

# DegreeWorks Student Manual

Office of the Registrar

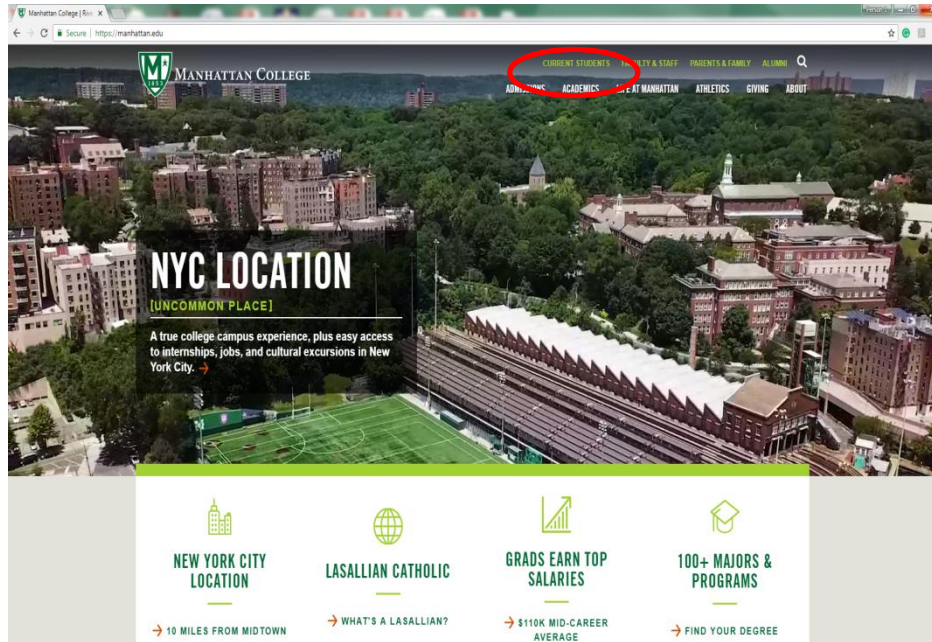


# **What is DegreeWorks?**

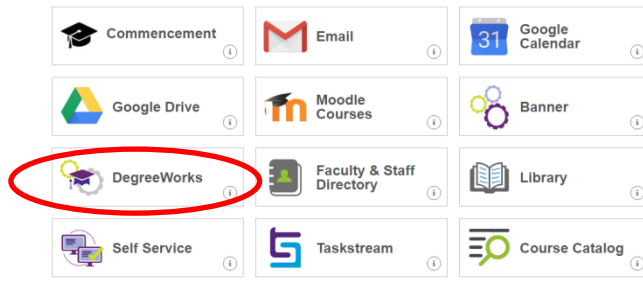
DegreeWorks is a web-based, degree-auditing and tracking tool that enables students and advisors to evaluate academic progress towards graduation in accordance to major requirements outlined in the College Catalog.

# Getting Started – How to Access DegreeWorks

1. Go to [www.manhattan.edu](http://www.manhattan.edu) and click on “Current Students”



2. Scroll down and then click on “Degreeworks”. After you click on the button, you will be prompted to log in using your Jaspernet username.



# Audit Worksheet Overview

The Advising Report in DegreeWorks provides general information about your completed and remaining program requirements, grouped into blocks.

Advising Report AA295UGs as of 03/13/2018 at 05:10	
	
Student	[REDACTED]
ID	[REDACTED]
Status	[REDACTED]
Academic Standing	[REDACTED]
Overall GPA	[REDACTED]
Catalog Year	[REDACTED]
Level	[REDACTED]
Degree	[REDACTED]
College	[REDACTED]
Major	[REDACTED]
Minor	
Concentration	

**Student:** Displays full name

**ID:** Displays your JasperNet ID number

**Status:** Displays your student status

**Academic Standing:** Displays your Academic Standing

**Overall GPA:** Displays your Cumulative GPA

**Catalog Year:** The catalog year you started attending Manhattan College

**Level:** Displays your current level (i.e. UM- Undergraduate, GM-Graduate)

**Degree:** Displays the degree you will earn upon graduation

**College:** Displays what school you are currently in (ie. School of Liberal Arts, School of Business, etc.)

**Major:** Displays your major

**Minor:** Displays your minor

**Concentration:** Displays your concentration

# Legend and Disclaimer

## Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class	* Course requires Prerequisite
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number	

### Complete

This symbol will appear next to all requirements that have been completed within the audit. The row will be highlighted in yellow and will display the course(s) that fulfilled the requirement along the grade and the term the course was taken.

<input checked="" type="checkbox"/> Practicum in Groups	EDUG 725	Practicum In Groups	A-	3	Fall 2010
<input checked="" type="checkbox"/> Organization & Admin of the Guidance Program	EDUG 727	Org & Adm:Guidance Prog	A-	3	Fall 2010

### Not Complete

This symbol will appear next to all requirements that have not yet been completed. The row will be highlighted in red and will also indicate the course(s) that are required.

<input type="checkbox"/> Psychology & Education of Emotionally Disturbed	Still Needed: 1 Class in <a href="#">EDUG 780</a>
<input type="checkbox"/> Measurement & Appraisal for Counselors	Still Needed: 1 Class in <a href="#">EDUG 807</a>

For courses that are not complete, the courses are also hyperlinks and when clicked, the catalog information will be displayed

 Complete except for classes in-progress

This symbol appears for requirements that are currently being taken or are registered to be taken during a future term.

ENGLISH REQUIREMENT					
<input checked="" type="checkbox"/> College Writing	ENGL 110	First Year Composition	TR	3	Fall 2016
	Satisfied by	ENGL1102 - COMP 11 - Fordham University			
<input checked="" type="checkbox"/> Literature Elective	ENGL 090	English Elective	TR	3	Fall 2016
	Satisfied by	ENGL2000 - TEXTS & CONTEXTS - Fordham University			
<input type="checkbox"/> Written Communication	ENGL 211	Written Communication	REG	(3)	Fall 2018

Disclaimer – It is important to read and understand the disclaimer that is located at the bottom of the audit.

**\*\*Please note that DegreeWorks is not your academic transcript and it is not official notification of completion of degree or certificate requirements.\*\***

### Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

# Blocks

Each section of the DegreeWorks worksheet is called a Block. The Block header will have a title, GPA, Credits Required and Credits Applied and will be specific to the program that you are in. Below are a few common blocks:

Degree Block - Will have the requirements in order to complete your degree. If all of your requirements are fulfilled, the Degree block will be checked c

Degree in Bachelor of Science

Degree in Bachelor of Science		GPA: 2.56	Credits Required: 120
			Credits Applied: 93
Unmet conditions for this set of requirements: 120 credits are required. You currently have 93, you still need 27 more credits.			
<input checked="" type="checkbox"/>	You meet the minimum GPA requirement		
<input type="checkbox"/>	School of Business Liberal Arts Core	Still Needed:	See School of Business Liberal Arts Core section
<input type="checkbox"/>	Major Requirements	Still Needed:	See Major in Marketing section
<input type="checkbox"/>	Business Core	Still Needed:	See School of Business Core section
<input checked="" type="checkbox"/>	Business Elective Requirements		

Insufficient – This block contains courses with insufficient grades

Insufficient					Credits Applied: 21	Classes Applied: 7
ACCT 201	Principles Of Acct I		W	3	Fall 2017	

In-progress – Shows courses that you are currently registered for

In-progress					Credits Applied: 15	Classes Applied: 5
ACCT 201	Principles Of Acct I		REG	3	Fall 2018	
ENGL 211	Written Communication		REG	3	Fall 2018	

Not Counted – This block contains courses that do not apply toward graduation requirements

Not Counted		
EDUG 713	Mthd Ed & Psyc Research	Max of zero classes/Credits exceeded
EDUG 714	Psyc Career Counseling	Max of zero classes/Credits exceeded
EDUG 721	Thry Cnsl&Prin Of Guidnc	Max of zero classes/Credits exceeded
EDUG 722	Techniques Of Counseling	Max of zero classes/Credits exceeded
EDUG 780	Psyc&Educ Emotionally Disturbe	Max of zero classes/Credits exceeded
EDUG 807	Measure&Aprsl For Cnsl	Max of zero classes/Credits exceeded

Elective – This block contains courses that are counted as electives. \*\*Please note for students in the School of Science and School of Liberal Arts that this block will only populate when you take a course that is counted as an elective. It is imperative to look at the total amount of credits that are needed on the degree block and count the number of credits that are required for each block. If the total for each block does not add up to the total on the degree block, that means that you are missing electives.

Elective classes allowed ; 15 Credits allowed					Credits Applied: 3	Classes Applied: 2
MATH 099	Bridge Course For Science/Engl	REG	0	201835		
MATH 100	Pre-Calculus Mathematics	REG	3	Fall 2018		



# What If

This feature will allow you to hypothetically change your program major. The “What If” audit will show you what coursework is required for the program major, courses that you have taken that satisfy requirements, and what courses are still left for you to take.

To use the What If function click on “What If” on the left-side of the audit screen under the “Worksheets” tab.



Use the drop down boxes to select level, degree, academic year, major, minor, etc.

A screenshot of the 'What-If' configuration form. At the top, there is a 'Format:' dropdown set to 'Advising Report', a 'Process What-If' checkbox, and a 'create PDF' checkbox. Below this are two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. The main section is titled 'What-If' and contains three rows of dropdown menus: 'Level' (Graduate MC), 'Degree' (Master of Arts), and 'Academic Year' (2010-2011). Below this is a section titled 'Choose Your Different Areas of Study' with a sub-header 'Select an item to add it to your Chosen Area of Study'. It contains four dropdown menus: 'Major' (Pick a Major), 'Minor' (Pick a Minor), 'College' (Pick a College), and 'Concentration' (Pick a Concentration). To the right of these is a 'Chosen Areas of study' text box and a 'Remove' button. The final section is 'Choose Your Future Classes' with a sub-header 'Enter a course and click Add Course'. It contains two input fields: 'Subject' and 'Number', followed by an 'Add Course' button. To the right is a 'Courses you are considering' text box and a 'Remove Course' button. Two red arrows point to the 'Level' and 'Major' dropdown menus.

Your selection for each area of study will be added to the list box on the right. If you would like to change it, click the “Remove” button.

**Choose Your Different Areas of Study**

Select an item to add it to your Chosen Area of Study

Major

Minor

College

Concentration

Chosen Areas of study

MAJOR : Computer Information System

To generate your What-If audit, click on “Process What-If”

It will look like a regular audit sheet, but it will state “What If Audit” on the top right corner.

Selected What-If Items:  Look Ahead Courses Used:

**Advising Report** WA025GoE as of 07/18/2018 at 13:23

<b>Student</b>	Simmons, Charisse L.	<b>Level</b>	Undergraduate Manhattan
<b>ID</b>	000390231	<b>Degree</b>	Bachelor of Science
<b>Status</b>	Graduate	<b>College</b>	
<b>Academic Standing</b>	Good Standing	<b>Major</b>	Computer Information System
<b>Overall GPA</b>	3.62	<b>Minor</b>	
<b>Catalog Year</b>	2010-2011	<b>Concentration</b>	

**Legend**

Complete       Complete except for classes in-progress      (T) Transfer Class      \* Course requires Prerequisite  
 Not Complete       Nearly complete - see advisor      @ Any course number

**Degree in Bachelor of Science** GPA: 3.62 Credits Required: 120  
Credits Applied: 39

Unmet conditions for this set of requirements: 120 credits are required. You currently have 39, you still need 81 more credits.

You meet the minimum GPA requirement

<input type="checkbox"/> School of Business Liberal Arts Core	Still Needed: See School of Business Liberal Arts Core section
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Computer Information Systems section
<input type="checkbox"/> Business Core	Still Needed: See School of Business Core section
<input type="checkbox"/> Business Elective Requirements	Still Needed: See School of Business Elective Requirements section

**School of Business Liberal Arts Core** GPA: 0.00 Credits Required: 42  
Credits Applied: 0

Unmet conditions for this set of requirements: 42 credits are required. You currently have 0, you still need 42 more credits.

ENGLISH REQUIREMENT

# GPA Calculator

DegreeWorks offers a Graduation Calculator and a Term Calculator. These calculators can assist you with determining your eligibility for graduation or they can help you determine what grades you need to receive to raise your GPA.

Click on the GPA Calc tab on the top of the worksheet



## *Graduation Calculator*

You can calculate your GPA by entering the following:

Credits Remaining – This can be determined on your worksheet by subtracting the Credits Required from the Credits Applied (i.e. 120 credits required – 93 credits applied= 27 credits remaining)

Credits Required:	120
Credits Applied:	93

Current GPA – The GPA that is listed in Current GPA is your overall GPA.

Credits Required – Enter the required number of credits for your major. This can be found on your worksheet or click on “Credits Required”, which will bring up a list of all the majors and the required number

Current GPA	2.56
Credits Remaining	27
Credits Required	120
Desired GPA	3.0

Calculate

You will see a list of majors and their required credits

Degree Credit Requirements		
Degree	Credits Required	Majors
Bachelor of Arts	120 Credits	Art Art History Design English French Philosophy
Bachelor of Science	115 Credits	Biology Chemistry Computer Science Economics Mathematics Physics
Master of Arts	75 Credits	Education English History

Desired GPA – Enter the desired GPA. Minimum GPA requirements are listed in the College Catalog.

Once you've entered all required information, you will click "Calculate" and you will be given information on how you can achieve the desired GPA.

Current GPA	2.56
Credits Remaining	27
Credits Required	120
Desired GPA	2.8

You need to average a 3.62 over your final 27 Credits to graduate with your desired GPA.

Recalculate

## Term Calculator

You can estimate your GPA for the current term by clicking on Term Calculator.

Courses that are currently in-progress will automatically populate. You can choose the grade for each individual course and click “Calculate”

Current GPA	2.56
Credits Earned So Far	39

	Credits	Grade
BIOL 111	4	A [4.00] ▼
COMM 101	3	B+ [3.33] ▼
ENGL 205	3	B [3.00] ▼
CIS 205	3	B [3.00] ▼
Class 5		A [4.00] ▼
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**

This will provide you with an estimated GPA based on the grades chosen for each course.

Current GPA 2.56  
Credits Earned So Far 39

Class	Credits	Grade	
BIOL 111	4	A	4.00
COMM 101	3	B+	3.33
ENGL 205	3	B	3.00
CIS 205	3	B	3.00

Calculated GPA

2.76

By achieving the grades listed here, your GPA at the end of the term will be 2.76

Recalculate

## **Questions?**

If you have questions regarding DegreeWorks, please contact the Registrar's Office at 718-862-7914 or contact your Academic Advisor.