DegreeWorks
Student User Manual
## Contents

1. Logging On to DegreeWorks ................................................................. 3
2. The Worksheet .................................................................................. 5
3. Worksheet FAQ ............................................................................... 9
4. What If Analysis ............................................................................. 11
5. Look Ahead .................................................................................. 12
6. GPA Calculators ............................................................................ 13
7. Registration Checklist .................................................................. 14
Logging On to DegreeWorks

Students can gain access to DegreeWorks by logging on to their Maritime Self Service account.

After logging into Maritime Self Service:

- Select Student
- Select DegreeWorks from the menu

After clicking on DegreeWorks, you will be brought to the DegreeWorks login page.

- Enter your SUNY Maritime Federated User ID and password. This is same as your email login for the college (e.g. user ID waltersmi.14 / password- WS-65789).
Once you have been validated in the system, you will automatically be taken your DegreeWorks Worksheet.
The Worksheet (Audit)

The worksheet is a degree audit that combines the degree requirements and your coursework into a reader friendly version.

The top of the audit will display the date of the last audit processed.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Level</th>
<th>Class</th>
<th>Last Audit</th>
<th>Last</th>
<th>MS</th>
<th>International Trans Mgmt</th>
<th>GR</th>
<th>Graduate</th>
<th>08/25/2015</th>
<th>10</th>
</tr>
</thead>
</table>

There are several different components of the worksheet. These components include student information, credit progress bar, legend, degree block, Maritime block, major block, license block (if you are in a license program), additional coursework, insufficient coursework, in-progress course summary and not applicable coursework. Below is a description for each component of the Worksheet.

Student Information
This section provides your general student information.

Credit Progress Bar
This provides a general sense as to the percentage of credits you have completed.

Legend
The legend section provides the description of the symbols seen throughout the audit. Most commonly seen throughout the audit are the following three symbols:

☑️ Complete  This indicates the requirement is complete
☐ Not Complete  This indicates that the requirement is not yet satisfied
☒ Complete except for classes in progress  This means that you are currently taking the course or registered for it in a future term.
Degree Block
This block summarizes the requirements for your degree.

- **Catalog Year** - this will tell you which catalog year our records indicate you are following (according to the Registrar’s Office).
- **Curriculum GPA** - this is the GPA for courses taken towards your degree program only (additional/not applicable courses excluded).

Maritime College Wide Requirement Block
This block contains all course requirements common throughout SUNY Maritime College degrees.
Major Block
This block contains all courses required specifically for your major.

License Coursework Block
If you are enrolled in a license degree program, the STCW courses specifically required for the license portion of the degree will be listed in this block.

Note: Each block displays the number of credits required/applied and gpa for that individual section.
Additional
This section will display any excess coursework you have taken that is not applicable to your degree program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>3</td>
<td>Fall 2019</td>
</tr>
<tr>
<td>MA112</td>
<td>4</td>
<td>Fall 2019</td>
</tr>
<tr>
<td>REGS 032</td>
<td></td>
<td>Spring 2015</td>
</tr>
</tbody>
</table>

Insufficient
This section will display any coursework that cannot count towards your degree (failed coursework, excluded courses, withdrawn courses, etc.).

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 121</td>
<td>P</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>HIST 102</td>
<td>P</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>MATH 111</td>
<td>W</td>
<td>Summer 2013</td>
</tr>
</tbody>
</table>

In progress
This section will display and summarize all courses you are currently taking and/or are registered for in a future term.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 452</td>
<td>P</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>HIST 102</td>
<td>P</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>MATH 251</td>
<td>P</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>PHYS 213</td>
<td>P</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>TSRS 2620</td>
<td>P</td>
<td>Fall 2015</td>
</tr>
</tbody>
</table>

Non-Applicable
This section will display completed coursework taken that cannot be counted towards any degree requirements (remedial courses, etc.).

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 080</td>
<td>P</td>
<td>Fall 2012</td>
</tr>
<tr>
<td>MATH 090</td>
<td>C</td>
<td>Spring 2013</td>
</tr>
</tbody>
</table>
Worksheet FAQ

1. How current is the information in DegreeWorks?
The student data within DegreeWorks is refreshed nightly. Any changes made today (e.g., grade changes, classes added/dropped) will be reflected in your worksheet tomorrow.

2. Where can I see my requirements for my degree?
The degree requirements are listed on the left side of the worksheet.

3. How can I tell if I have satisfied the degree requirement?
If you completed the degree requirement, the box will be checked and the course used to fulfill the requirement; its grade, credits, and semester taken are displayed on the far right.

4. How can I tell what requirements I have yet to fulfill?
If you have not yet completed the degree requirement, the box on the left will be unchecked, and the courses that can be taken to fulfill that requirement are listed to the right.

5. What does the @ symbol mean?
Course requirements listed with @ symbol mean you can choose any course within the range specified to fulfill the requirement (example: HIST 4@@ means any History course numbered 400 or above).

6. What does the * symbol mean next to some of the courses?
The * symbol means there are prerequisites associated with that course. You may click on the course to view the course description and prerequisites requirements.

7. Can I view course offerings for a course that I need to fulfill?
Yes. If you click on a course, it will bring up the course description and section offerings on the schedule for the upcoming term (if the schedule is available).
8. If I had an exception (i.e. course substitution/waiver) approved by my Department Chair or Academic Dean for a particular degree requirement, will this be reflected in my worksheet?  
If the Registrar’s Office has record of the approved exception, a notation of the exception will be displayed on the worksheet.

9. Can I print or save my worksheet as a pdf file?  
Yes, you can print a worksheet audit and/or save as a pdf file by clicking on the Print Icon or Save as PDF icon at the top of the worksheet.

10. Can I see my course history in DegreeWorks?  
Yes, you can click on the Academic History located on top of your worksheet to view your coursework by semester. This is an alternate view of the academic record similar to a transcript format. However, it is not a transcript. Your actual transcript can be viewed within Self Service.

11. Can I view DegreeWorks if I have a hold on my account?  
No. As with other academic records, you will be prevented from viewing DegreeWorks if you have an active hold on your account. Once you resolve your hold and it is removed, you should have access to view DegreeWorks the following day. If you have a hold, the message below will appear. You can check your holds in Self Service.

12. Who do I contact if my information appears incorrect?  
It is recommended that students contact their academic advisor first if information appears to be incorrect or not filtering into a requirement as expected. Your advisor will work the Chairs, Academic Dean, and Registrar to research the issue.
What-If Audits

What-If audits allow you to process speculative degree audits using your current class history. To access the What-If screen, click the What-If tab located on the Introduction page. You can run an audit against the requirements for a different major, minor, catalog year or any other selectable item on the What-If Audit screen. To generate a What-If degree audit, select the requirements you wish to run the audit against.

To run a What If Analysis, follow the steps below:

- Click on “What If” option on the menu on the left
- Select the current catalog year
- Select the program
- Select the concentration if required
- Click on “Process What if”
**Look Ahead**

You can input courses you plan to take and see how they would apply towards their degree requirements.

To perform “Look Ahead” audit, click on the Look Ahead option on the menu on the left.

- Enter the Course Subject and Course Number for and click on Add Course for each course you want to see applied in the worksheet audit.
- Click on “Process New” button to run a new worksheet audit with these courses.

- You will then see the planned courses in the audit. They will be labeled PLANNED.

**Note:** Look Ahead audit cannot be saved, nor is it tied to registration or course offerings in any way.
GPA Calculators

There are three GPA calculator tools available. To access the GPA calculators, click on the GPA Calc tab and select the type of calculator you wish to use from the list on the left.

**Graduation GPA Calculator**

The graduation calculator is to give you or your advisor a general view of what average GPA you will need to achieve over your final "X" credits in order to achieve your desired GPA. In short, this calculator can help you set long-term general goals.

Input the data below and click calculate.

- Current GPA
- Credits Remaining
- Credits Required
- Desired GPA

The results show what average you’ll need to attain the desired results.

**Term GPA Calculator**

The term calculator will calculate a GPA for a term based on expected grades.

Input the data below and click calculate.

- Current GPA
- Credits Earned
- Class information
- In-progress classes

The results will produce the new calculated GPA.

**Advice GPA Calculator**

The advice calculator is used to figure out how you can raise/lower your GPA using actual grades as advice.

Input the data below and click calculate.

- Current GPA
- Credits Earned
- Desired GPA
Registration Checklist

The Registration Checklist displays a condensed version of your unfulfilled requirements.

SUNY Maritime College Dev DegreeWorks

- **Degree in Bachelor of Engineering**
  - Catalog Year: 2009-2010
  - Still Needed: See Maritime College-Wide Requirements section

- **Maritime College-Wide Requirements**
  - Still Needed: 1 Class in ENGL 107

- **Major in Mechanical Engineering**
  - Catalog Year: 2009-2010
  - Credits Required: 120
  - GPA: 2.029
  - Credits Applied: 120
  - Still Needed: 3 Credits in ENGR 200 or 300 or 400 or 500