



DegreeWorks User Guide for Staff & Faculty

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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
@login.cuny.edu

Password

Log in

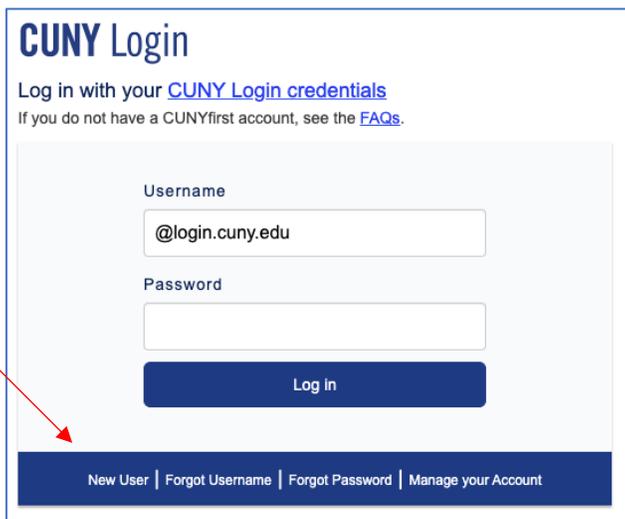
[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

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](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

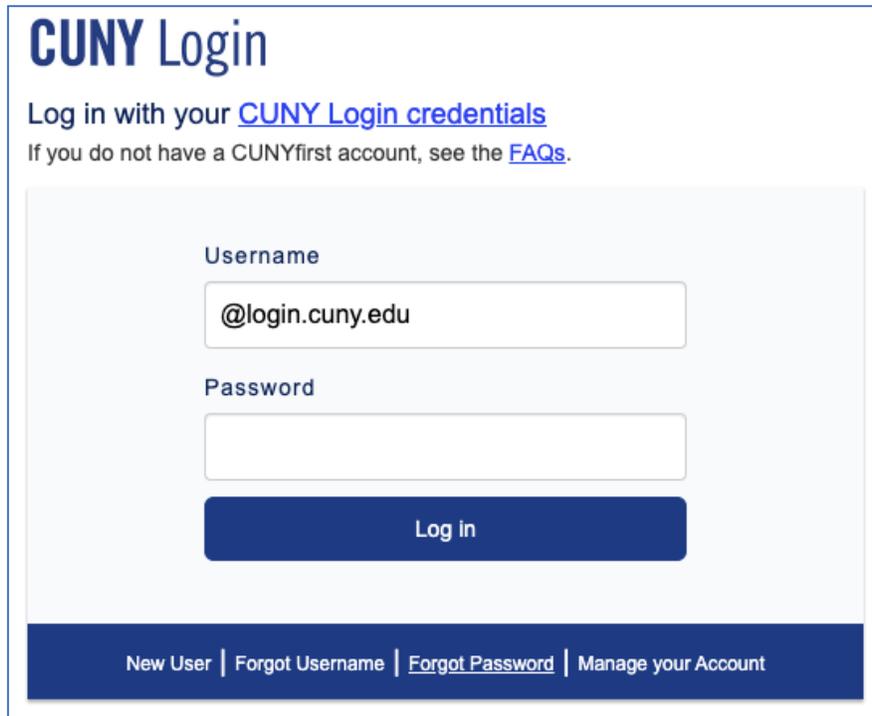
Last 4 digits of Social Security or CUNY-assigned ID Number

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
@login.cuny.edu

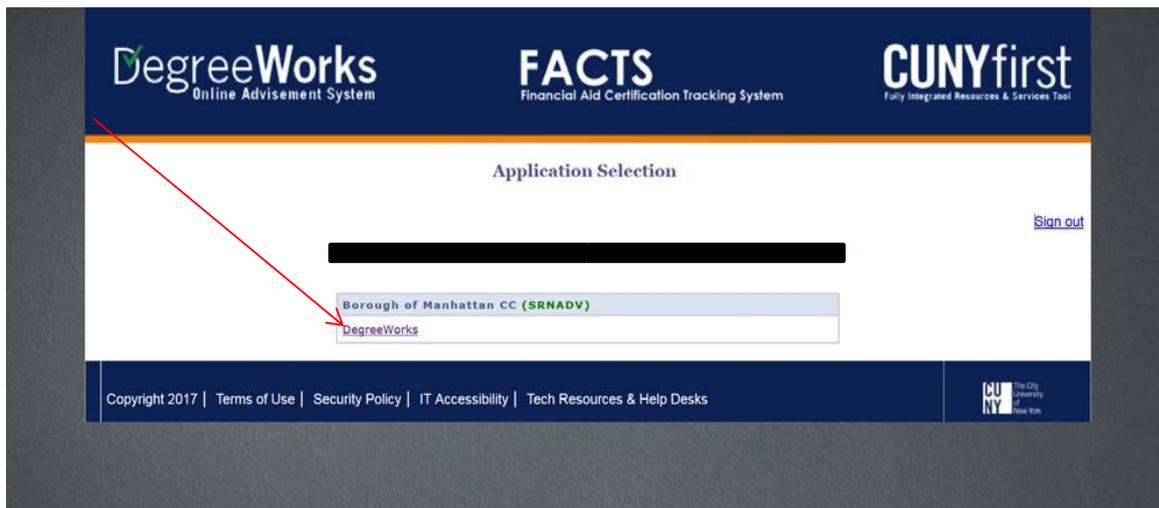
Password

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

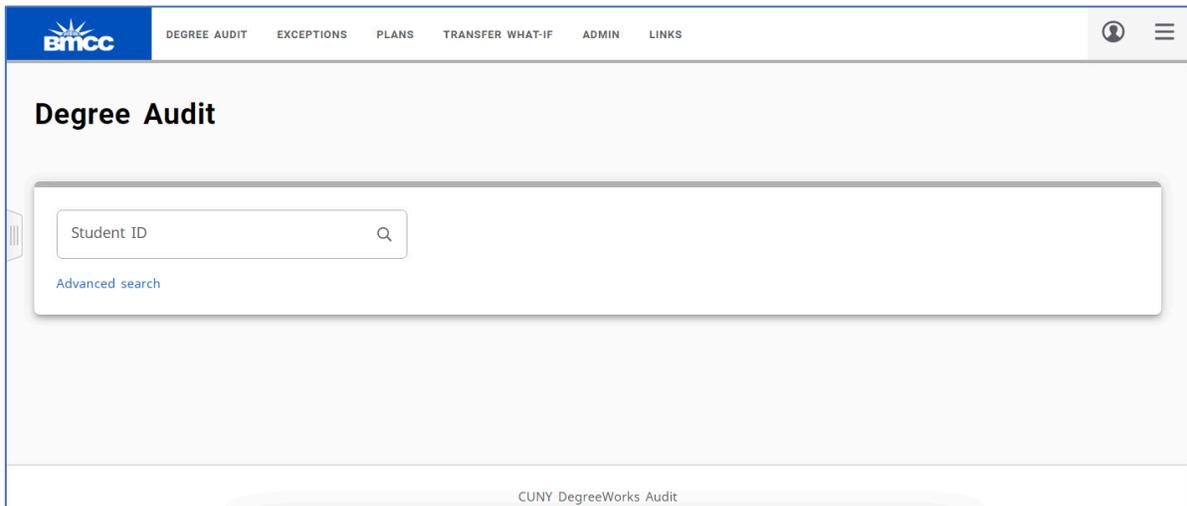
[Sign out](#)

Borough of Manhattan CC (SRNADV)
[DegreeWorks](#)

Copyright 2017 | [Terms of Use](#) | [Security Policy](#) | [IT Accessibility](#) | [Tech Resources & Help Desks](#)

CUNY
The City University of New York

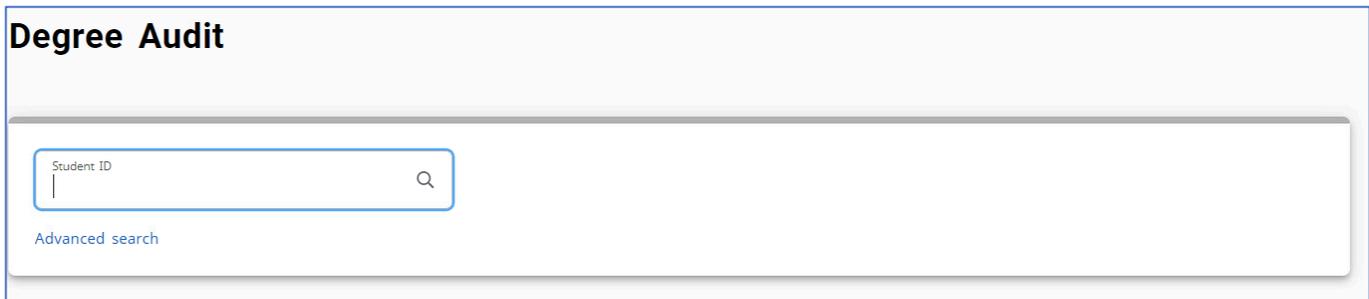
You will be taken to the DegreeWorks home page.



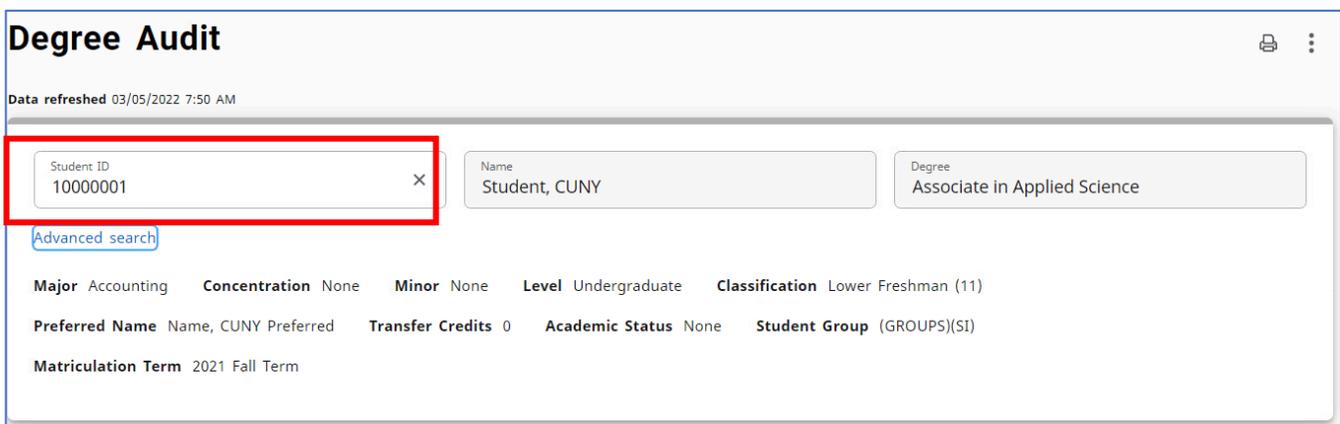
Locating Students in DegreeWorks

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.

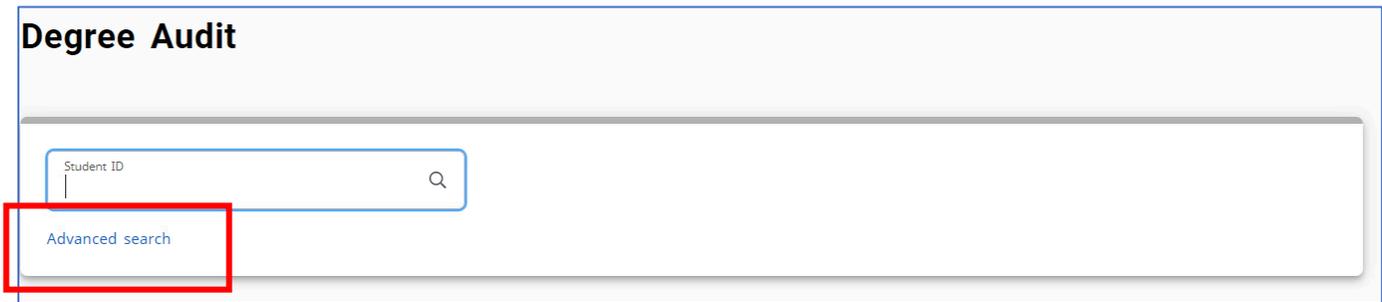


If you have the student’s CUNYfirst ID number, type it into the “Student ID” field and press the ‘Enter’ key. The student’s academic record will then display.



Advanced Search

If you do not know the student's 8-digit CUNYfirst ID, you can use the 'Advanced Search' to access any active student's record.

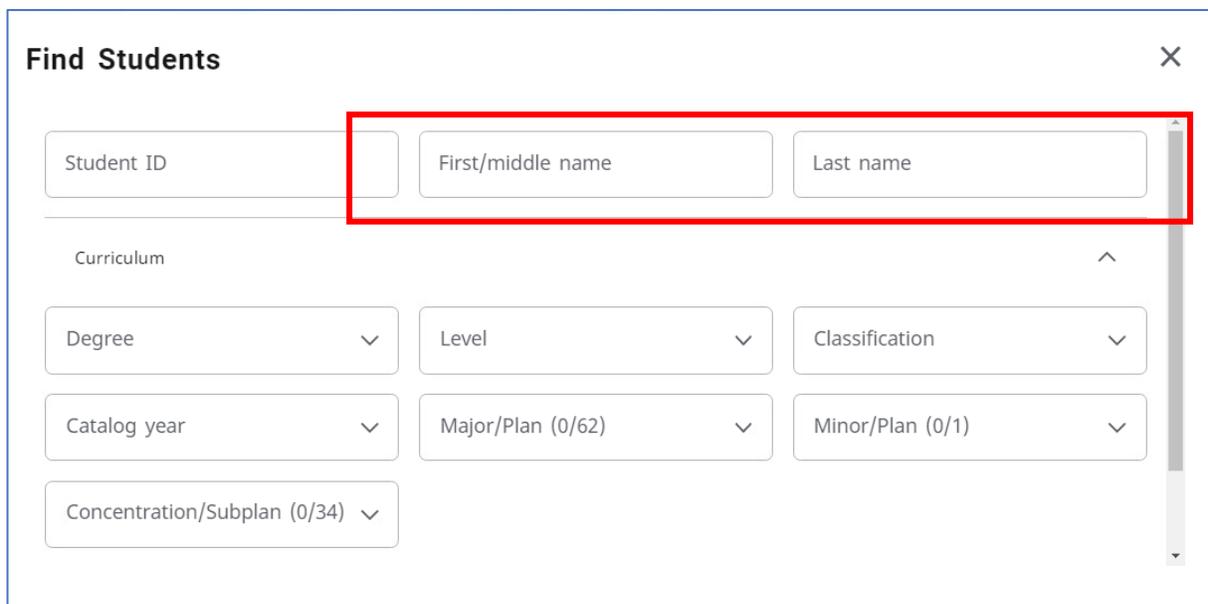


Degree Audit

Student ID

Advanced search

Here you can enter a student's last name and the first name.



Find Students

Student ID First/middle name Last name

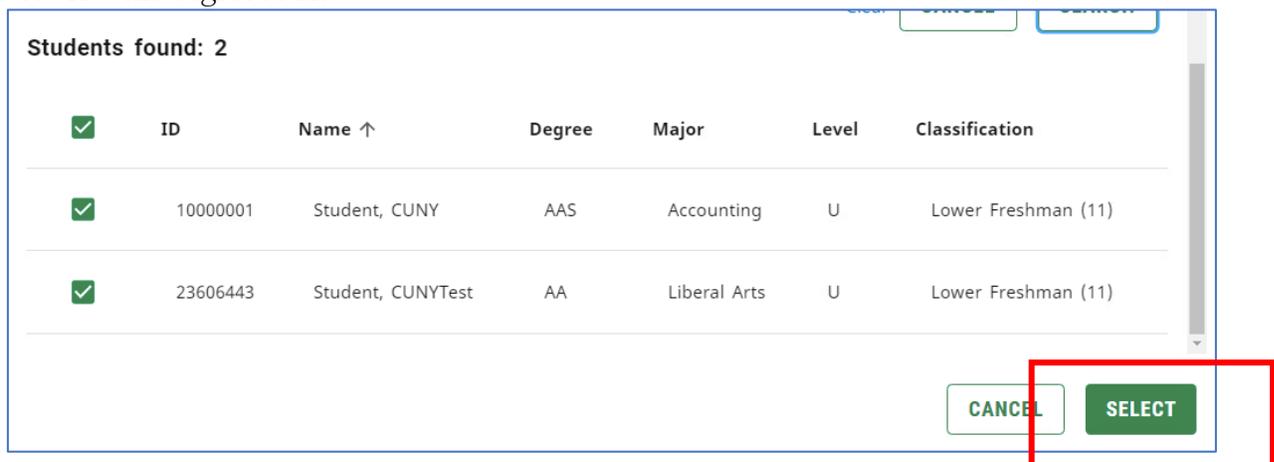
Curriculum

Degree Level Classification

Catalog year Major/Plan (0/62) Minor/Plan (0/1)

Concentration/Subplan (0/34)

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. If there are multiple, you may check/uncheck the boxes to select the desired student. Click 'SELECT' to view the degree audit.



Students found: 2

<input checked="" type="checkbox"/>	ID	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	10000001	Student, CUNY	AAS	Accounting	U	Lower Freshman (11)
<input checked="" type="checkbox"/>	23606443	Student, CUNYTest	AA	Liberal Arts	U	Lower Freshman (11)

Degree Audit

A student’s academic record is viewed using the ‘Degree Audit’ link. To access this screen, please click the link and type in the CUNYfirst ID/EMPLID number of the student you wish to process. Once you have selected a student, you will be taken to the student’s “Degree Audit”.

The screenshot shows the top navigation bar with the BMCC logo and links for DEGREE AUDIT, EXCEPTIONS, PLANS, TRANSFER WHAT-IF, ADMIN, and LINKS. The user's name, Kristina M Borowski, is displayed in the top right. The main heading is "Degree Audit" with a print icon and a menu icon. Below the heading, it says "Data refreshed 10/26/2022 7:35 AM". The search filters are: Student ID: 10000001, Name: Student, CUNY, Degree: Associate in Applied Science. There is an "Advanced search" link. The filter details are: Major: Accounting, Concentration: None, Minor: None, Level: Undergraduate, Classification: Lower Freshman, Preferred Name: Name, CUNY Preferred, Transfer Credits: 0, Academic Status: None, Student Group/Indicator: (GROUPS)(SI), Matriculation Term: 2022 Fall Term.

Legend

The Legend, which is displayed at the bottom of the Degree Audit page, provides a brief description of the symbols used through the DegreeWorks audit.

The legend defines the following symbols: a green checkmark for "Complete", a blue information icon for "In Progress", a blue clipboard icon for "Prerequisite", a red circle for "Not complete", a yellow warning icon for "Nearly complete - see advisor", and an @ symbol for "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 student’s major, number of transfer credits accepted at BMCC, academic status, and any student groups on the record.

This screenshot is identical to the one above, showing the search filters and filter details for the Degree Audit page.

Degree Requirements

The Degree Audit displays the graduation and curricular requirements based on the student's major. You are able to view courses that need to be taken, as well as those courses that have already been completed. The audit is divided into cards/blocks of information. Every student's degree audit will display a 'Degree' block which will detail the graduation requirements and a 'Major' block that will list the requirements to complete the major. Examples of other blocks that may be displayed on a student's record are 'Writing Intensive Requirement', 'CUNY Skills Assessment', and 'Pathways-General Education Requirements'.

All blocks that make up a degree audit are collapsible and expandable on a mass or individual basis to make navigating and viewing an audit easier. The Collapse/Expand all link is located directly above the degree block on the right-hand side. Each individual block also contains a ^ that is clickable to collapse/expand each section.

Audit date 11/05/2022 3:20 PM
[Diagnostics](#) [Student data](#) [Delete audit](#) Collapse all ^

Associate of Arts STILL NEEDED

Credits required: 60 Credits applied: 28 Year: 2021-2022U Undergrad ^

Unmet conditions for this set of requirements: 60 credits are required. You currently have 28, you still need 32 more credits.
30 credits are required in residence. You currently have 28, you still need 2 more credits.

<input checked="" type="checkbox"/>	GPA Requirement Met		
<input type="checkbox"/>	Writing Intensive Requirement	Still needed:	See Writing Intensive Requirement section
<input checked="" type="checkbox"/>	Skills Assessment		
<input type="checkbox"/>	PATHWAYS - General Education Requirements - AA	Still needed:	See Pathways-General Education Requirements - AA section
<input type="checkbox"/>	Major Requirements	Still needed:	See Major in Criminal Justice section

Within the Degree block (A.A., A.S., A.A.S., Certificate), you can view all the completion status of each block that makes up a degree audit. You may jump to another section of the audit by clicking the blue links displayed for areas still needed courses for completion or at the bottom of the block.

Associate in Applied Science STILL NEEDED

Credits required: 60 Credits applied: 0 Year: 2020-2021U Undergrad

Unmet conditions for this set of requirements: 60 credits are required. You currently have 0, you still need 60 more credits.
30 credits are required in residence. You currently have 0, you still need 30 more credits.

<input type="radio"/> GPA Requirement	Still needed:	A minimum 2.00 GPA is required for graduation.
<input type="radio"/> Writing Intensive Requirement	Still needed:	See Writing Intensive Requirement section
<input checked="" type="radio"/> Skills Assessment		
<input type="radio"/> PATHWAYS - General Education Requirements - AAS	Still needed:	See Pathways-General Education Requirements - AAS section
<input type="radio"/> Major Requirements	Still needed:	See Major in Accounting section

Blocks included in this block

- [Writing Intensive Requirement](#)
- [CUNY Skills Assessment](#)
- [Pathways-General Education Requirements - AAS](#)
- [Major in Accounting](#)

Writing Intensive Requirement STILL NEEDED

<input type="radio"/> Writing Intensive Requirement	Still needed:	One Writing Intensive Course is required to graduate for all students entering BMCC as of Spring 2008. Effective spring 2018, entering students will be required to pass a writing intensive course beyond ENG 201 in order to graduate. However, any student possessing a bachelor degree or higher will be exempt from this policy.
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CUNY Skills Assessment COMPLETE

<input checked="" type="radio"/> Math Proficient		
<input checked="" type="radio"/> CUNY Writing Proficient		

Pathways-General Education Requirements - AAS

STILL NEEDED

Credits required: 20 Credits applied: 0 Year: 2020-2021U Undergrad

Unmet conditions for this set of requirements: 20 credits are required. You currently have 0, you still need 20 more credits.

REQUIRED COMMON CORE

- | | | |
|---|----------------------|--|
| <input type="radio"/> English Composition | Still needed: | 1 Course in ENG 101 |
| <input type="radio"/> Introduction to Literature | Still needed: | 1 Course in ENG 201 |
| <input type="radio"/> Mathematical & Quantitative Reasoning | Still needed: | 1 Course in MAT 150 or 206 |
| <input type="radio"/> Life & Physical Sciences | Still needed: | 1 Course in AST 110 or PHY 110 |

FLEXIBLE COMMON CORE

- | | | |
|---|----------------------|---|
| <input type="radio"/> Creative Expression | Still needed: | You must complete all of the following: |
| <input type="radio"/> Music and Art | | 1 Course in MUS 102 or 103 or 104 or 107 or 109 or 122 or ART 102 or 104 or 106 or 113 or 125 or 126 or 251 |
| <input type="radio"/> Fundamentals of Public Speaking | | 1 Course in SPE 100 or 102 |

Major in Accounting

STILL NEEDED

Credits required: 40 Credits applied: 0 Year: 2020-2021U Undergrad

Unmet conditions for this set of requirements: 40 credits are required. You currently have 0, you still need 40 more credits.

CURRICULUM REQUIREMENTS

- | | | |
|---|----------------------|--|
| <input type="radio"/> Accounting Principles I | Still needed: | 1 Course in ACC 122 |
| <input type="radio"/> Accounting Principles II | Still needed: | 1 Course in ACC 222 |
| <input type="radio"/> Accounting App. In Micro Comps. | Still needed: | 1 Course in ACC 231 |
| <input type="radio"/> Intermediate Accounting I | Still needed: | 1 Course in ACC 330 |
| <input type="radio"/> Taxation | Still needed: | 1 Course in ACC 241 |
| <input type="radio"/> Accounting Elective | Still needed: | 1 Course in ACC 150 or 242 or 331 or 360 or 370 |
| <input type="radio"/> Cost Accounting I | Still needed: | 1 Course in ACC 350 |
| <input type="radio"/> Intermediate Accounting II | Still needed: | 1 Course in ACC 430 |
| <input type="radio"/> HED Elective | Still needed: | 3 Credits in HED @ |

Fall Through

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

Fall Through				
Credits applied: 3 Courses applied: 1				
Course	Title	Grade	Credits	Term
SOC 100	Introduction to Sociology	C	3	FALL 2021
Satisfied by: Hostos CC				

In addition, some remedial courses will also become 'Fall Through' 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.

Fall Through				
Credits applied: 0 Courses applied: 3				
Course	Title	Grade	Credits	Term
ACR CSR1	CUNY Start Reading	S	0	SPRING 2021
ENG CSW1	CUNY Start Writing	S	0	SPRING 2021
MAT CSM1	CUNY Start Math	S	0	SUMMER 2021

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 Courses applied: 6				
Course	Title	Grade	Credits	Term
CST 100	CUNYstart Seminar	R	0	SPRING 2021
ENG 101	English Composition	F	0	FALL 2021
MAT 150	Introduction to Statistics	WN	0	FALL 2021
MAT 150	Introduction to Statistics	W	0	SPRING 2022
MAT CSM1	CUNY Start Math	R	0	SPRING 2021
SOC 100	Introduction to Sociology	WU	0	FALL 2021

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: 13 Courses applied: 4				
Course	Title	Grade	Credits	Term
CRJ 102	Criminology	IP	(3)	FALL 2022
ENG 201	Introduction to Literature	IP	(3)	FALL 2022
MAT 150	Introduction to Statistics	IP	(4)	FALL 2022
SPE 100	Fund of Public Speaking	IP	(3)	FALL 2022

Please note this section is subject to change depending on a student's decision to add, drop, or withdraw from a course.

Course Degree Non-Applicable (Not Counted)

The 'Course Degree Non-Applicable' 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.

Course Degree Non-Applicable					
Credits applied: 93 Courses applied: 31					
Course	Title	Reason	Grade	Credits	Term
ANT 1	Anthropology Elective	Maximum transfer credits exceeded	A	3	SUMMER 2021
Satisfied by: Hunter College					
CCC 160	TV Studio Prod for Bus I	Maximum transfer credits exceeded	A-	3	SUMMER 2021
Satisfied by: Hunter College					
CHE 1	Chemistry Elective	Maximum transfer credits exceeded	B+	3	SUMMER 2021
Satisfied by: Hunter College					
CHE 205	Quantitative Analysis	Maximum transfer credits exceeded	B	3	SUMMER 2021
Satisfied by: SUNY Geneseo					
ECO 100	Introduction to Economics	Maximum transfer credits exceeded	B	3	SUMMER 2021

Split Credits

The 'Split Credits' section will display STEM variant 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: 16 Courses applied: 4				
Course	Title	Grade	Credits	Term
CHE 202	College Chemistry II	A	4	SPRING 2022
SCI 120	Computer Methods in Science	A	4	SPRING 2022
MAT 301	Analytic Geometry & Calc I	A	4	FALL 2021
CHE 201	Chemistry I	A	4	FALL 2021

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, considering courses they have already completed. You may also generate a What-if audit if you wish to see how specific courses will apply to the current major (previously called "Look Ahead").

To access the 'What-If' audit, click on the 'What-If' link located below the header of the audit.

Data refreshed 11/05/2022 7:35 AM

Student ID 23946591	Name Estrella, Adrian	Degree Associate in Arts
------------------------	--------------------------	-----------------------------

Advanced search

Major Criminal Justice Concentration None Minor None Level Undergraduate Classification Upper Freshman Preferred Name Estrella, Adrian

Transfer Credits 0 Academic Status (GST) Good Academic Standing Student Group/Indicator (GROUPS)MA41 P_RA P_WA (SI)SOP-SOP

Matriculation Term 2021 Spring Term

Academic **What-If** View historic audit 11/02/2022 at 8:43 AM U/AA

What-If analysis for different major/catalog year

To generate an audit for the student for a different major, 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 default catalog year will be the current catalog year.

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

What-If Analysis ^

Use current curriculum

Program

Catalog year *
2022-2023U Undergrad ▼

Degree *
Associate in Arts ▼

Level *
Undergraduate ▼

Then select a major and an academic year. Majors will be displayed in the pull-down menu based on the degree type chosen in the previous step. Concentrations, if applicable, will also be tied to the respective majors. Catalog years must be selected for each major/concentration, and these must match the catalog year for the degree to display the audit correctly.

Catalog year *
2022-2023U Undergrad ▼

Degree *
Associate in Arts ▼

Level *
Undergraduate ▼

Areas of study

Major *
Linguistics and Literacy ▼

Major catalog year
2022-2023U Undergrad ▼

Concentration catalog year ▼

None

General Linguistics

TESOL/Applied Linguistics ▼

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

Areas of study

Major *
Linguistics and Literacy ▼

Major catalog year
2022-2023U Undergrad ▼

Concentration
General Linguistics ▼

Concentration catalog year
2022-2023U Undergrad ▼

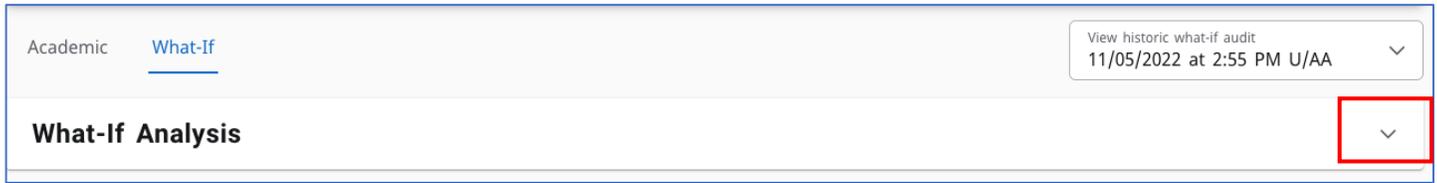
Additional areas of study ▼

Future courses

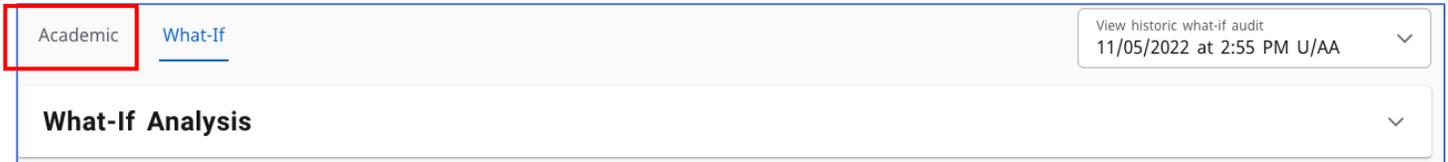
Subject Number ADD

RESET PROCESS NEW

The 'What-If Analysis' box will collapse and the What-If audit will display on the page below. You can click the  arrow on the right of the collapsed box to expand and perform another What-If.

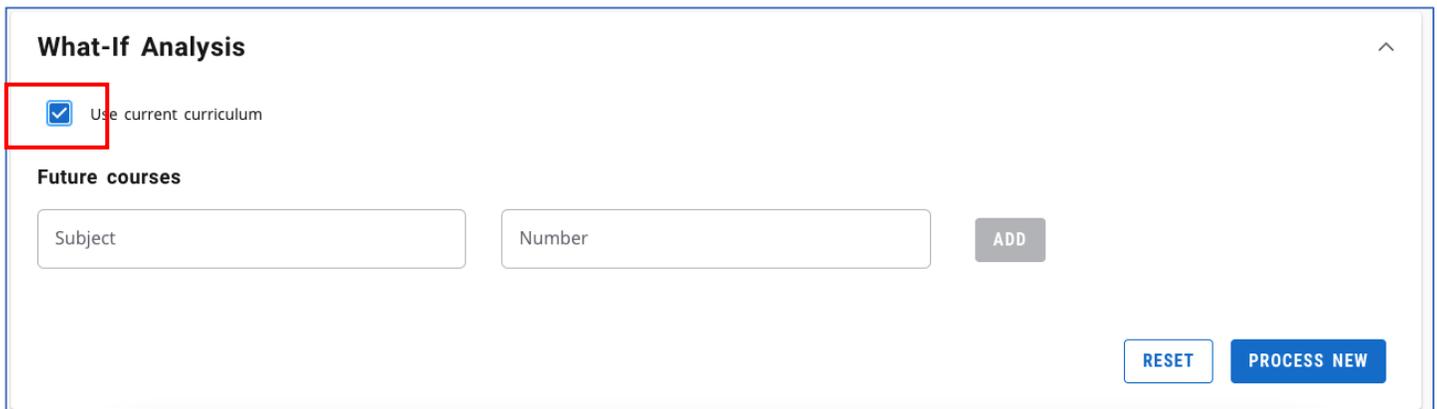


When you are done performing your what-if analysis, click the 'Academic' link to navigate back to the student's Degree Audit based on their current major.

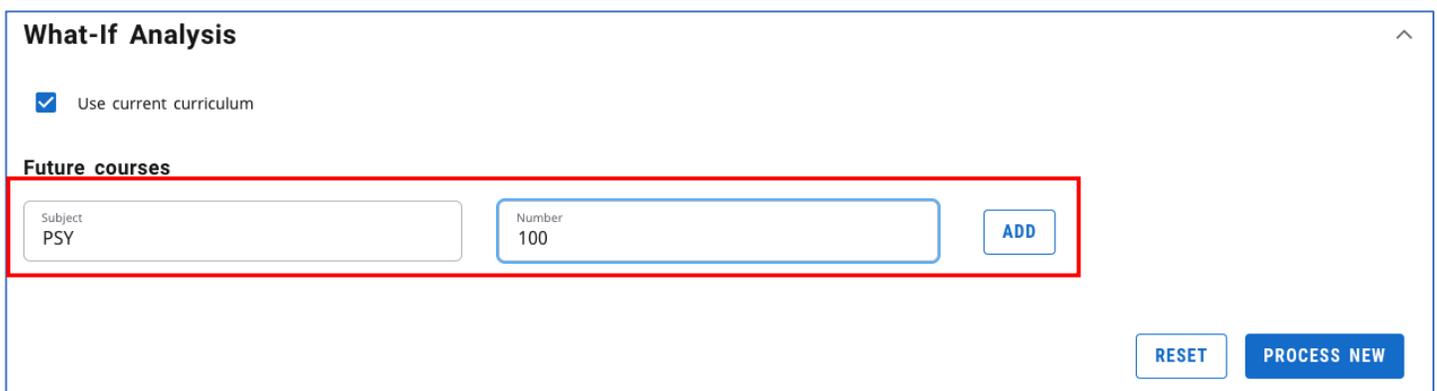


What-If analysis for current curriculum (like Look Ahead feature from previous version of DegreeWorks)

To help visualize how planned courses will be applied in a student's current major, check off the 'Use current curriculum' box in the What-If Analysis.



Enter the subject code and number of each course the student plans to take (i.e. PSY 100) and then click the 'Add' button. You can select several courses to process in this audit.



Once you have created your list of courses, click the 'Process New' button. The selected courses will appear in the 'What-If Audit'. Courses that were entered in the Future courses boxes 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.

Individual and Society	SOC 100	Introduction to Sociology	B+	3	SPRING 2022
Scientific World	PSY 100	Introduction to Psychology	PLAN	(3)	Planned

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.

Notes		
Description	Created on	Created by
Priority deadline to apply to transfer for fall 2023 is February 1, 2022.	10/21/2022	Borowski, Kristina M

Adding Notes

Only the person who created the Note (or DegreeWorks administrators) can modify or delete a Note.

To add a note, click the three dots next to the printer icon on the top right corner of the audit. Click 'Notes'. This will bring up the '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.

Degree Audit

Data refreshed 11/05/2022 7:35 AM

Student ID
23946591

Name
Estrella, Adrian

Degree
Associate in Arts

Course History
Notes

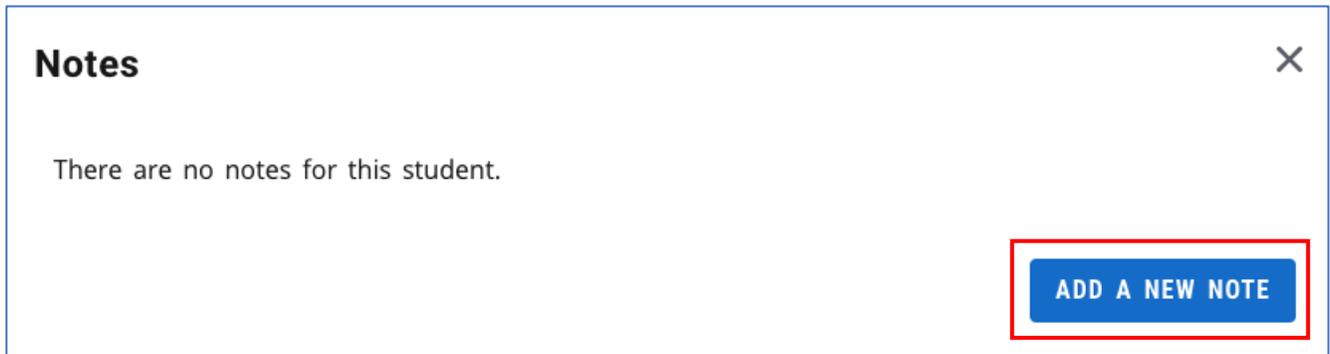
[Advanced search](#)

Major Criminal Justice
 Concentration None
 Minor None
 Level Undergraduate
 Classification Upper Freshman
 Preferred Name Estrella, Adrian

Transfer Credits 0
 Academic Status (GST) Good Academic Standing
 Student Group/Indicator (GROUPS) MA41 P_RA P_WA (S1)SOP-SOP

Matriculation Term 2021 Spring Term

This will bring up the 'Notes' box. Click 'ADD A NEW NOTE'.



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.

Printing/Saving an Audit as PDF

To print or save an audit as a PDF, click the printer icon   in the top right-hand corner of the *Degree Audit* page. Select the dimension of the document you wish to save/print and click *Open PDF*. The printable/savable version will open in another tab. Click the printer icon again to print/save as PDF.