



DegreeWorks

Student User Manual

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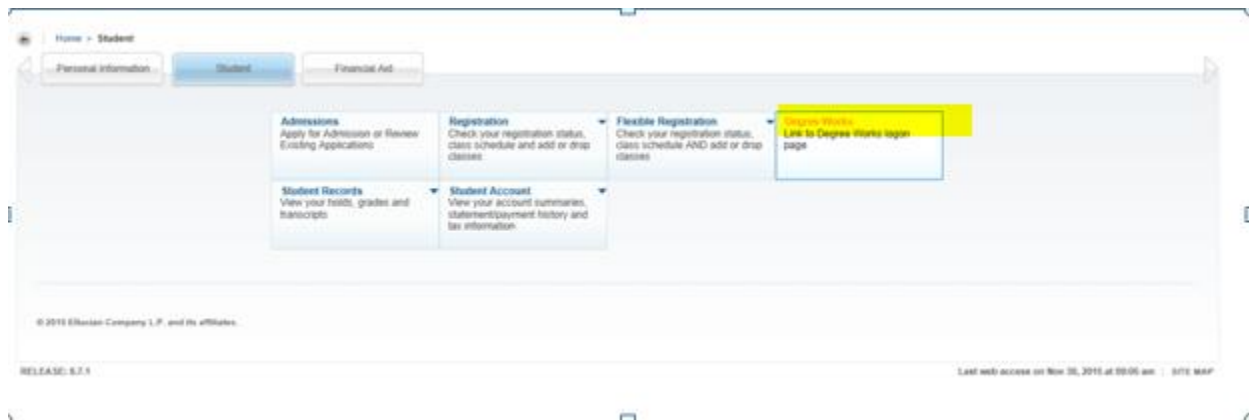
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Logging On to DegreeWorks

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).

The image shows the login page for SUNY Maritime College Federated Service. At the top is the college's logo, which includes the text '75 years 1874-2014' and 'MARITIME COLLEGE STATE UNIVERSITY OF NEW YORK'. Below the logo, the text 'SUNY Maritime College Federated Service' is displayed. A prompt says 'Type your SUNY Maritime User ID and password.' There are two input fields: 'User ID:' and 'Password:'. To the right of the 'User ID:' field is a small blue link that says '@sunymaritime.edu'. Below the input fields is a 'Sign In' button. At the bottom, there is a line of text: 'For login assistance, please contact the IT Helpdesk at 718.409.6917 or via email at helpdesk@sunymaritime.edu'. At the very bottom, the address 'Maritime College • 6 Pennyfield Avenue • Bronx, New York 10465 • 718.409.7200' is listed.

Once you have been validated in the system, you will automatically be taken your DegreeWorks Worksheet.

SUNY Maritime College Dev DegreeWorks

Student View AA00387N as of 12/01/2015 at 15:37

Student	[REDACTED]	College	SUNY Maritime College
ID	[REDACTED]	Level	Undergraduate
Classification	Senior	Degree	Bachelor of Engineering
Student Attribute	Civilian	Major	Mechanical Engineering
Overall GPA	2.866	Professional Experience	Intern Option
Academic Standing		Minor	
		Advisor	Test, David

Degree Progress

Credits 100%

Legend

- ☒ Complete
- ☐ Not Complete
- ☐ In Progress
- ☒ Complete except for classes in progress
- ☐ Nearly complete
- ☐ Course has Prerequisite(s)
- TC Transfer Class
- Any course number
- Course Exemption

Degree in Bachelor of Engineering

<input checked="" type="checkbox"/> Minimum Cumulative GPA 2.00	
<input type="checkbox"/> Maritime College-Wide Requirements	Still Needed: See Maritime College-Wide Requirements section
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Mechanical Engineering section
<input checked="" type="checkbox"/> SUNY General Education Requirements	

Catalog Year: 2009-2010 **Credits Required:** 128
Curriculum GPA: 2.907 **Credits Applied:** 35.1

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.

Degree	Major	Level	Class	Last Audit	Last
MS	International Trans Mgmt	GR	Graduate	08/25/2015	10

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.

| Save | Save this audit with this new description and freeze status

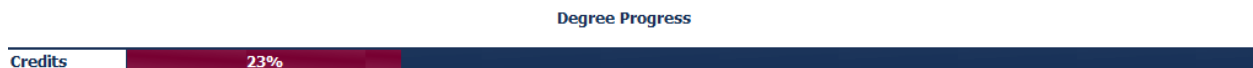
SUNY Maritime College DegreeWorks

Student View AA010ZJH as of 10/22/2015 at 16:52

Student		College	SUNY Maritime College
ID		Level	Undergraduate
Classification	Sophomore	Degree	Bachelor of Science
Student Attribute	Regimental - Male	Major	Intl Transportation & Trade
Overall GPA	4.000	Professional Experience	Intern Option
Academic Standing		Minor	
		Advisor	

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.

Legend		
Complete	Complete except for classes in-progress	TC Transfer Class
Not Complete	Nearly complete	Any course number
In Progress	* Course has Prerequisite(s)	X Course Exemption

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).

 Degree in Bachelor of Science		Catalog Year: 2015-2016	Credits Required: 124
		Curriculum GPA: 4.000	Credits Applied: 28
Unmet conditions for this set of requirements:		You have taken 12 credits at Maritime College. A minimum of 42 credits must be taken in residence. 124 credits are required. You currently have 28, you still need 96 more credits.	
 Minimum Overall GPA 2.00			
 Maritime College-Wide Requirements		Still Needed: See Maritime College-Wide Requirements section	
 Major Requirements		Still Needed: See International Transportation/Trade Major section	

Maritime College Wide Requirement Block

This block contains all course requirements common throughout SUNY Maritime College degrees.

Maritime College-Wide Requirements				Catalog Year:	2015-2016	Credits Required:	20
				GPA:	0.000	Credits Applied:	16
Unmet conditions for this set of requirements: 20 credits are required. You currently have 16, you still need 4 more credits.							
<input type="checkbox"/> Leadership/Maritime Experience		Still Needed: 1 Class in LEAD 101					
<input checked="" type="checkbox"/> Physical Education Elective	PE 100 Satisfied by	Swim Water Safe No Transfer Detail - Unknown Prior College	TC	1	Fall 2009		
<input checked="" type="checkbox"/> FRESHMAN ENGLISH FOR B.S. STUDENTS							
<input checked="" type="checkbox"/> Freshman English I	ENGL 101 Satisfied by	Frsh Engl I No Transfer Detail - Unknown Prior College	TC	3	Fall 2009		
<input checked="" type="checkbox"/> Freshman English II	ENGL 102 Satisfied by	Frsh Engl II No Transfer Detail - Unknown Prior College	TC	3	Fall 2009		
<input checked="" type="checkbox"/> AMERICAN CIVILIZATION I/II (GenEd: American History)	HIST 101 Satisfied by	American Civ I No Transfer Detail - Westchester Cmty College	TC	3	Fall 2008		
	HIST 102 Satisfied by	American Civ II No Transfer Detail - Unknown Prior College	TC	3	Fall 2009		
	HUMN 201 Satisfied by	Wrlld Lit Cul I No Transfer Detail - Unknown Prior College	TC	3	Fall 2009		
<input type="checkbox"/> WORLD LITERATURE & CULTURE I/II (GenEd: Western & Other World Civ)		Still Needed: 1 Class in HUMN 202*					

Major Block

This block contains all courses required specifically for your major.

International Transportation/Trade Major		Catalog Year: 2015-2016	Credits Required: 104
		GPA: 4.000	Credits Applied: 12
Unmet conditions for this set of requirements: 104 credits required. You currently have 12, you still need 92 more credits.			
<input type="checkbox"/> Computer Laboratory	Still Needed:	1 Class in CS 101	
<input type="checkbox"/> Introduction to Business and Economics	Still Needed:	1 Class in GBUS 100	
<input type="checkbox"/> Precalculus or Applied Calculus I	Still Needed:	1 Class in MATH 090* or 111*	
<input type="checkbox"/> GenEd NATURAL SCIENCE REQUIREMENT	Still Needed:	Choose from 1 of the following:	
<input type="checkbox"/> General Biology		(1 Class in BIO 201) or	
<input type="checkbox"/> General Chemistry I w/Laboratory		(2 Classes in CHEM 121* and 122*) or	
<input type="checkbox"/> Intro to Environmental Science		(1 Class in ES 101*) or	
<input type="checkbox"/> General Geology		(1 Class in GEOL 301*) or	
<input type="checkbox"/> Meteorology for Mariners		(1 Class in METE 201) or	
<input type="checkbox"/> General Oceanography		(1 Class in OCEA 101*) or	
<input type="checkbox"/> Engineering Physics I w/Laboratory		(2 Classes in PHYS 102* and 104*) or	
<input type="checkbox"/> Engineering Physics II w/Laboratory		(2 Classes in PHYS 201* and 203*) or	
<input type="checkbox"/> General Physics I w/Laboratory		(2 Classes in PHYS 211* and 213*) or	
<input type="checkbox"/> General Physics II w/Laboratory		(2 Classes in PHYS 214* and 216*) or	

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.

■ Engine License Coursework		Catalog Year:	2013-2014	Credits Required:	41
		GPA:	0.000	Credits Applied:	5
Unmet conditions for this set of requirements: 41 credits are required. You currently have 5, you still need 36 more credits.					
❑ PREREQUISITES FOR SST I					
❑ Water Safety and Survival		Still Needed: 1 Class in PE 103			
✅ Basic Safety Training		PS 112 Satisfied by	Basic Safety Tr No Transfer Detail - Unknown Prior College	TC 2	Fall 2009
✅ Introduction to Ship Systems		ENGR 540 Satisfied by	Intro Ship Sys No Transfer Detail - Unknown Prior College	TC 3	Fall 2009
❑ SUMMER SEA TERM I		Still Needed: 1 Class in ENGR 510*			
❑ PREREQUISITES FOR SST II OR COMMERCIAL SHIPPING					
❑ Ship Systems I		Still Needed: 1 Class in ENGR 541*			
❑ Ship Systems II		Still Needed: 1 Class in ENGR 542*			
❑ SUMMER SEA TERM II OR COMMERCIAL SHIPPING		Still Needed: 1 Class in ENGR 520* or 521*			
❑ PREREQUISITES FOR SST III					
❑ Manufacturing Processes I		Still Needed: 1 Class in ENGR 503			
❑ Manufacturing Processes II		Still Needed: 1 Class in ENGR 504			
❑ Ship Systems III		Still Needed: 1 Class in ENGR 543*			
❑ Ship Systems IV		Still Needed: 1 Class in ENGR 544*			
❑ Nautical Operations: Safety		Still Needed: 1 Class in NAUT 308*			
❑ SUMMER SEA TERM III					

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.

Additional Courses				Credits Applied: 20	Classes Applied: 8
ENGL 102	Fresh Engl II	TC	3	Fall 2009	
Satisfied by: No Transfer Detail - Unknown Prior College					
NAUT 102	Vess Ops & Sea	TC	1	Fall 2009	
Satisfied by: No Transfer Detail - Unknown Prior College					
NAVG 112	Terrestrial Nav	TC	4	Fall 2009	
Satisfied by: No Transfer Detail - Unknown Prior College					
REGS 012	Registration For UG 12 Cr Bill	A	12	Spring 2015	

Insufficient

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

Insufficient				Credits Applied: 0	Classes Applied: 8
CHEM 121	General Chemistry I	F	0	Spring 2013	
ENGL 102	Freshman English II	F	0	Spring 2013	
HUMN 202	World Literature & Culture II	F	0	Spring 2015	
MATH 111	Applied Calculus I	W	0	Summer 2013	

In progress

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

In-progress				Credits Applied: 18.5	Classes Applied: 8
ENGL 452	Technical Writing	IP	3	Fall 2015	
GBMG 440	Seminar in Strategy & Policy	IP	3	Fall 2015	
HIST 102	American Civilization II	IP	3	Fall 2015	
MATH 251	Statistics	IP	3	Fall 2015	
MT 404	Environmental Management	IP	3	Fall 2015	
MT 435	Maritime Security	IP	3	Fall 2015	
PHYS 213	General Physics I Lab	IP	0.5	Fall 2015	
TSES 202D	Instructional Maintenance-Deck	IP	0	Fall 2015	

Non-Applicable

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

Non-Applicable Courses				Credits Applied: 7	Classes Applied: 2
MATH 080	Elementary Algebra	P	3	Fall 2012	
MATH 090	Intro to College Mathematics	C+	4	Spring 2013	

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.

<input checked="" type="checkbox"/> Leadership/Maritime Experience	LEAD 101	Leadership & Maritime Exprnce	A	1	Fall 2012
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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.

<input type="checkbox"/> Freshman English II for Engineers	Still Needed: 1 Class in ENGL 103*
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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).

The screenshot shows the DegreeWorks interface. On the left, a list of requirements is displayed, including ENGL 101 (Satisfied), HIST 101, HIST 102, HUMN 201, HUMN 202, ENGL 452, and HUMN 401. Below this, a message states 'u still need 2 more credits.' On the right, a detailed view of ENGL 103 is shown. The title is 'ENGL 103 3 Credits Freshman English II for Engineers'. The description states: 'ENGL 103 Freshman English I for Engineers 3 class hours, 3 credits. Expository writing and analytic reading of selected texts. ENGL 103 emphasizes styles and formats needed for students and practitioners of engineering. Prerequisite: ENGL 101.' The prerequisites are listed as 'ENGL 101 minimum grade of D'. The attributes are 'BC'. The sections table is as follows:

Term	Crm	Section	Seats Open	Meeting Times
Spring 2016	01	6010	28 (out of 28)	Tu Th 13:30 - 14:45
		6011	02	Tu Th 11:30 - 12:45
		6012	03	W 10:00 - 11:15
		6013	04	Tu Th 11:30 - 12:45

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.

The screenshot shows the top of the DegreeWorks interface for Maritime College, State University of New York. The navigation bar includes links for 'FAQ', 'Print', and 'Log Out'. Below the navigation bar, there are filter boxes for 'Degree' (set to 'BE'), 'Major' (set to 'Mechanical Engineering'), 'Level' (set to 'UG'), 'Class' (set to 'Senior'), and 'Last Audit' (set to '12/01/2015'). At the bottom of the filter section, there are buttons for 'View', 'Save as PDF', and a link for 'Academic History'.

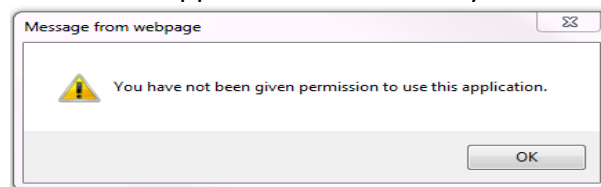
10. Can I see my course history in DegreeWorks?

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.

The screenshot shows a portion of the DegreeWorks interface with a 'list' dropdown menu, 'View' and 'Save as PDF' buttons, and a link for 'Academic History'.

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”



Student View **Process What-If** Save as PDF Include preregistered classes

Select your primary area of study

Catalog Year	2015-2016	Major	Marine Operations *
Program	BS Marine Operations	Concentration	Deck License
Level	Undergraduate	Minor	(pick a Minor)
Degree	Bachelor of Science		

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.



Look Ahead

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

Enter a course and click Add Course

Subject

Number

Courses you are considering

ENGL 101

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

WORLD LITERATURE & CULTURE I/II (GenEd: Western & Other World Civ)	HUMN 201 Satisfied by HUMN 202	World Lit: Cul I No Transfer Detail - Unknown Prior College World Literature & Culture II	TC PLAN	3 (3)	Fall 2009 PLANNED
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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.

GPA Calc

You are encouraged to use this GPA calculator to guide you in calculating your GPA towards degree completion. This GPA calculator does not reflect grades that might be excluded based on the repeated course policy. Your official GPA will be determined by the Registrar's Office and reflected on your transcript at the end of each term.

Current GPA 4.000
Credits Remaining
Credits Required
Desired GPA

Calculate

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.

Format: Registration Checklist View Save as PDF [Academic History](#)

SUNY Maritime College Dev DegreeWorks

Degree in Bachelor of Engineering	Catalog Year: 2009-2010
Still Needed: See Maritime College-Wide Requirements section	
Still Needed: See Major in Mechanical Engineering section	
Maritime College-Wide Requirements	
Still Needed: 1 Class in ENGL 103*	
Major in Mechanical Engineering	Catalog Year: 2009-2010 Credits Required: 128
	GPA: 2.829 Credits Applied: 126
Still Needed: 2 Credits in ENGR 3@ or 4@ or 5@ or 6@	