



OFFICE OF THE REGISTRAR

# The Degree Audit:

A Guidebook for Advisors and Faculty

September 2010



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**Legend**

- Complete
- Not Complete
- In-progress
- See advisor
- TR Transfer Course
- #F F-Repeat Policy Grade
- \* Forgiveness Policy Grade
- @ Any Course

**Student Information AA167139 as of 06/08/10 16:22**

<b>Student</b>		<b>Advisor's Name</b>	
<b>Major</b>	Business Administration	<b>Advisor's Location</b>	
<b>Concentration</b>	BUS-General	<b>Deviation Index</b>	+030.6
<b>Total Credits Earned</b>	36.0	<b>English Placement</b>	A - ENG 02400
<b>Transfer Credits</b>	0.0	<b>Math Placement</b>	1 - MAT 0M200
<b>CUNY-wide F-Repeat Credits</b>	0.0	<b>Cumulative GPA</b>	2.933
<b>Status</b>	Continuing	<b>CPE Message</b>	

**Degree in Associate in Applied Science** **Catalog Year:** 2010-2011

- GPA Requirement Met
- CUNY Reading Skills Requirement **Noncourse** READING PASS
- CUNY Writing Skills Requirement **Noncourse** WRITING PASS
- CUNY Math Skills Requirement **Still Needed** You are required to complete CUNY Math Skills Requirement.
- CUNY Proficiency Exam **Still Needed** You are required to pass the CPE to graduate. You must have passing ACT scores, a 2.00 GPA and have completed 45 degree credits to take the exam.
- College Requirements **Still Needed** See block: College Requirements
- Major Requirements **Still Needed** See block: Major in Business Administration
- Group Requirements **Still Needed** See block: Group Requirements AAS

**College Requirements**

- Freshman English I **ENG 01200** ENGLISH 1 A 4 Spring 2009
- Freshman English II **ENG 02400** ENGLISH 2 A- 3 Fall 2009
- Critical Issues in Health **Still Needed** 1 Class in HE 01400\*

**Major in Business Administration**

Please Note: Your major has multiple concentrations. If the concentration listed on this audit is not the one you are following then see your advisor to determine and declare the appropriate concentration. Consultation with the Department Advisor is required. PRE AND/OR COREQUISITES MAY BE REQUIRED FOR INDIVIDUAL COURSES.

**DEPARTMENT REQUIREMENTS**

**DETOUR**

A sample audit, based on the Fall 2010 requirements, appears on this and the following pages to help you to visualize the different elements as you read about them.



<input checked="" type="checkbox"/>	<b>Fundamentals of Accounting I</b>	<b>ACC 01100</b>	FNDMTLS ACCOUNTING 1	IP	(0)	Spring 2010
<input type="checkbox"/>	<b>Fundamentals of Accounting II</b>	<b>ACC 01100</b>	FNDMTLS ACCOUNTING 1	IP	(4)	Fall 2010
		<i>Still Needed</i>	1 Class in ACC 01200*			
<input checked="" type="checkbox"/>	<b>Organizational Behavior &amp; Management</b>	<b>BA 03100</b>	ORGNZTNL BEH & MNGMT	C-	3	Spring 2010
<input type="checkbox"/>	<b>Advertising-Theory &amp; Practice</b>					
		<i>Still Needed</i>	If your GPA is 3.00 or higher, you MUST take BA 09229. Otherwise take BA 05200.			
<input checked="" type="checkbox"/>	<b>Introduction to Computer Concepts</b>	<b>BA 06000</b>	INTRO COMP CONCEPTS	IP	(3)	Fall 2010
<input checked="" type="checkbox"/>	<b>Macroeconomics</b>	<b>ECO 01200</b>	MACROECONOMICS	IP	(3)	Fall 2010
<input checked="" type="checkbox"/>	<b>Money &amp; Banking</b>	<b>ECO 01400</b>	MONEY & BANKING	C	3	Spring 2010
<input checked="" type="checkbox"/>	<b>CONCENTRATION</b>					
<input checked="" type="checkbox"/>	<b>Concentration in Business Administration</b>					
<input checked="" type="checkbox"/>	<b>Fundamentals of Business</b>	<b>BA 01100</b>	FNDMTLS OF BUSINESS	B+	3	Spring 2009
<input checked="" type="checkbox"/>	<b>Business Law</b>	<b>BA 01200</b>	BUSINESS LAW 1	B	3	Fall 2009
<input checked="" type="checkbox"/>	<b>Principles of Marketing</b>	<b>BA 01400</b>	PRINC OF MARKETING	C+	3	Fall 2009
<input checked="" type="checkbox"/>	<b>Business Communications</b>	<b>BA 03300</b>	BUS COMMUNICATIONS	C	3	Spring 2010
<input type="checkbox"/>	<b>Group Requirements AAS</b>					
<input type="checkbox"/>	<b>9 cr.from BOTH Grps A&amp;B; choose 1 option below</b>					
		<i>Still Needed</i>	Choose 1 of the following:			
<input type="checkbox"/>	<b>3 credits from Group A &amp; 6 Credits from Group B</b>					
		<i>Still Needed</i>	(Choose 1 of the following:			
<input checked="" type="checkbox"/>	<b>Group A: Arts and Humanities</b>	<b>SPE 02100</b>	EFFECTIVE PUBLIC SPE	B-	3	Spring 2009
<input type="checkbox"/>	<b>Group B: Behavioral and Social Sciences</b>	<b>SOC 03100</b>	INTRO TO SOCIOLOGY	B+	3	Spring 2009
		<i>Still Needed</i>	(3 Credits in BSS 00100* ECO 01300* 02000* or HIS 01100* 01200* or 01500* or 02000* or 02100* or 04100* or 05000* or 05500* or 05900* or 06200* or 06300* or 06600* or 06800* or 06900* or 03100* or 03200* or 03300* or 03400* or 03600* or 03700* or 04200* or 04300* or 04400* or 05100* or 05200* or 05300* or 05600* or 05700* or 06400* or 06500* or 06700* or 07000* or 08265* or POL 05000* 05100* or 05200* or 05300* or 05400* or 05500* or 05600* or 05700* or 05800* or 05900* or 06100* or 06300* or 06400* or 06500* or 06600* or 06700* or 06800* or 08205* or 08207* or ANT 03700* 03900* or PSY @ or SOC @ Except SOC 02800)) OR			
<input type="checkbox"/>	<b>6 credits from Group A &amp; 3 Credits from Group B</b>					
		<i>Still Needed</i>	(Choose 2 of the following:			
<input type="checkbox"/>	<b>Group A: Arts and Humanities</b>					
		<i>Still Needed</i>	(6 Credits in ART 03100* 03200* or 03300* or 03400* or 03500* or 03600* or 03700* or 03800* or 03900* or 04700* or 09500* or COM 01100* MCF 04000* 04300* or 04400* or MCM 03000* 03100* or 04200* or MUS 02100* 02200* or 02400* or 02700* or 03100* or SPE 01100* 01200* or 02100* or 02200* or 02300* or 02500* or 02600* or 02700* or 02800* or 02900* or 04000* or 04100* or 081@ or 082@ or THA 05000* 05100* or 06800* or TEC 05900* ARB @ or CHI 00100* 00200* or 08250* or 08252* or 08270* or FR 00100* o 00200* or 00300* or 00400* or 02200* or 05700* or HEB 00100* 00200* or 00300* or 00400* or 03000* or 03100* or IT 00100* o 00200* or 00300* or 00400* or 03000* or SPA @ or YD 03000* o ENG 03000* 03100* or 03200* or 03500* or 04000* or 04200* or 04300* or 04400* or 04500* or 06300* or 06400* or 06500* or 06600* or 06700* or 06800* or 07300* or 07400* or 07700* or 07800* or 08289* or 082C3* or HUM 00100* PHI 07100* 07200* or 07300* or 07400* or 07500* or 07600* or 07700* or 07800* or 08201*) OR			
<input type="checkbox"/>	<b>Group B: Behavioral and Social Sciences</b>					
		<i>Still Needed</i>	(3 Credits in BSS 00100* ECO 01300* 02000* or HIS 01100* 01200* or 01500* or 02000* or 02100* or 04100* or 05000* or 05500* or 05900* or 06200* or 06300* or 06600* or 06800* or 06900* or 03100* or 03200* or 03300* or 03400* or 03600* or 03700* or 04200* or 04300* or 04400* or 05100* or 05200* or 05300* or 05600* or 05700* or 06400* or 06500* or 06700* or 07000* or 08265* or POL 05000* 05100* or 05200* or 05300* or 05400* or 05500* or 05600* or 05700* or 05800* or 05900* or 06100* or 06300* or 06400* or 06500* or 06600* or 06700* or 06800* or 08205* or 08207* or ANT 03700* 03900* or PSY @ or SOC @ Except SOC 02800))			
<input type="checkbox"/>	<b>Group C: Mathematics &amp; Natural Sciences</b>					
		<i>Still Needed</i>	Choose 2 of the following:			
	<b>Group C: Mathematics</b>					





Still Needed

(3 Credits in MAT 00600\*00700\* or 00800\* or 00900\* or 01000\* or 01100\* or 01200\* or 01300\* or 01400\* or 01500\* or 01600\* or 02000\* or 02100\* or 02200\* or 02500\* or 05500\* or 05600\* or 082A5\*) OR



Group C: Laboratory Science

Still Needed

(4 Credits in BIO 01100\*01200\* or 01300\* or 01400\* or 02100\* or 02200\* or 03300\* or 05000\* or 05100\* or 05200\* or 05300\* or 05400\* or 05500\* or 05700\* or 05800\* or 05900\* or 06500\* or CHM 00500\*01100\* or 01200\* or 03100\* or 03200\* or EPS 03100\*03200\* or 03300\* or 03500\* or 03600\* or 03800\* or PHY 01100\*01200\* or 01300\* or 01400\* or SCI 02500\*03500\* or 03700\* or 05100\* or 051LB\*)



Electives required to meet 60 credits

HPE 01200      CONCEPTS/WELLNESS      B+      3      Spring 2010

**Elective Credits**

SD 01000	STUDENT DEVELOPMENT	A	1	Spring 2009
SD 01100	CAREER COUNSELING	A-	1	Spring 2009

**Courses not Successfully Completed and Developmental**

**Credits Applied: 0    Classes Applied: 3**

ECO 01200	MACROECONOMICS	W	0	Spring 2010	Withdrawn
HPE 01200	CONCEPTS/WELLNESS	W	0	Spring 2009	Withdrawn
MAT 0M200	INTRODUCTORY ALGEBRA	A	0	Fall 2009	

**In-Progress**

ACC 01100	FNDMTLS ACCOUNTING 1		(0)	Spring 2010
ACC 01100	FNDMTLS ACCOUNTING 1		(4)	Fall 2010
BA 06000	INTRO COMP CONCEPTS		(3)	Fall 2010
ECO 01200	MACROECONOMICS		(3)	Fall 2010

**Disclaimer**

This audit is not an official notification of the completion of your degree or certificate requirements, nor your academic transcript. For an Official copy of your transcript, you must submit a written request to the Registrar's Office, A-101. If you have any questions regarding this unofficial audit, please consult your Academic Advisor. Also, please consult your Advisor or College Catalog for pre/co requisites prior to registration.

File a Graduation Application during the semester in which the degree section of this audit indicates that your status is 'Complete ' or 'See Advisor '. Submission of Graduation Application is not a guarantee of certification of degree or certificate requirements. Review the College Calendar for the Graduation Application deadline.



# INTRODUCTION

The Degree Audit allows an advisor to provide students with details about the steps needed to meet graduation requirements.



The audit engine transcribes the student’s academic and course history, as reflected on the student’s SIMS transcript and then measures this information against the degree requirements as defined in the current *College Catalog*. The results are then available in the Degree Audit and can be viewed on the web. It is also possible, using various special features of the audit, to see what changes would be reflected in different catalog years, majors, or concentrations, and to plan future semesters with each student. However, this audit tool is not a replacement for academic advisors nor for the advisement process. It can not possibly reflect every piece of advice necessary to successfully progress toward completion of the degree.

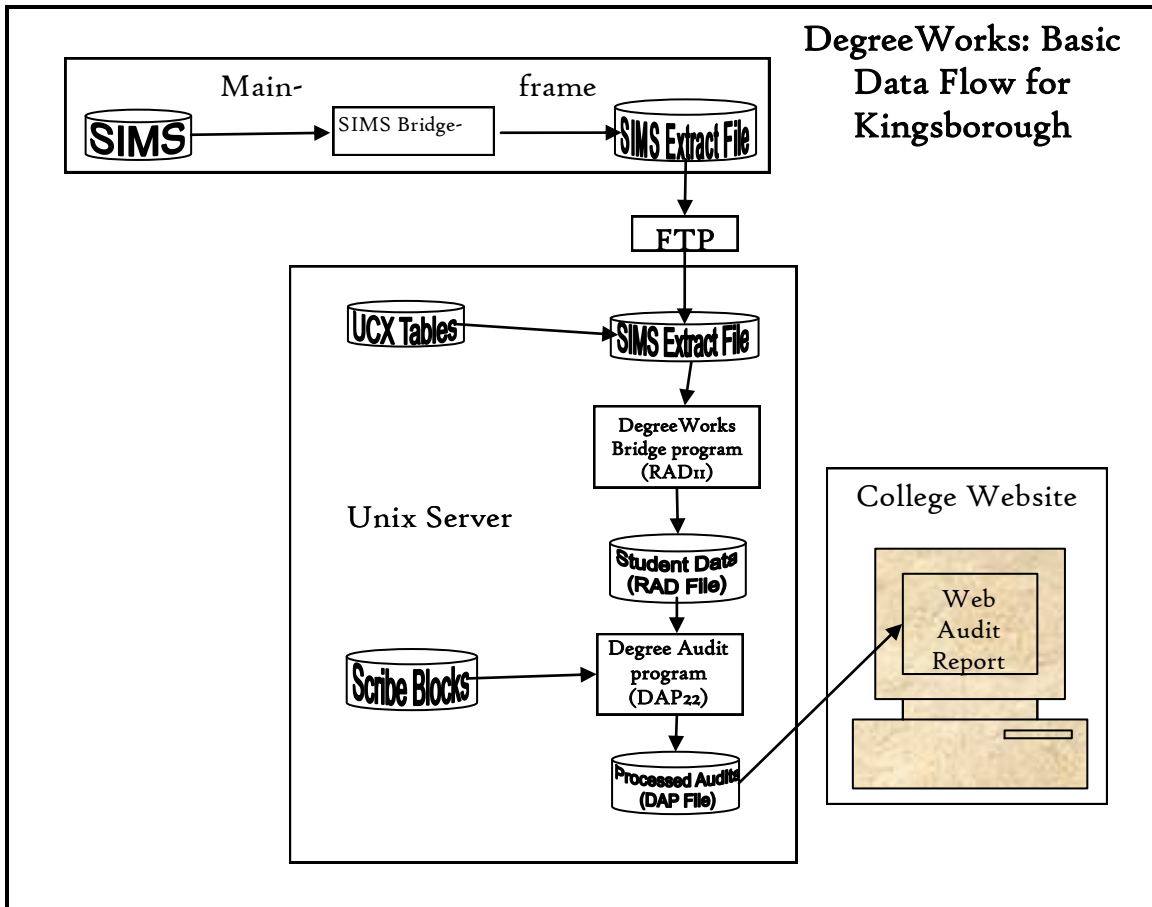
The Registrar’s Office has used this extensively as a tool for reviewing candidates for graduation. Again, although it is intended to assist in the process, it is not a substitute for the in-depth review that the graduation auditor is responsible for conducting.

This manual is a road map of the Degree Audit. It provides instructions on how to use the software, and some general information on the contents of student audits. We welcome any comments and questions you may have.

To use this tool effectively, we feel that it is important that you understand how the audit was constructed. This information will assist you in reporting any problems you might encounter and will give you some insights into the way we modify the Degree Audit. It is important to remember that SIMS is the source of the information that the Audit uses. The basic data flow appears on the chart on the following page.

The audit uses *bridge extracts*. These are programs that read the SIMS Database and load the information into the Degree Audit database. The Registrar’s Office uses a technique called *scribing* to code and store specific degree requirements. These requirements are divided into specific sections, such as “College Requirements” or “Major Requirements” to mirror the way that each Degree is listed in the Catalog. Each of those requirements is known as a *block*, and specific *rules* and *qualifiers* are used to define each one. These blocks are further refined to reflect the specific catalog year(s). Thus the current catalog is 2010-2011. The Degree Audit reflects these requirements. Students





who were admitted previously will follow an earlier catalog year. As new catalogs are released, we scribe any modifications and the audits will subsequently reflect that catalog.

In the Fall 2010, general education degree requirements have been modified, some majors have new requirements, and many courses have undergone changes. For example:

- ❗ HPE 01200, a general education requirement, is replaced by HE 01400 for most degrees
- ❗ English 01200, a required course for all degree students, is no longer four credits; it is three credits

Entering Fall 2010 freshmen and transfer students will follow these new requirements; continuing students will follow those in effect at the time of their matriculation into their major. You can verify degree requirements in the Degree Audit system based on the catalog in effect at the time the new major was entered.



# SIGN-ON INSTRUCTIONS

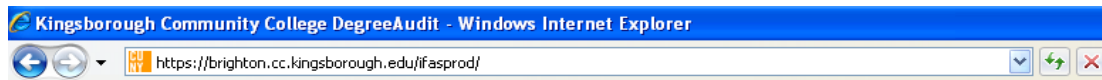
The Degree Audit can be accessed using Firefox (version 2 or higher) or Internet Explorer (version 5.0 or higher). Any computer provided by Kingsborough for this purpose should be able to successfully reach the system.



SunGard Bi-Tech recommends the use of Internet Explorer. The optimal setting of your computer is 1024x768 pixels to best view the audit. If your monitor is not at this setting, right click your mouse on an empty spot on your desktop; this will bring up the “Display Properties” dialogue box. Select the settings tab and move the tab at the lower left hand corner of the Screen resolution box. Click “OK” to close the dialogue box.

Once you have opened an Internet browser type in the following web address:

<http://brighton.cc.kingsborough.edu/ifasprod/>



**HINT:** It is easier for future use to create a bookmark for the logon page in your browser. This may be done, in Explorer, by dragging the “Explorer” icon next next to the URL in the Address line to the Links Toolbar, or by clicking on the “Favorites” selection of the menu and then clicking your mouse on the “Add to Favorites” option on the drop down menu.



The dialog box on the left appears after you have reached the Audit site. It asks for your User ID and Password. These are alpha and numerical values available from Information Technology. Please complete the application on the following page and forward it to IT, extension 4900.

**DO NOT SHARE YOUR LOG-ON;** you are dealing with personal and confidential student information. For security purposes, your Password appears on the screen as a series of asterisks.

Your User ID is the same as your SIMS USER ID; your password is the first six digits of your social security number. Your User ID determines what permissions you have as a Degree Audit user. For example, a student user would not have access to functions a faculty member or registrar will be given.





**KINGSBOROUGH COMMUNITY COLLEGE  
COMPUTING AND INFORMATION TECHNOLOGY  
DEGREE WORKS NEW/CHANGE ACCOUNT FORM**

*This form is to be used to apply for a new DEGREE WORKS account or to change an existing account by KCC Faculty and Staff.*

New accounts will be assigned a user ID and password.  
Existing accounts should supply this department with the existing user ID. Do not indicate password.

By requesting access to **Degree Works**, Kingsborough Community College's Student Data Base, you will be accessing information that is protected by The Family Educational Rights and Privacy Act (FERPA) which prohibits the disclosure of information to unauthorized parties.

When accessing this system, you must access only that information needed to complete your assigned or authorized task. You may communicate the information only to other parties authorized to have access, in accordance with the provisions of FERPA. If you have any questions about these provisions, please contact the Registrar.

Any intentional behavior with respect to the electronic environment that interferes with the mission or activities of the College or members of the College Community will be regarded as unethical and may lead to disciplinary action, under standard University rules for misconduct and existing judicial, disciplinary personnel processes.

The following activities are examples, but not an exhaustive list of unethical behaviors with respect to the electronic environment:

- ☞ intentionally damaging or destroying the integrity of electronic information;
- ☞ intentionally compromising the privacy of electronic networks or information systems;
- ☞ intentionally disrupting the use of electronic networks or information systems;
- ☞ intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and unauthorized use or reproduction; or
- ☞ wasting resources (human or electronic) through such actions.

Please sign below with an authorization signature from your Dean or Department Head. Return this form in a sealed envelope marked \*CONFIDENTIAL\* to Computing and Information Technology, mail code CC.

EXISTING SIMS USER ID \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

AUTHORIZATION SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ DEPT. \_\_\_\_\_ TEL. EXT. \_\_\_\_\_

\*\*\*\*\*

COMPUTING AND TECHNOLOGY DEPARTMENT USE ONLY:

DATE IMPLEMENTED \_\_\_\_\_

DIRECTOR'S SIGNATURE \_\_\_\_\_ DBA SIGNATURE \_\_\_\_\_



It is best to use your own logon while working with students. Your account carries, with it, extra tools which you will find very helpful, such as the full General Planner for Students, as well as the Notes feature.

## STUDENT SEARCH

After logging on, the Degree Audit Introduction screen will appear. Only the Student ID field is active at this time. Therefore, it is important that you be prepared with the correct number. You are requested to verify with the student his or her student identification number, and if necessary, verify it on the SIMS transcript screen (SIQ/SRI) before accessing the system. Type the Student ID number as a series of numbers without any intervening spaces and press the ENTER key. This will initiate a student search.



KINGSBOROUGH DegreeAudit							Help	Print	Log Out
Student ID	Name	Degree	Major	Admit Code	Last Audit				
666666666									

Once the student has been located, the following will appear -- ID number (Student ID), student name, degree and major on record, and Admit Code (Admission Code).

KINGSBOROUGH DegreeAudit							Help	Print	Log Out
Student ID	Name	Degree	Major	Admit Code	Last Audit				
666666666	FLORENCE A. NIGHTI	AAS	Nursing(AAS)	01	10/20/2004				

The **Admission Codes** appear below.

### Admission Codes:

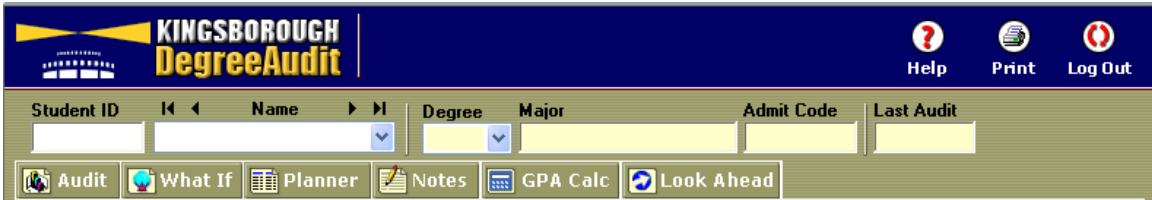
- M, N, O, P Prelude to Success Student
- 0 Non-Degree
- 1 Continuing
- 2 Entering Freshman
- 3 New Advanced Standing Transfer
- 4 Readmitted
- 6 New CUNY Permit-In
- 7 Continuing CUNY Permit-In



# AUDITS

## INTRODUCTORY PAGE

At the top of the Introductory Page, on the right, are three buttons. These buttons are *Help*, *Print* and *Log Out*. The Print Audit will provide you with the ability to print the Introductory Page or, if you run an audit, to print the entire audit document. See page 12 for further details.

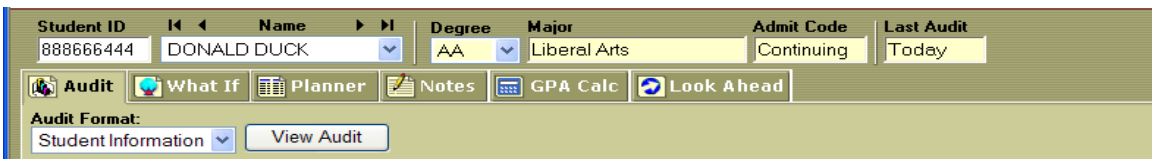


## HELP

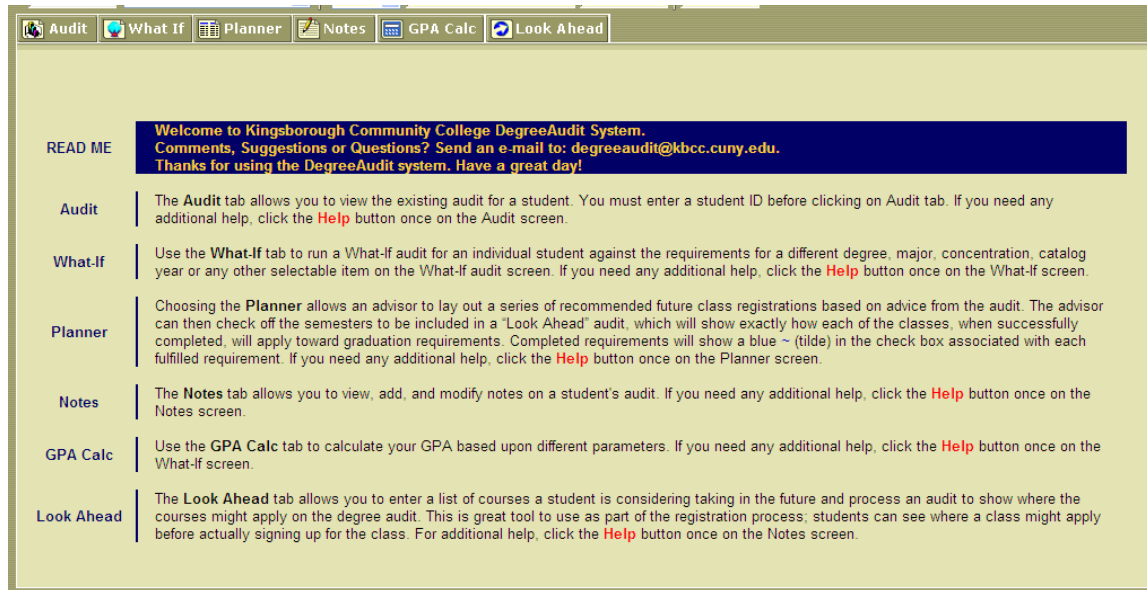
An extensive on-line Help feature is available for various areas of the audit once you have typed in a student's ID number. These screens can be accessed by clicking on the HELP button located in the upper right hand corner of the Audit window. The Help command button includes a detailed description of the audit screen, a series of Frequently Asked Questions, and lists of terms and symbols, all degrees offered, and an explanation of each grade. This button is interactive in that it will provide help for each facet of the audit as you use that area. Therefore the Help screen for the "What If" tab will reflect that information, while the Audit Help will provide all kinds of material related to the basic audit.

## ACCESSING AN AUDIT

Once you have accessed a specific student's record, you will notice that below the header line that displays the student's name, there are a series of TABS. The TABS are **Audit**, **What If**, **Planner**, **Notes**, **GPA Calc**, and **Look Ahead**.



When you click on a TAB, the program window will change to accommodate your selection. The introductory screen provides a short description of each function.



The screenshot shows a web browser window with a menu bar containing tabs: Audit, What If, Planner, Notes, GPA Calc, and Look Ahead. Below the menu bar is a 'READ ME' section with a blue header containing the text: "Welcome to Kingsborough Community College DegreeAudit System. Comments, Suggestions or Questions? Send an e-mail to: degreeaudit@kbcc.cuny.edu. Thanks for using the DegreeAudit system. Have a great day!". Below this header is a list of tabs with their functions:

- Audit**: The Audit tab allows you to view the existing audit for a student. You must enter a student ID before clicking on Audit tab. If you need any additional help, click the **Help** button once on the Audit screen.
- What-If**: Use the **What-If** tab to run a What-If audit for an individual student against the requirements for a different degree, major, concentration, catalog year or any other selectable item on the What-If audit screen. If you need any additional help, click the **Help** button once on the What-If screen.
- Planner**: Choosing the **Planner** allows an advisor to lay out a series of recommended future class registrations based on advice from the audit. The advisor can then check off the semesters to be included in a "Look Ahead" audit, which will show exactly how each of the classes, when successfully completed, will apply toward graduation requirements. Completed requirements will show a blue ~ (tilde) in the check box associated with each fulfilled requirement. If you need any additional help, click the **Help** button once on the Planner screen.
- Notes**: The **Notes** tab allows you to view, add, and modify notes on a student's audit. If you need any additional help, click the **Help** button once on the Notes screen.
- GPA Calc**: Use the **GPA Calc** tab to calculate your GPA based upon different parameters. If you need any additional help, click the **Help** button once on the What-If screen.
- Look Ahead**: The **Look Ahead** tab allows you to enter a list of courses a student is considering taking in the future and process an audit to show where the courses might apply on the degree audit. This is great tool to use as part of the registration process; students can see where a class might apply before actually signing up for the class. For additional help, click the **Help** button once on the Notes screen.

## VIEWING AN AUDIT

To access the audit itself, after clicking on the **Audit** tab, left-click on the **View Audit** button.

Information found in the Audit will be updated on a regular basis; however, there will always be a delay between changes made in SIMS and those changes being reflected in the Degree Audit. Therefore, if there are any questions regarding grades, current registration status, etc., it is best to refer to the source document in SIMS (SIQ/SRI) and other supporting files.

## PRINTING AN AUDIT

To ensure a complete printout of the Student Information audit, use the side bar to scroll to the end of the audit, then click on the print icon at the top of the screen.

For the most readable printout of an audit, set your browser to print background colors and images; this is done by going to the sign-on window in your browser (or if this is closed, opening a new window). Click on *Tools*, then *Internet Options*. This will open the Internet Options dialog box. Then select the **ADVANCED** tab. Scroll down to the *Printing* option and check the box marked "print background colors and images".

















## NAVIGATING THE INFORMATION ON THE AUDIT

The audit information will follow a standard format. If you receive a blank audit (with no courses), that might be an indicator that the student's major is not on one of the tables that drive the system. Be certain to report this to the Registrar's Office.



### THE FOLLOWING AREAS MAY APPEAR ON THE AUDIT:

-  Legend
-  Student Information
-  Degree Requirements
-  College Requirements
-  Major Requirements
-  Concentration Requirements
-  Group Requirements
-  College Preparatory Initiative Requirements
-  Elective Credits
-  Courses Not Successfully Completed and Developmental
-  Notes
-  Disclaimer
-  In-Progress
-  Not Counted

### LEGEND

Each audit opens with a **Legend**:

- Requirement is completed
- Requirement is not complete
- In progress
- See Advisor
- TR Transfer course from another college
- @ Wild Card indicates any course number (i.e. Art @ = any ART course)
- \* Forgiveness Policy Grade
- # F-Repeat Grade



## Student Information AA004205 as of 06/08/2010 13:56

This is followed by **student biographic information**. An audit number consisting of letters and digits followed by the date and time at which the Audit was last updated serves as a unique indicator of that specific audit.

- ▶ Student's Name
- ▶ Student's Major (major of record)
- ▶ Concentration (concentration of record)
- ▶ Total Credits Earned
- ▶ Transfer Credits
- ▶ CUNY-wide F-Repeat Credits
- ▶ Advisor's Name
- ▶ Advisor's Location
- ▶ Deviation Index
- ▶ English Placement
- ▶ Math Placement
- ▶ Cumulative GPA
- ▶ Status (Admission Code )
- ▶ CPE Message

## □ Degree in Associate in Applied Science      Catalog Year: 2010-2011

This section lists the various components required for completion of the degree (**Degree Requirements**) :

- ▶ Catalog Year—all entering Freshman and transfer students will be required to follow the 2010-2011 catalog, Continuing students will default to the 2009-2010 Catalog year; however it is important to remember that a WHAT-IF audit should be run using the 2010-2011 catalog for those students who are readmitted with a different major or continuing students who have changed their major. This feature is also available in the Planner.
- ▶ GPA Requirement
- ▶ Reading, Writing and Mathematics Skills Requirement
- ▶ CUNY Proficiency Examination Requirement (CPE)
- ▶ College Requirements
- ▶ Major Requirements
- ▶ Group Requirements—It is important to carefully check the GenEd requirements for all degrees as they have been completely revamped in the 2010-2011 catalog year. These requirements are dependent upon the specific major and concentration for each student .



<input checked="" type="checkbox"/> CUNY Writing Skills Requirement	<b>Noncourse</b> WRITING REGENTS
<input checked="" type="checkbox"/> CUNY Math Skills Requirement	<b>Noncourse</b> MATH SAT-SCORE
<input type="checkbox"/> CUNY Proficiency Exam	
<b>Still Needed</b>	You are required to pass the CPE to graduate. You must have passing ACT scores, a 2.00 GPA and have completed 45 degree credits to take the exam.

When a requirement is satisfied, a check will appear to the left of the requirement with an appropriate explanation, such as the Mathematics Skills Requirement was satisfied by the Mathematics Regents. If a requirement is outstanding, you will note that the left side of the block will note in red “Still Needed,” and the right side of the block will refer you to the appropriate details. When each of the requirements is satisfied, the box in the header labelled “Degree in Associate in ...” will also be checked, as will each box beneath it.

**College Requirements**

The next section is entitled **College Requirements**.

Requirements are listed on the left side of the block, by course title. When a requirement is not satisfied, the right side of the block will indicate the course(s) that meet the requirement. For example, a requirement for all degrees is Freshman English I. The course title will appear on the left of the block. If the requirement has been satisfied, the right side of the block will indicate the course number, English 01200, the title, the grade (or the notation “IP” - In Progress), the credits (if the course is in progress, the credits will appear in parentheses), and the semester and year in which the course was taken. If the course was taken at another college, the grade will be indicated as “TR” – Transfer, and will list the name of the college on the line below, e.g., “Satisfied by: LaGuardia Community.” If the requirement has not been satisfied, beneath the course title, in red, “Still Needed” will appear. On the right side of the block, the requirement will read “1 Class in ENG 02400.” The course number is hyperlinked to course descriptions from the *Catalog*, the *Schedule of Classes*, and *TIPPS*.

<input type="checkbox"/> College Requirements	
<input checked="" type="checkbox"/> Freshman English I	ENG 01200 Satisfied By: ENGLISH 1 LAGUARDIA COMMUNITY TR 3 Spring 2009
<input type="checkbox"/> Freshman English II	<b>Still Needed</b> 1 Class in ENG 02400*
<input type="checkbox"/> Critical Issues in Health	<b>Still Needed</b> 1 Class in HE 01400*

If a requirement can be satisfied by multiple choices, the “Still Needed” information will provide you with details, such as “Choose 3 credits from ... (a list of courses that fulfill the requirement).” Note that course requirements can be written as credit(s), class(es), credits and classes, or credits or classes. Most are written as class(es).

The colon specifies a range of courses. For example, **TEC 00100:07000** indicates all courses between **TEC 1** and **TEC 70**.



### Major in Accounting

The following block includes courses required for the **Major**. The major is specified. If the major is associated with one or more concentrations, the following message will appear:

PLEASE NOTE: Your major has multiple concentrations. If the concentration listed on this audit is not the one you are following, then see your advisor, to determine and declare the appropriate concentration.

### Concentration in General Accounting

If there is a **concentration**, the next block will include the courses required for the concentration.

Additional information may be included in the message, as appropriate for that major and/or concentration.

### Group Requirements

The major, and if applicable, concentration, are followed by the **Group Requirements** Block.

For the Fall 2010 semester we have revised the five basic groups of requirements to three groups:

- A. Arts & Humanities consist of courses in Art, Music, Theatre, Speech, Foreign Language, Literature & Philosophy courses.
- B. Behavioral and Social Sciences cover the areas of Economics, History, Political Science, Anthropology, Psychology and Sociology.
- C. Mathematics & Sciences which include courses such as Biology, Math, Computer Science, Chemistry, Physics, etc.

Specific requirements will depend on the Degree and Concentration.

Previously, there were five basic groups of courses:

- I. Performing and Visual Arts—which consist of courses in Art, Music, Theatre and Speech.
- II. Language and Literature—which contains Foreign Language, Literature and Philosophy Courses.
- III. The Social Sciences—including Economics, History and Political Science.
- IV. The Behavioral Sciences—which explore Anthropology, Psychology and Sociology, and finally,
- V. Mathematics and the Sciences—which include courses such as Biology, Math, Computer Science, Chemistry, Physics, etc.





## Elective Credits

ELECTIVES are courses which can be taken to make up the total number of credits required for a degree. For students following the 2010 catalog, a listing of required electives is found in the Group Requirements component of the Audit and the ELECTIVES block includes those courses which do not count towards the degree. For students following older catalogs, the Electives block includes both groups of electives. It will appear only if the student has taken courses which apply in this area.

## Not Counted

This section only appears if a student has taken cross-listed courses. The course(s), which is (are) not counted towards the degree, will be listed here.

## Courses Not Successfully Completed and Developmental

**Courses Not Successfully Completed and Developmental** is a block for courses with grades that are not acceptable, such as Failure or Withdrawal. In addition, developmental courses that carry no credit will appear in this block. Although these courses serve as prerequisites to required courses, they do not satisfy the overall degree requirements because they do not bear credits.

## In Progress

Where applicable, there will also be an **In Progress** area.

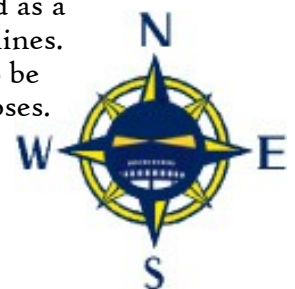
This identifies courses in which the student is enrolled for the current semester. Note that these courses, if applicable, will be applied to requirements in other sections of the audit. This block allows you to quickly view the current semester's registration. These credits are not included in the total credits earned towards the degree.

## Disclaimer

This audit is NOT an official notification of the completion of your degree or certificate requirements, nor your academic transcript. For an Official copy of your transcript, you must submit a written request to the Registrar's Office, A-101. If you have any questions regarding this unofficial audit, please consult your Academic Advisor. Also, please consult your Advisor or College Catalog for pre/corequisites prior to registration. File a Graduation Application during the semester in which the degree section of this audit indicates that your status is 'Complete' , or 'See Advisor' , or 'In Progress' . Submission of Graduation Application is NOT a guarantee of certification of degree or certificate requirements. Review the College Calendar for the Graduation Application deadline.

The last section of the audit is the **Disclaimer**. This message reminds students that:

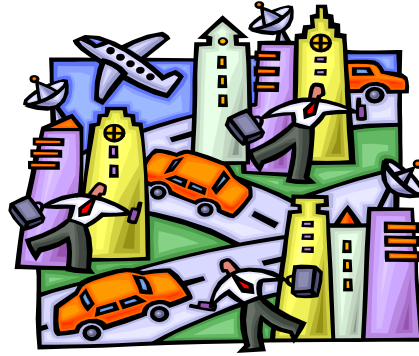
1. The audit is not a transcript.
2. Students must file a Graduation Application to be considered as a candidate. They should consult the college calendar for deadlines.
3. Students must file a "Change of Major" form for a change to be recorded on their academic record and for financial aid purposes.



## ***SPECIAL SITUATIONS***

### **Repeated Courses**

An additional feature of the audit allows repeated courses to be bridged from SIMS and applied according to the repeat policy values in the system. In the policy that has been applied, all occurrences of the class will be listed on the Degree Audit where they could apply (i.e., all the occurrences will be grouped together).



### **Forgiveness Courses**

Courses with acceptable passing grades that are part of the academic amnesty or “forgiveness” policy will be applied, if applicable. Forgiveness courses appear with an asterisk preceding the grade.



## LINKS TO COURSE DESCRIPTIONS AND THE SCHEDULE OF CLASSES



The audit allows you to link to course information from the Catalog. As you look at the unchecked boxes in an audit, you will find lists of courses which can be taken to fulfill each requirement. When you move your mouse over the choices each course number will appear underlined and the cursor will turn into a hand.

<input type="checkbox"/> Group Requirements	
<input type="checkbox"/> NINE CREDITS FROM GROUP I-IV	
Still Needed	<p>Choose 2 of the following:            (1 Class in ART 03100 or 03200 or 03300 or 03400 or 03500 or 03600 or 03700 or 03800 or 03900 or 04700 or COM 01100 or HUM 00100 or 07000 or MCB 04500 or MCF 04000 or 04300 or 04400 or MCM 03000 or 03100 or 04200 or MUS 02100 or 02200 or 02400 or 02700 or 03100 or SPE 01100 or 01200 or 02100 or 02200 or 02300 or 02400 or 02500 or 02700 or 02800 or 02900 or 03200 or THA 05000 or 05100 or 06800) OR            (1 Class in CHI 00100 or 08250 or FR 00100 or 00200 or 00300 or 00400 or 02200 or HEB 00100 or 00200 or 00300 or 00400 or 03000 or 03100 or IT 00100 or 00200 or 00300 or 00400 or 03000 or SPA 00100 or 00200 or 00300 or 00400 or 01100 or 01700 or 01800 or 02200 or 03000 or 03300 or 03400 or 03500 or 03600 or 04000 or YD 03000 or ENG 03000 or 03100 or 03200 or 03500 or 04000 or 04200 or 04300 or 04400 or 04500 or 06300 or 06400 or 06500 or 06600 or 06700 or 06800 or 07700 or 07800 or PHI 07100 or 07200 or 07300 or 07400 or 07500 or 07600 or 07700 or 07800) OR            (1 Class in BSS 00100 or ECO 01300 or 02000 or HIS 01100 or 01200 or 01500 or 02000 or 02100 or 04100 or 05000 or 05500 or 05900 or 06200 or 06300 or 06600 or 06800 or 06900 or 03100 or 03200 or 03300 or 03400 or 03600 or 03700 or 04200 or 04300 or 04400 or 05100 or 05200 or 05300 or 05600 or 05700 or 06400 or 06500 or 06700 or 07000 or 08265 or PDL 05000 or 05100 or 05200 or 05300 or 05400 or 05500 or 05600 or 05700 or 05800 or 05900 or 06100 or 06300 or 06400 or 06500 or 06600 or 06700)</p>

As you click on the course, a new window will open which gives a description of each course and links to the *Schedule of Classes* and the CUNY TIPPS database. TIPPS is the *Transfer Information and Program Planning System* which contains the information you need to determine how each course may transfer to the other community and senior colleges.

http://10.50.50.100 - Kingsborough Community College Course ...

ART 03200 Art in Spain	(3 crs. 3 hrs.)
<a href="#">KCC Schedule of Classes</a>	<a href="#">CUNY TIPPS</a>
This course in the overseas Program is an introduction to the different periods of art in Spain and will include a survey of prehistoric cave paintings, monuments, cathedrals, and masters painters, historic through contemporary.	
ART 03300 Survey of Art History: From Ancient to Renaissance Art	(3 crs. 3 hrs.)
<a href="#">KCC Schedule of Classes</a>	<a href="#">CUNY TIPPS</a>
Historical view of Western art and some non-Western art designed to survey in chronological sequence, the evolution of style and form in the major arts from pre-history through the Renaissance. Required of Art Majors in first year. See Department Advisor.	
ART 03400 Survey of Art History: From Ancient to 19th Century Art	(3 crs. 3 hrs.)
<a href="#">KCC Schedule of Classes</a>	<a href="#">CUNY TIPPS</a>
Study of Western art, from the Renaissance to the mid-nineteenth century, noting changes and growth in style and form.	



# WHAT-IF AUDIT

The audit report is based on the student's major code, as it appears in SIMS; however, if you would like to explore alternate degree choices and/or concentrations, you can see how your student's courses could apply in different circumstances. Transfer students can see how to maximize the credits which have already been earned by using the WHAT-IF option.

The What-IF option is very important this year. You must check which catalog year you select in the WHAT-IF Audit. If a student is changing his/her major, or has been re-admitted, he/she may now fall under the new requirements.

To access a "WHAT-IF" Audit, left-click on that tab. Choose, from a drop-down menu, the Catalog Year, major and concentration (if applicable) that will be accessed.

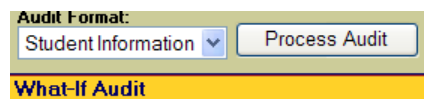
The screenshot shows the 'KINGSBOROUGH Degree Audit' web application. At the top, there are navigation icons for 'Exp Mgt', 'Help', 'Print', and 'Log Out'. Below this is a search bar with fields for 'Student ID' (123456789), 'Name' (JOHNNY COLLEGIATE), 'Degree' (AA), 'Major' (Liberal Arts), 'Admit Code' (Continuing), and 'Last Audit' (11/13/2008). A menu bar includes 'Audit', 'History', 'What If', 'Planner', 'Templates', 'Notes', 'Exceptions', 'GPA Calc', and 'Look Ahead'. The 'What-If Audit' section is active, showing 'Catalog Year' set to '2008-2010'. Below this, there are two main sections: 'Choose Your Different Areas of Study' and 'Choose Your Future Classes'. The first section has dropdowns for 'Major' and 'Concentration', and a large empty box for 'Chosen Areas of study'. The second section has input fields for 'Discipline' and 'Number', and a 'Find' button, with a corresponding empty box for 'Courses you are considering'. A 'Remove' button is located below each of these boxes.

As you choose these, the major and concentration which you have selected will appear in a box to the right. If you wish to remove any item from the box, left-click your mouse on the "remove" option.

This screenshot shows the same web application interface as above, but with a dropdown menu open for the 'Concentration' field. The dropdown list includes various majors and concentrations such as 'ACC-General', 'ACC-Tax Accounting', 'BIO-Biotechnology', 'BIO-General', 'BIO-Health and Nutrition Science', 'BIO-Marine Biology', 'BIO-Occupational Therapy', 'BIO-Pharmacy', 'BIO-Physician Assistant', 'BIO-Secondary Education', 'BRDCST-General', 'BRDCST-Music Technology', 'BUS-Entrepreneurial Studies', 'COM HLTH-Gerontology', 'COM HLTH-Health Administration', 'COM HLTH-Hlth Edu and Promotion', 'COM HLTH-Holistic', 'ECE-General', 'ECE-Infant/Toddler Development', 'ED STUDIES - Ch. Ed. Kindergarten to E', 'ED STUDIES - ECE-Birth to 2nd Grade', 'FINE ARTS-Art History', 'FINE ARTS-Ceramics', 'FINE ARTS-Drawing and Painting', 'FINE ARTS-Photography', 'FINE ARTS-Sculpture', 'JOURNALISM-Production', and 'JOURNALISM-Reporting'. The 'Major' dropdown is set to 'Liberal Arts'. The 'Chosen Areas of study' box now contains the text 'MAJOR : Business Administration'. A 'Remove' button is visible at the bottom of this box.



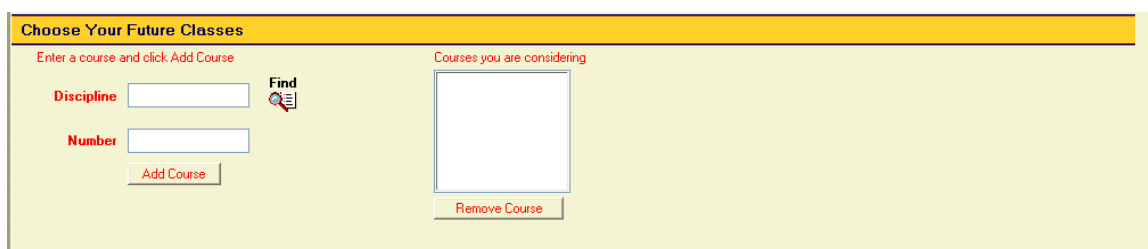
After choosing the screen information, select the PROCESS AUDIT button. This will bring up an audit so that you can see how these changes would effect your student.




Audit Format:  
Student Information   
What-If Audit

The lower portion of the What-If Audit screen now includes an additional section: Choose Your Future Classes. This serves the same function as the Look Ahead tab which is described on Page 34 of this manual. It allows you to extend the effectiveness of the What-If Audit by exploring an alternative major or concentration while incorporating possible classes that can the student may choose under this new choice.




This feature is also available to students.



Choose Your Future Classes  
Enter a course and click Add Course  
Discipline  Find   
Number  Add Course   
Courses you are considering   
Remove Course

Classes which have been added to the audit in this manner will be listed as “Planned courses”.

There are a few caveats to be considered when using the WHAT-IF audit:

-  “WHAT-IF” audits are not “saved” in the system. If you want a record of this audit, click on the print icon and hold on to the printout.
-  Please remember that students are obligated to file a Change of Status/Curriculum form at the Registrar’s Office if they decide to choose a new curriculum or concentration. Consult the College calendar for deadline dates.
-  To enter “Look Ahead” classes, you must enter the course name exactly as it appears in SIMS, so the course would be listed as SOC 03100, for example.

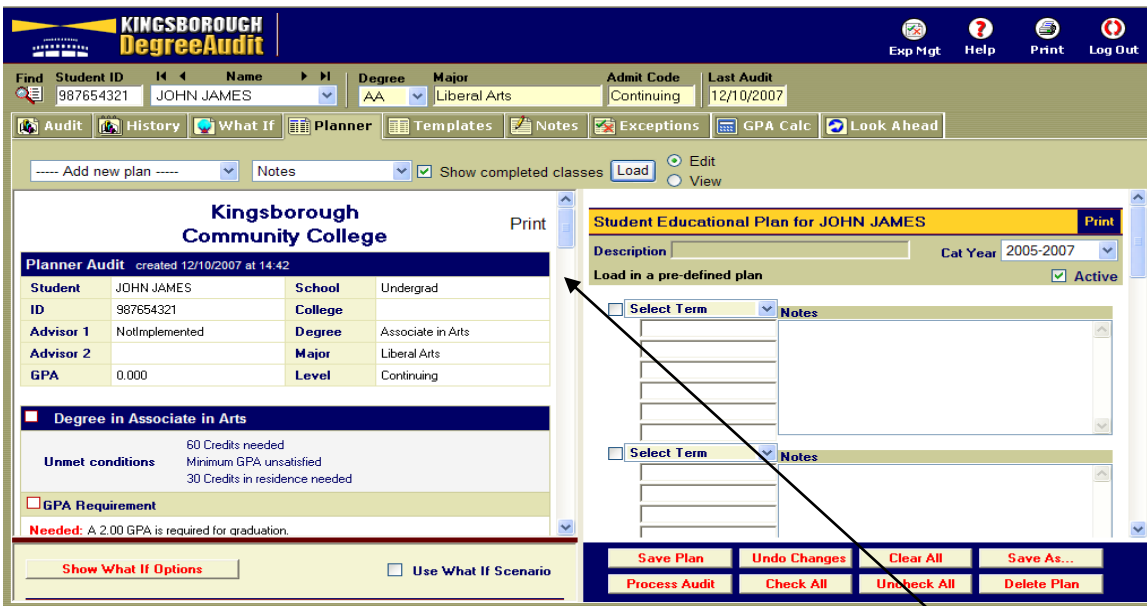


# GPS

## THE GENERAL PLANNER FOR STUDENTS



Degree Audit is a map which allows you to track your students' progress towards the degree which applies on their SIMS records. It's been an invaluable tool to help you and your student see where he has gone. The **General Planner for Students** enhances the Audit and allows you to navigate the best path towards a degree. Like any good GPS instrument, this Planner allows you to work with students to apply still needed courses from their audit to a semester by semester plan. This way, you can plan for future semesters while keeping track of degree requirements.



When you click on the Planner Tab, you will see a window similar to the one above: The Planner Audit appears in the left frame with the Planner screen on the right. Each frame can be individually resized by dragging the separating bar. And you can scroll through each frame separately.



The Planner Audit contains the same information, but is not the same as the Student Audit. You can use this audit, as a starting point to show the requirements for the Degree that each student has on record

in SIMS. If this is inaccurate, please have the student contact the Office of the Registrar to fill out a Change of Curriculum form. You can also do a WHAT-IF Audit in the Planner itself to check requirements for other Majors or concentrations, as needed.

College Requirements  
**Needed:** See College Requirements section

Major Requirements  
**Needed:** See Major in Liberal Arts section

**Major in Liberal Arts**

Unmet conditions 9 Credits needed

Please Note: Students must take 9 credits in each group I-IV and 11 credits in group V. At least 6 credits in groups I-IV must be basic courses. Students shall elect to take three (3) credits less in any one group I-V. Consultation with the Department Advisor is required.

GROUP REQUIREMENTS

Group I: Performing and Visual Arts (2 Areas)

ART 05700	DRAWING 1	IP	(3)	Spring 2007
THA 05000	INTRO TO THEATRE ART	IP	(3)	Spring 2007

Group II: Language and Literature (2 Areas)

**Needed:** 6 Credits in ARB @, CHI 00100, 08250, 08252, FR 00100, 00200, 00300, 00400, 02200, 05700, 082@, HEB 00100, 00200, 00300, 03000, 03100, 082@, IT 00100, 00200, 00300, 00400, 03000, 082@, SPA 00100, 00200, 00300, 00400, 01100, 01700, 01800, 02200, 03000, 03300, 03400, 03500, 03600, 04000, 05300, 05500, 082@, YD 03000, ENG 03000, 03100, 03200, 03500, 04000, 04200, 04300, 04400, 04500, 06300, 06400, 06500, 06600, 06700, 06800, 07400, 07700, 07800, 082@, HUM 00100, 07000, PHI 07100, 07200, 07300, 07400, 07500, 07600, 07700, 07800, 082@

Group III: Social Sciences (Any Area)

As you scroll down to the course requirements, you will be able to drag needed courses from your student's Planner Audit to the Educational Plan. You can save more than one plan, and if your student would like to explore other options, the Planner allows for "What If" scenarios. The "What If" in the planner works the

same way as it does in the regular audit. To use this feature click on the "Show What If Options" button on the lower left hand corner of the Planner Audit screen. You can disable this by unchecking the "Use What If Scenario" box on the right side. This can be done at will.

**Kingsborough Community College**

Print

**Planner Audit** created 12/07/2007 at 09:34

<b>Student</b>	DONALD DUCK	<b>School</b>	Undergrad
<b>ID</b>	888666444	<b>College</b>	
<b>Advisor 1</b>	NotImplemented	<b>Degree</b>	Associate in Arts
<b>Advisor 2</b>		<b>Major</b>	Liberal Arts
<b>GPA</b>	3.741	<b>Level</b>	Continuing

Degree in Associate in Arts

Unmet conditions 6 Credits needed

GPA Requirement Met

CUNY Reading Skills Requirement

CUNY Writing Skills Requirement

Use What If Scenario

**Show What If Options**

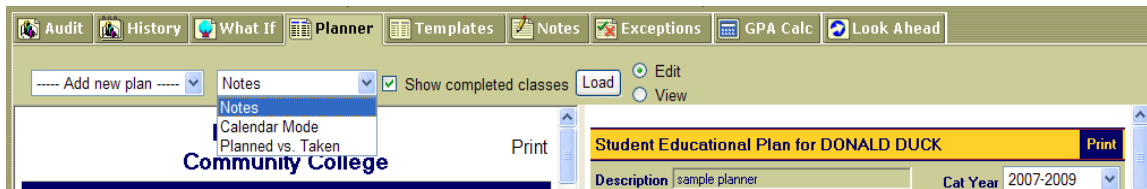


# ADDING A NEW PLAN

At the upper left hand corner of the Planner screen you will see a series of boxes:



The “—Add new plan —” drop down menu, allows you to create a plan with your student advisee. It will also show any previously created plans in the order in which they were set up. To load a previously created plan click on the title of the desired plan and press the “Load” button. Previously created plans are stored in the order in which they were created.

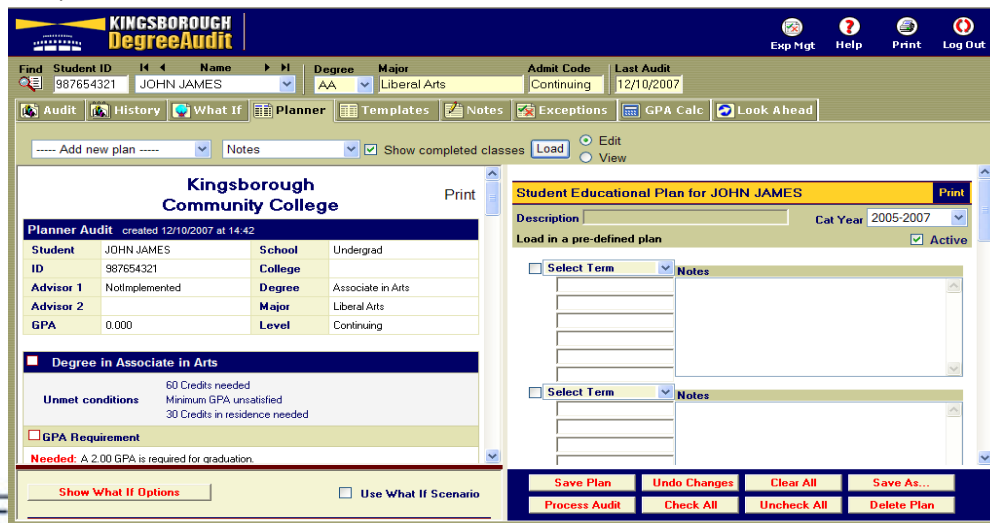


After you have selected this option, you can then choose the Mode of Planner that you would like to use. Each mode has two views; **Edit**—in which changes can be made and **View**—which is best for printing. Students will only have access to the **View Mode** in their sign on. They can work out other possibilities by clicking on the **Look Ahead** tab. Instructions for using this tool are on page 31 of this manual.


# PLANNER MODES

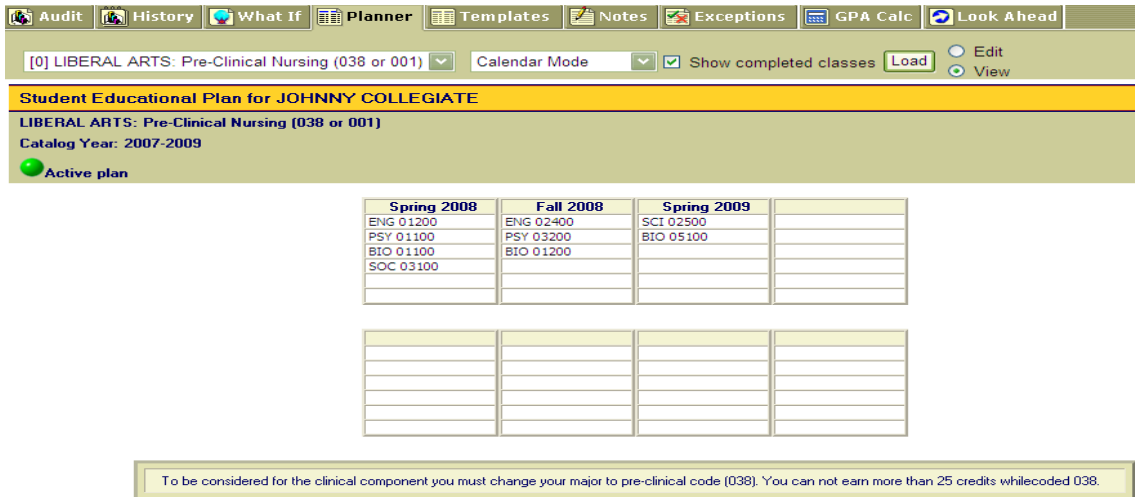
There are three Planner Modes, and once a plan is saved, you can switch from one mode to the other at will. The Modes are:


- Notes** – In this view of the plan, each semester has a note segment of its own to allow you to add comments and explanations of requirements. This feature is very flexible.





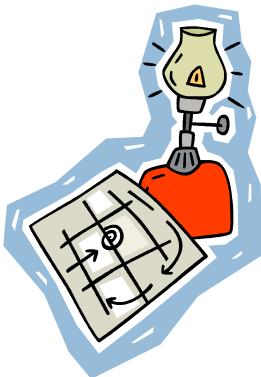
 **Calendar** – Terms are arranged in rows by year. A single note box appears at the bottom of the plan.



 **Planned vs. Taken** – compares planned courses to those actually taken by the student. To use this report, the “show completed classes box” must be checked. Planned courses, if they have been taken, are highlighted as shown in the Spring 2007 semester shown below.



## CREATING A CUSTOMIZED PLAN



Once you have determined which plan you would prefer to use, you can start an individual plan for your student. This is done by typing any text you choose for a name into the Description box in the space below the yellow “STUDENT EDUCATIONAL PLAN FOR ...” bar at the top of the Plan frame.

After you have saved and named a plan it is listed in the Add New Plan box, with any others, in the order in which it was created.



After this, you can click on the “**Select Term**” drop down box then slide your mouse down to the semester for which you will plan. You can select one term or many.

Description LIBERAL ARTS: Pre-Clinical Nursing (038 o) Cat Year 2010-2011  Active

Fall 2010 **Notes**  
 Select Term  
 Planned  
 Summer 2012  
 Spring 2012  
 Winter 2011  
 Fall 2011  
 Summer 2011  
 Spring 2011  
 Winter 2010  
 Fall 2010  
 Summer 2010 **Notes**  
 Spring 2010  
 Winter 2009  
 Fall 2009  
 Summer 2009  
 Spring 2009  
 Winter 2008  
 Fall 2008

Complete the four Pre-Clinical Sequences with at least a grade point average of 2.5. Students must earn a B in two of the four courses.

BIO 01200 & 05100 can be taken before the actual clinical component. You must be in Curriculum code 038 to register for SCI 02500

After you have selected a semester, then you can drag and drop, or type in the courses which you and your student have decided best meet his or her needs. If you opt to type in the course number, please be certain to use the format that is used in the class schedule. For example, you would type “POL 05600” instead of “POL 56”.

**KINGSBOROUGH DegreeAudit** Help Print Log Out

Student ID 123456789 Name JOHNNY COLLEGIATE Degree AA Major Liberal Arts Admit Code Continuing Last Audit 12/20/2007

Audit What If Planner Notes GPA Calc Look Ahead

[1] SAMPLE PLAN Notes  Show completed classes Load Edit View

Group III: Social Sciences (Any Area)  
 6 Credits in BSS 00100, ECO 01200, 01300, 02000, 082@, EDU 03700, HIS 01100, 01200, 01500, 02000, 02100, 04100, 05000, 05500, 05900, 06200, 06300, 06600, 06800, 06900, 03100, 03200, 03300, 03400, 03600, 03700, 04200, 04300, 04400, 05100, 05200, 05300, 05600, 05700, 06400, 06500, 06700, 07000, 082@, MCF 04400, POL 05000, 05100, 05200, 05300, 05400, 05500, 05600, 05700, 05800, 05900, 06100, 06300, 06400, 06500, 06600, 06700, 06800, 082@

Group IV: Behavioral Sciences (2 Areas)  
 SOC 03100 INTRO TO SOCIOLOGY C 3 Fall 1975  
 3 Credits in ANT 03700, 03900, BSS 00100, PSY 01100, 02400, 02800, 03000, 03200, 03400, 03500, 03600, 03700, 082@, SOC 03200, 03300, 03500, 03600, 03800, 03900, 082@

Group V: Mathematics and Science (2 Areas)  
 8 Credits in BIO 00700, 01100, 01200, 01300, 01400, 02100, 02200, 02500, 02600, 02800, 03200, 03300, 03500, 03700, 03900, 04900, 05000, 05100, 05200, 05300, 05400, 05500, 05700, 05800, 05900, 06100, 06200, 07000, CP 01100, 02100, 02200, 02800, 02900, 03100, 03000, 03300, 04000, 04100, 04200, 05100, 05400, 06100, 06200, 06600, 06700, 07100, 082@, 01400, 03500, 03700, MAT 00600, 00700, 00800, 00900, 01000, 01100, 01200, 01300, 01400, 01500, 01600, 02000, 02100, 02200, 02500, 05500, 05600, 08245, CHM 00500, 01100, 01200, 03100, 03200, EPS 03100, 03200, 03300, 03500, 03600, 03900, PSY 01100, 01200

Student Educational Plan for JOHNNY COLLEGIATE Print  
 Description SAMPLE PLAN Cat Year 2005-2007  Active

Spring 2008 **Notes**  
 POL 05600  
 PSY 01100  
 CS 01200  
 HIS 05900

Select Term **Notes**

Show What If Options  Use What If Scenario

Save Plan Undo Changes Clear All Save As...  
 Process Audit Check All Uncheck All Delete Plan



# PLANNER NOTES

If you use the “Notes” mode, you can enter notes or observations which relate to that semester. Just click the Notes box and type in your comments. Below the semester related notes is a box for Plan Notes, which can be used for any non- semester related information. This box is shown in the Calendar mode as well.



These notes are specific to the Planner and are not related to those you would see or use in the General Audit Notes Tab.



## CLASSES COMPLETED IN UNPLANNED TERMS

Beneath the Plan Notes area is the optional CLASSES COMPLETED IN UNPLANNED TERMS box. This allows classes taken in past and current terms to be shown in the planner area. Transfer Classes appear in a separate box below the CLASSES COMPLETED ... box.

Since the Planner can be printed separately from the Planner Audit, if desired, you can print a copy of the planner for a student and this will enable him or her to see Planned courses as well as those which have been taken.

Classes Completed in Unplanned Terms		
Spring 2006	BIO 01300	A
	BIO 01400	B+
	CHM 01200	A
	ENG 01200	A
	PSY 01100	A+
Fall 2006	CHM 03100	A-
	ENG 02400	A-
	HIS 05100	B+
	MAT 0R300	W
	PEC 01100	W
Spring 2007	SOC 03100	A-
	ART 05100	IP
	ART 05700	IP
	CHM 03200	A-
	ECO 01200	A-
	MAT 0R300	W
	THA 05000	IP

Transfer Classes		
	CHM 01100	TR

## COMMAND BUTTONS

Save Plan	Undo Changes	Clear All	Save As...
Process Audit	Check All	Uncheck All	Delete Plan

The lower right hand corner of the Planner screen contains a bank of buttons for use with the planner. It allows you to Save a Plan or Delete it, select or unselect all terms in the planner or undo any changes made. Once you have developed a plan, you can click on the Process Audit button which will update the Audit Planner to include all courses which have been planned for. Planned courses are shown in blue with parentheses around the course Name. The course appears with a grade of PL and a semester of "Planned". These changes appear only in the planner audit. The students general audit is unchanged, and will not reflect planned courses. The Planner Audit may be printed if a record of the audit is desired.

The screenshot shows the Degree Audit Manual interface for a student named DONALD DUCK, ID 888666444, pursuing a Liberal Arts degree. The interface includes a navigation bar with buttons for Audit, What If, Planner, Notes, GPA Calc, and Look Ahead. Below this, there are dropdown menus for the current plan ([0] sample planner) and notes, along with a checkbox for "Show completed classes". The main area displays a list of courses and requirements:

- BIO 01300 GENERAL BIOLOGY 1 (A, 4 Spring 2006)
- CHM 03200 ORGANIC CHEMISTRY 2 (A-, 5 Spring 2007)
- ONE COURSE EACH FROM 4 OF THE 5 GROUPS I-V
- Group I: Performing and Visual Arts
  - ART 05100 PHOTOGRAPHY 1 (IP, (3) Spring 2007)
- Group III: Social Sciences
  - (HIS 04400) THE NAZI HOLOCAUST (PL, (3) Planned)
- Group IV: Behavioral Sciences
  - (PSY 03200) HUMAN GROWTH & DEVEL (PL, (3) Planned)
- Group V: Mathematics and Science
  - CHM 01100 GENERAL CHEMISTRY 1 (TR, 4 Fall 2005)
  - Transferred from - BARRY*







# ENTERING NOTES IN THE DEGREE AUDIT







Often when you are advising, you would like to make a note of what was discussed, what needs to be done next, and who was responsible for each part of the task. You may also want to see what has been discussed with the student by a previous advisor. The **NOTES** feature of the Degree Audit can be used for this.

To access the **NOTES** option, click on the **Notes tab**. You can **Add a note** to a student's audit as a reminder to yourself, as a reference for the student's next advisor or as information for the student. You can **View Notes** to see what may have been discussed previously. By default notes are public, so be careful of what you say. Notes can be accessed from any screen once you've "selected a student".

If your note was time/event specific: "Shawn must take assessment test before registering for a Math course", you may want to remove it when the requirement is fulfilled. The most recent note will appear at the top of the list. Remember- only you can change/delete your notes.

-  **Modify Notes**—view existing notes
-  **Add Notes**—add your own note
-  **Modify Notes**—change or edit the information included in an existing note. Use the paper/pencil icon to the left of each note to save the revision or eliminate the Note.
-  **Delete Notes**—that are no longer appropriate. You are able to remove only the notes you authored. Each note posted will have it's own "Remove Note" button. Click on the "Remove Notes" button attached to the note you wish to delete. A message box pops up to let you know whether or not your note was deleted successfully.

To add a note to a student's record you will do the following:

-  Click on the "NOTES" tab
-  Select the "Add Note" option
-  Type your note in the space provided
-  Click on the "Save Note" button. You will receive a message that your note has been successfully added. Degree Audit automatically inserts the date and your name.

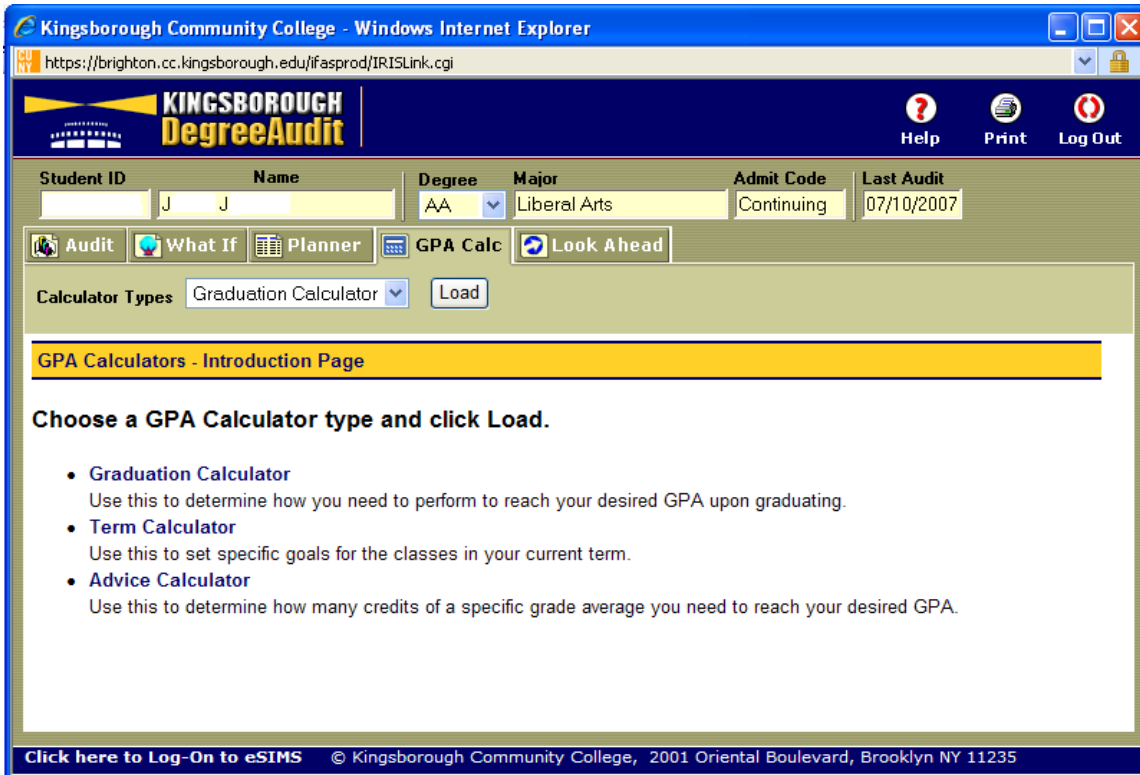
**NOTE:** Your Note will not show on the audit report until the report has been updated—usually the next day. Remember, the audit is only as current as the last time it was "bridged". You may see your note by clicking on the add Note button. Once updated, **Notes** are located at the end of an audit under their own title bar. Notice the "Who" and "When" columns.



# GPA CALCULATOR



There are three different Grade Point Average calculators which can be accessed by clicking on the **GPA Calc** tab at the top of your audit page. This will take you to the introductory page which gives you a description of the different calculators and a drop-down menu (titled “**Calculator Types**”). The Graduation, Term, and Advice Calculators can help your student to realistically set goals for his or her academic career. Your student’s current GPA is automatically pulled from the SIMS record. To access the different calculators, please follow the directions as shown below:



## ***GRADUATION CALCULATOR***

This calculator uses the student’s current GPA and allows you to input the number of credits he or she has left to complete a degree, the number of credits which the degree requires and what GPA the student would like to earn. This calculator requires more information to be entered than in any other. In some cases, this calculator can act as a “reality test” for students, letting them know what average GPA will be needed for the remaining credits to achieve a desired final cumulative GPA.



To use the calculator, please enter the required data into the vacant fields as shown below and press Calculate.

The following shows you what average you will need to attain your desired results.

If you wish to alter some of the entries, click Recalculate and you will be brought back to the entry screen. When you click Calculate, the revised information will appear.



# TERM CALCULATOR

This is the most specific calculator. You can input the classes a student is taking (or plans to take), the number of credits given for that course, and the grade he or she has earned (or hopes to earn).

Once you have input the data click on the “Calculate” button. The screen below shows that the student would have a GPA of 3.3 for the semester if those grades were actually earned.

Class	Credits	Grade	Grade Value
ART 33	3	B	3.000
ART 40	3	A	4.000
ART 75	3	B	3.000
PHI 74	3	B	3.000





## ADVICE CALCULATOR

This calculator is perhaps the easiest to use. You only have to input the desired GPA. This is used to figure out how a student can raise or lower his or her GPA using actual grades as advice.

When you have entered the desired GPA press calculate.

https://brighton.cc.kingsborough.edu/ifasprod/IRISLink.cgi

**KINGSBOROUGH DegreeAudit** Help Print Log Out

Student ID	Name	Degree	Major	Admit Code	Last Audit
	J J	AA	Liberal Arts	Continuing	07/10/2007

Audit What If Planner GPA Calc Look Ahead

Calculator Types: Advice Calculator Load

Current GPA: 0.000  
Credits Earned: 0  
Desired GPA:

Calculate

You have now a listing of what grades are needed to achieve the stated goal.

https://brighton.cc.kingsborough.edu/ifasprod/IRISLink.cgi

**KINGSBOROUGH DegreeAudit** Help Print Log Out

Student ID	Name	Degree	Major	Admit Code	Last Audit
		AA	Liberal Arts	Continuing	07/10/2007

Audit What If Planner GPA Calc Look Ahead

Calculator Types: Advice Calculator Load

Current GPA: 2.428  
Credits Earned: 13  
Desired GPA: 2.8

To achieve your desired GPA, you need one of the following:

- 4 Credits at 4.000 ( A+ ) grade average
- 4 Credits at 4.000 ( A ) grade average
- 5 Credits at 3.700 ( A- ) grade average
- 9 Credits at 3.300 ( B+ ) grade average
- 24 Credits at 3.000 ( B ) grade average

Note: Most degrees require a minimum of 60 credits. In order to calculate your desired GPA, results that would require you to take more

Recalculate

If you wish to alter some of the entries, click Recalculate and the advice screen will appear for you to make other entries. When you click Calculate, the revised information will appear.



# LOOK AHEAD



The Look Ahead audit is a good way to explore a student's options when he or she is deciding whether or not to take a course or series of courses. It is also available in the What-If area of the audit, as an enhancement, allowing students to change a major or concentration and see how courses they wish to take would appear under the new choice.

Click on the **Look Ahead** tab to access it. This will display the data entry form shown below. On the left side of the screen, type the Discipline (e.g. HIS) and Number (e.g. 01100) for each class you would like to use in a Look Ahead audit. Please make sure that you have typed the two or three letter discipline code as it appears in the Catalog or Schedule of Classes so that the audit engine can find it. The class number is always 5 digits. Clicking **Add Class** updates the list of courses shown under the "Courses you are considering" label. You can use this Look Ahead audit to help visualize how one or more classes will affect a degree. This tool is available to students as well as advisors.

When working with a student, you can use the newly revised **General Planner for Students** to create a semester by semester plan of studies.

**KINGSBOROUGH DegreeAudit** Help Print Log Out

Student ID: 123456789 Name: JOHNNY COLLEGIATE Degree: AA Major: Liberal Arts Admit Code: Continuing Last Audit: Today

Audit What If Planner GPA Calc **Look Ahead**

Audit Format: Student Information Process Audit Refreshed 07.10.2007 at 14:19

**Look Ahead Audit**

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the discipline code and number of each anticipated course. Once you have created your list of courses, click on the Process Audit button.

Enter a course and click Add Course

Discipline:  Find

Number:  Add Course

Courses you are considering

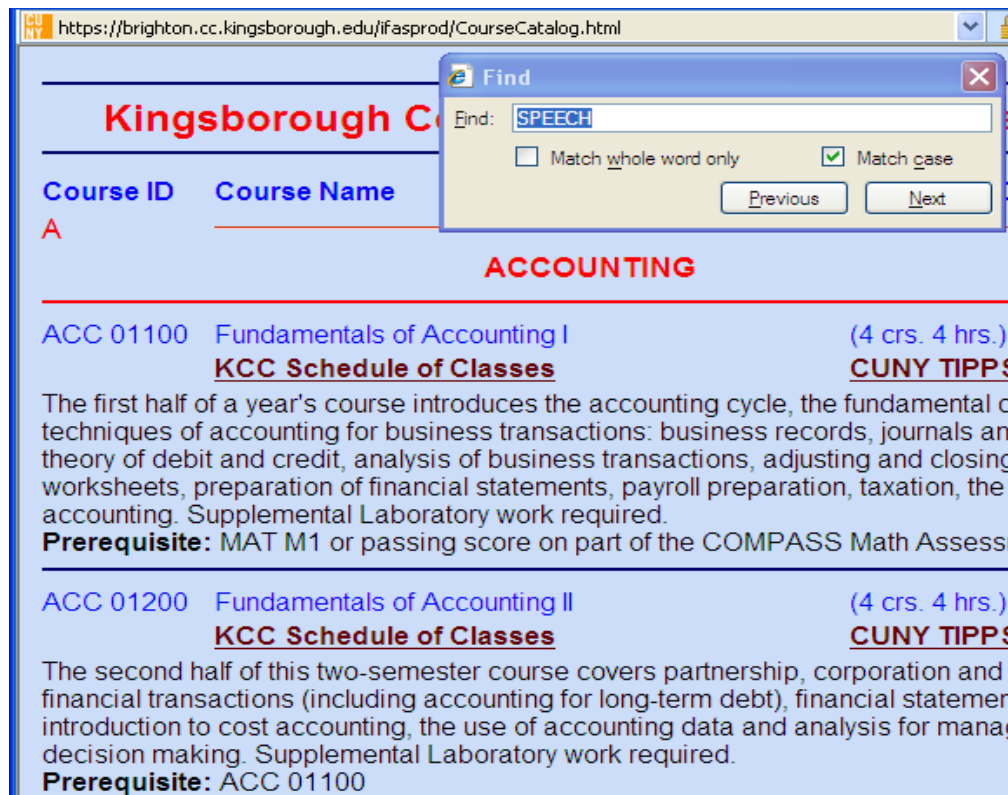
- HIS 01100
- ENG 01200
- SOC 03100

Remove Course

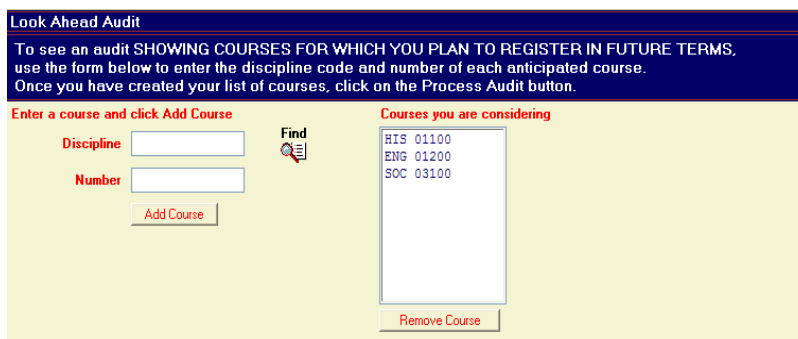


If you are not sure of a specific course discipline or number, click the **Find** icon.

The Find Icon will open a separate window which lists all courses offered at the College. You can either scroll through the file or use the Find command while in the opened Course Catalog window. Press and hold down the **Ctrl** key while pressing the **F** key to open a window in which you can type the course or the department for which you are looking. Since this command will do a text search of the entire file, you will want to use the most specific term possible. If you aren't sure of the course, you might want to type in the name of the Discipline. Once you have done this, press the “**next**” key to bring up the first occurrence of the word for which you are looking. Clicking on the red “X” in the upper right hand corner of the box will close it.



To remove a course, highlight it in the “Courses you are considering list” and click **Remove Course**. When your projected course list is complete, click **Process New**. Once you have entered your courses, you can click on the **Process Audit** button.



Shown below is a partial Look Ahead audit. This image shows that the HIS 01100 and SOC 03100 classes have been applied to your audit. The classes are shown in blue and are entered in the “Semester Taken” list as “Planned”. There is a drop down list showing all of the Look Ahead Courses used in the audit under the tabs, if you wish to check on the classes you entered.

# LOG OUT

Be sure to log out and close the browser window after you have finished looking at your Degree Audit.





PLEASE PRINT:

YOUR NAME \_\_\_\_\_

MAIL CODE \_\_\_\_\_ EXT \_\_\_\_\_ DATE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PLEASE INCLUDE A COPY OF THE AUDIT AND MARK THE AREA IN QUESTION.

---

Student Information:

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

ID No. \_\_\_\_\_

What is the nature of the Problem?

Date of Audit \_\_\_\_\_

\_\_\_\_\_

Title of Block in question:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Response:

\_\_\_\_\_

\_\_\_\_\_

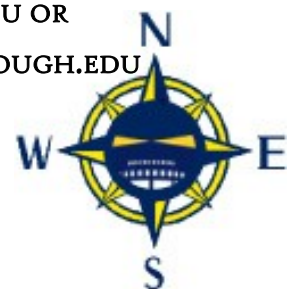
\_\_\_\_\_

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REFER QUESTIONS TO OFFICE OF THE REGISTRAR TO

E. SUSAN STONEHILL, A105, EXT. 4957, SSTONEHILL@KBCC.CUNY.EDU OR

OR CZARINA BRUSAS, A101, EXT. 4618, CZARINA.BRUSAS@KINGSBOROUGH.EDU



# GENERAL INFORMATION

The Offices of Academic Affairs, Instructional Services, Academic Scheduling, Computer Services and the Registrar were all involved along with academic departments, in developing the Degree Audit software. Ambiguities in the *Catalog* were resolved and all programs, course disciplines, and course numbers were converted to recognizable code within the system.

The audit is designed using a “best fit” algorithm, matching courses to requirements. As information on the transcript changes, the “best fit” may also vary. The Degree Audit will try to apply the student’s coursework as efficiently as possible. However, since it is an automated system, it is possible that some courses may be applied to requirements or sections that were not the student’s original intention. This is more likely to happen when he or she first declares a major or tries to change that major, since the student has fewer completed courses and many remaining requirements.

This should not be a cause for concern, as all courses will be properly applied during the official graduation review by the Registrar’s Office.

Therefore, it may be important to maintain a paper copy of the audit to use as a basis for comparison with later audits that will be made available to the student in subsequent advisement sessions. As modifications are made to accommodate special situations (for example, decisions about cross-listed courses) it may affect audit results.

There are many types of rules that can be applied in the audit, such as “exclusive” or “non-exclusive” use of courses. A non-exclusive requirement allows a course to be used to meet multiple requirements, such as a general education and a major requirement. As programs evolve and requirements change, it is possible that these rules will not meet our needs. Therefore, it is important that we get feedback on your review of the audit so that appropriate modifications can be considered.

The previous page includes a reporting form—DEGREE AUDIT ISSUES. Please feel free to copy this page or request copies from the Office of the Registrar. Use this form to report any issues you uncover.

