**DEGREEWORKS: THE TRANSFER TAB**

1. Get to DegreeWorks from your advising listing on UCanWeb. If you are going to be looking at all of your students, use the right mouse button to open DegreeWorks in a new tab and preserve access to your advisee listing.

2. Another way is to go to DegreeWorks directly at [can.degreeworks.suny.edu](http://can.degreeworks.suny.edu)

3. Once in DegreeWorks, you can use the Find button to look up your students:

   ![Find Students](image)

   You can search for students by name, ID, Major, class standing, etc. or a combination of those:

   ![Search](image)

   Press the **Search** button. You can choose the whole list or just certain individuals.
TRANSFER tab:

This is for our students to see the potential to transfer OUT. Students can do a “What-If” audit to transfer to other schools just as they can do one internally to change majors. After clicking on the Transfer tab, students and advisors can see several options. Most common is to do the “Transfer What If Audit”

You can choose to look for a specific campus or a potential major:

Let’s say that we want to see what schools have a Social Work Major. Choose Academic Discipline, then choose a group or majors (in this case both “Public Administration and Social Service Professions” and “Social Sciences” to get a list of 160 possibilities. The list can be sorted by any of the columns, the example is sorted by major. You can choose up to three schools/programs to compare for a What-If.
You can compare up to three schools at a time. The status bars come up first and the View Detail button is available for each school.

Courses must be in the school’s database to show up with an equivalent in Transfer Finder, so if NOEQ shows up, that means DegreeWorks did not find an equivalent.

This is just going to give you a general idea of what the requirements are for that school and how courses already taken will fit in to degree requirements. If you are seriously considering transferring, you should go ahead and contact that school for more information.