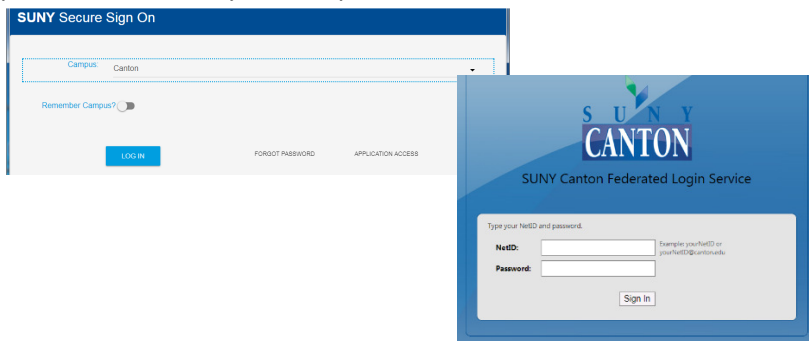


## Using DegreeWorks

- 1) Log into **UCanWeb** and go to **Student Menu-> Student Records-> Degree Evaluation**.
- 2) You need to log in to the Federated site. Select Canton as the campus and then use the same username and password as when your campus email.



- 3) Your degree audit should come up automatically.

**What you should notice:** Audits are separated into “blocks” of information

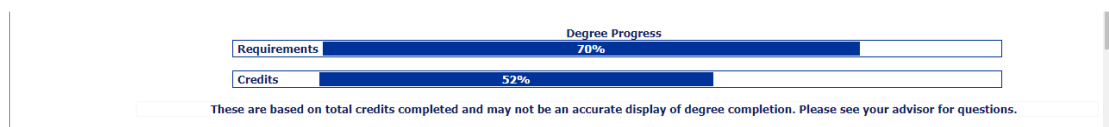
**The first block contains your general information.** Your current major, class standing and advisor should all be listed here.

The screenshot shows the 'SUNY Canton DegreeWorks' interface. At the top, there are tabs for 'Worksheets', 'Planner', 'Plans', and 'GPA Calc'. Below these, there's a 'Worksheets' section with a 'Format' dropdown set to 'Student View' and a 'View' button. The main content area is titled 'SUNY Canton DegreeWorks' and shows a 'Student View' for user 'AA0127vC' as of 09/12/2014 at 21:36. Below this, there's a table with the following data:

Level	Undergraduate
Degree	A.S.
College	Business & Liberal Arts
Major	Early Childhood
Minor	

Other information visible includes 'Class: Second Semester Soph', 'Advisor: Martyn, Christina L', and 'Overall GPA: 2.39'. There are also links for 'What If', 'Look Ahead', and 'Test Scores'.

**Status bars:** These will give you a **general idea** of where you are at towards your degree. They should **NOT** be the only part of the audit that you look at since there are many factors involved in completing your degree. “Credits”, in particular, can be misleading for students that have transferred or changed majors as they may have many credits but not be near degree completion.



**Degree Block:** Overall degree requirements – your catalog year, number of credits needed, and in what categories are all listed here. Open red check boxes (☐) mean something is **Still Needed**; Green check marks (☑) mean the requirement is met. You should note how many credits are required for your degree and how many have been applied.

Degree in Associate of Applied Science		Academic Year:	Fall 2017	Credits Required:	62
		GPA:	2.47	Credits Applied:	32
<input checked="" type="checkbox"/>	15 SUNY Canton credits				
<input type="checkbox"/>	At least one Writing Intensive (WI) course	<b>Still Needed:</b>	You need to complete at least one Writing Intensive course (WI).		
<input type="checkbox"/>	20 credits in Liberal Arts and Sciences	<b>Still Needed:</b>	At least 20 credits in liberal arts are required. You have taken 18 but need 2 more credits.		
<input type="checkbox"/>	62 Total credits	<b>Still Needed:</b>	62 credits are required. You currently have 32, you still need 30 more credits.		
<input checked="" type="checkbox"/>	You meet the 2.00 minimum GPA requirement				
<input type="checkbox"/>	Major Requirements	<b>Still Needed:</b>	See Major in Business Administration section		
<input checked="" type="checkbox"/>	General Education Requirements				

**General Education Block:** You have to read the header on this block to be sure that you understand what applies to you. If you are in a Certificate or Associate's degree program this block is Listed for informational purposes ONLY and not a required part of your degree.

*For Associate's degrees, you will see this message:*

SUNY General Education Information		Academic Year:	Fall 2012	Credits Required:	30
		GPA:	2.375	Credits Applied:	16
<b>Unmet conditions for this set of requirements:</b>		If you plan to continue towards a bachelor's degree, 7-10 Classes and 30 credits of General Education Requirements (GER's) are recommended. You currently have 16, you would still need 14.			
This portion of the degree audit is information only and does not affect the awarding of the degree for the program you are following. This reflects the courses offered by Canton that fulfill the SUNY General Education requirements.					
<input checked="" type="checkbox"/>	Mathematics	MATH 141	STATISTICS	B	3
<input checked="" type="checkbox"/>	NATURAL SCIENCE REQUIREMENT				
<input checked="" type="checkbox"/>	Natural Science w/Lab included	PHYS 115	BASIC PHYSICS	IP	(4)

*For Bachelor's degrees, the courses in this block are required, but some majors will require only some of the 10 GER categories, so read instructions on YOUR audit.*

SUNY General Education Requirements		Academic Year:	Fall 2011	Credits Required:	30
		GPA:	3.22	Credits Applied:	22
<b>Unmet conditions for this set of requirements:</b>		10 Classes and 30 credits are required. You currently have 22, you still need 8 more credits.			
<input type="checkbox"/>	TEN GENERAL EDUCATION AREAS REQUIRED				
<input checked="" type="checkbox"/>	Mathematics	MATH 141	STATISTICS	A	3
<input checked="" type="checkbox"/>	NATURAL SCIENCE REQUIREMENT				
<input checked="" type="checkbox"/>	Natural Science Course with lab separate	ESCI 101	INTRO ENVIRONMENTAL SCIENCE	C	3
		ESCI 102	ENVIRONMENTAL SCIENCE LAB	B+	1
<input checked="" type="checkbox"/>	Social Science	PSYC 101	INTRO PSYCHOLOGY	B+	3
<input checked="" type="checkbox"/>	American History	HIST 105	MODERN US HISTORY	C+	3
<input checked="" type="checkbox"/>	Western Civilization	HIST 101	WESTERN HERITAGE	C+	3
<input type="checkbox"/>	Other World Civilizations	<b>Still Needed:</b> 1 Class in ANTH 102 or ECON 301* or 315* or ENGL 224* or 266* or 317* or 320* or HIST 217 or HUMA 292 or SSCI 221 or 271 or @ @ @ with Attribute GEOW			

**Major Block:** Will list all of the courses specifically required for the degree. There can be duplication with the above block, since often a course that is specifically required also meets a GER.

Major in Mechanical Engineering Technology		Academic Year:	Fall 2016	GPA:	2.56
<input checked="" type="checkbox"/>	Three Math courses dependent on placement level	MATH 123 Satisfied by MATH 161 MATH 162	PRECALCULUS MAT123 - Intro to Calculus - Stony Brook University CALCULUS I CALCULUS II	TR C IP	3 4 (4)
<input checked="" type="checkbox"/>	Introduction to Computer Drafting	SOET 116	INTRO COMP AIDED DRAFT & DSGN	A	2
<input checked="" type="checkbox"/>	Introduction to Engineering	ENGS 101	INTRO TO ENGINEERING	C	2
<input checked="" type="checkbox"/>	Choose a Physics course with lab:				
<input checked="" type="checkbox"/>	College Physics I	PHYS 121 PHYS 125	COLLEGE PHYSICS I PHYSICS LABORATORY I	C+ A	3 1
<input checked="" type="checkbox"/>	Electromechanics	MECH 128	ELECTROMECHANICAL TECHNOLOGY	B	3
<input checked="" type="checkbox"/>	Programming for Engineers	ENGS 102	PROGRAMMING FOR ENGINEERS	B	2
<input checked="" type="checkbox"/>	Technical Statics	CONS 172	TECHNICAL STATICS	C	3
<input checked="" type="checkbox"/>	Choose a Physics course, Part II:				
<input checked="" type="checkbox"/>	College Physics II	PHYS 122 PHYS 126	COLLEGE PHYSICS II PHYSICS LAB II	C A	3 1

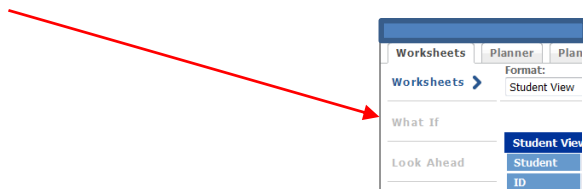
**Minor Block:** If the student has a Minor declared, then a minor block will be listed as well:

Minor in Accounting		Academic Year:	Spring 2015	Credits Required:	18
		GPA:	3.33	Credits Applied:	9
<b>Unmet conditions for this set of requirements:</b> 18 credits are required. You currently have 9, you still need 9 more credits. A minimum of 12 credits must be taken in residence.					
<input checked="" type="checkbox"/>	Intermediate Accounting I	ACCT 300	INTERMEDIATE ACCOUNTING I	B	3
<input type="checkbox"/>	Intermediate Accounting II	Still Needed: 1 Class in ACCT 302*			
<input checked="" type="checkbox"/>	Cost Accounting	ACCT 306	COST ACCOUNTING	A	3
<input type="checkbox"/>	Accounting Minor courses	ACCT 430	AUDITING	B	3
Still Needed: 2 Classes in ACCT 245* or 310* or 335* or 440* or BSAD 305* or 365*					
All minors require a minimum of 9 credits at the 300- or 400-level. Auditing and Individual Taxation are required for the CPA exam and Advanced Accounting is recommended.					

If your degree does not automatically come up, you might be in **the Undeclared program or a pre-Major**. Consult your advisor for what to do to move into your desired major:

Pre-Major or Undeclared Degree Block		Academic Year:	Fall 2017
		GPA:	0.00
Declare a Major for degree requirements. Major can be declared as soon as the criteria to enter specific major are met. See your advisor to determine if you have met admission criteria.			
<input type="checkbox"/>	Undeclared Major	Still Needed: Click HERE for Change of Major Form.	
<input type="checkbox"/>	Academic Programs	Still Needed: Click HERE to see requirements for admission to specific majors	
<input type="checkbox"/>	Majors available at SUNY Canton	Still Needed: Click HERE for details on all current degree programs.	
<input type="checkbox"/>	USE WHAT IF	Still Needed: Use the What-If Feature at the top left of this page to see how current courses fit into your intended degree.	

In the meantime, you can use the “What-If” feature to see how your current courses fit into your current degree. If you are unsure of what catalog to use, use next semester.



**If you have a question about your audit, check in with your advisor.**

## More advanced features:

### GPA Calculation

You can use DegreeWorks to determine what your GPA will be after this semester by inputting expected grades. Perhaps you can still aim for that next letter grade up... give it a try!

Worksheets Plans Transfer Notes Petitions Exceptions GPA Calc Admin

Graduation Calculator

Term Calculator >

Advice Calculator

This is a tool for reference only and may not reflect your actual earned GPA. Repeated and in-progress courses are not taken into consideration here.

Current GPA: 1.23

Credits Earned So Far: 13

	Credits	Grade
BIOL 101	4	B [3.00]
PSYC 101	3	C+ [2.50]
FYEP 101	1	A [4.00]
MATH 106	3	B [3.00]
ENGL 101	3	C [2.00]
Class 6		A [4.00]
Class 7		A [4.00]
Class 8		A [4.00]
Class 9		A [4.00]
Class 10		A [4.00]

Calculate

## Using Look Ahead:

Review your audit. You can plan ahead by using the “Look Ahead” link in the left column.

Major in Graphic and Multimedia Design			Academic Year: Fall 2011		
			GPA: 2.25		
<input type="checkbox"/> Introduction to Media Studies	Still Needed:	1 Class in GMMD 101			
<input checked="" type="checkbox"/> Introduction to Drawing	ARTS 101	INTRODUCTORY DRAWING	D	3	Fall 2013
<input checked="" type="checkbox"/> Expository Writing	ENGL 101	EXPOSITORY WRITING	B	3	Spring 2012
<input type="checkbox"/> Survey of Information Technology	Still Needed:	1 Class in CITA 163			
<input checked="" type="checkbox"/> College Algebra	MATH 121	COLLEGE ALGEBRA	B	4	Fall 2012
<input checked="" type="checkbox"/> Introduction to Design	GMMD 102	INTRO TO DESIGN	B+	3	Spring 2013
<input type="checkbox"/> Acting and Improvisation or Introduction to Speech	Still Needed:	1 Class in HUMA 189 or SPCH 104			
<input type="checkbox"/> Creative Non-Fiction	Still Needed:	1 Class in ENGL 202*			
<input checked="" type="checkbox"/> Introduction to Programming	CITA 180	INTRO TO PROGRAMMING	D	4	Spring 2015

Enter the course(s) you plan to sign up for. Click “Process New” to see how the planned courses will fit in to your degree audit.

## Plans tab:

Click on the Plans tab to see a semester by semester template for degree completion. You might not follow this exactly, but it is meant to assist you to making a plan that is best for you.

Student Planner for: Cabral, Celia							
View: Select <span style="float: right;">New Plan</span>							
List of plans <span style="float: right;">Delete</span>							
Description:	Active	Modified	Who	Degree:	Level:	Status:	
Legal Studies 818 Fall 2016	Y	01/08/2018	Tavernier,	E3	01	LOCKED	

Plan Audit					
<input checked="" type="checkbox"/> Business Law II	BSAD 202	BUSINESS LAW II	A	3	Spring 2017
<input checked="" type="checkbox"/> Criminal Practice	LEST 221	CRIMINAL PRACTICE	A	3	Fall 2017
<input checked="" type="checkbox"/> Legal Research	LEST 310	LEGAL RESEARCH	B+	3	Spring 2017
<input checked="" type="checkbox"/> Professional Writing & Communication	ENGL 301	PROFESSIONAL WRITING & COMM-WI	B+	3	Fall 2017
<input type="checkbox"/> Upper Level Legal Studies Electives	Still Needed:	1 Class in LEST 3@ or 360* or 370* or 375 or 380* or 388 or 4@ or 410* or 450* Except LEST 480* or 485*			
<input type="checkbox"/> Constitutional Law	LEST 340	CONSTITUTIONAL LAW	IP	(3)	Spring 2018
<input type="checkbox"/> Legal Writing	LEST 330	LEGAL WRITING	PLAN	(3)	Fall 2018
<input type="checkbox"/> Litigation	LEST 350	CIVIL LITIGATION	PLAN	(3)	Fall 2018
<input type="checkbox"/> Professional Ethics	BSAD 319	PROFESSIONAL ETHICS-WI	IP	(3)	Spring 2018
<input type="checkbox"/> Advanced Legal Writing	LEST 449	ADVANCED LEGAL WRITING	PLAN	(3)	Spring 2019
<input type="checkbox"/> Satisfied by	BIOL 299	LOWER LEVEL BIOLOGY ELECTIVE	TR	4	Fall 2016
<input type="checkbox"/> Satisfied by	OCEA10	Intro to Ocean w/ Lab - Mount San Antonio C			
<input type="checkbox"/> Satisfied by	ENGL 298	LITERATURE ELECTIVE	TR	3	Fall 2016
<input type="checkbox"/> Satisfied by	LIT36	Intro to - Mount San Antonio C			
<input type="checkbox"/> Satisfied by	HUMA 299	HUMANITIES ELECTIVE	TR	3	Fall 2016
<input type="checkbox"/> Satisfied by	PHIL3	Logic in Practice - Mount San Antonio C			