Table of Content

Introduction to DegreeWorks ................................................................. 4
Who can access DegreeWorks? ............................................................. 4
DegreeWorks helps by: ........................................................................... 4
How is a DegreeWorks audit different from a student’s transcript? .......... 5
How to Access DegreeWorks? ............................................................... 5
DegreeWorks Login and Logout process? .............................................. 5-6
Accessing Your Information ................................................................. 7
Service Buttons and Student Data Information ..................................... 7
Tab Descriptions .................................................................................. 7
DegreeWorks Audit View ...................................................................... 7
Demographic Block .............................................................................. 8
Degree Progress .................................................................................. 8
Disclaimer ........................................................................................... 9
Legend .................................................................................................. 9
Degree Requirement Blocks ............................................................... 9
Other Requirement Blocks ................................................................... 10
Worksheets Tab .................................................................................. 10
Class History ....................................................................................... 11
Worksheets Audit Views ..................................................................... 11
Student View Block ........................................................................... 11
Graduation Checklist .......................................................................... 12
Registration Checklist ......................................................................... 12
What-If Audits .................................................................................... 12-16
Look Ahead Audits ............................................................................ 16
Notes Tab ............................................................................................. 17
View Notes ........................................................................................... 17
GPA Calculators Tab ........................................................................... 17
DegreeWorks Manual

DegreeWorks (DW) is an accessible and user-friendly advisement tool. It provides you and advisors with an organized outlook on degree plan evaluation.

It is aimed to help you progress through your degree plan efficiently, DegreeWorks compares your academic history with the degree requirements outlined in the College catalog for the academic year you entered Farmingdale State College.

Who can access DegreeWorks?

- If you entered Farmingdale before 2012-2013 catalog year, that’s prior to the Fall of 2012 you can use the WHAT-IF functionality in degreworks to see how your courses fit in with the 2012-2013 catalog year but are advised to meet with the chairperson of your program to discuss the specific degree requirements that were in place when you entered Farmingdale since your requirements may differ from the 2012-2013 degree requirements. In addition, the following offices can also access degreworks.
  - Advising staff
  - Faculty Advisors
  - Registrar’s Office
  - Financial Aid

DegreeWorks Helps by:

- Displaying the degree requirements and identifies the courses you must complete to earn your degree.

- Provides a “what if” analysis if you are contemplating changing your major, picking up a minor or if you entered Farmingdale prior to catalog year 2012-2013.

- Provides a direct link to the course descriptions, pre-requisites, and co-requisites.

- Projects an estimate of how many semesters it will take you to graduate, which DegreeWorks refers to as the Student Educational Planner (this function will be put in place at a later date, when it becomes available it will be announced).
How is a DegreeWorks audit different from your transcript?

- DegreeWorks presents you with the courses required in your degree plan, as well as the courses that you have already taken.

- Your transcript is the official college record listing the courses you’ve taken each semester. To obtain an official or unofficial transcript, you must request it from the Registrar’s Office in Laffin Hall, you can print a copy of the Official or Unofficial Transcript Request Form from our website located at http://www.farmingdale.edu/registrar/ or you can VIEW their transcript online via OASIS.

**How to Access DegreeWorks**

**Step 1**

To access DegreeWorks, go to www.farmingdale.edu at the top click ‘students’ Tab then DegreeWorks which will take you to the DegreeWorks homepage. From the DegreeWorks homepage click on Login to DegreeWorks.

**Step 2**

Click on the dropdown arrow, select Farmingdale and hit the Login button, as shown below:
Step 3

In certain browsers you may not be taken to the SUNY login as mentioned above, you may be taken directly to the Farmingdale login page as shown below; enter your Farmingdale email username and password:

![Farmingdale State College login page](image)

Step 4

The following Degreeworks Login screen will appear when you click the Logout link in the Worksheet.

![Degreeworks Login screen](image)

**Very Important** – To completely End your degreeworks session you must not only log out of DW, you must also close your BROWSER WINDOW, otherwise, your degreeworks session will remain open.

Step 5

You can either click the ‘Welcome to DegreeWorks’ button or wait a few seconds for it to load and it will automatically take you to your audit, as shown below:
Accessing Your Information

Service Buttons and Student Data Information

The top buttons in your audit consist of the following: Frequently Asked Questions (FAQ), Help, Print, and Log Out.

- FAQ help link is a helpful tool to assist you in answering the most frequently asked questions about the audit. These can be viewed directly from the Worksheet and are also included in the last section of this manual.

- The gray fields Student ID, Name, Degree, Major, Level and Student Class Level are self-explanatory.

- The ‘Last Audit’ box displays the time and day of the last ‘audit’ refresh that was performed for your audit. Audits are refreshed overnight so they can capture any changes that may have been made to your record the previous day.

Tab Descriptions

‘Worksheets’, ‘Notes’, and ‘GPA Calculators’.

- Worksheets- display different views of student degree audits

- Notes- Will allow you to view a note that has been posted by your department or advisor.

- GPA Calculators- aids in setting GPA goals.
DegreeWorks Audit

Worksheets will display your degree audit. Your worksheet will load automatically.

The Student View Block

The demographic information in the Student View comes directly from the Database and shows the following:

Your Name, Your masked RAM ID, Class Level, Academic Standing, Overall GPA, Degree, Major, Minor (if you have chosen one), Concentration (if you are in a program that requires a concentration), Major GPA, College, Level, Transfer Credits, Hold and Student Type.

This allows you to verify your information. If any information is not current, please email degreeworks@farmingdale.edu or come to the Registrar’s Office. They will determine where or what steps you will need to take to correct the information.

Degree Progress Bar

The Degree Progress bar displays your advancement towards graduation.
DegreeWorks Disclaimer

The purpose of the disclaimer is to make it clear that DegreeWorks is an advising tool not the official certification of your degree nor is it an official transcript.

Legend

This section displays the meaning of each symbol used within the audit blocks. If you should have any questions with how these symbols appear in the audit please contact the Registrar’s Office.

Degree Requirement Blocks

The first block, Degree Block, contains a general overview of the requirement blocks that will come after this block, such as, Minimum GPA requirement, Writing Intensive requirement (only shows on audits that have this requirement), Generals Education Requirement, Liberal Arts & Sciences requirement, Major requirements and lastly the Graduation application reminder.

At the beginning of each detailed requirements block (on the right) you will see the Academic year (the year you matriculated into your degree), the credits required for your major, your current overall ‘GPA’ and the Credits you have been ‘Applied’ (completed) thus far.
**Blocks Listed at the bottom of the audit (after Degree requirement Blocks):**

These blocks display information concerning the courses that are either NOT used, NOT Applicable and In-progress (DW will list all courses that you are currently registered for and will include future semesters if you have pre-registered for future semesters).

- **Courses Not Used** - Lists courses that are not required in your current program.
- **Not Applicable** - Lists courses that include developmental classes and other courses in which you did not receive credit for, such as an “F,” “W,” “UW,” “N” or a “D” (if the course in question requires a higher grade- certain programs have a minimum grade requirement that is higher than a D, which for most courses is considered passing).
- **In-progress** - Lists courses that are currently in progress and may include any semesters you have advance registered for.

**Worksheets Tab**

The Worksheets tab contains three vertical side bar options (Worksheets, What-If, and Look Ahead).
Class History

Class History (located to the right of the PDF tab) allows you to view taken and transferred coursework. It looks similar to an unofficial transcript as shown below.

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Class Level</th>
<th>Catalog Year</th>
<th>Overall GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>First Sem Freshman</td>
<td>2014-2015</td>
<td>2.08</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
</tr>
<tr>
<td>ECO 156</td>
</tr>
<tr>
<td>Engl 101</td>
</tr>
<tr>
<td>VIS 112</td>
</tr>
</tbody>
</table>

3 Degree Audit Views:

- **Student View** - displays a complete audit view of your academic history; this is the default view accessible to you and advisors as shown below.

The Student View format is the default view once you enter the Worksheets Tab.

The Student View is a complete audit view of your academic history and will change each time you add, drop, or complete a course. **NOTE**: You may not always see the changes you make on your schedule immediately, audits are refreshed overnight. You can save this view as a PDF for future reference. The Worksheet view is not recommended for printing since it is lengthy and detailed so please use the PDF.
• Graduation Checklist - lists requirements that you have completed and those that are still outstanding.

You can change the format view to Graduation Checklist by selecting it on the drop-down menu, and clicking the View button. This worksheet view allows you to see which degree and general requirements have been met, as well as those that are still pending to be completed for graduation.

• Registration Checklist - displays the unmet requirements; this view is recommended for printing.

This Registration Checklist view can be seen by selecting it on the drop-down menu and pressing the View button.

What-If Audits

What-If Audits allow you to process projective degree audits using your class history. If you are contemplating changing your major, or you are non-matric or entered Farmingdale under a previous catalog year (prior to 2012), you can use this format to see where you stand in the proposed degree
change within the available catalog years in degreeworks. Also, What-if can and should be used if you are thinking about selecting a dual major, dual degree or a minor.

As mentioned earlier the degree requirements for students that entered Farmingdale prior to catalog year 2012-2013 are not in degreeworks, therefore, you must use the WHAT-IF function in degreeworks to get an idea of how the classes you have taken will filter into the 2012-2013, 2013-2014 or 2014-2015 catalog year requirements. If you entered Farmingdale prior to Fall 2012 and you perform a WHAT-IF for a future catalog year you should meet with your advisor to discuss your requirements since requirements may not be a perfect fit. Below is an example of an audit for a student who entered Farmingdale prior to the Fall 2012 semester.

To generate a What-If Audit to see how your courses will be used in an intended program, in the block labeled ‘Primary area of Study’ shown below, click on the drop down menu and select the Program you wish to pursue. A list of programs will appear and should match the Degree and Major shown in the service line above.
In the second column shown below you must select the corresponding Major for the program you have selected. Once these selections are made, click the ‘Process What-If’ button at the top.

When the What-If Audit comes up, the proposed major will display in the Student View Block (as shown below). If you were to change your major, a What-if Audit can be processed and the courses that appear in the What-If audit would be displayed for the intended major as shown below. Also notice that degreeworks defaults to 2012-2013 Academic Year since that is the starting point in degreeworks, however, you can change the Academic Year to any future Academic Years that are available in the drop down menu, as show below. If you are using WHAT-IF with the intention of changing your curriculum then you must choose the most current Academic Year since those are the most current requirements for each program.

Once the WHAT-IF has been performed the new selected Major will be displayed in the Student View as shown below.

When doing a What-If audit for selection of a MINOR, follow the same process but this time select a minor and process the What-If as shown below.
When choosing a dual major, as shown in Example ‘A’ below your current Program will default in the Primary area of study ‘block’, you must then select the intended Dual Major on the right-hand side of the screen, as shown in example ‘A’. A List of ‘Dual’ Majors will appear in the drop down menu these are the only Dual Majors that your current program would allow you to do a Dual Major with. To Select a Dual ‘Major’ from the list displayed you must select it from the ‘Additional Areas of Study’ Block as show in example B.

Example A:

Example B:
It is recommended that this What-If audit be printed or saved as a PDF since you will lose this What-If audit format once you exit What-If. You may, however, run the audit again with the same parameters if you do not print it initially.

**Look Ahead Audits**

Look Ahead Audits can be used to determine whether the course you plan to take will be counted towards your program.

Enter the course subject and number then click Add Course and the course will move over to the ‘Courses you are considering’ box. If you wish to remove the course, you can do so by pressing ‘Remove Course’.

**Step 1**

**Step 2**
Once you have selected the course(s), click Process New. An updated Student Worksheet Audit will load automatically with the selected course(s) you want to check for. If the course(s) selected can be used towards your degree requirement(s), the course(s) will appear in the audit block(s) in Blue with the word Planned next to each. If the course(s) selected cannot count towards the student’s degree requirement(s), the course(s) will appear in the Courses Not Used section towards the bottom of the audit.

Notes Tab

Under the Notes tab, you can View Notes that have been posted by your advisor.

‘View’ Notes (as shown above) allows you to view notes that have been posted by authorized advisors or College staff members regarding your status or action that you must take.

GPA Calculators Tab

The GPA Calculators allow you to predict graduation GPAs, end-of-term GPAs, and to estimate which grades will be needed to attain a desired GPA in order to monitor your academic standing.
Graduation Calculator

This calculator is a realistic view of whether you are able to obtain the graduation GPA you desire, in relation to the “X” amount of credits remaining for graduation.

Graduation Calculator Input Fields

• Current GPA – is the your current cumulative (Overall) Farmingdale GPA

• Credits Remaining – are the credits you have pending for graduation

• Credits Required for Degree – are the total credits the degree requires

• Desired GPA – is the GPA you desire to achieve by graduation.

Enter the data into the blank fields and click Calculate.

The results shown above allow you to see if your desired GPA is attainable depending on the amount of credit hours that remain to complete the degree give your current institutional GPA.

Click \( \text{Recalculate} \) to alter any of the data fields.
Term Calculator

This calculator is useful in predicting what the end-of-term GPA will be, in relation to the course(s) you enrolled for during the current semester.

Term Calculator Input Fields

- **Current GPA** – is your current cumulative (Overall) Farmingdale GPA
- **Credits Earned So Far** – are the number of earned credits (Farmingdale GPA Hours)
- **Course Code** – are the courses you are currently enrolled in
- **Hours** – are the number of hours the course counts for
- **Grade** – is the final grade you PREDICT you will earn in that course.

The courses you are currently enrolled in will appear on the screen (as shown above). Select the final grade(s) you predict you will earn and click Calculate.

The results shown below allows you to see what the predicted cumulative Farmingdale GPA will be at the end of the semester with the projected grades you are predicting for the courses you are currently enrolled for.

Click Recalculate to alter any of the predicted final grades.
**Note:** The calculated Farmingdale GPA does not take into account an accurate GPA if a course is being repeated. (Ex: If you are repeating a course to increase your Farmingdale GPA, the Term Calculator will not be excluding the first grade the student earned.)

**Advice Calculator**

This calculator allows you to see what letter grades you would need to achieve to raise your GPA.

**Advice Calculator Input Fields**

- **Current GPA** - is your current cumulative Overall Farmingdale GPA
- **Credits Earned** - are the number of earned hours/credits (Farmingdale GPA Hours)
- **Desired GPA** – is the GPA you desire to attain.

Enter the desired GPA and click Calculate.

The results shown above allow you to see what grade average you will need to earn in order to attain the desired GPA.
This calculator also informs you whether your desired GPA is attainable. An example is shown below.

Click Recalculate to alter the desired GPA.

**Reporting Audit**

If you encounter any worksheet audit questions or issues, please email or call the Registrar’s Office at: degreeworks@farmingdale.edu or you can reach us at (631) 420-2776.

Please be sure to include/mention the following information:

- Student Name
- Student ID
- Major
- Catalog Year
- Concern/Issue.

**Frequently Asked Questions**

General FAQs:

**Q: What is DegreeWorks?**

DegreeWorks is an accessible and user-friendly advisement tool located which provides students and advisors with an organized outlook on degree plan evaluations. Aimed to help the student progress through his or her degree plan efficiently, DegreeWorks compares the student’s academic history with the degree requirements outlined in the College’s catalog.

**Q: Who can use DegreeWorks?**

Undergraduate students as well as the advising staff can use DegreeWorks.

**Q: Can I register for classes in DegreeWorks?**

No, students may only be able to register online or through their curriculum department or in person at the Registrar’s Office.
Audit FAQs:

Q: What is a DegreeWorks audit?

A DegreeWorks audit is a degree evaluation that is sectioned off into different block requirements, such as the core curriculum, major, minor, concentration, and other requirements for a degree plan. Each block within the audit works like a checklist that has boxes that are automatically checked when a requirement is met.

Q: What if information in DegreeWorks is not up to date?

There could be many reasons why information in DegreeWorks is not up to date. One is that DegreeWorks may not have been refreshed since a change was made (information is refreshed nightly) to a student record. Second, there could be some paperwork that must be completed at the Registrar’s Office that may not have been processed or the paperwork has not yet been sent to the Registrar’s Office for processing. This usually involves, grade changes, course waivers and/or course substitutions etc. Check with the Registrar’s Office regarding information not being up to date.

Q: Are grades visible in DegreeWorks?

Yes. Once grades have been posted at the end of the semester or term, they are viewable in DegreeWorks.

Q: Can I see a list of all of the classes a student has taken?

Yes. On the Audits tab, click on the "Class History" link at the top for a list of courses taken at Farmingdale as well as transfer courses.

Q: Can students change their major/minor/concentration through DegreeWorks?

No. They must visit the Admissions Office if they wish to change their major and must go to the Registrar’s Office to apply to OR change their minor/concentration/dual major.

Q: Does DegreeWorks include AP credit and transfer work?

Once AP scores are received from the College Board and credit is granted, they are posted to the student's record and will appear on the audit.

Q: How does the student know what classes to take?

The audit will outline courses needed to meet degree, major, minor, and/or concentration requirements within each specific block. You may then use this information to discuss your plan with your Academic Advisor. To obtain a list of all the courses left VIEW the registration checklist.
Q: I think the audit is incorrect. What should I do?

The first step is to clarify what information you believe is wrong. These are the most common problems and courses of action:

- Major is wrong on my audit.

If the student has not officially changed or applied for a major, contact must contact the Admissions Office. If you have already officially changed your major, the DegreeWorks audit will only display your ‘active/current’ degree, this will happen if the curriculum change is effective for a future term, the change may not reflect until that term.

- The requirements for my major are wrong.

Look at the catalog term that appears on the major requirements block of the audit. According to our records, this is the catalog that the student is using to complete their degree requirements. If the students catalog year is older than 2012-2013 or 2013-2014 then the student will be advised through Degree works to use the What-If functionality to view degree requirements, however, these requirements may not coincide with the courses the student has taken since they are following an older catalog. The student will be directed to contact their faculty advisor to review degree requirements and to determine whether it would be advisable to use the newer degree requirements.

- Students transfer courses do not appear in the right place.

If a transfer course(s) that should be applying in the audit are not, contact the Registrar’s Office.

- Classes are not applying in the right place.

DegreeWorks uses a ‘best fit’ approach for meeting requirements so classes may apply to different sections as you take more courses. If you have further questions, please contact the Registrar’s Office. They will review the audit to determine how best to proceed in consultation with the chairperson.

- Department chair gave permission to substitute a course, but it’s not showing on audit.

Contact the Registrar’s Office. Once course substitutions or course waivers are entered by the Registrar’s Office and a new audit has been run, the change will appear on the audit.

- Minor or concentration is missing from audit.

If the student has completed the paperwork to declare a minor or concentration (certain programs require a concentration) the Registrar’s Office must be contacted to determine the status of the request. If paperwork has been completed and the students minor/concentration does not appear in the ‘Student View’ of the audit then please contact the Registrar’s Office.
**Q: When should a student/advisor review a degree audit?**

A degree audit can be reviewed at any time; however, it is recommended to do so at least four times a semester. You should always review your audit:

1. Before registering for an upcoming semester.
2. After the student registers to ensure that the courses apply to program requirements.
3. After grades are posted for each semester.
4. Any time changes are made to a students’ schedule or major.

**Q: How is the degree audit different from my transcript?**

Your degree audit is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. Your transcript is your official university academic record and provides a chronological list of courses completed and other academic information.

**Q: I’ve seen the @ symbol in several places on my audit. What does this mean?**

This is a wild card in DegreeWorks. If the @ sign appears with course numbers after it (i.e., @100:499), it means that you can take any subject area with that level (a 100-400 level course from any subject area). If it appears after a subject prefix (i.e., CRJ @), it means that you can take any course with that subject prefix (any course in Criminal Justice).

**Q: If you have questions or disagree with the audit?**

Please contact the Registrar’s Office and we will contact the chairperson should we need intervention.

**What-If Audit FAQs:**

**Q: Student is thinking about changing majors. How can I see what would be required if I made this change?**

You can use the "What-If" option on the Audits tab to do an audit using criteria you select. Please be sure to select a Degree, Catalog term and Major. What-If audits do not guarantee that the student will meet the admissions requirements of the intended major however it will give you and the student a view of how their completed courses will satisfy the requirements in the students intended major. If the student decides to change their major they must be directed to the Admissions Office to file a curriculum change form.

**Q: Can I see the students' What-- If scenario?**

Since What-If scenarios are not stored in DegreeWorks, you can only see the results if the two of you work through a What-If procedure together. You can also print a pdf of the What-If to review with the student.
**GPA Calculator FAQs:**

**Q: What does the Graduation Calculator show?**

The Graduation Calculator is a realistic view of whether you are able to obtain the graduation GPA you desire.

**Q: What does the Term Calculator show?**

The Term Calculator is useful in predicting what your end-of-term GPA will be, in relation to the course(s) you are enrolled for during the current semester.

**Q: What does the Advice Calculator show?**

The Advice Calculator allows you to see what letter grades you would need to achieve in order to raise your GPA.

**Q: Are the calculated GPAs guaranteed?**

No. All GPAs are estimates only, because they do not take into account if you are repeating any courses.