</td>
<td>HHRS 125 THE ARTS IN NYC A- 3 FALL 2010</td>
</tr>
<tr>
<td>Cultures &amp; Values</td>
<td>MEIDST 101 CONTEMPORARY MEDIA IP (3) SPRING 2012</td>
</tr>
<tr>
<td>Analyzing Soc Structures (2 Courses from 2 Depts)</td>
<td>ARTH 101 INTRO CULT ANTHRO A 3 FALL 2010</td>
</tr>
<tr>
<td>Two Natural Science Courses (Minimum one with Lab)</td>
<td>ECON 101 INTRO TO MACROECON A- 3 FALL 2011</td>
</tr>
<tr>
<td>Two Natural Sci Courses, One with a Lab Component</td>
<td>ARTH 101 INTRO CULT ANTHRO A 3 FALL 2010</td>
</tr>
<tr>
<td>United States</td>
<td>BIOL 11 INTRO COLL BIOLOGY A- 4 SPRING 2011</td>
</tr>
<tr>
<td>European Traditions</td>
<td>HHRS 225 SCI &amp; TECH IN NYC A 3 FALL 2011</td>
</tr>
<tr>
<td>World Cultures</td>
<td>HHRS 225 SCI &amp; TECH IN NYC A 3 FALL 2011</td>
</tr>
<tr>
<td>Pre-Industrial Society</td>
<td>PHIL 101 INTRO TO PHILOSOPHY A 3 FALL 2010</td>
</tr>
<tr>
<td></td>
<td>ARTH 1 INTRODUCTION TO ART A- 3 FALL 2010</td>
</tr>
<tr>
<td>Abstract/Quantitative Reasoning</td>
<td>Still Needed: 1 Class in ARHG 238 or BIOL 239 or CSCI 12 or 18 or 81 or 82 or 84 or 85 or 86 or 88 or 111 or 211 or 313 or 313 or 245 or 200:399 or ECON 249 or LCD 263 or PHIL 160 or PSYCH 167 or SOC 205 or 212 or 212H or 212W or 323 or URBST 200 or 201 or MATH 109 or 113 or 114 or 116 or 119 or 131 or 132 or 135 or 141 or 142 or 143 or 151 or 152 or 157 or 158 or 200:299 or 385 or 385W</td>
</tr>
</tbody>
</table>

Queens College ~ Office of Converging Technologies ~ Training & Technology Solutions
718-997-4875 ~ training@qc.cuny.edu ~ I-Bldg 214
### Majors

![DegreeWorks screenshot](image)

If you have declared a major, its course requirements, credit total, and GPA for the major appear on the audit. DegreeWorks will show you the number of credits you need to complete the major.

*Please note that if you recently declared a major or minor, your audit may not reflect it automatically. Please allow up to a week for your audit to be refreshed so that it can reflect changes.*

### Minors

![DegreeWorks screenshot](image)
Electives classes allowed
Each student is allowed to take a certain number of electives to complete their degree. This limit varies with each student according to their academic plan. If a student transfers in courses that do not fulfill a requirement, they will fall under this section.

Elective classes not allowed
Any course that does not fulfill a Perspectives, LASAR, GENED, major, minor, or exceeds the General Electives credit limit will appear hear. If you receive Financial Aid, courses that you are enrolled in and fall under this section can affect state aid eligibility.

Insufficient Grades
Any course taken that received an NC, F, WU, WN, or FIN will appear in this section.

In-Progress
These courses are the courses that students are enrolled in for the current and future terms.
Look Ahead

With the **Look Ahead** function, you can insert classes that you plan on taking into your audit to see if they fulfill any degree requirements.

To access the Look Ahead function, click on the **Look Ahead** function on the left hand side of the screen.
To begin using the Look Ahead function, enter the department name of the course you wish to take in the Subject field, and the course number in the Number field, as shown below. Then, click on Add Course.

After you click on Add Course, the class will move to the Courses you are considering section.

Multiple classes can be inputted into Look Ahead. To remove a course, click on it and then click on Remove Course.
To view the **Look Ahead** audit, click on **Process New**.

![Look Ahead Audit](image)

The planned courses will either fulfill requirements, as shown below, or, if they are not needed, may fall under the Electives section. The courses will appear **blue**. The audit will also reflect an updated credit count to represent the planned courses.

![Course Planning Table](image)
What If

The What If is a great tool to use to advise students if they plan on declaring a specific major or minor. This is also helpful if a student has taken a few courses from a department and want to see if those courses fulfill the major’s or minor’s degree requirements.

The What If audit will best serve students that have yet to declare a major or minor, or those that are planning on changing their major or minor. To access What If audits, click on the What If tab on the left hand side of the screen.
Search by Degree

The Bachelor of Arts degree is automatically defaulted for this field. To view a What If audit for a BS major (Graphic Design, Computer Science, etc.), BBA (Finance, International Business, etc.), and so on, change this field to the appropriate degree to view those majors.

Search by Catalog Year

Please note that this value is no longer defaulted to your matriculation year. This field will need to be changed to the current academic year to ensure that you will see the correct requirements.

Search by Major

Search by Minor

Search by Concentration

Chosen Area of Study

After a major or minor has been selected from the drop down menus, they will appear under the Chosen Areas of Study section. If you need to remove one of the selections, click on it, and then click Remove.
After the desired major, minor, and/or concentration are selected, click on **Process What-If.**

The selected major will appear, and will reflect any courses that you may have taken if they fulfill any of the requirements.

The minor and its requirements will also appear.
Dual What If and Look Ahead Audits

With DegreeWorks 409, you can now combine the What If and Look Ahead functions to create a more sufficient and helpful audit. In order to do this, click on the What If tab on the left hand side of the screen.

This is a great tool to use if you are planning on enrolling for specific classes for a major but have not yet declared your new major, or vice versa.

Insert all the necessary information into the fields for the What If portion.
- Degree – BA, BS, BBA, BFA, or BM
- Academic Year – Be sure to use the most current undergraduate year.
- Major
- Minor (Optional)
- Concentration (Optional)

For the Look Ahead portion, make sure that you type in the courses correctly:
- Subject: SOC
- Number: 381W
Lastly, click on Process What H.