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Introduction

What is DegreeWorks?

Welcome to DegreeWorks, the online academic advisement and degree audit system for Borough of Manhattan Community College (BMCC). DegreeWorks provides an accessible, convenient, and organized way for advisors and students to view students’ academic progress.

In addition, its ease of use and simple layout allow students to efficiently plan out their academic career in collaboration with academic and faculty advisors.

As you begin to explore DegreeWorks, this guide will assist you with learning how to use the system to plan future classes, keep track of requirements, and record notes for students regarding their academic records.
Getting Started

Logging In

Using an internet browser (i.e. – Internet Explorer, Mozilla Firefox, Google Chrome) enter the URL for the logon page degreeworks.cuny.edu.

You must log in with your CUNY Login credentials (CUNYfirst Username@login.cuny.edu and CUNYfirst Password). Once you have your username and password, you will enter them into the “Username” and “Password” fields on the CUNY login page.

*New Feature*
With the new CUNY Login Portal, you can now utilize DegreeWorks and CUNYfirst in the same browser.

If you have difficulty logging into DegreeWorks using the https://degreeworks.cuny.edu URL, you can access the system using the following steps: Log into your CUNYfirst account through www.cuny.edu, open a new tab in the same browser, and type the following URL: https://degreeworks.cuny.edu/Dashboard_bm.

If you have any additional problems logging in or have questions pertaining to the information provided in DegreeWorks, email dwhelp@bmcc.cuny.edu.
Creating a New Account

If you have not setup an account, please click on ‘New User’.

Enter the requested information in the following fields to activate your CUNY account.

If you are having difficulty creating a new account, please contact the BMCC Helpdesk at servicedesk@bmcc.cuny.edu or call 212-220-8000 and select option 3.
Resetting an Existing Account

If you’ve forgotten your password, please click on “Forgot Password” to reset it.

Enter either your CUNYfirst username or your 8-digit Empl ID and click the “OK” button.
Changing your Password

If you want to change your password, please click on “Change Password.”

Enter the requested information in the required fields to change your password.
DegreeWorks – Online Advisement System

Once you have been validated in DegreeWorks, you will be taken to your landing page. Click the “DegreeWorks” link to access the system.

You will be taken to the DegreeWorks home page.
Locating Students in DegreeWorks

**Student ID Number (CUNYfirst ID/Empl ID)**

The value referred to in DegreeWorks as the “Student ID” is the CUNYfirst ID or Empl ID number. This is an 8-digit number that is assigned to each student within CUNY. This number is a unique identifier used in place of a student’s social security number.

If you have the student’s CUNYfirst ID number, type it into the “Student ID” field and press the ‘Enter’ key. The student’s academic record will then display.

**Find Button**

If you do not know the student’s 8-digit CUNYfirst ID, you can use the ‘Find’ button to access any active student’s record. Clicking the ‘Find’ button will take you to the search screen. Here you can enter a student’s last name and the first initial of their first name.

Click the ‘Search’ button to execute the search. All students who meet the search criteria will be displayed in the bottom window of the ‘Find Students’ search window. Use the scroll bars to navigate in the bottom window.
Worksheets

A student’s academic record is viewed using the ‘Worksheets’ tab. To access this screen, please select the student you wish to process. Once you have selected a student, you will be taken to the student’s “Worksheet”.

The ‘Process New’ button is used to refresh and update the worksheet.

In order to see the most up-to-date student information, we recommend that you press ‘Process New’ before each advisement session with a student. The date in the “Last Audit” field should read “Today”.

Legend

The Legend, which is displayed at the top of the Worksheet, provides a brief description of the symbols used through the DegreeWorks audit.

Student Information Header

In addition to displaying the student’s name and CUNYfirst ID number, the Student Information Header also includes the number of transfer credits accepted at BMCC, a student’s academic status, student group affiliation and cumulative GPA.
Requirements Section

The Worksheet displays the graduation and curricular requirements based on the student’s selected major. You are able to view courses that need to be taken, as well as those courses that have already been completed. The worksheet is divided into blocks of information. For example, every student’s worksheet with display a ‘Degree in’ block which will detail the graduation requirements and a ‘Major in’ block that will list the requirements to complete the major. Examples of other blocks that may be displayed on a student’s record are ‘CUNY Skills Assessment’, and ‘Pathways-General Education Requirements’.

Fallthrough Courses

‘Fallthrough Courses’ are courses that have been taken, but do not meet any requirement toward the student’s current major.

In addition, some remedial courses will also become ‘Fallthrough Courses’ once the student has completed the remedial requirement by achieving the minimum requirement score on the CUNY skills test(s).

Insufficient Grades

Courses that a student does not successfully complete will display in the ‘Insufficient Grades’ section. Courses that have not been completed will receive the following grades: ‘W’, ‘WU’, ‘WN’, ‘FIN’, ‘NC’, and ‘F’.
**In-progress**
The ‘In-progress’ section will include courses that a student is currently taking, courses that a student has pre-registered for and courses that are pending (i.e. courses with INC grades).

<table>
<thead>
<tr>
<th>In-progress</th>
<th>Credits Applied: 17</th>
<th>Course Applied: 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 103</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCI 106</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note this section is subject to change depending on a student’s decision to add, drop, or withdraw from a course.

**Not Counted**
The ‘Not Counted’ section will include courses that do not apply to the degree. There are two main reasons why courses fall in this area.

1. A student has exceeded the maximum number of transfer credits that can be applied towards the degree at BMCC. The remaining credits will apply here.
2. The student erroneously registered for two courses in which the credit cannot be granted for both. For example, students who take both HED 100 and HED 110 will not be able to get credit for both courses. The system will determine “best fit” and will place the other course in the ‘Not Counted’ section of the audit.

**Split Credits**
The ‘Split Credits’ section will display STEM courses that are split to fulfill two separate requirements on the audit. In most instances, three credits will apply to the general education requirements, the remaining credit will apply towards electives in the audit.

<table>
<thead>
<tr>
<th>Split Credits</th>
<th>Credits Applied: 17</th>
<th>Course Applied: 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHE 202</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Split credits may be duplicated in the ‘In-progress’ section to show the total number of credits as well as the way the credits split on the audit. Though the audit will split credits, the course will show as one entry for the total number of credits on the student’s transcript and in CUNYfirst. For example, in the picture below, though there are three entries, the student is only earning 4 total credits for the CHE 201 course.
What-If Audit

When meeting with a student who is thinking of changing their major, the ‘What-If’ audit offers a quick and easy way for students to see how this change affects their path towards graduation. The ‘What-If’ audit displays the requirements needed to complete the new major, taking into account courses they have already completed.

To access the ‘What-If’ audit, click on the ‘What-If’ link on the left menu pane.

To use the ‘What-If’ audit, begin by choosing a degree type (i.e. Associates in Arts, Associates in Science, Associates in Applied Science or Certificate). You must also select an academic year for the degree type. This will determine which graduation requirements a student must satisfy.

Then select a major and an academic year. Please note, the concentration option is only used for majors that offer a concentration (i.e. Business Management, Early Childhood Education, etc.)
Once you have selected the degree, major, academic years, and concentration, if needed, click the ‘Process What-If’ button.

You will be able to distinguish this audit from a student’s current information as ‘What If Audit’ will display in the right corner of the audit screen.

Look Ahead Audit

The ‘Look Ahead Audit’ can be used to help students visualize how planned courses will be applied in their current major. To access the ‘Look Ahead Audit’, click on the ‘Look Ahead’ link on the left menu pane.
To use the ‘Look Ahead’ feature, enter the subject code and number of each course the student plans to take (i.e. PSY 100) and then click the ‘Add Course’ button. You can select several courses to process in this audit.

If you add a course in error, click on the course in the ‘Courses you are considering’ column to highlight it and then click the ‘Remove Course’ button.

Once you have created your list of courses, click the ‘Process New’ button. The selected courses will appear in the ‘Look Ahead Audit’. Like the ‘What-If Audit’, you will also be able to distinguish this view by the text in the right corner of the screen.
Courses that were entered on the ‘Look Ahead’ will display on the student’s audit as ‘Planned’. This view is particularly useful as it will apply future courses to the appropriate area, as well as show which courses will not count towards the major.

Understanding the Planner

In consultation with students, the ‘Planner’ is used to record semester advisement and to create academic plans with up to six future terms. Courses can be inputted into the ‘Planner’ by free-typing or dragging and dropping. The saved plan serves as a record of the courses a student was advised to take, which day the student was advised and by whom. To access this feature, click on the ‘Planner’ tab located to the right of the ‘Worksheets’ tab.

When accessing the ‘Planner’ feature, a student’s most recent plan will appear. You must add a new plan to the student’s record. The benefit to adding a new plan is to keep a historic record of who advised the student and the date it occurred.
Adding a New Plan

An entry for ‘Add New Plan’ allows the creation of a new plan. Each plan is listed based on the date saved.

Please note: If you enter a course incorrectly or enter the wrong number of credits for the course, you will receive an error message and a red arrow will show you what you need to correct.

Saving a Plan

In order to save a plan, you must include a ‘Description’. It is recommended that your description include the date you advised the student, i.e. ‘Advised on August 18, 2017’. Once you have entered the plan description, selected a semester and included the advised courses, click on the ‘Save Plan’ button at the bottom of the ‘Planner’ window. As shown in the picture above the saved plan will include the date of the advisement and the name of the advisor in the ‘Last Modified’ section (see below). You must ensure that the number of credits match the courses advised.

Edit vs. View

Edit allows users to modify the plan. View gives a report that is good for printing.
Notes

Using Notes

The ‘Notes’ function allows users to document academic advising and related notes on student records.

Notes made available to the student appear in audit reports in a Notes section at the bottom of the report. To access the Notes screen, click on the Notes tab. All Notes are stamped with the date and name of the person who created or modified the Note.

If a student is changing their major and the degree type of the new major differs from their current major, you must create a note with your advisement plan because the previous plan will not display once the change of major is processed. For example, use the notes feature to document the advisement when a student is changing his major from CRJ (A.A) to Business Management (A.A.S.) or from CRJ (A.A.) to Science (A.S.)

Adding Notes

Only the person who created the Note (or DegreeWorks administrators) can modify or delete a Note.

To add a note, click the ‘Add Note’ button. This will bring up the ‘Add Note’ text box. Enter the text of the note you wish to add and click the “Save Note” button. The creator of the note and the day the note was written appear to the right of the note. Click the Run New Audit button on the next screen.
**Modifying Notes**

To modify an existing note click the ‘Modify Notes’ button. You can only modify those notes you have created. To modify a note, click in the text box for the note you wish to modify and enter your changes. Click the yellow note icon to save your modified note.

**Deleting Notes**

To delete a note, click the ‘Delete Note’ button to bring up the ‘Delete Notes’ window. Delete the note by clicking on the ‘Notes Icon’ located to the left of the note you wish to delete. Please note, you will only be able to delete your own note.