



Degree Works

Student User Manual

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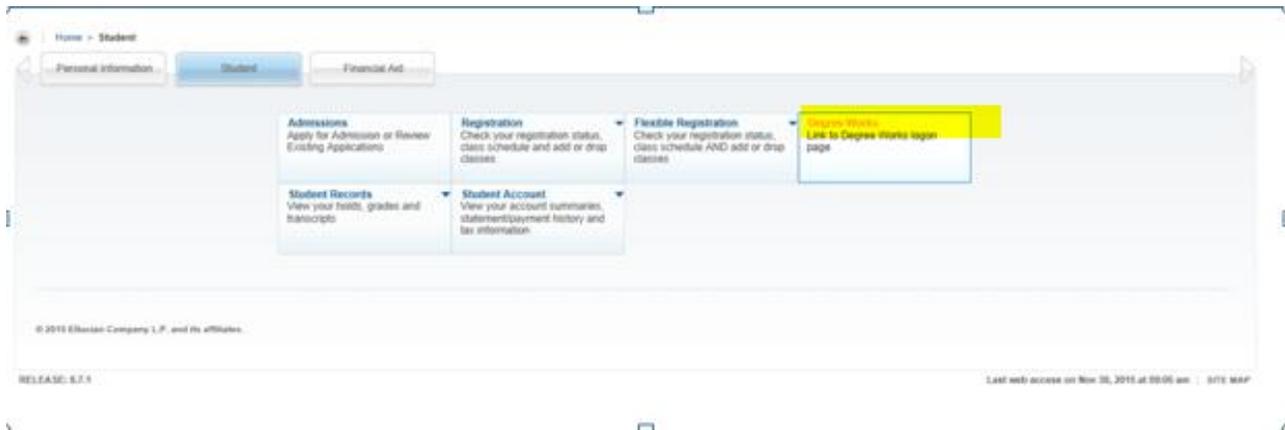
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Logging On to DegreeWorks

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.

- If prompted to select school, select Maritime College from drop down
- You may be prompted to login with your credentials and authenticate
- ****If nothing appears after clicking on Degree Works link, check your pop-up blockers to allow pop-ups from this site.**

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

Worksheets

Data refreshed 06/17/2025 2:14 PM

Student ID: [REDACTED] Name: Test, Mickey Degree: Bachelor of Science

Advanced search

Level Undergraduate Classification Freshman Major Marine Environmental Science Program BS Marine Environmental Sci Concentration Deck License College SUNY Maritime College Overall GPA 2.500

Student Attribute Regimental Primary Advisor Sarah Grady Secondary Advisor Dwady Test

Academic What-If Financial Aid Athletic Eligibility View historic audit 06/17/2025 at 02:14 PM UG/BS

Format Student View

Degree progress

Overall GPA 2.500

11% Credits

In-progress classes Preregistered classes **PROCESS**

Audit date 06/17/2025 2:14 PM

Diagnostics Student data Save audit Delete audit Collapse all

Degree in Bachelor of Science INCOMPLETE

Credits required: 167.5 Credits applied: 19 Catalog year: 2024-2025 GPA: 2.666

Unmet conditions for this set of requirements: 167.5 credits are required. You currently have 19, you still need 148.5 more credits. You have taken 18 credits at Maritime College. A minimum of 42 credits must be taken in residence.

<input checked="" type="checkbox"/> Minimum Overall GPA 2.00	
<input type="checkbox"/> Major Requirements	Still needed: See Major in Marine Environmental Science section
<input type="checkbox"/> Deck License Coursework	Still needed: See Deck License Coursework section

The Worksheet (Audit)

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

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.

The screenshot shows the Student Information section of the DegreeWorks system. At the top, it indicates "Data refreshed 06/17/2025 2:14 PM". Below this, there are three input fields: "Student ID" (redacted), "Name" (Test, Mickey), and "Degree" (Bachelor of Science). An "Advanced search" link is visible below the input fields. The main section displays student details: "Level Undergraduate", "Classification Freshman", "Major Marine Environmental Science", "Program BS Marine Environmental Sci", "Concentration Deck License", "College SUNY Maritime College", and "Overall GPA 2.500". Below these details, it lists "Student Attribute Regimental", "Primary Advisor Sarah Grady", and "Secondary Advisor Dwyad Test".

Credit Progress Bar

This provides a general sense as to the percentage of credits you have completed/have in progress.

The screenshot shows the Credit Progress Bar section of the DegreeWorks system. At the top, there are navigation tabs: "Academic", "What-If", "Financial Aid", and "Athletic Eligibility". A "View historic audit" dropdown menu shows "06/17/2025 at 02:14 PM UG/BS". Below the tabs, there is a "Format" dropdown menu set to "Student View". The "Degree progress" section features a circular progress indicator showing "11%" completion and "Overall GPA 2.500". To the right, there are checkboxes for "In-progress classes" and "Preregistered classes", both of which are checked, and a "PROCESS" button.

Legend

The legend section provides the description of the symbols seen throughout the audit.

Legend	
	Complete
	Complete (with classes in-progress)
	Prerequisite
	Repeated class
	Not complete
	Nearly complete - see advisor
	Any course number

Degree Block

This block summarizes the requirements for your degree.

- Credits Required-this is the total number of credits required for your program
- 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 INCOMPLETE

Credits required: 167.5 Credits applied: 19 Catalog year: 2024-2025 GPA: 2.666



Unmet conditions for this set of requirements:

167.5 credits are required. You currently have 19, you still need 148.5 more credits.
You have taken 18 credits at Maritime College. A minimum of 42 credits must be taken in residence.

<input checked="" type="checkbox"/>	Minimum Overall GPA 2.00		
<input type="checkbox"/>	Major Requirements	Still needed:	See Major in Marine Environmental Science section
<input type="checkbox"/>	Deck License Coursework	Still needed:	See Deck License Coursework section

Blocks included in this block

[Major in Marine Environmental Science](#)
[Deck License Coursework](#)

Major Block

This block contains all courses required specifically for your major.

Major in Marine Environmental Science INCOMPLETE

Credits required: 105.5 Credits applied: 19 Catalog year: 2024-2025 GPA: 2.666

Unmet conditions for this set of requirements:

105.5 credits required You currently have 19, you still need 86.5 more credits.

	Course	Title	Grade	Credits	Term	F
<input type="radio"/>	Leadership/Maritime Experience	Still needed:		1 Class in	LEAD 101	
<input type="radio"/>	Freshman English I	Still needed:		1 Class in	ENGL 101	
<input type="radio"/>	General Biology I	Still needed:		1 Class in	BIO 201	
<input type="radio"/>	Computer Laboratory	Still needed:		1 Class in	CS 101	
<input type="radio"/>	Intro to Environmental Science	Still needed:		1 Class in	ES 101	
<input type="radio"/>	Applied Calculus I	Still needed:		1 Class in	MATH 111	
<input type="radio"/>	Gen Ed OESJ Elective	Still needed:		1 Class in	ENGL 213 or HUMN 216 or 217 or 218 or 219 or 220 or 221	
<input type="radio"/>	General Biology II	Still needed:		1 Class in	BIO 202	
<input type="radio"/>	Applied Calculus II	Still needed:		1 Class in	MATH 112	
<input type="radio"/>	General Oceanography	Still needed:		1 Class in	OCEA 101	
<input type="radio"/>	General Oceanography Lab	Still needed:		1 Class in	OCEA 102	
<input type="radio"/>	General Chemistry I	Still needed:		1 Class in	CHEM 121	
<input type="radio"/>	General Chemistry I Laboratory	Still needed:		1 Class in	CHEM 122	

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.

Deck License Coursework INCOMPLETE

Credits required: 62 Credits applied: 0 Catalog year: 2024-2025 GPA: 0.000

Unmet conditions for this set of requirements:

62 credits are required. You currently have 0, you still need 62 more credits.

<input type="radio"/>	PREREQUISITES FOR SST I					
<input type="radio"/>	Water Safety and Survival	Still needed:		1 Class in	MTO 103	
<input type="radio"/>	STCW Basic Training	Still needed:		1 Class in	MTO 112	
<input type="radio"/>	Intro to Vessel Ops & Seamanship	Still needed:		1 Class in	NAUT 102	
<input type="radio"/>	Navigation I: Introduction to Navigation	Still needed:		1 Class in	NAVG 112	
<input type="radio"/>	SUMMER SEA TERM I	Still needed:		1 Class in	MT 510	
<input type="radio"/>	PREREQUISITES FOR SST II OR COMMERCIAL SHIPPING					
<input type="radio"/>	Meteorology for Mariners	Still needed:		1 Class in	METE 201	
<input type="radio"/>	Navigation II: Oceans	Still needed:		1 Class in	NAVG 212	
<input type="radio"/>	SUMMER SEA TERM II or COMMERCIAL SHIPPING	Still needed:		1 Class in	MT 520 or 521	
<input type="radio"/>	PREREQUISITES FOR SST III					
<input type="radio"/>	Nautical Operations: Safety	Still needed:		1 Class in	NAUT 308	
<input type="radio"/>	Rules of the Road	Still needed:		1 Class in	NAUT 314	

Fall Through

This section will display any excess coursework you have taken that is not applicable to your degree program.

Fall Through

Credits applied: 13 Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
GERC 000	GenEd: Basic Communication	TC	3	Spring Term 2019-2020	
	Satisfied by: COM101 - Intro to Human Comm - Suffolk Co CC Selden				
HUMN 202	Later Wrlld Civilization & Cult	C	3	Fall 2023-2024	
PE 100	Swimming & Lifetime Fitness	TC	1	Spring Term 2019-2020	
	Satisfied by: PED150 - Lifeguarding - Suffolk Co CC Selden				
REGS 006	Registration For UG 6 Cr Bill	IP	(6)	Spring 2022-2023	

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: 3

Course	Title	Grade	Credits	Term	Repeated
ENGR 443	Engineering Economics	W	0	Fall Term 2014-2015	
HUMN 201	World Literature & Culture I	F	0	Spring 2022-2023	

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: 6 Classes applied: 1

Course	Title	Grade	Credits	Term
REGS 006	Registration For UG 6 Cr Bill	IP	(6)	Spring 2022-2023

Over The Limit

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

Over The Limit

Credits applied: 3 Classes applied: 1

Course	Title	Reason	Grade	Credits	Term
MATH 080	Elementary Algebra	Max of zero classes/credits exceeded	P	3	Spring 2022-2023

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).

Course Information

MTO 103 - 1 Credit - Water Safety&Survival Mariners

MTO 103 Water Safety and Survival for Mariners 2 class hours, 1 credit A water safety and survival course that includes swimming, stroke development, conditioning, fitness and wellness. This course includes all required USCG STCW practical assessments and is a required course for students in any of the USCG licensing programs. In compliance with international STCW requirements, there will be no D or 2+ grades in this course. Open only to students for whom this course is a requirement for their degree program or minor, or by permission of the department chair. (Fall and Spring) Prerequisite: PS 103.

Term	CRN	Section	Seats open	Meeting times
Fall 2025	5411	01	16 (out of 20)	Th 01:00pm - 02:50pm
Fall 2025	5412	02	13 (out of 20)	F 08:00am - 09:50am
Fall 2025	5413	03	15 (out of 20)	Tu 10:00am - 11:50am
Fall 2025	5414	04	12 (out of 20)	Tu 01:00pm - 02:50pm
Fall 2025	5415	05	14 (out of 20)	W 08:00am - 09:50am

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 *Class 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. 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”

The screenshot shows the 'What-If Analysis' web form. At the top, there are navigation tabs: 'Academic', 'What-If' (which is selected), 'Financial Aid', and 'Athletic Eligibility'. To the right of these tabs is a dropdown menu labeled 'View historic what-if audit'. Below the navigation is the 'What-If Analysis' section, which includes several input fields and checkboxes. The 'Program' section has three dropdown menus: 'Catalog year *' (set to '2024-2025'), 'Degree *' (set to 'Bachelor of Engineering'), and 'Level *' (set to 'Undergraduate'). The 'Areas of study' section has three dropdown menus: 'Major *' (set to 'Marine Engineering'), 'Minor', and 'College'. Below these is a 'Concentration' dropdown menu. There is also an 'Additional areas of study' dropdown menu. The 'Future classes' section has two input fields: 'Subject' and 'Number', followed by an 'ADD' button. At the bottom right of the form are 'RESET' and 'PROCESS' buttons.

Future Classes

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

- 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.

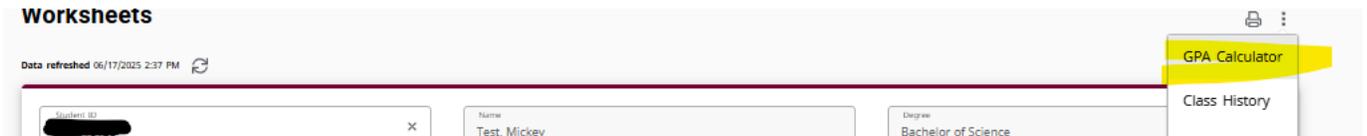
Future classes

Subject Number

MATH 111

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.

The screenshot shows the DegreeWorks Registration Checklist interface. At the top, there are navigation tabs: Academic, What-If, Financial Aid, and Athletic Eligibility. The current date and time are 06/17/2025 at 02:37 PM UG/BS. Below the navigation, there is a dropdown menu for the format, currently set to 'Registration Checklist'. The 'Degree progress' section shows two circular progress indicators: 'Requirements' at 8% and 'Credits' at 13%. The 'Overall GPA' is 2.200. There are checkboxes for 'In-progress classes' and 'Preregistered classes', both of which are checked, and a 'PROCESS' button. Below this, there is an 'Audit date' of 06/17/2025 2:37 PM and links for 'Diagnostics', 'Student data', 'Save audit', and 'Delete audit'. The main section is titled 'Degree in Bachelor of Science' with a red 'INCOMPLETE' tag. It shows 'Credits required: 167.5', 'Credits applied: 22', 'Catalog year: 2024-2025', and 'GPA: 2.200'. A table lists the requirements:

Requirement	Status	Action
Minimum Overall GPA 2.00	Completed (Green checkmark)	
Major Requirements	Still needed (Red circle)	See Major in Marine Environmental Science section
Deck License Coursework	Still needed (Red circle)	See Deck License Coursework section