**Student Advisement Degree Audit**

**Signing on to Student Advisement/Degree Audit**

All users will need to create (if they have not done so already) a Username and Password through the CUNY Portal in order to access BMCC’s Student Advisement/Degree Audit (DegreeWorks). Login information can be found at www.cuny.edu.

**Step by step Instruction:**

Step 1: Go to www.cuny.edu

Step 2: Click on the Log-In link on the right side of the page.

Step 3: Enter your Username & Password and click the Login button.

Step 4: Click on the Student Advisement/ DegreeAudit link.

Step 5:

a) Students will be taken to their own customized audit.

b) Advisors and Staff will need to enter the student’s EMPLID or CF ID Number and hit ENTER on the keyboard to pull the students degree audit.

Note: If you need help with CUNY Portal go to www.cuny.edu and click on the Portal Help link on the left side of the page.

**Features**

**Worksheet Tab**

This tab displays the students degree progress based on the student’s major on file. This also displays the student’s remedial placement information, impoundment, if any, and academic notes.

**What If Audits**

What-If audits allow you to check into other majors using your current class history. You can use this tab if you are thinking of changing your major and would like to know where you stand in the new curriculum.

**Planner Tab**

The Planner contains a grid organized by academic term. Advisors can plan student’s future course offering for as many as eight semesters. Students can only view a planned schedule.

**Notes Tab**

Often advisors would like to make a permanent note of what was discussed and what needs to be done next. They may also want to see what has been discussed with the student by a previous advisor. The Notes feature of Degree Audit can be used for this.

**GPA Calculator Tab**

There are three different GPA calculators: Graduation, Term, and Advice. The calculators, in conjunction with the other features, can help students in realistic goal-setting at the beginning of the term, precise calculation of their end-of-term GPA using students’ actual academic information, and accurate mapping of students’ paths for achieving honors, avoiding probation, or satisfying personal academic aspirations.

**Look Ahead Tab**

Students can use this tab to see exactly how a future course can be applied to their graduation requirement. This is similar to running a Planner Audit. Students mostly use this tab since they do not have access to process an audit from Planner.

**Links:**

- Link to the Transfer Information & Program Planning System (TIPPS) - learn if the course you selected transfers to a senior college in CUNY.
- Link to BMCC e-mail.
- Link to eAdvisement.

**Help**

The dynamic Help button, at the upper right hand corner of the screen, includes a detailed description of all the functions and features. If you need further help, please send an email to dwhelp@bmcc.cuny.edu.