

Degree Works User Guide

Version 5.0.4.2

JUNE 2021

Marybeth Donnelly, Curriculum and Program Development

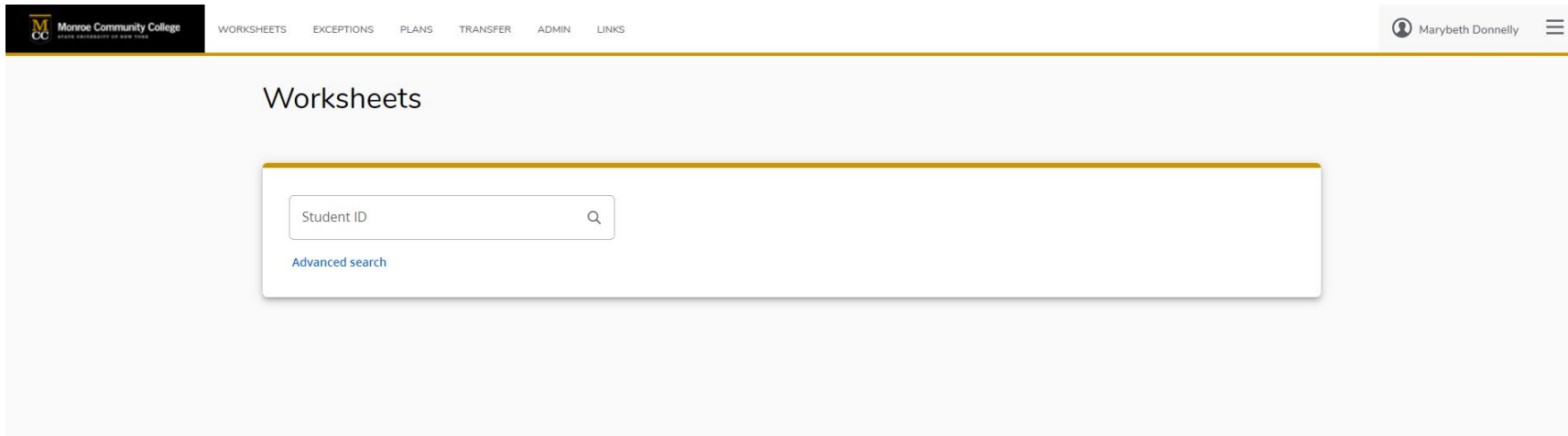
Table of Contents

OVERVIEW:.....	3
Log-in Screen.....	3
Useful Links	4
Student Header	5
Print, Save, Email, Course History, Notes	6
Refresh Worksheet	7
Cards – Degree, Program, SUNY Gen Ed	8
RUNNING A WHAT-IF:	9
ADDING A NOTE:	10

OVERVIEW:

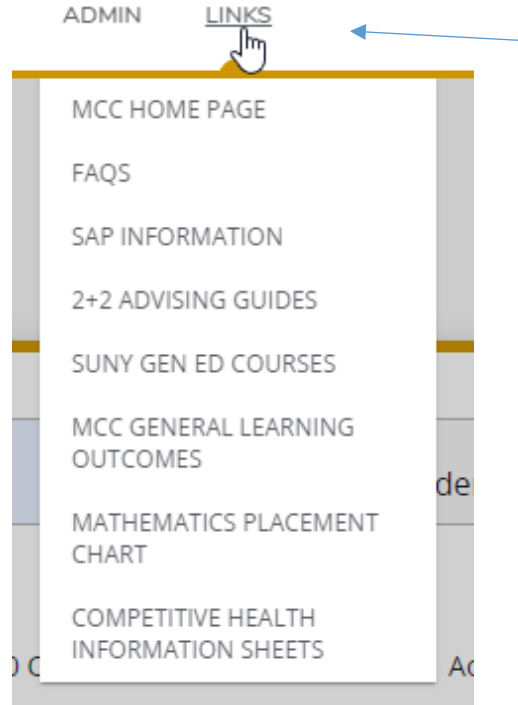
Log-in Screen

When you login, you will see this screen:



Navigation tabs for Plans, Transfer Finder, etc.

Useful Links



The LINKS tab has useful information such as the Math advisement chart, 2+2 guides, and general education courses

Student Header

The top of the Worksheet is called the Student Header:

Worksheets

Data refreshed 5/17/2021 11:25 AM

Student ID: M00950177

Name: Test-Student, A-Matriculated

Degree: Associate in Applied Science

[Advanced search](#)

Level Undergraduate Classification 0 Credits Earned Major AC01 Accounting Technician AAS AC01 Program AC01 Accounting Technician

Pathway AC01 Accounting Technician International No Department Business Admin / Economics School Business & Entrepren Studies

The Student Header has running text, **and fields that are blank do not display**. The header also includes SAP information.

Level Undergraduate Classification 24+ Credits Earned Major AC01 Accounting Technician AAS AC01 Program AC01 Accounting Technician

Pathway AC01 Accounting Technician Last Registration Term Spring 2021 International No Math Placement Math Level 8-Placement by HS

English Placement COL ENG-Eng Place Test Waived Department Business Admin / Economics School Business & Entrepren Studies

Academic Standing Good Standing Admit Type Transfer Admit Term Spring 2018 Advisor Location Brighton Campus - Building 5, Room 530

Advisor John Striebich Honors Eligible Yes SAP Term GPA 2.7 SAP Term % Complete 100 SAP Cum GPA 2.518 Prev Ac Standing WA


Print, Save, Email, Course History, Notes

At the top right of the Worksheet you will find buttons to Print or save as PDF, e-mail advisor/student, and a vertical 3 dot menu:

Worksheets

Data refreshed 5/17/2021 11:25 AM 



Student ID: M00950177 

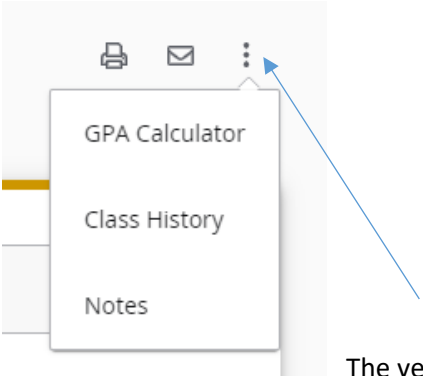
Name: Test-Student, A-Matriculated

Degree: Associate in Applied Science

[Advanced search](#)

Level: Undergraduate Classification: 0 Credits Earned Major: AC01 Accounting Technician AAS AC01 Program: AC01 Accounting Technician



Pathway: AC01 Accounting Technician International: No Department: Business Admin / Economics School: Business & Entrepren Studies





The vertical dots menu is where you access the GPA Calculator, Class History, and Notes functions

Refresh Worksheet

Worksheets will refresh automatically, but you can also manually refresh and process:

Refresh  

Data refreshed 5/17/2021 11:25 AM 

Student ID: M00950177 


Name: Test-Student, A-Matriculated


Degree: Associate in Applied Science

Advanced search

Level: Undergraduate Classification: 0 Credits Earned Major: AC01 Accounting Technician AAS AC01 Program: AC01 Accounting Technician


Pathway: AC01 Accounting Technician International: No Department: Business Admin / Economics School: Business & Entrepren Studies

Academic What-If View historic audit 

Format: Student View 

Degree progress


Overall GPA: **0.000**


In-progress classes Preregistered classes **Process** 

Cards – Degree, Program, SUNY Gen Ed


The body of the Worksheet is divided into cards. You should always see a degree card, a program card, and a SUNY Gen Ed card. Other cards include prerequisites (only for students in catalog year 2021-2022 forward), additional courses, insufficient/repeats, notes, or others. Cards are expandable and collapsible:

Audit date 5/26/2021 10:18 AM


[Diagnostics](#) [Student data](#) [Save audit](#) [Delete audit](#) [Expand all](#) 

Associate in Applied Science CHECKLIST 


Credits required: 60 Credits applied: 0 Catalog year: 2020-2021 GPA: 0.000

AC01 - Accounting Technician CHECKLIST 

Catalog year: 2020-2021 GPA: 0.000

SUNY General Education Requirements CHECKLIST 

Credits applied: 0 Catalog year: 2020-2021 GPA: 0.000

 Expand/Collapse

The entire worksheet is responsive, meaning it is designed to resize based on the screen you are using to view it (making it mobile-friendly). Expanding and collapsing cards can also help with viewing the worksheet on a mobile device.

RUNNING A WHAT-IF:

Click on the What-If tab

Academic **What-If** View historic what-if audit

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year *
2021-2022

Degree *
Associate in Applied Science

Areas of study

Program

Major

Additional areas of study

Future classes

Subject

Number

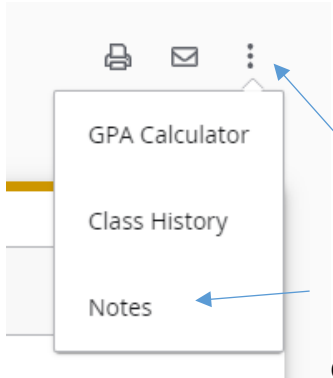
Add

Reset **Process**

Select the appropriate catalog year, program, (and major if applicable – most programs do not have a major!) and click Process

Note: you do not need to change the degree type for the what-if to work.

ADDING A NOTE:



Click on the vertical 3 dot menu in upper right corner of worksheet and select notes



Choose your pre-defined notes from the drop down, add the note text and click save note

Add a new note

Predefined notes

Add description
11A *Pathway/Program/Major/Change* Student wants to change to LA04

Cancel Save note

After you save, the note will be added to the worksheet and you can close the notes box. The note will appear in a notes card at the bottom of the worksheet