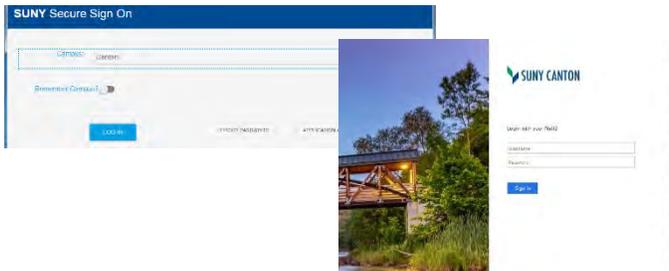# HOW TO ACCESS AND UNDERSTAND YOUR DEGREEWORKS AUDIT
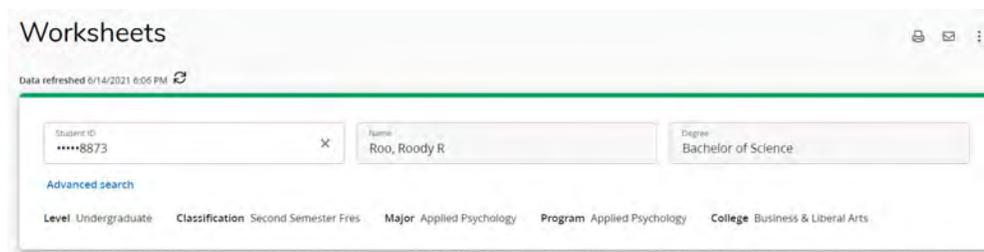
1) Log into **UCanWeb** and go to **Student Menu-> Student Records-> Degree Evaluation** OR go to the SUNY Canton homepage, find the **"Students" drop down menu** and then **DegreeWorks**.

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.

Degree Progress Dials: 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. <mark>"Requirements" is a good guide. It will say 98% when you sign up for your last batch of courses and only say 100% when you complete those courses.</mark>

Degree Block: Overall degree requirements – your catalog year, number of credits needed, and in what categories are all listed here. Open red circles (○) mean something is Still Needed; Green check marks (⊘) mean the requirement is met, and blue half circles (◑) mean the requirement is in progress. You should note how many credits are required for your degree and how many have been applied as an indicator for how much longer you have.

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:

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.

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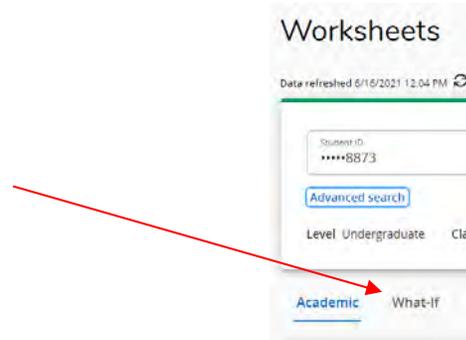
If your degree does not automatically come up, you might be in **the Undeclared program or a pre-Major**. Consult your advisor for what to do to move into your desired major.

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.   What-If is also useful for if you are considering changing majors, adding a minor or going on for the bachelor's degree.

If you have a question about your audit, ASK! Check in with your advisor, your dean's office or the Ready Center.