



DEGREEWORKS

Guide for Faculty & Staff

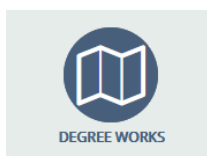
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Getting Started

- **What** is Degree Works?
Degree Works is a Web-based tool for students to monitor their academic progress toward degree completion. A Degree Works audit is a review of past, current, and planned coursework that provides information on completed and outstanding requirements necessary to complete the degree.
- **Where** do I access Degree Works?
Degree Works is accessed through [My.ESC.edu](https://my.esc.edu)



- **Who** currently has an audit available?
Undergraduate students matriculated fall 2022 or after in the programs listed below will use Degree Works exclusively. While DP Planner will not be used for the programs listed, it remains available for all students and mentors to explore individualized degree programs.

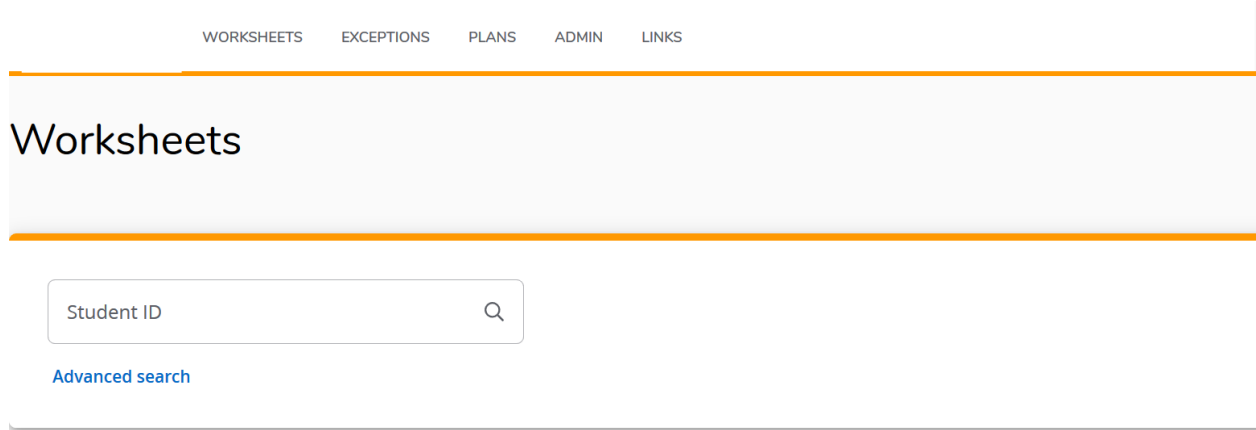
Undergraduate structured programs in Degree Works:

- Accounting
- Addiction Studies
- Business Administration
- Criminal Justice
- General Studies
- Human Resource Management
- Management
- Psychology
- Security Studies

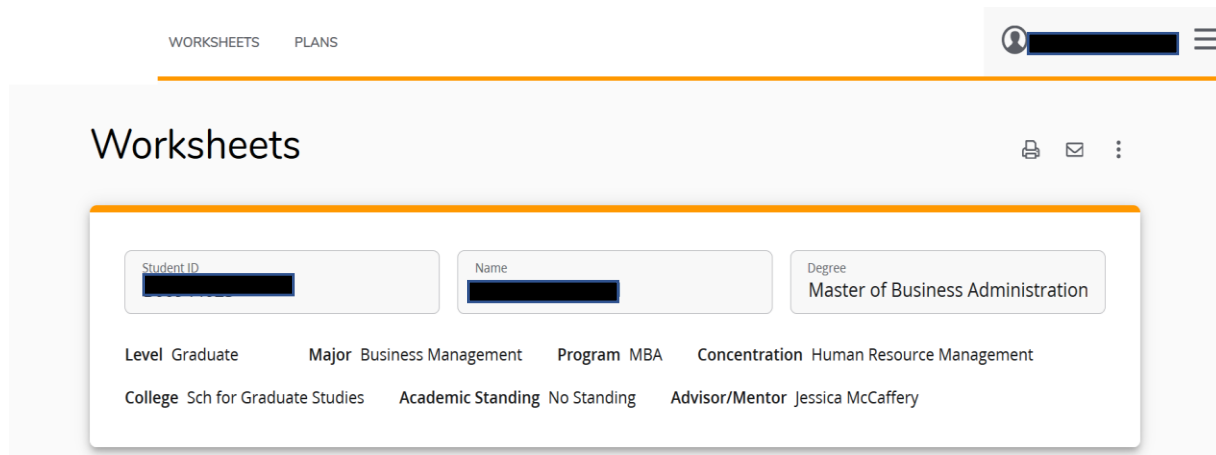
All School of Nursing and Allied Health students and School for Graduate Studies students use Degree Works exclusively.

DegreeWorks Homepage

- Faculty and Staff will open Degree Works to the homepage.



- When students open Degree Works, they will be brought directly to their degree audit, rather than seeing the homepage



Finding Students

- Mentors and advisors will have a list of students; others can perform a search

Advisee Listing

- For Faculty Mentors and Advisors, a list of assigned mentees/advisees will appear in the drop-down in the “Name” field
- Or you can put in the student ID (starting with B0) to call up the student

🔍

Select Student
▼

[Advanced search](#)

Student Search

- Use the “Advanced search” link to launch an advanced search.

[WORKSHEETS](#)
 [EXCEPTIONS](#)
 [PLANS](#)
 [ADMIN](#)
 [LINKS](#)

Worksheets

🔍

[Advanced search](#)

- You can search for all students within a given catalog year, major, concentration, etc. or a combination of those

Find Students
✕

Curriculum ^

▼

▼

▼

▼

▼


▼

▼

- Select your criteria and click “Search”

Student Search: Slow Search and Maximum Records

- If you are getting a slow search, add more criteria.
- The maximum number of student records that can load at one time is 500. If a search yields more than 500 you will get a message letting you know that only 500 will be loaded.

 Your search criteria returned more results (1208) than the allowed maximum (500). Those 500 are shown below, but we recommend that you refine your search and try again. ✕

- To load the audits of the found and selected students, click “Select” at the bottom of the “Find Students” page

Finding Students: Navigating Through Audits for Multiple Students

- You can select and unselect students by clicking the check boxes. You can also sort by clicking the top of each column.

Students found: 1

<input checked="" type="checkbox"/>	ID	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	MBA	Human Resources MBA	GR	Second Year Graduate
			CGR	Human Resource Management	GR	Second Year Graduate

- When you click the “Select” button in the search screen, all the students you selected will be loaded, and you will be brought back to the Student View Worksheet.
- To navigate to the audit for the next student in your loaded group, use the drop down

Degree Audit Worksheets: Student View

- Once you select the student you would like to view, the Student View Worksheet will display. This is the same view that your students will see when they access Degree Works.
- Students will only be able to view their own audit which will display immediately upon logging in to Degree Works.

WORKSHEETS PLANS

Worksheets

Student ID [Redacted] Name [Redacted] Degree Master of Business Administration

Level Graduate Major Business Management Program MBA Concentration Human Resource Management

College Sch for Graduate Studies Academic Standing No Standing Advisor/Mentor Jessica McCaffery

Academic What-If

Format Degree progress

Last Audit & Last Refresh

- Audit date indicates that last time a new audit was generated for the student

Format Student View Degree progress 0% Requirements

In-progress classes Preregistered classes [Process](#)

Audit date 3/25/2021 7:21 PM

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

Major in Nursing Education **INCOMPLETE**

- Data Refresh indicates the last time that Degree Works data was refreshed from Banner. Student data is automatically updated from Banner every night.

Worksheets

Data refreshed 6/13/2021 5:44 PM

Student ID [Redacted] Select Student [Redacted] Degree Master of Science

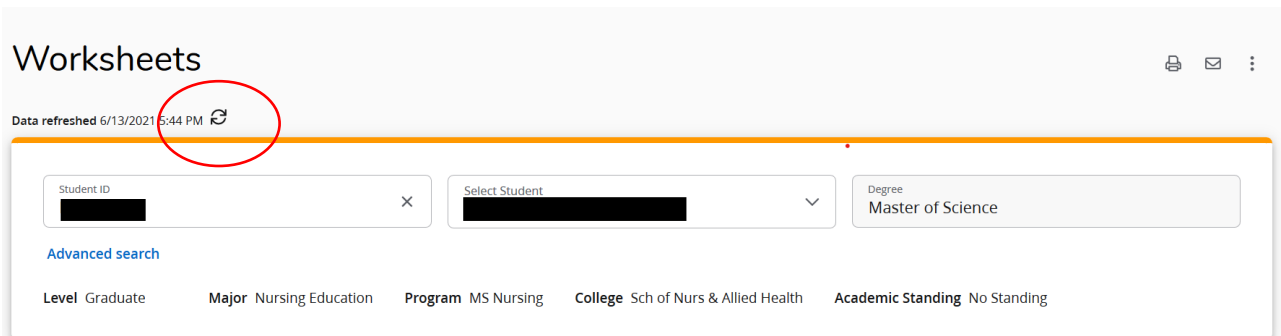
Advanced search

Level Graduate Major Nursing Education Program MS Nursing College Sch of Nurs & Allied Health Academic Standing No Standing

3/20/23

Refresh Button

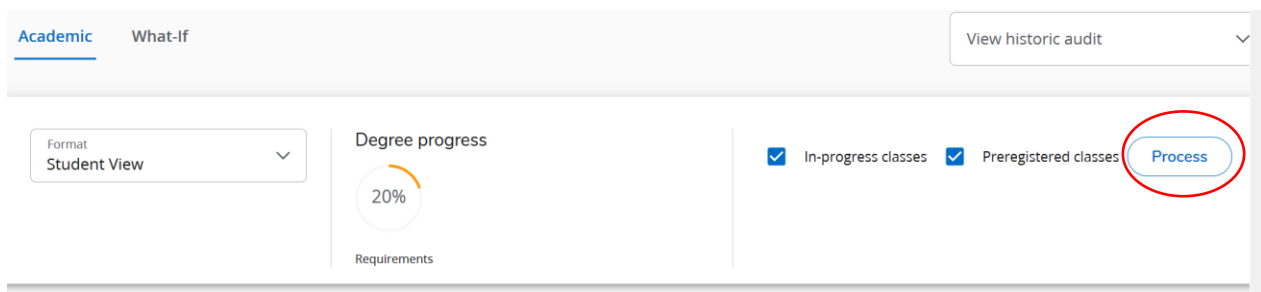
- Advisors can use the “refresh” button to update the student information from Banner on-demand. This will not be used often, but some examples of when it could be helpful include:
 - Needing to see how a registration completed that day is impacting the audit
 - Seeing the impact on major GPA of a newly posted grade
- Students do not have the ability to refresh on demand and will normally see changes to the audit after the overnight update from Banner.



The screenshot shows the 'Worksheets' interface. At the top left, it says 'Data refreshed 6/13/2021 5:44 PM' with a circular refresh icon circled in red. Below this are search filters: 'Student ID' (redacted), 'Select Student' (dropdown), and 'Degree' (Master of Science). There is an 'Advanced search' link and several filter buttons: 'Level Graduate', 'Major Nursing Education', 'Program MS Nursing', 'College Sch of Nurs & Allied Health', and 'Academic Standing No Standing'.

Process

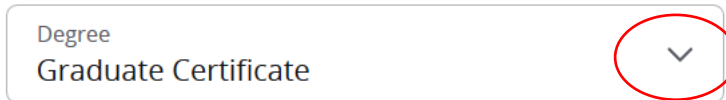
- Each time you access a student’s worksheet click “Process” to generate a new audit, especially if you see any issues.



The screenshot shows the 'Academic' and 'What-If' tabs. On the right, there is a 'View historic audit' dropdown. Below, there is a 'Format Student View' dropdown, a 'Degree progress' section with a 20% progress indicator, and two checked checkboxes: 'In-progress classes' and 'Preregistered classes'. A 'Process' button is circled in red.

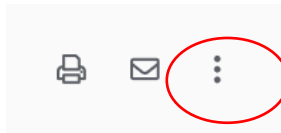
Multiple degrees or certificates

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- If a student is seeking more than one degree or a certificate, they will have an audit for each degree.
 - View the other available audits by using the down arrow in the Degree field



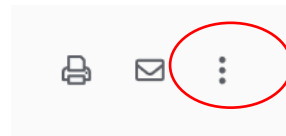
Notes

- Notes can be added by clicking on the three dots icon at the top of the page.
- Both students and faculty/staff can create and view notes
- Notes are covered by [FERPA](#).
- See the “Notes Tab” section for information on using notes in Degree Works.



Class History

- Class History is a simple listing of all completed coursework. Please note that this is not an official transcript. If a student needs an official transcript, they can order one at <https://www.sunyempire.edu/registrar/forms-services/transcript-request/>
- You can find class history by clicking on the three dots at the top of the audit



Reading the Audit: Legend

- The legend is located at the bottom of the audit.

Legend

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

- **Complete:** Course successfully completed, requirement met.
- **Not Complete:** Student has not yet successfully completed requirement, not yet registered for the course.
- **Complete (with classes in progress):** Used at the course level and means that the student is currently registered for, or taking a course.
- **Nearly complete:** used for a set of requirements that will be complete after all in progress and/or registered studies complete.
- **Range icon:** For example, EDET 6030:6040 indicates student may satisfy a requirement by taking any course between (and including) the given course numbers.
- **Wildcard:** The @ symbol indicates that a student may take any subject or number course, depending on where the symbol is used.
 - EDET @ = any course beginning with prefix EDET ○ @ 6000:7999 = any course subject in the 6000 or 7000 range
 - @ @ = may be satisfied by any course (no restriction on subject or number)

Reading the Audit: Degree, Major, and Other Requirements

- Each section on the audit represents a new “block” which is a set of requirements
- **The Degree block:** summarizes all the components of a degree that must be completed, such as overall credits, minimum GPA, major requirements, general education requirements, etc. When each of these have a green check mark, it means the student has completed all requirements for their degree.
- **The Major block:** details the specific courses a student must complete in the major

Degree in Master of Education INCOMPLETE

Credits applied: 3 Catalog year: 2021-2022 GPA: 0.00

Major Requirements Still needed: [See Major in Curriculum & Instruction, MED section](#)

Blocks included in this block

[Major in Curriculum & Instruction, MED](#)

Major in Curriculum & Instruction, MED INCOMPLETE

Credits required: 30 Credits applied: 3 Catalog year: 2021-2022 GPA: 0.00

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Minimum Major Credits Required	Still needed:		You currently have 3; you still need 27 more credit(s).		
<input type="radio"/>	A minimum 3.0 GPA in your program is required.	Still needed:		A 3.0 GPA is required; your GPA is 0.00.		
<input type="radio"/>	Introduction to Critical Pedagogy	Still needed:		1 Class in CURI 6005		
<input checked="" type="radio"/>	New Media and New Literacies	CURI 6010	New Media & New Literacies	IP	(3)	Summer 2021
<input type="radio"/>	Leading in a Learning Environment	Still needed:		1 Class in CURI 6015		

- Undergraduate students will have more blocks that detail the additional requirements that undergraduates need to meet, such as general education and liberal arts and sciences.

Reading the Audit: Fallthrough, Insufficient, In-Progress, Exceptions

- Fallthrough, Insufficient, Exceptions, and In-Progress blocks appear for students who have courses falling into these categories

- **Fallthrough:** Courses that were successfully completed, but do not count toward major requirements. The credits can count toward overall degree requirements.

Fall Through					
Credits applied: 36		Classes applied: 12			
Course	Title	Grade	Credits	Term	Repeated
MGMT 6025	Strategic Persp of Globl Mgmt	A-	3	Fall 2018	
MGMT 6035	Global E-Commerce Strategies	A	3	Fall 2020	

- **Insufficient:** Courses that did not earn a grade sufficient to count toward the degree (withdrawal, failing, D-grades when not allowed in the major, etc.)

Insufficient					
Credits applied: 0		Classes applied: 1			
Course	Title	Grade	Credits	Term	Repeated
MGMT 6000	Applied Business Statistics	WD	0	Summer 2020	

- **In-Progress:** Coursework for which a student is currently registered or enrolled but has not yet completed.

In-progress					
Credits applied: 12		Classes applied: 4			
Course	Title	Grade	Credits	Term	Repeated
MGMT 6045	Global Leadership Competencies	IP	(3)	Spring 2021	
MGMT 7080	Strategic Business Application	IP	(3)	Spring 2021	

- **Exceptions:** Requirements in the audit that needed adjustment

Exceptions					
Type	Description	Created on	Created by	Block	Enforced
Force Complete	Admissions Decision	06/04/2020	Hemming, Amy M	Major in Business Management, MBA	Yes

Reading the Audit: Information About Courses/Courselink

- CourseLink is a Degree Works feature that allows students and faculty/staff to view information about a required course.
- Click on the subject and course number to view the course description of a required course.



Applied Business Statistics

Still needed:

1 Class in [MGMT 6000](#)

- If the term guide for an upcoming semester is available, you will also see information about specific sections being offered.

Course Information



MGMT 6000 - 3 Credits - Applied Business Statistics

This course focuses on the use and application of various statistical techniques and models that will assist students in making business decisions. It will help students to learn how to summarize, analyze and critically evaluate and interpret real-world data. The course covers descriptive and inferential statistics including measures of central tendency, variability, and shape, probability, sampling distributions, confidence intervals, hypothesis testing, regression analysis, and time series analysis. Business applications are used to illustrate these concepts. This course was previously MGT-654500.

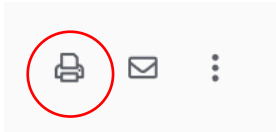
Sections:

Term	CRN	Section	Seats open	Meeting times
FA 2021	80891	01	20 (out of 20)	To be announced
FA 2021	85133	S01	20 (out of 20)	To be announced

- Note that while Degree Works does display information about courses, students **cannot register through DegreeWorks** and must access Self-Service Banner (SSB) through My ESC in order to register.

Create PDF/Printing

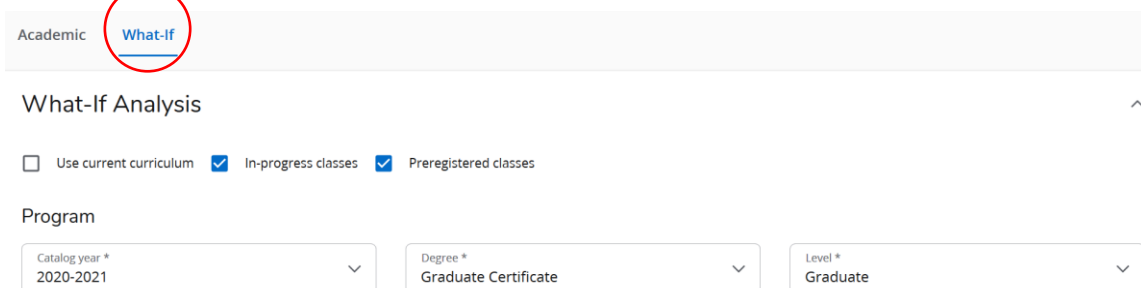
- Degree Works gives students and faculty the ability to create a pdf of an audit, which can be used for printing the audit or saving a static copy of an audit.
- Click the print button, select “Microsoft print to PDF,” and select “Print”



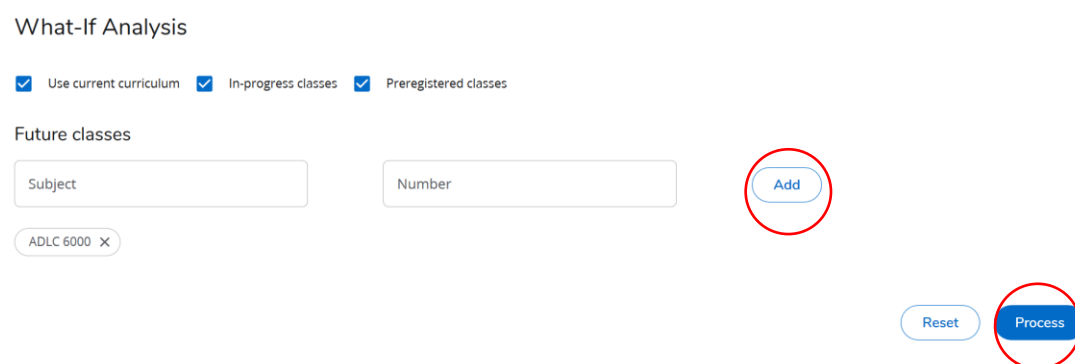
- Remember to be careful with printed or saved degree audits. Student degree audits contain sensitive, [FERPA](#)-protected information and must be kept in a secured location and/or shredded after use.

What If

- What If allows students and/or faculty and staff to see what their audit will look like with the addition of courses for which they plan on registering.



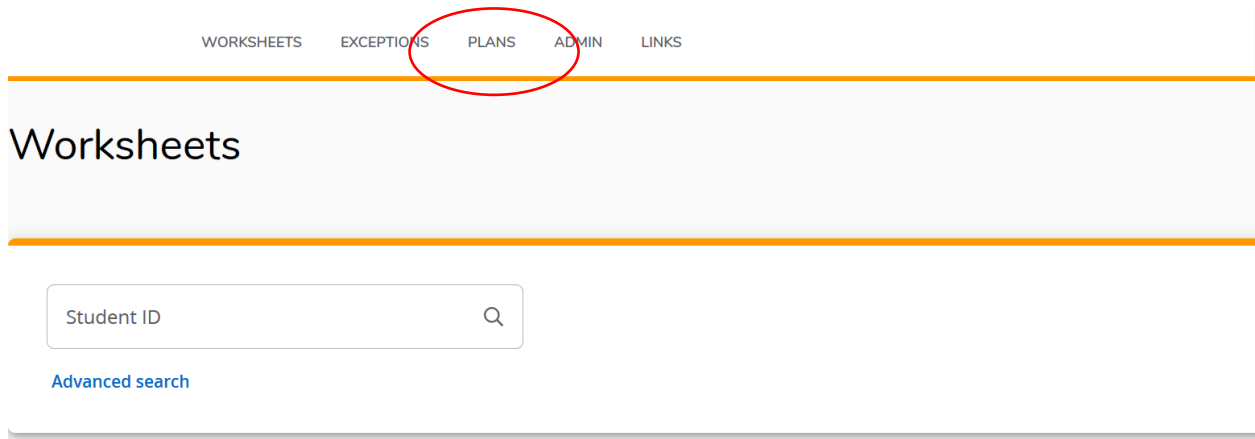
- Change the criteria to see what the student’s audit would look like if they switched programs.
- Check the “Use Current Curriculum” to use the current degree/certificate. The program information will disappear. Students can add courses to see if they meet the requirements of their current program.
- To add courses and view the audit, put in subject and number of each course and click “Add”.



- When you have added all courses you want to see, click “Process”

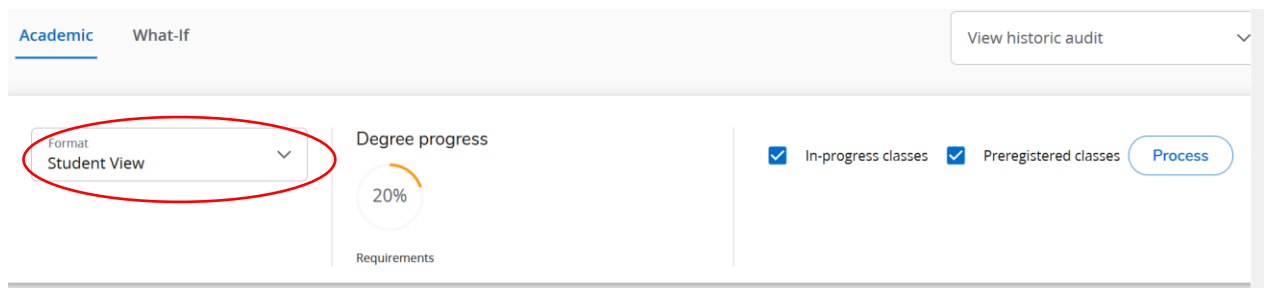
	Course	Title	Grade	Credits	Term	Repeated
⊖ Minimum Certificate Credits Required	Still needed:	You currently have 3; you still need 9 more credit(s).				
ⓘ Management Information Systems	MGMT 6030	Management Information Systems	PLAN	(3)	PLANNED	

- You cannot save What If audits within Degree Works. You can turn them into PDFs through the print as PDF function.
- See “Plans” materials for information on the enhanced planning tools available within Degree Works.



Degree Audit Worksheets: Other Views

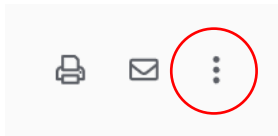
- While you will normally work in the “Student View” audit, there are two other formats available: the “Registration Checklist” and “Graduation Checklist”.
- To access these other formats, use the drop down arrow in the “Format” box, select the one you want to view, and click the “View” button.



- The Registration Checklist displays all remaining course requirements in a simple list format.
- The Graduation Checklist displays audit information, including all completed and remaining degree requirements, in a condensed and simplified format.

Notes

- Notes is where you can view all Notes that have been added to a student degree audit. You can also create a note from this section.
- You can find notes in the three dot icon.



- Both students and faculty/staff can create and read all notes, and notes are visible to the student, advisor/mentor and any other staff who have access to the audit.
- Notes are considered part of the student record and are covered by [FERPA](#).
- Students, faculty and staff roles do not have the ability to delete or edit notes in Degree Works. If you have created a note which must be deleted from the record, contact the Registrar's Office.
- An email is **not** generated notifying a student or faculty/staff of the addition of a new note, so it is a good idea to check notes each time you review a student audit.

Add a new note ✕

Predefined notes ▾

Add description

...

- View all notes that have been posted to the student audit

GPA Calculator

- The GPA Calculator can provide advice about grades required in order to maintain and/or achieve a particular GPA.

Graduation Calculator

- Graduation Calculator gives advice about the GPA needed for a student's remaining credits in order to achieve a certain overall GPA at the time of graduation.

- Enter the current GPA, credits remaining, and overall credits required.
- Click the “Calculate” button.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *
0.00

Credits remaining *

Credits required *

Desired GPA *

Calculate

- The Calculator will display the average GPA that would needed in the remaining coursework.

Term Calculator

- The term calculator allows students to enter anticipated grades for the current term and see what the impact will be on overall GPA.
- The calculator will automatically populate with the courses for which the student is currently registered. More classes may be added.
- Click “Calculate”

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA*
0.00

Credits earned*
0

[Add Course](#)

You do not currently have any courses listed.
Add a course to this term to calculate.

- It is important to note that the GPA Calculators do not take repeats into account (i.e. if a student plans on repeating a course in which they previously received a low or failing grade, that low or failing grade will be calculating in this formula. Once the repeated course is completed, then the original low or failing grade will no longer count toward the overall GPA.)