Your feedback is appreciated. Please email any comments or suggestions to:

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Introduction

This is a guide to the DegreeWorks audit. Beginning with the Fall 2017 term, the DegreeWorks audit has been upgraded to a new version with an enhanced Student Educational Planner (SEP).

All students can verify their degree requirements in the DegreeWorks audit based on the Catalog Year in effect at the time they entered into the most recent Plan or Sub-Plan. Entering Freshman and transfer students will follow the current catalog year, 2018-2019.

The DegreeWorks audit applies your specific academic and course history, as reflected in CUNYFirst, to the Degree requirements as defined in the appropriate College Catalog.

The DegreeWorks audit also provides you with details about the courses you have taken and your progress towards graduation. Please remember that this audit tool is not a replacement for academic advisors nor for the advisement process. It cannot possibility reflect every piece of advice necessary to successfully navigate the steps towards completion of the degree. Therefore, while it is important for you to know how to access and use the audit, it is also important that you get to know and meet with your advisor.

The audit applies your coursework efficiently. However, since it is an automated system, it is possible that some courses may be applied to requirements or sections of the audit that were not part of your original intention. This is more likely to happen when you first declare a Plan or change that Plan, since you have fewer completed courses and many remaining requirements.
Log-In

DegreeWorks can be accessed from your CUNYFirst Student Services Center, on the right side of the page under the Advisement/Transcript section. You can also use the “CUNY Login.” by clicking on this link:

https://www.cuny.edu/

And then by clicking on the LOG IN link at the upper right hand of the page. This will allow to choose from the CUNY Portal, CUNYFirst, Blackboard, Facts, and the Degree Audit.

You can connect to the Audit directly through the following link:

https://degreeworks.cuny.edu/

You will then be directed to the Login screen.

CUNY Login

Use your CUNYFirst Username followed by the ‘@login.cuny.edu’ suffix

and your CUNYFirst Password.

Then click on the Log in button.

Once you are in

Select the DegreeWorks link

Log Out

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

As you review the College Catalog, you will notice that even though there are three different kinds of degrees, they all follow a certain basic structure. In 2013 the City University adopted a new structure where Core courses are called Pathways courses.

All Degrees have PATHWAYS REQUIREMENTS. These are general education courses which must be taken by every student in any Degree or Plan, and are transferable throughout the University. They are divided into two groups: Required Core and Flexible Core.

PLAN REQUIREMENTS or MAJORS contain courses which are applicable to the specific course of study you have chosen to follow. Some Plans have a SUB-PLAN, also called your CONCENTRATION. This is an area of specialization which must be chosen for that Plan. For example, you may select Gerontology as your Sub-Plan in Community Health or Photography in Fine Arts.

ELECTIVES are courses which can be taken to make up the total number of credits required for your degree.

Before 2013 General Education courses were handled differently. From 2010—2013 there were 3 groups of requirements: Arts and Humanities; Behavioral and Social Sciences and Mathematics and Sciences. Before that there were 5 groups.

Your DegreeAudit follows a similar structure but also includes such information as: Writing Intensive and Civic engagement requirements, some placement information, and various audit tools to help you towards the successful completion of your degree.
Structure of the DegreeWorks Audit

I. DegreeWorks Audit Legend

The legend at the top of the Audit explains the symbols that appear throughout the document.

For example:

- When a requirement is in-progress, the left side of the block will indicate show a tilde (~) inside a blue box. For example, ENG 3000 is currently in-progress for the Fall 2018 term which will satisfy the Creative Expression requirement. If completed satisfactorily the course will earn 3 credits. This information is shown on the right side of the block: the ‘IP’ denotes that a course is in-progress, the (3) indicates that if the class is passed, it will earn three credits and the “SPRING 2018” indicates the term in which the course is being taken. Courses can be counted as in-progress for the current term as well as future terms for which a student has registered.

- When a requirement is satisfied, the left side of the block will indicate a white checkmark inside a green box. For example, the Individual and Society requirement is satisfied by SPE 2500 Small Group Communication, which was transferred from the University of the West Indies in this example. The transfer course earned 3 credits.

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. The colon(:) specifies a range of courses. For example, TEC 00100:07000 indicates all courses between TEC 00100 and TEC 07000 will satisfy that requirement.

- If a requirement is not yet satisfied, the left side of the block will have an empty red box, and the right side of the block will indicate the course(s) that meet the requirement. For example, the Scientific World requirement is only partially satisfied. “Still Needed” appears in red and on the right side of the block, the requirement reads “4 credits in MAT 1600.”
II. Biographical Information

The Student View of the audit also contains information which can be useful to advisors and students.

<table>
<thead>
<tr>
<th>Preferred Name</th>
<th>Legal Name</th>
<th>Academic Status</th>
<th>ID</th>
<th>Student Group</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Koji, Kate</td>
<td>Koji, Koji</td>
<td>(GST) Good Academic Standing</td>
<td>141200017</td>
<td>(GROUPS) ICA M76 MOL (2) ETHP7TH</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**Preferred Name**—the name by which the student wishes to be addressed.

**Legal Name**—The student’s name as it appears on legal documentation

**ID**—EMPILID. This is your unique 9 digit CUNY student number.

**Transfer Credits**—Amount of Transfer, accepted exam credits (AP, CLEP), permit credits, etc. from CUNYFirst

**Academic Status**—Good Standing or Probation

**Student Group**—Those Student Groups which pertain to your record

**Cumulative GPA**—Cumulative (overall) Grade Point Average taken from CUNYFirst

III. Degree Block

This is a summary of the various elements in your degree, and contains important information about your degree requirements. When all of the requirements within the block are satisfied, the box in the header labelled “Degree in Associate in ...” will also be checked, as will each box beneath it.

**Catalog Year**—The Catalog Year that appears on your Audit is very important. In the sample above, the audit reflects the requirements in the 2016-2017 Catalog. If you are an entering freshman or new transfer student your catalog year should be 2018-2019. If you change your Plan, then your catalog year will reflect when you changed your plan. This means that the College expects you to meet the requirements for your chosen degree stated in the catalog for that year. Your Catalog Year appears on the header of each block.
**Credits Required and Applied**—The Credits Required notice which occurs at the heading of each block (or section) of the Audit shows how many credits are required in that section of the degree. For example, 18 credits are required for the Flexible Core block. Credits Applied shows the student how many course credits have been taken or transferred in. In the Degree block the Required credits show the total required by that Degree, and the Applied credits, here, include all transferred courses whether or not the audit is currently using them. Therefore a student may have a larger number of credits applied than expected.

**The CUM GPA** is taken directly from the student’s CUNYFirst record.

- **Cumulative Credits Required**—Most Degrees require 60 credits.
- **Residence Credits Required**—At least 30 credits must be taken at Kingsborough.
- **GPA Requirement**—At least a 2.00 (C) is required for graduation.
- **Basic Skills Requirements**—This section is used for remedial courses and is checked off when a credit bearing Math or English course is taken.
- **Pre/Co Requisites**—These are courses which are required to be taken before or with other courses which are required for the degree.
- **Writing Across the Curriculum**—also called “Writing Intensive” are courses mandated by the University to contain material assuring that students hone their writing skills.
- **Civic Engagement**—Each student is required to participate in two experiences—either courses or volunteering in a specific area which are aimed at increasing his/her involvement in the community.
- **General Education Requirements**—Are also called Pathways requirements. They are Divided into two sections:
  - Required Core
  - Flexible Core
- **Plan (Plan) Requirements**—These are the courses in the Plan requirements.
IV. CUNY First Skills

A. Milestones—This is a new section mandated by CUNY central.

B. Skills placement

1. Math Placement Block—Status of your Math placement. A student can be placed into a specific course, workshop or waived from the requirement. If you have taken a workshop, this information will not be reflected in CUNYFirst and will therefore not be translated to your Audit, and a discrepancy may result.

2. English Placement Block—Status of your English placement. A student can be either placed into a specific course or waived from the requirement.

V. Pre/Co Requisites Block—where applicable

A Pre-Requisite is a course that needs to be completed before you can take the required course. A Co-Requisite is a course that can be completed before or at the same time as the required course. Those courses will be listed here.

VI. Writing Across the Curriculum

All Degrees require a course containing a writing intensive component. These are section specific rather than by course. This means that you must register with the section of a course whose designation is Writing Intensive. Courses taken for this requirement can be used for any other requirement as well, without limitations. For more information, please visit:

http://www.kbcc.cuny.edu/wac/Pages/default.aspx
VII. Civic Engagement requirements

Students are required to engage in at least two civic engagement experiences before graduation. The Civic Engagement (CE) requirement can be satisfied by completing: a Certified CE course, Component CE course and/or Non-Course Related Experience. Courses used here can be used to meet any other requirement without any limitation. For more information on Civic Engagement experiences, please visit:

http://www.kbcc.cuny.edu/center_civic_engagement/Pages/default.aspx

VIII. General Education—Pathways Required Core Block

The Required Core consists of 4 courses, no matter which type of Degree you pursue. ENG 1200 and 2400 are always required.

The Required Core contains four courses:

- Freshman English I—ENG 1200
- Freshman English II—ENG 2400
- Mathematical and Quantitative Reasoning—May vary based on Plan
- Life and Physical Sciences—May vary based on Plan
Here you will find the University wide Flexible Core requirement. For students in AA and AS degrees, one course from each of the five areas is required, and a sixth course is selected from any of the five Flexible Core groups which have not already been applied. A maximum of two courses from any one discipline is accepted, no matter which group a course may fulfill. For example, you can have no more than two HIS courses in your required block, even if they fulfill World Cultures, and Individual in Society. To earn an AAS degree, a student may choose a course in any of three groups in this section. However, here he/she is limited to one course per discipline. Sharing courses between the Flexible core and Plan or Sub-Plan requirements is a good thing. This means a student can take PSY 1100 for his/her Scientific World requirement as well as part of her/his Plan. This course will only count for 3 credits towards the degree no matter how many times it is applied. Required Core classes may NOT be shared with Flexible Core classes.

The Five groups are:

- **World Cultures and Global Issues** — 3 credits
- **U.S. Experience in its Diversity** — 3 credits
- **Creative Expression** — 3 credits
- **Individual and Society** — 3 credits
- **Scientific World** — 3 credits
X. Plan (Plan) Block

These courses are required for the Plan, or Major, which is specified in the heading. Your Plan and (if applicable) Sub-Plan choices come directly from CUNYFirst. If this information is not accurate come to the Office of the Registrar in A-101 to fill out a Change of Curriculum/Sub-Plan form. Please consult with the College Academic Calendar for deadline dates. Changing your Plan will affect your Catalog Year which depends on the semester in which your Plan becomes active.

While you are waiting for this change to be reflected in CUNYFirst and then in the DegreeAudit, you can click on the WHAT-IF tab in the audit, select the catalog year that this will take effect, the Plan and Sub-Plan in which you would like to be registered. Processing a WHAT IF audit will allow you to see what the requirements should be for that Plan and Sub-Plan, and the affects these changes will have on other areas of your degree. For more information please turn to the WHAT IF section described on page 17 of this guidebook.

Each Plan comes with a specific set of requirements, which may also affect course listings in the Required and Flexible Cores, Sub-Plans and specified electives. Sometimes the Plan also carries special conditions which affect other parts of the Degree requirement. For example, Liberal Arts students taking the General Liberal Arts Sub-Plan may not share more than 12 credits of courses between their core and their Plan requirements.

In the illustration above, the student is majoring in Graphic Design and Illustration. If you notice the last requirement in the Plan states her sub-Plan is Animation. When her Sub-Plan requirements are satisfied, this box will be checked.

If the Plan is associated with one or more Sub-Plans or Concentrations which have not been declared, DegreeWorks will portray the following message:

“Please contact your advisor for assistance in choosing a Sub-Plan (Sub-Plan) for this Plan and filling out the appropriate forms in the Registrar’s Office (A-101).”
XI. Sub-Plan Block—where applicable

Some Plans require an additional set of courses to complete a specific area of specialization known as Sub-Plans (Concentrations). If your Plan has one or more Sub-Plans attached, you will be able to see the courses required for your chosen Sub-Plan in this block.

Not all Plans have Sub-Plans, but if yours does it will be indicated on the audit. If you see the notification that you haven’t selected one then you can fill out the Change of Sub-Plan selection form at the Office of the Registrar in A101. While you are waiting for this change to be reflected in CUNYfirst, you can click on the WHAT-IF tab in the audit, select the Plan and Sub-Plan in which you would like to be registered along with the appropriate catalog year. Processing a WHAT-IF audit will allow you to see what the requirements should be for that Plan and Sub-Plan. For more information please see the WHAT-IF Audit described on page 17 of this guidebook.

XII. Electives Block—where applicable

Courses that apply towards the total number of credits needed to complete the degree. Elective Credits will appear only if you have taken courses which apply in this area.

XIII. Elective Credits Not Allowed—where applicable

These courses do not fulfill any requirements towards the degree and are in excess of the total number of credits required for the degree.
XIV. Insufficient Grades block

This area contains courses which a student attempted but did not receive a passing grade. The following grades will appear in the Insufficient Grades block:

- **F**  
  Failure
- **FIN**  
  Failure as a result of an Incomplete
- **NC**  
  Minimum level of proficiency not met for certain specific compensatory courses
- **R**  
  Minimum level of proficiency not met for developmental courses
- **W**  
  Withdrew officially
- **WA**  
  Withdrawn administratively
- **WN and WN**  
  Withdrawn/ Never attended
- **WU**  
  Withdrew unofficially

XV. Not Counted block

This block appears if you have taken a cross-listed course or have more than 30 credits of transferred courses. A cross-listed course is offered through several departments, so even though the course prefix or numbers may be different, they are the same class. Therefore BA6000 and CP 1100 are considered and only one of these courses will be counted towards your degree, and they are not necessarily interchangeable. Please check the catalog for the correct alternative course for your degree requirements.

Courses which have been transferred in in excess of the 30 allowable transfer classes will also show in this section.
XVI. In-Progress block

Here are the courses for which you have enrolled for the current term/session and/or future terms/sessions. This section indicates which course is In-Progress, for which term and how many credits the course will earn once satisfactorily completed. These courses will be applied other sections of the Audit as well. Credits are not included in the total credits until a grade is earned.

XVII. Notes

General notes can be added towards the bottom of the DegreeWorks audit. Notes are free-text statements submitted to a student’s DegreeWorks audit by an advisor or a Registrar which pertain to a student’s audit.

XVIII. Exceptions

Exceptions are the means by which an authorized person can apply a course to complete a rule on the Student’s Audit. Exceptions are placed by request of the Program Coordinator or Department Chair in the student’s Plan (Major). It appears in the Requirement to which it has been assigned, as well as a summary at the bottom of the audit.

XVIV. The Disclaimer

This statement describes the purpose of the DegreeWorks audit and reminds the student that:

1. The DegreeWorks audit is not a transcript.
2. You must file a Graduation Application to be considered as a candidate after consulting the College calendar for deadlines.
3. You must file a Change of Plan form for a change to be recorded on your academic record and for financial aid purposes.
Class History

At the top of the Audit, to the right, you will see a link to **Class History**. This will allow you to see a semester by semester list of your classes including grades, credits and transfer details.

Printin an Audit

Click on the print icon at the top of the screen and then click Print in the Windows Print screen.
What-If Audit

The audit report is based on your current Plan code and default catalog year, as it appears in CUNYFirst. These are matched up with the specific catalog requirements that are applicable to your information. If you are uncertain about your final Degree, Plan and/or Sub-Plan, you can see how your courses might apply to another. If you are thinking of changing Plans and would like to know where you stand in the new curriculum or if you are a transfer student and would like to see how you can maximize your already earned credits, use the WHAT-IF option. If you are changing your Plan, Sub-Plan or are a readmitted student, you now fall under the new requirements and need to select the 2018-2019 catalog year.

To access the WHAT-IF Audit, click on that tab on the left side of the screen.

The WHAT-IF screen will allow you to choose the Catalog-Year to be followed for your new requirements. Choose, from a drop down menu, the Plan and/or Sub-Plan along with the Catalog-Year that you would like to follow. Please Note: At KCC the Program, Plan, and Sub-Plan catalog years must match, as they are all interconnected.

As you choose the various options, the Plan and Sub-Plan which you have selected will appear in the box below the pick lists. If you wish to remove any item from the box, highlight the item by clicking on it, then left-click your mouse on the Remove button below the box.
You can also use this screen to see how classes you intend to take will be affected by this change by adding the Discipline and Course number in the **Choose Your Future Classes** area at the bottom of the screen.

In the Top box add the Discipline (such as PSY) and in the bottom box the course number (such as 1100) and click the **Add Course** button below the boxes. This will allow you to see your proposed changes all in the same place.

![Choose Your Future Classes](image)

**PLEASE NOTE:** Selecting a Look Ahead course does not mean that you’ve registered for your prospective courses. It is only a way for you to judge the possible impact on a course you are considering. You must use CUNYfirst to register for courses.

After completing your choices, select the **Process What-If** button. This will bring up an audit with the scenario you have chosen and you can see how these changes would effect your standing.

![audit](image)

There are a couple of considerations to be taken into account when using this type of 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 you **MUST** file a Change of Status/Curriculum form at the Registrar’s Office if you decide to choose a new curriculum or Sub-Plan. Consult the College calendar for deadline dates.
Look Ahead

The Look Ahead option is very helpful when deciding whether or not to take a course or series of courses. Click on the Look Ahead tab. 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. 5100) for each class you would like to use in a Look Ahead audit. Please make sure that you have typed the 2 or 3 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 typically, but not always, five digits. Clicking Add Class updates the list of courses shown under the “Courses you are considering” label.

You can use this Look Ahead audit as a tool in making decisions as to how one or more classes will affect your degree. When working with an advisor you can use the newly revised Student Educational Planner to create a semester by semester plan of study.
The DegreeWorks audit is an invaluable tool to help you and your advisor to plan your requirements and track your progress. This Planner allows your advisor to work with you to apply still needed courses from your audit to a semester by semester plan.

When your advisor opens up the “Plans” Tab, you will see a window similar to the one below:

As you work together, your advisor will be able to suggest specific courses using the SEP. He/She can also add notes at various levels of the audit to remind you of deadlines, other possibilities or requirements, etc.

You will have access to view your plan, as shown above in a screenshot of the Audit view of the SEP; this view is available for you at any time in the Plans tab of the DegreeWorks audit, after the plan has been made.
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 dropdown menu (titled “Calculator Types”). The Graduation, Term, and Advice Calculators can help you realistically set your goals for your academic career. Your current GPA is automatically pulled from your CUNYFirst record.

Graduation Calculator

This calculator uses your current GPA, and allows you to input the number of credits you have left to complete your degree, the number of credits which the degree requires and what GPA you 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 check” for you, letting you know what average GPA you will need to earn for the remaining credits in order to achieve your desired final cumulative GPA. To use the calculator, please enter the required data into the vacant fields shown below and press Calculate.
**Term Calculator**

This is the most specific calculator. You can input the classes you are taking (or plan to take), the number of credits given for that course and the grade you have earned (or hope 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 3.2 for the semester if those grades were actually earned.
Advice Calculator

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

When you have entered the GPA you would like to have, press calculate. You have now a listing of what grades you would need to achieve your goal.

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.
Notes and Questions to bring to my Advisor ...