

Bmcc DegreeWorks

Academic Advisement and Transfer Center DegreeWorks User Guide



DegreeWorks User Guide for Staff & Faculty

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Updated: March 1, 2021

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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.

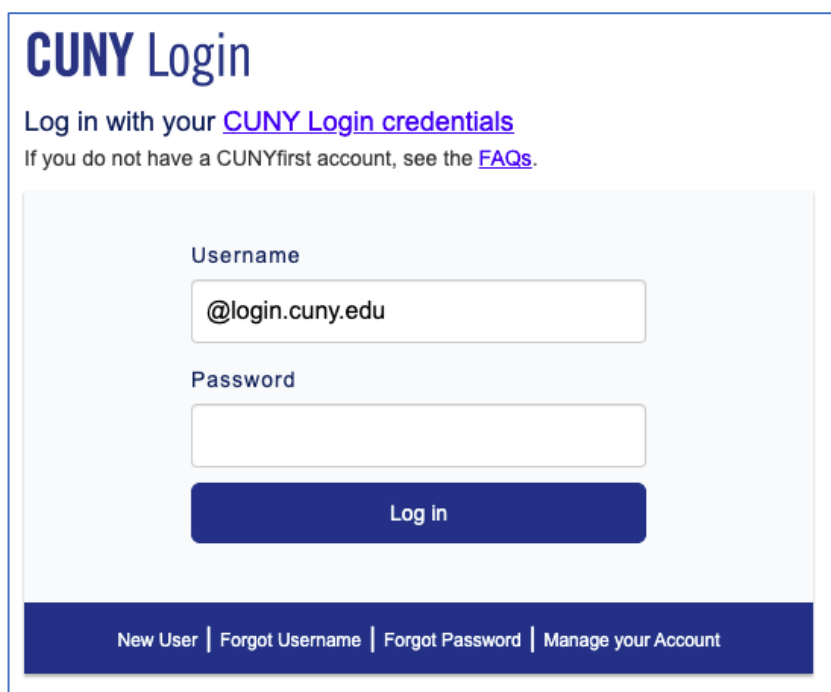
As you begin to explore DegreeWorks, this guide will assist you with learning how to use the system to plan future classes, keep track of requirements, and record notes for students regarding their academic records.

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.



CUNY Login

Log in with your [CUNY Login credentials](#)
If you do not have a CUNYfirst account, see the [FAQs](#).

Username

Password

Log in

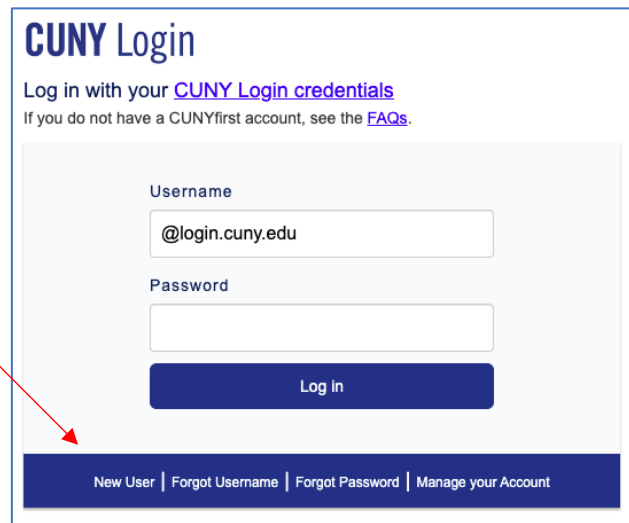
[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

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'.



CUNY Login

Log in with your [CUNY Login credentials](#)
If you do not have a CUNYfirst account, see the [FAQs](#).

Username
@login.cuny.edu

Password

Log In

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

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

CUNY Login

Activate CUNY Login Account

Enter Personal Information

Provide the information in the fields that follow to activate your CUNY Login account.
All fields are required.

First Name

Last Name

Date of Birth (MM-DD-YYYY)

Display Date of Birth

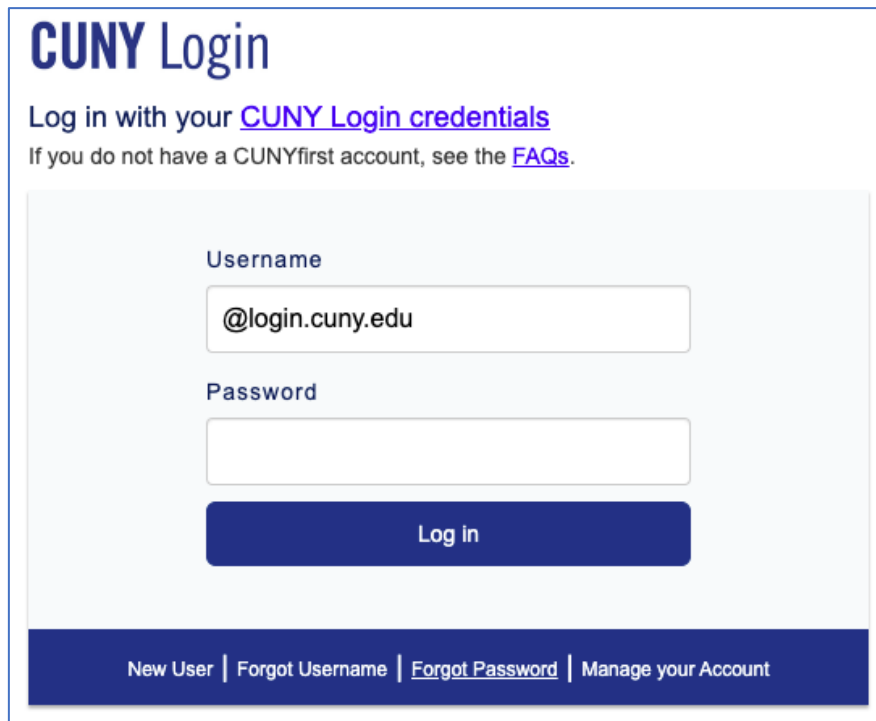
Last 4 digits of Social Security or CUNY-assigned ID Number

Display last 4 digits

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 username or password, please click on "Forgot Username" or "Forgot Password" to reset it.



CUNY Login

Log in with your [CUNY Login credentials](#)
If you do not have a CUNYfirst account, see the [FAQs](#).

Username

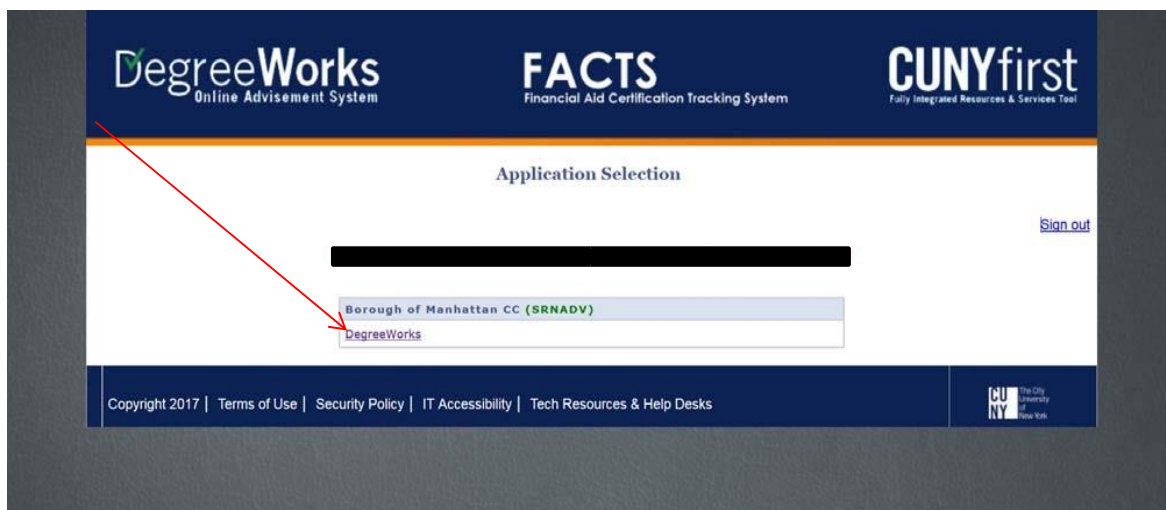
Password

[Log in](#)

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

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.



DegreeWorks Online Advisement System

FACTS Financial Aid Certification Tracking System

CUNYfirst Fully Integrated Resources & Services Tool

Application Selection

[Sign out](#)

Borough of Manhattan CC (SRNADV)

[DegreeWorks](#)

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CUNY The City University of New York

You will be taken to the DegreeWorks home page.

The screenshot shows the DegreeWorks Online Advisement System interface. At the top, there are logos for BMCC CUNY and DegreeWorks. Below the logos is a navigation bar with tabs: CUNYfirst, Pathways, Email, Course Schedule, Help, Print, Exception Management, and Log Out. Underneath the navigation bar is a search area with a 'Find' button and a 'Student ID' field. Below the search area is a row of buttons: Worksheets, Planner, Plans, Transfer What-If, Notes, Petitions, Exceptions, and GPA Calc. The main content area contains a list of help notes:

- NOTE**: Welcome to Borough of Manhattan Community College DegreeWorks System. Comments, Suggestions or Questions? Send an e-mail to: dwhelp@bmcc.cuny.edu or speak to an academic advisor.
- Audit**: The Audit tab allows you to view the existing audit for a student. Faculty and Staff must enter a student ID and hit ENTER on the keyboard before clicking on Audit tab. If you need any additional help, click the **Help** button once on the Audit tab.
- What-If**: Use the What-If tab to run a speculative audit for a student against the requirements for a different degree, major, catalog year than the student is currently on. If you need any additional help, click the **Help** button once on the What-If tab.
- Planner**: Choosing the Planner tab allows all the classes listed on a student's plan to be run against a degree requirements. Based on the results of the audit, the student and advisor may decide to alter the plan and run a new audit. If you need any additional help, click the **Help** button once on the Planner tab. Planner can not be edited by the student.
- Notes**: The Notes tab allows you to view, add, and modify notes on a student's audit. If you need any additional help, click the **Help** button once on the Notes screen. Notes is not student accessible. Students see the notes entered by the advisor on the body of the audit.
- GPA Calc.**: Use the GPA Calc tab to calculate your GPA based upon different parameters. If you need any additional help, click the **Help** button once on the GPA Calc tab.
- Look Ahead**: The Look Ahead tab allows you to enter a list of courses a student is considering taking in the future and process an audit to show where the courses might apply on the degree audit. For additional help, click the **Help** button once on the Notes screen.
- Find**: Use the Find icon to invoke the Find Student page. If you don't know the students' SSN then this will allow you to search for an individual student by name. For additional help, click the **Help** button once on the Notes screen.

Locating Students in DegreeWorks

Student ID Number (CUNYfirst ID/EMPLID)

The value referred to in DegreeWorks as the “Student ID” is the CUNYfirst ID or EMPLID 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.

This screenshot shows the DegreeWorks search interface. The 'Student ID' field is highlighted with a red box, indicating where to enter the student's ID number. The search area includes a 'Find' button and a 'Student ID' field. Below the search area is a row of buttons: Worksheets, Planner, Plans, Transfer What-If, Notes, Petitions, Exceptions, and GPA Calc.

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.

This screenshot shows the DegreeWorks search interface with the student's academic record displayed. The 'Student ID' field contains the value '12345678'. The search area includes a 'Find' button and a 'Student ID' field. Below the search area is a row of buttons: Worksheets, Planner, Plans, Transfer What-If, Notes, Petitions, Exceptions, and GPA Calc. The 'Worksheets' button is selected, and the 'Format' dropdown menu is open, showing 'Student View' selected. The 'View' button is highlighted.

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.

Find Students

Student ID: [] First Name: BMCC Last Name: Student

Degree: All Degree Codes
 Classification: All Classification Codes
 Academic Year: All Academic Year values

Major: All Major Codes
 Concentration: All Concentration Codes

Sport: No Sport selected
 Academic Standing: All Academic Standings
 Student Attribute: No Attribute selected

Chosen Repeatable Search Criteria: [] Remove

Search Clear

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.

Student Search: Enter your criteria and click "Search" to find students.

Student ID	Name	Degree	Major	Classification
12345678	Student, BMCC A.	AAS	Computer Information Systems	Lower Fres
87654321	Student, BMCC B.	AS	Science	Upper Sop
56781234	Student, BMCC C.	AA	Liberal Arts	Upper Fres

OK Cancel Check All Uncheck All

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".

CUNYfirst | **BMCC** Borough of Manhattan Community College | Start Here. Go Anywhere.

CUNYfirst | Pathways | Email | Course Schedule

Find: Student ID: 12345678 | Name: Student, BMCC | Degree: AA | Major: Liberal Arts | Classification: Lower Fresh | Last Audit: Today

Worksheets | Planner | Notes | GPA Calc

Worksheets: Format: Student View | View | Save as PDF | Process New | Class History

What If: []

Legend

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

Legend			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	TR/CR Transfer Class	IP In Progress
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number	

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.

Student View AQ187MHK as of 10/25/2017 at 06:04			
Preferred Name		Academic Status	(GST) Good Academic Standing
Legal Name	Student, BMCC	Student Group	(GROUPS)ESL (S1)
ID	12345678	Cumulative GPA	2.770
Transfer Credits	43.00		

Degree Requirements

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 will 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'.

Associate of Arts

Unmet conditions for this set of requirements: 60 credits are required. You currently have 43, you still need 17 more credits.
30 credits are required in residence. You currently have 13, you still need 17 more credits.

- GPA Requirement
- Writing Intensive Requirement
- Skills Assessment
- PATHWAYS - General Education Requirements - AA
- Major Requirements

Blocks included in this block

- CUNY Skills Assessment**
- Pathways-General Education Requirements - AA
- Major in Liberal Arts

CUNY Skills Assessment

- Quantway I or Elementary Algebra
- CUNY Reading Test Exempted
- CUNY Writing Test Exempted

Pathways-General Education Requirements - AA

Unmet conditions for this set of requirements: 30 credits are required. You currently have 12, you still need 18 more credits.

- REQUIRED COMMON CORE
- English Composition
- Mathematical & Quantitative Reasoning
- Life & Physical Sciences
- FLEXIBLE COMMON CORE
- U.S. Experiences in Its Diversity
- Creative Expression
- Media Arts or Music
- Fundamentals of Speech
- Individual and Society
- Scientific World
- World Cultures & Global Issues

Major in Liberal Arts

Unmet conditions for this set of requirements: 30 credits are required. You currently have 21, you still need 9 more credits.
Minimum GPA unsatisfied

- CURRICULUM REQUIREMENTS
- Intermediate Algebra
- Health Education Elective

Fallthrough Courses

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

Fallthrough Courses				Credits Applied: 10	Classes Applied: 3
ACC 122	ACCT PRINCIPLES I	DP	4	FALL 2013	
BUS 110	BUSINESS LAW	DP	3	FALL 2013	
MAR 100	INTRO TO MARKETING	DP	3	FALL 2013	

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) and/or receives a proficiency milestone.

Fallthrough Courses				Credits Applied: 0	Classes Applied: 2
ENG 08	INT. WRITING 08B	S	0	FALL 2010	
ENG 95	INTENSIVE WRITING	S	0	SPRING 2011	

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'.

Insufficient Grades				Credits Applied: 0	Classes Applied: 3
FRN 101	FRENCH I	F=	0	FALL 2010	
FRN 102	FRENCH II	F	0	SPRING 2013	
HED 220	HUMAN SEXUALITY	FN	0	SPRING 2012	

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).

In-progress				Credits Applied: 9	Classes Applied: 3
ART 171	INTRO TO PAINTING	DP	2	FALL 2013	
FRN 102	FRENCH II	DP	4	FALL 2013	
SOC 100	INTRO TO SOCIOLOGY	INC	3	SPRING 2013	

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.

Not Counted				Credits Applied: 17
BIO 1	Biology Elective	CR	1	TRANSFER
Satisfied by: - TRANSFER COLLEGE				
HUM 101	Intro Hum Ser & Sw	CR	3	TRANSFER
Satisfied by: - TRANSFER COLLEGE				
MAR 100	Intro To Marketing	CR	3	TRANSFER
Satisfied by: - TRANSFER COLLEGE				
MAT 100	Fund Of Math I	CR	1	TRANSFER
Satisfied by: - TRANSFER COLLEGE				
PSY 1	Psychology Elective	CR	3	TRANSFER
Satisfied by: - TRANSFER COLLEGE				
PSY 100	Introduction to Psychology	CR	3	TRANSFER
Satisfied by: - TRANSFER COLLEGE				
SOC 100	Intro To Sociology	CR	3	TRANSFER
Satisfied by: - TRANSFER COLLEGE				

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.

Split Credits				Credits Applied: 4
MAT 100	Fund Of Math I	CR	4	TRANSFER
Satisfied by: - TRANSFER COLLEGE				

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.

In-progress				Credits Applied: 12	Classes Applied: 4
CHE 201	College Chemistry I	IP	4	FALL 2017	
CHE 201	College Chemistry I	IP	3	FALL 2017	
CHE 201	College Chemistry I	IP	1	FALL 2017	
ESP 111	Classics Foreign Lit	IP	1	FALL 2017	
MAT 301	Anal Geom Cal I	IP	4	FALL 2017	
MAT 301	Anal Geom Cal I	IP	3	FALL 2017	
MAT 301	Anal Geom Cal I	IP	1	FALL 2017	
SPE 100	Fund Of Speech	IP	2	FALL 2017	
Split Credits				Credits Applied: 8	Classes Applied: 2
CHE 201	College Chemistry I	IP	(4)	FALL 2017	
MAT 301	Anal Geom Cal I	IP	(4)	FALL 2017	

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.

The screenshot shows the 'What-If' audit interface. A red arrow points to the 'What-If' link in the left-hand menu. The main content area shows a 'What-If' section with a dropdown for 'Degree' set to 'Associate in Arts' and 'Academic Year' set to '2013-2014'. Below this are sections for 'Choose Your Different Areas of Study' and 'Choose Your Future Classes'.

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.

The screenshot shows the 'What-If' audit form with the following selections: Degree: Associate in Science, Academic Year: 2013-2014U, Major: 2010-2011U, and Concentration: 2008-2009U. The 'Process What-If' button is visible.

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.)

The screenshot shows the 'What-If' audit form with the following selections: Degree: Associate in Science, Academic Year: 2010-2011U, Major: Business Administration, and Concentration: None. The 'Process What-If' button is visible.

Once you have selected the degree, major, academic years, and concentration, if needed, click the 'Process What-If' button.

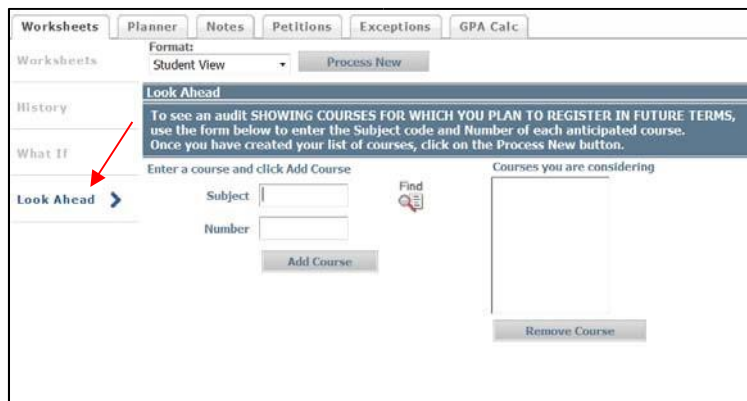
The screenshot shows the 'What-If' audit form with the following selections: Degree: Associate in Arts, Academic Year: 2012-2013, Major: Business Administration, and Concentration: None. The 'Process What-If' button is highlighted with a red arrow.

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.

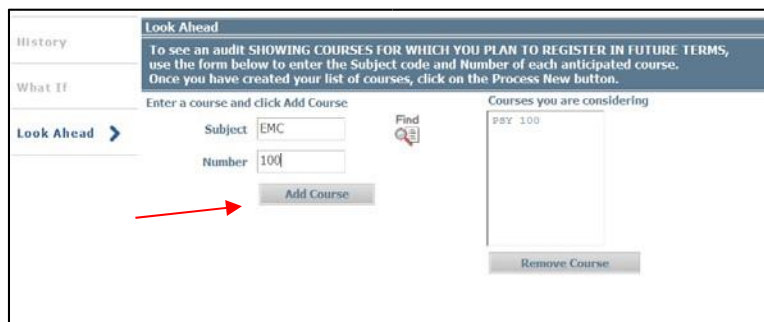
The screenshot shows the 'What-If' audit results screen for a student named Alfonso, Jean. The 'What If Audit' label is circled in red in the top right corner. The screen displays the student's current information, including Academic Status (OST) Good Academic Standing, Student Group (CROAPS/PSMA (S)), and Cumulative GPA (3.650). It also shows the requirements for the Associate of Arts degree, including 60 credits required and 16 credits applied.

Look Ahead Audit

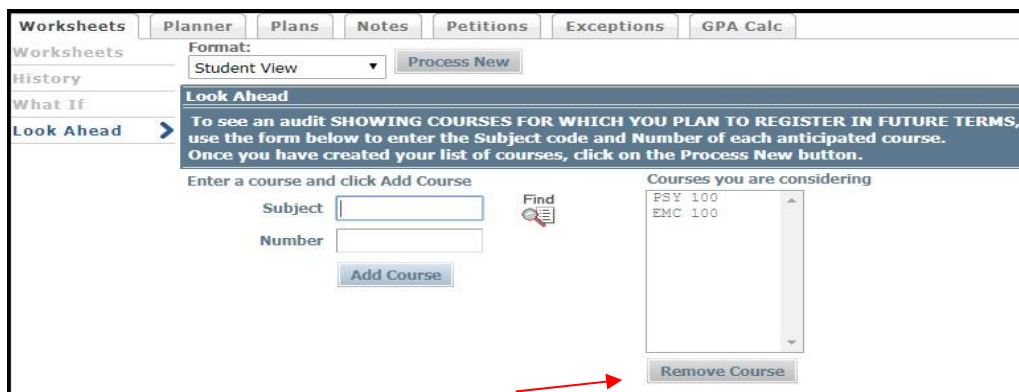
The 'Look Ahead Audit' can be used to help students visualize how planned courses will be applied in their current major. To access the 'Look Ahead Audit', click on the 'Look Ahead link on the left menu pane.



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.

Legend		TR/CR Transfer Class	IP In Progress
<input checked="" type="checkbox"/> Complete	Complete except for classes in progress	@ Any course number	
<input type="checkbox"/> Not Complete	Nearly complete - see advisor		

CUNY BMCC Production Environment			
Student View	WA070154 as of 09/23/2013 at 14:45		
Student	Ackah, Gity	Academic Status	(GST) Good Academic Standing
ID	23114649	Student Group	(GROUPS)ATB ESL (S1)
Transfer Credits		Cumulative GPA	2.566

Look Ahead Audit

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.

History	What If	Look Ahead
<input checked="" type="checkbox"/> Fundamentals of Chemistry	<input type="checkbox"/> Anatomy & Physiology I	<input checked="" type="checkbox"/> General Psychology
<input type="checkbox"/> Anatomy & Physiology II	<input type="checkbox"/> Microbiology	<input type="checkbox"/> Pharmacology
<input type="checkbox"/> General Physics		

Fullthrough Courses	In progress
ACR 95 ACAD CREDIT ROAD B	BIO 425 ANAT & PHYSIOL I
ESL 95 INTENSIVE WRITING	CHE 118 FUND OF CHEMISTRY
GLY 210 GEOLOGY I	GLY 210 GEOLOGY I
PSY 100 GENERAL PSYCHOLOGY	HAT 12 BASIC ARITH & ALG
SPE 100 FUND OF SPEECH	PSY 100 GENERAL PSYCHOLOGY

Notes

Using Notes

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

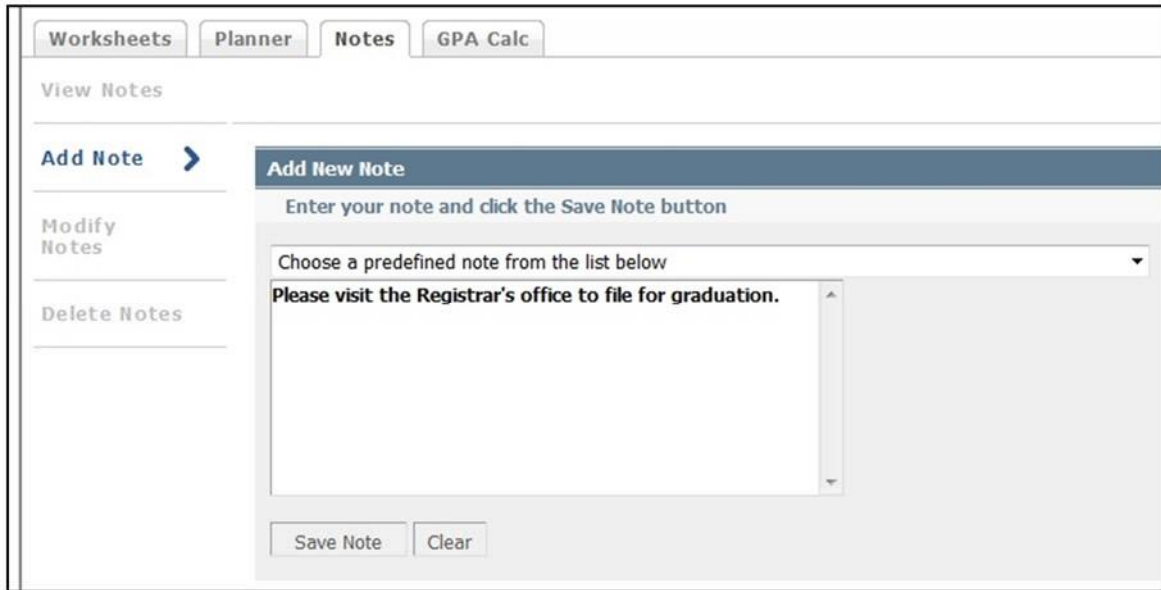
Notes made available to the student appear in audit reports in a Notes section at the bottom of the report. To access the Notes screen, click on the Notes tab. All Notes are stamped with the date and name of the person who created or modified the Note.

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.

