DEGREEWORKS

Overview for Students

The Degree Audit Worksheet

- Student View – Find your name, Cortland ID number, academic demographic information (major, school, etc.), total transfer credits, advisor, overall GPA. You will also be able to view any holds on your account.
- Degree – Find the overall credits required for graduation and a summary of your degree requirements.
- Major GPA – Find your GPA in major-specific coursework.
- Major – Lists the requirements that must be fulfilled for your major. You need to complete half of all required credits for your major at SUNY Cortland (in residence).
- General Education Requirements
- Foreign Language Requirement – Find the foreign language proficiency required for your degree and major. Any course you take below your required level will also show here as an advising guide.
- Writing Intensive Requirement – All students must complete 6 credits of writing intensive courses at SUNY Cortland. If you complete more than 6 credits, the additional courses will also show up here.
- Liberal Arts and Sciences Requirement – Any course that carries the Liberal Arts and Science attribute will appear here. BS and BSED degrees require 60 credits. BA and BFA degrees require 90 credits.

Understanding All the Symbols

Legend

✅ Complete	🔲 Complete except for classes in-progress	T Transfer Class
🔲 Not Complete	🔲 Nearly complete - see advisor	@ Any Course Number OR Subject
WV Waived Requirement	M Met Requirement	* Prerequisites Exist

- Use the legend on the worksheet to understand most symbols. The green checked box means it is a completed course requirement. You will work to fill your audit with green checks!
- All courses that you are currently registered for will show on the audit as ~ with grade of "IP" for "in progress."
- The @ symbol in Degree Works is used in a variety of ways to represent any course number or prefix.

  - Credits in **BIO** @   Means any course with a Biology course prefix.

  - Still Needed: **6 to 99** Credits in @ @   with Attribute WRIT
    Means any course prefix and any course number that has the Writing Intensive course attribute.

- Some requirements are met by any course within a range. For example,
  18 Credits in **ATH** 300:499 or **ATS** 300:499   means any Art History (ATH) or Art Studio (ATS) course with course numbers between 300 and 499 (all upper-division).

Tracking Your Progress to Graduation

Degree Works helps you track the percentage of your specific program requirements completed as well as your overall credits. Since many factors go in to how these percentages are determined, use the progress bars as a general guideline on your degree progress. Both bars will not show 100% until all your final courses are complete – and your final grades posted!

Degree Progress

Requirements	66%
Credits	50%
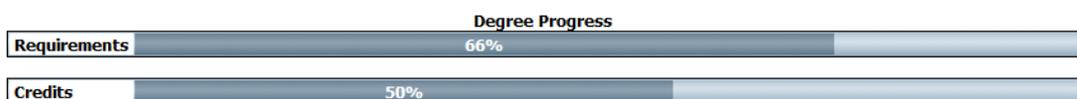
Degree requirements are not completed unless both progress bars indicate 100% completion. It is possible to exceed 100% of credits without completing all degree requirements.

Updates to Your Course Information

Degree Works updates your course information nightly. So when you drop a class or add a class or have transfer credit posted, you will be able to view the update the next day.   Each time you view your audit, click "Process New" to view the most up-to-date program information.

Process New

During drop/add or the pre-registration period, use the Look Ahead feature to see how courses you registered for that day (or are considering registering for) will appear on your audit.

Look Ahead

Look Ahead allows you to plan for future coursework and see how the courses you are considering registering for will filter into your audit.   Click the "Look Ahead" link on the left to get started.

Once you "**Process New**," the course appears on your audit in blue as "Planned."

Additional Features

Use the **Academic History** link at the top like an unofficial transcript. It will display all courses, as well as all transfer coursework, by semester with semester GPA and overall GPA.

Tabs at the top of the audit allow you to move among the different tools in Degree Works.
- **Plans** are not yet available.
- Your advisor has the ability to leave **Notes** on your record to document your advisement, which will appear at the bottom of your audit. Check the tab for all notes.
- **GPA Calculators** help you project your semester GPA and set goals for your graduation GPA.

For More Information: cortland.edu/degreeworks

Questions: Contact your academic advisor with questions specific to your audit or degree requirements.