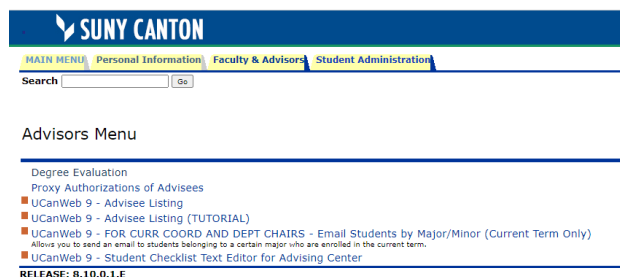


DEGREEWORKS 101

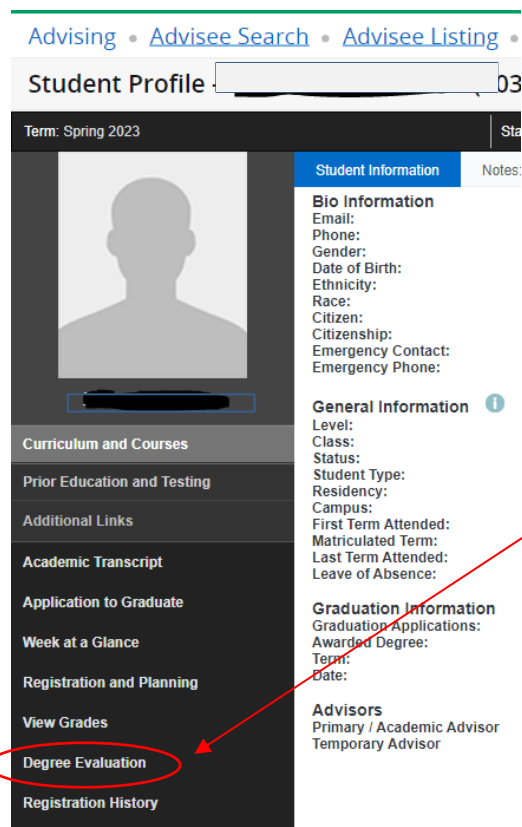
Navigating to an audit

You can get to DegreeWorks from either 1) go to www.canton.edu, use the Students drop-down menu to find the link to DegreeWorks, 2) use the Degree Evaluation link in your Advisors menu or 3) go to your Advisee Listing and click on the view link for each student under the Degree Evaluation column or 4) just go directly to can.degreeworks.suny.edu

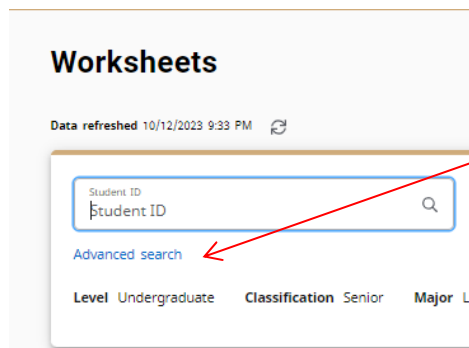
Advisor Menu:



Faculty advisors can also find a link to Degree Evaluation in their students' profiles:

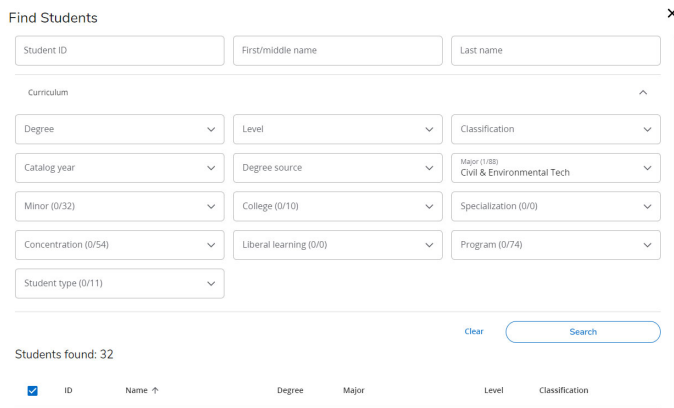


Once logged in, if the student does not come up automatically, you can type in a student ID and press enter or click 'Advanced Search' to look up a student

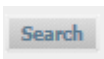


The screenshot shows a web interface titled "Worksheets". Below the title, it says "Data refreshed 10/12/2023 9:33 PM" with a refresh icon. There is a search bar with the text "Student ID" and a magnifying glass icon. Below the search bar, the text "Advanced search" is highlighted with a red arrow. At the bottom, there are tabs for "Level Undergraduate", "Classification Senior", and "Major Le".

Find students by name/ID, or search for all of your students within a specific major, minor, class standing, academic year, or attribute code:



The screenshot shows a "Find Students" modal window. It has three input fields at the top: "Student ID", "First/middle name", and "Last name". Below these are several dropdown menus for filtering: "Curriculum", "Degree", "Level", "Classification", "Catalog year", "Degree source", "Major (1/88) Civil & Environmental Tech", "Minor (0/32)", "College (0/10)", "Specialization (0/0)", "Concentration (0/54)", "Liberal learning (0/0)", "Program (0/74)", and "Student type (0/11)". At the bottom, it says "Students found: 32" and has "Clear" and "Search" buttons. Below the buttons is a table header with columns: ID, Name, Degree, Major, Level, and Classification.

Press the  button. You can choose the whole list or just certain individuals

Interpreting the Degree Audit:

Audits are separated into "blocks" of information

The first block contains the Student Information: This is what is currently in the student's BANNER record. Advisor, major, minor and overall GPA are listed here. Note the Requirements and Credits bars that help the student get a sense of what percentage of the requirements are done. The Registrar's office uses the Requirements bar to sleuth out students that are close to completing their degrees.

Note: Can toggle on/off both In-progress courses and preregistered courses as needed

Note the Degree Progress “speed dials”. This gives the student and advisor a ballpark idea of where they are at towards degree completion. DegreeWorks mostly counts in-progress and pre-registered courses into the Requirements percentage. However, the student who is in their last semester will sit at 98 or 99% until that semester is totally complete. Audit will not reach 100% while courses are still in progress.

Degree Block: Overall degree requirements – how many total credits needed, if courses are still needed in GER’s or in the major, if the GPA is sufficient for graduation or not, residency credits, Writing Intensive (WI) and Applied Learning requirements, upper division and liberal arts counters.

Degree in Bachelor of Technology INCOMPLETE		
Credits required: 121 Credits applied: 0 Catalog year: Fall 2022 GPA: 0.00		
Unmet conditions for this set of requirements: Your Major GPA is <Applied; a 2.0 is required		
<input type="radio"/> 121-123 Total credits	Still needed:	121-123 credits are required. You currently have 0, you still need 121 more credits.
<input type="radio"/> 45 Upper-division credits	Still needed:	A minimum of 45 credits in upper division coursework is required. You currently have 0, you still need 45 more credits.
<input type="radio"/> 30 SUNY Canton credits	Still needed:	A minimum of 30 credits must be taken in residence. You currently have 0, you still need 30 more credits.
<input type="radio"/> One Writing Intensive (WI) course	Still needed:	You need to complete at least one Writing Intensive course (WI).
<input type="radio"/> One Applied Learning (AL) course	Still needed:	You need to complete at least one Applied Learning course (AL). See your advisor for listing.
<input type="radio"/> 30 credits in Liberal Arts and Sciences	Still needed:	30 credits in liberal arts courses are required. You have taken 0 but need 30 more credits.
<input type="radio"/> Your GPA is below 2.00 - please see an advisor		
<input type="radio"/> General Education Requirements	Still needed:	See SUNY General Education Requirements section
<input type="radio"/> Major Requirements	Still needed:	See Major in Homeland Security section

General Education Block: *Listed for informational purposes in Associate's degrees*, part of the requirements for Bachelor's degrees. If course is still needed then advice lists all of the courses that could fit that requirement. This block will count any courses that are GER's not solely the ones that have been designated as required for your degree program.

OPTIONAL SUNY GenEd 2023 Information
INCOMPLETE

Credits required: 30 Credits applied: 0 Catalog year: Fall 2023 GPA: 0.00

Unmet conditions for this set of requirements: If you plan to continue towards a bachelor's degree, 7-10 Classes and 30 credits of General Education Requirements (GER's) are recommended. This block is OPTIONAL for students in Associate's and Certificate degree programs. A new set of GER's are being implemented in Fall 2023. This advice block represents the GER's in place starting with the 2023 catalog

<input type="radio"/> Communication: Written and Oral [GEBG]	Still needed:	1 Class in ENGL 101 or @ @ with attribute = GEBG or SEPPONTER GEBG
<input type="radio"/> Diversity: Equity, Inclusion and Social Justice [GEDE]	Still needed:	1 Class in HSMB 316 or HIST 321 or @ @ with attribute = GEDE or SEPPONTER GEDE
<input type="radio"/> Mathematics and Quantitative Reasoning [GEMA]	Still needed:	1 Class in MATH 106 or 111 or 115 or 121 or 123 or 131 or 135 or 141 or 151 or 161 or 162 or 263 or 364 or SEPPONTER GEMA or @ @ with attribute = GEMA

Liberal Arts Block: *Only listed for BS degrees.* The Bachelor of Science requires that 50% of the degree is in Liberal Arts. However, the liberal arts courses can be used to meet any other degree requirements. This block is solely used to reach the total count of liberal arts:

Liberal Arts for Bachelor of Science Degrees
INCOMPLETE

Credits required: 60 Credits applied: 0 Catalog year: Fall 2023 GPA: 0.00

Unmet conditions for this set of requirements: 60 credits of liberal arts are required in a Bachelor of Science degree. You currently have 0, you still need 60 more credits.
BS degrees require a minimum of 60 credits of liberal arts. Courses in this block can be double-counted with GER, Major and Minor blocks. Work with your advisor and watch the Degree in Bachelor of Science block above for guidance on when to choose GER and/or Upper Division (300- or 400-level) courses to complete all requirements.

<input type="radio"/> Liberal Arts	Still needed:	60 Credits in @ @ with attribute = LAE or SEPPONTER LAE or ULLA
------------------------------------	----------------------	---

[See list of courses that qualify as liberal arts here](#)

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 Cybersecurity
INCOMPLETE

Credits required: 81 Credits applied: 0 Catalog year: Fall 2023 GPA: 0.00

Unmet conditions for this set of requirements: 81 credits are required. You currently have 0, you still need 81 more credits.
This DEGREE may require up to 6 credits of general electives beyond what is listed in the MAJOR block below. See Degree in Bachelor of Science block at the top of this audit for full countdown of Liberal Arts Credits, Upper-Division credits and TOTAL credits required for completion of degree.

<input type="radio"/> Computer Logic	Still needed:	1 Class in CITA 152 or CYBR 152
<input type="radio"/> Survey of Cybersecurity	Still needed:	1 Class in CYBR 165
<input type="radio"/> Computer Concepts	Still needed:	1 Class in CITA 170 or CYBR 170
<input type="radio"/> Operating System Fundamentals	Still needed:	1 Class in CITA 171
<input type="radio"/> Two math courses, dependent on	Still needed:	2 Classes in MATH 121 or @ @ with attribute = GEMA or SEPPONTER GEMA

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

Minor in Sociology COMPLETE						
Credits required: 18 Credits applied: 18 Catalog year: Spring 2022 GPA: 3.33						
At least 9 credits must not be required courses in your major						
	Course	Title	Grade	Credits	Term	Repeated
✓	Introduction to Sociology	SOCI 101	INTRO TO SOCIOLOGY	A	3	Spring 2021
✓	Research Methods in Social Sciences	SSCI 370	RESEARCH METHODS IN SOC SCIEN	A	3	Spring 2022
✓	Lower Level Elective	SOCI 105	AMERICAN SOCIAL PROBLEMS	A	3	Summer 2022
✓	Upper Level Electives	PSYC 300	CULTURAL PSYCHOLOGY	D	3	Winter 2021
		SSCI 315	DEATH, DYING & BEREAVEMENT	B	3	Fall 2022
		SOCI 300	RACE & ETHNIC RELATIONS - WI	A	3	Fall 2021

What If allows the student (or advisor) to view their completed and in-progress course work against other possible majors or minors:

Future Classes can be used to plan ahead to see where anticipated courses will fit into the audit

College: Business & Liberal Arts Adv. ▾

Academic **What-If** Financial Aid Athletic Eligibility View historic what-if audit ▾

What-If Analysis

☐ Use current curriculum ☒ In-progress classes ☒ Preregistered classes

Program

Catalog year *
Fall 2023 ▾ Degree *
Bachelor of Science ▾ Level *
Undergraduate ▾

Areas of study

Major *
Graphic & Multimedia Dsgn, BS ▾ Minor
Aging in Society ▾ College ▾

Additional areas of study ▾

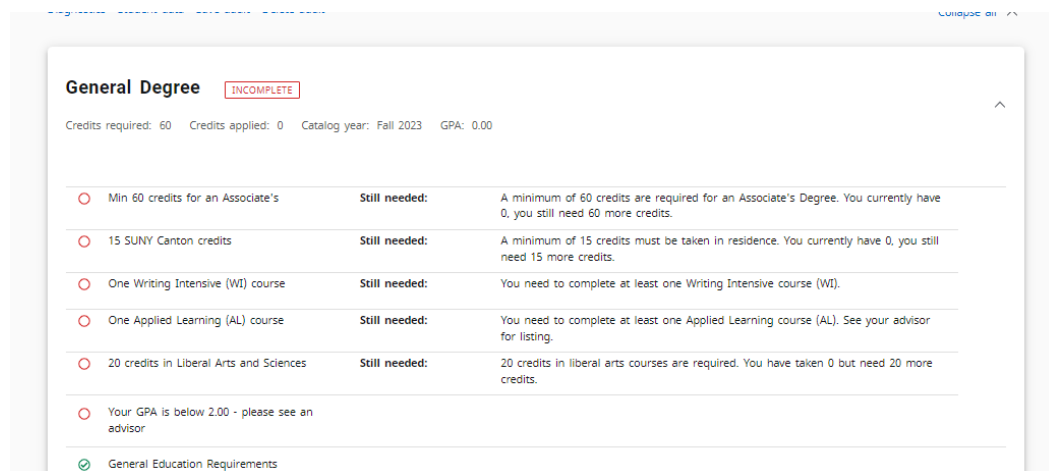
Future classes

Subject Number **ADD**

RESET **PROCESS**

Common points of confusion:

- **The Worksheet view (initial view)** is not meant to be a semester-by-semester planning tool. It is a degree audit and reviews the courses that have been taken against the courses that are required. It is not meant to dictate the exact 5 courses that the student should be taking next semester. See PLANS for that functionality
- **CATALOG YEAR** Degree requirements do change over time, but the student has the right to complete the requirements that were in place when the student entered the program (typically up to seven years). However, if it is to the student's advantage to switch to a newer catalog year and set of requirements, THE STUDENT is allowed to make that change.
- **TRANSFER CREDIT** – If transfer credit does not appear, be sure that it is on the student's record at Canton. See **Class History** at top of audit or look up transcript in UCanWeb to determine if the course shows up here. Check with the dean's office first, to determine if the issue needs to be fixed in Banner or done by petition.
- **COURSES used differently on the electronic audit than what the advisor expects.** Naturally, there will be some variability when the degree offers flexibility. The auditor attempts to fill the audit as much as possible (achieve the highest percent complete it can). This does not mean DegreeWorks is wrong. We can adjust the programming some to push certain courses to be used before others. Contact one of the DegreeWorks administrators to discuss.
- **UNDECLARED/001/PRE-MAJOR** – students who are not fully admitted to their intended degree program will not have a degree audit for their intended major. Instead, they will get a block that tells them to declare a major and use the What-If feature.



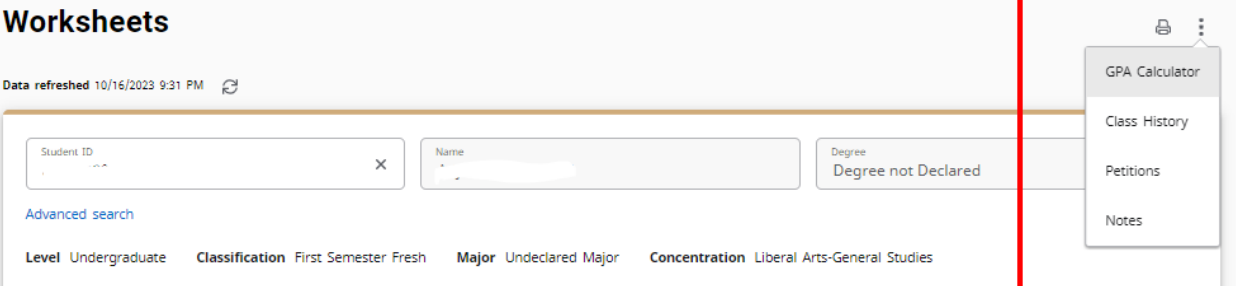
The screenshot shows the 'General Degree' audit page. At the top, it says 'General Degree' with a red 'INCOMPLETE' status tag. Below this, it lists 'Credits required: 60', 'Credits applied: 0', 'Catalog year: Fall 2023', and 'GPA: 0.00'. The main body of the page is a table with three columns: a red circle icon, a requirement description, and a 'Still needed:' status with a detailed explanation. The requirements listed are: 'Min 60 credits for an Associate's', '15 SUNY Canton credits', 'One Writing Intensive (WI) course', 'One Applied Learning (AL) course', and '20 credits in Liberal Arts and Sciences'. Each of these has a 'Still needed:' status and a detailed explanation of what is missing. At the bottom, there is a green checkmark icon next to 'General Education Requirements'.

○	Min 60 credits for an Associate's	Still needed: A minimum of 60 credits are required for an Associate's Degree. You currently have 0, you still need 60 more credits.
○	15 SUNY Canton credits	Still needed: A minimum of 15 credits must be taken in residence. You currently have 0, you still need 15 more credits.
○	One Writing Intensive (WI) course	Still needed: You need to complete at least one Writing Intensive course (WI).
○	One Applied Learning (AL) course	Still needed: You need to complete at least one Applied Learning course (AL). See your advisor for listing.
○	20 credits in Liberal Arts and Sciences	Still needed: 20 credits in liberal arts courses are required. You have taken 0 but need 20 more credits.
○	Your GPA is below 2.00 - please see an advisor	
✓	General Education Requirements	

BEYOND THE AUDIT (covered more in DegreeWorks 201 or in additional handouts)

Plans – blank planning worksheet or find a template. [See details in separate document.](https://www.canton.edu/media/pdf/DegreeWorksPLANS.pdf)
<https://www.canton.edu/media/pdf/DegreeWorksPLANS.pdf>

Transfer – Students can use this to see how courses taken in Canton could be transferred to other campuses.



GPA Calc – There are three kinds of GPA Calculators:

The **Graduation Calculator** lets students figure out what they need to do to achieve a specific GPA upon degree completion.

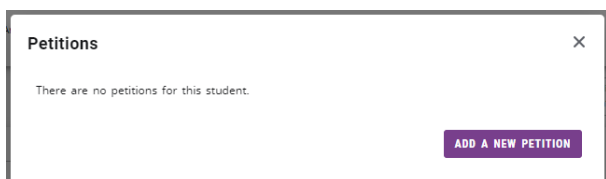
The **Term Calculator** should automatically fill in the current semester's courses, and allow the student to estimate their grade in each course.

The **Advice Calculator** lets the student know what it will take to attain a specific GPA.

Class History – displays the student's course history in chronological order (looks much more like a transcript)

Notes – Advising Notes – can be free form. Helpful for documenting conversations with the student as you meet with them, especially those that relate specifically to degree progress. NOTES BECOME PART OF THE STUDENT RECORD AND CAN BE SEEN BY THE STUDENT UPON REQUEST.

Petitions – Use this page to submit individual requests for exceptions to published degree requirements. **Text is free-form, but a clear request and rationale are critical to approval.** Advisors submit on behalf of their students. Students cannot submit these. Upon save, the petition will be in the dean's queue for review to approve or reject.



Add a new petition

Description

Substitute Math 161 Calculus I for Math 111. Math 111 is listed as the required course for degree, but student's completion of the higher level math is sufficient for degree requirements.

CANCEL

SAVE PETITION

Examples:

“Substitute JUST 299 JUST Elective for JUST 350 Victimization. Course content is similar, but taught at a lower division so cannot transfer directly.”

“Waive FYEP 101 because student completed BASK 051 with a grade of B.” or “Waive FYEP 101 based on completion of 30 college-level credits”.

“Substitute Math 161 Calculus I for Math 111. Math 111 is listed as the required course for degree, but student’s completion of the higher level math is sufficient for degree requirements.”

Deans can approve or reject petition requests. Updates can be found under the “View petitions” link. If the dean approves the request, the substitution can be updated directly on the student’s audit. This will be handled by the staff in each dean’s office.

The audit will indicate that the requirement is met and what substitution was done:

<div> <div> </div> Upper Level Legal Studies Electives </div>	LEST 320	NEGLIGENCE AND INTENTION TORTS	C+	3	Spring 2016
	LEST 299	LOWER LEVEL LEST ELECTIVE	TR	3	Fall 2012
	Satisfied by: PLEG140 - Law Office Mgmt - Bryant Strattn Bus Institute				
	LEST 299	LOWER LEVEL LEST ELECTIVE	TR	3	Fall 2012
	Satisfied by: PLEG100 - Intro to Law, Rsrch & Ethics - Bryant Strattn Bus Institute				
	Exception by:		On: 10/04/2023	Apply Here:	LEST 299 (PLEG140) as UL LS Elective
	Exception by:		On: 10/04/2023	Apply Here:	LEST 299 (PLEG100) for UL LS Elective