

DegreeWorks Student Manual

Office of the Registrar




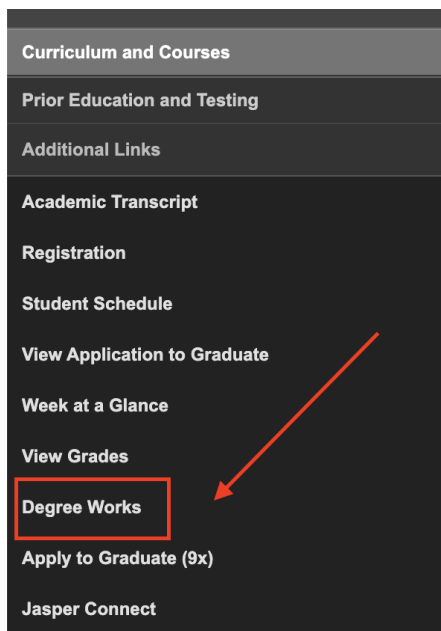
Disclaimer: This guide is a work in progress and more changes will be forthcoming.

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 Degree Works

1. Go to selfservice.manhattan.edu and login with your JasperNet credentials (@manhattan.edu email)
2. In the upper left hand corner select this icon, , and then select “Banner”
3. From there, select the “Student” tab on the menu.
4. Next, select the “Student Profile (9x)” tab.
5. Your student profile will appear. On the left-hand side of the screen select the “DegreeWorks” link.



Audit Worksheet Overview

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

Worksheets

Student ID

Name

Degree

Level	Classification	Major	Program			
College	Academic Standing	Institutional GPA Credits	Overall GPA Credits	Institutional GPA		
Overall GPA						

Student ID: Displays your JasperNet ID number

Name: Displays full name

Degree: Displays the degree you will earn upon graduation. A drop-down menu appears so you can choose which degree to review.

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

Classification: Indicates Freshman, Sophomore, Junior, Senior or Graduate

Major: Displays your major

Program: Displays your “School” and education option(i.e- School of Education or School of Continuing and Professional Studies In-person/Online/Hybrid)

College: Displays your school

Academic Standing: Displays your academic standing

Institutional GPA Credits: Displays number of credits earned at MC

Overall GPA Credits: Displays your overall GPA

Institutional GPA: Displays your MC earned credits GPA





Overall GPA: Displays your overall GPA





Legend and Disclaimer

Legend

- | | |
|---|---|
|  Complete |  Not complete |
|  Complete (with classes in-progress) |  Nearly complete - see advisor |
|  Prerequisite | @ Any course number |
| (R) Repeated class | |

** The legend can be found by scrolling to the bottom of the page*

<p>1.  Complete</p>	<p>This symbol will appear next to all requirements that have been completed within the audit. The row will display the course(s) that fulfilled the requirement along with the grade and the term the course was taken.</p>
<p> Fundamentals of Organizational Leadership MSOL 601 Fund of Orgnztl Leadership A 3 Fall 2021</p>	
<p>2.  Not complete</p>	<p>This symbol will appear next to all requirements that have not yet been completed. The row will indicate course(s) that are required. The courses that are still needed will be hyperlinked. You can click the link to find out more about the needed course(s)</p>
<p> School of Education Arts Core Still needed: See School of Education Core Curriculum BS section</p>	

<p>3.  Complete (with classes in-progress)</p>	<p>This symbol appears for requirements that are currently being taken or are registered to be taken during a future term.</p>						
<table border="1"> <tr> <td data-bbox="191 414 735 503"> Capstone-Consulting Project II</td> <td data-bbox="735 414 1050 503">MSOL 691</td> <td data-bbox="1050 414 1428 503">Capstone Consulting Project</td> <td data-bbox="1428 414 1638 503">REG</td> <td data-bbox="1638 414 1785 503">(3)</td> <td data-bbox="1785 414 1900 503">Fall 2022</td> </tr> </table>		 Capstone-Consulting Project II	MSOL 691	Capstone Consulting Project	REG	(3)	Fall 2022
 Capstone-Consulting Project II	MSOL 691	Capstone Consulting Project	REG	(3)	Fall 2022		

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 an official notification of completion of a 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. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. 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 to obtain a copy of your official 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. This information will be specific to the program that you are enrolled in. Pictured below are the common types of blocks you will see on your worksheet.

Completed Degree Block- This will contain the requirements needed to complete your degree. If all of your requirements are fulfilled, the degree block will show the word “Complete” in green text with a green box around it.

Master of Science

COMPLETE



Credits required: 33 Credits applied: 33 Catalog year: 2021-2022 GPA: 4.00

Blocks included in this block

[Major in Organizational Leadership \(MS\)](#)

Incomplete Degree Block- This block will contain the missing requirements that you need in order to complete your degree. It will show the word “Incomplete” in red text with a red box around it. There are links in the block that you can click and this will take you to the missing requirements and provide specific course(s) that still need to be taken. (See below)

Degree in Bachelor of Science

INCOMPLETE



Credits required:

Credits applied:

Catalog year: :

GPA:

The number of credits still needed is indicative of the total credits for the overall Degree only. There may be additional credits needed to complete ALL requirements in your program. Please review each area for requirements still needed.

Still needed:

See [School of Education Core Curriculum BS](#) section

Still needed:

See [Major in Dual Childhood/Special Education](#) section

Blocks included in this block

[School of Education Core Curriculum BS](#)

[Major in Dual Childhood/Special Education](#)

[Concentration in Psychology for Education](#)

[Concentration in English for Education](#)

Insufficient- This block contains courses with insufficient grades.

Insufficient

Credits applied: Classes applied: /

Course	Title	Grade	Credits	Term
EDUC 201	Prin & Practices Of Educ	W	3	Fall 2012

In-Progress- Shows courses that you are currently registered for.

In-progress

Credits applied: 6 Classes applied: 2

Course	Title	Grade	Credits	Term	Repeated
MSOL 672	Glbl Dilem Ldrshp:Race & Relig	REG	(3)	Fall 2022	
MSOL 691	Capstone Consulting Project	REG	(3)	Fall 2022	

Over The Limit- This block contains courses that exceed the minimum credits needed to graduate.

Over The Limit

Credits applied: 139 Classes applied: 52

Course	Title	Reason
ART 322	Renaissance Art	Max of zero classes/credits exceeded
CMPT 214	Teach & Learnng With Technology	Max of zero classes/credits exceeded
EDUC 201	Prin & Practices Of Educ	Max of zero classes/credits exceeded

Elective- This block contains all courses that are counted as electives.

Electives

Credits applied: 63 Classes applied: 21

Course	Title	Grade	Credits	Term	Repeated
EDUC 202	Psychology Of Education		3	Spring 2015	
ENGL 276	Introduction To Drama		3	Fall 2012	
ENGL 306	Intro Literary Study		3	Spring 2015	

****Please note:** For Students in The Kakos School of Science and School of Liberal Arts 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 you are missing electives

“What If” Tool

This feature will allow you to hypothetically change your program major. The “What If” audit will show you the following:

1. What coursework is required for the program major.
2. Courses that you have already taken that will satisfy requirements
3. What courses you will still need to take

To use the “What If” tool click on the “What If” tab next to the “Academic” tab in your degree progress box.

Academic

What-If

Format

Advising Re...



Degree progress

89%

100%

Requirements

Credits

Overall GPA



In-progress classes



Preregistered classes

PROCESS

Use the drop-down boxes to select Program, Areas of study, and/or any Additional areas of study and then click “Process”.

What-If Analysis ^

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year *
2023-2024 v

Degree *
Bachelor of Science v

Level *
Undergraduate Man... v

Areas of study

Major * v

Minor v

College v

Concentration v


Additional areas of study ^

+

Once you click on Process, DegreeWorks will generate a progress box based on already completed courses as well as several blocks that outline all other outstanding requirements needed.

Fig1.

What-If Analysis

Format
Advising R... 

Degree progress



Requirements Credits

Overall GPA

Fig 2.

Degree in Bachelor of Science

INCOMPLETE

Credits required: 130 Credits applied: 166 Catalog year: 2023-2024 GPA:

The number of credits still needed is indicative of the total credits for the overall Degree only. There may be additional credits needed to complete ALL requirements in your program. Please review each area for requirements still needed.

Still needed: See [School of Science Orientation Seminar](#) section

Still needed: See [School of Science Arts Core](#) section

Still needed: See [School of Science Cognate Requirements](#) section

Still needed: See [Major in Biology, BS](#) section

Blocks included in this block

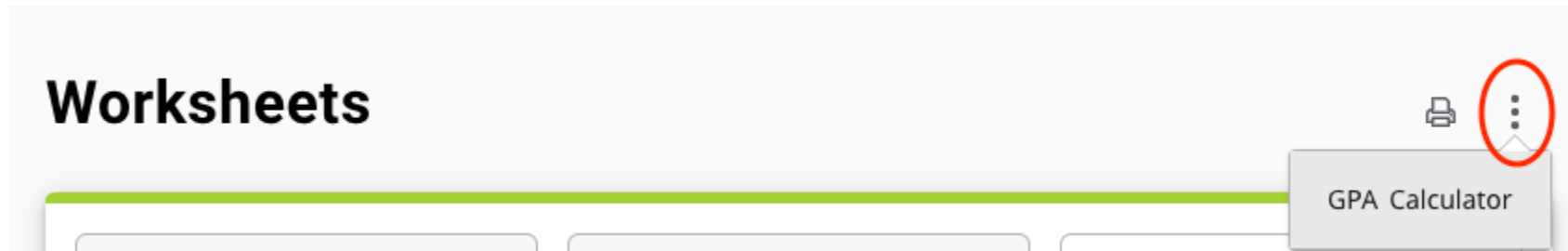
[School of Science Orientation Seminar](#)
[School of Science Arts Core](#)
[School of Science Cognate Requirements](#)
[Major in Biology, BS](#)
[Minor in Art History](#)

The blue hyperlinks are clickable and will take you to certain blocks to outline the specifics of the requirements still needed.

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.

To access the calculator, click on the three dots click on the three dots all the way on the top right of the screen.



Graduation Calculator

You can calculate your GPA by entering the following:

Credits remaining- This will auto-populate in the calculator but can also be determined by looking at your worksheet and subtracting your applied credits from your required credits.

Current GPA- This will auto-populate

Credits Required- This will auto-populate.

Desired GPA: Enter your desired GPA. Minimum GPA requirements are listed in the [College Catalogue](#).

Once you have verified all information is correct you can click on “Calculate” and it will tell you what you need to graduate with your desired GPA.

Fig 1.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *

3.6



Credits remaining *

-3

Credits required *

130

Desired GPA *

CALCULATE

Fig 2.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

You need to average a -13.733 over your final -3 credits to graduate with your desired GPA.

Current GPA	3.6
Credits remaining	-3
Credits required	130
Desired GPA	4.0

RECALCULATE

Term Calculator

You can enter your GPA for the current term by clicking on “Term Calculator”.

Courses that are currently in progress will automatically populate. Additionally, you can add courses by clicking on the “Add Course” button. You can choose the grade for each individual course and click “Calculate”.

GPA Calculator ×

Graduation Calculator **Term Calculator** Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA * 3.6 ✖ Credits earned * 133.0

[Add Course](#)

Course * MSOL 672	Credits * 3	Grade * A ▼	✖
Course * MSOL 691	Credits * 3	Grade * A ▼	✖

CALCULATE

GPA Calculator ×

Graduation Calculator **Term Calculator** Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 2.603

Current GPA
Credits earned 133.0

Course	Credits	Grade
MSOL 672	3	A
MSOL 691	3	A

RECALCULATE

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

Advice Calculator

This calculator will show you the grades you need to achieve your goal GPA.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA *

3.6



Credits earned *

133.0

Desired GPA *

4.0

CALCULATE

Questions

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