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.

**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
- ❌ Complete (with classes in-progress)
- 🔔 Prerequisite
- (R) Repeated class
- ⌐ Not complete
- ❌ Near complete - see advisor
- @ Any course number

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

---

1. ✔ Complete

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.

2. ❌ Not complete

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).

- ✔ Fundamentals of Organizational Leadership MSOL 601
- Fund of Orgnztl Leadership A 3 Fall 2021

- ✔ School of Education Arts Core

Still needed: See School of Education Core Curriculum BS section
**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.

---

<table>
<thead>
<tr>
<th></th>
<th>Complete (with classes in-progress)</th>
<th>This symbol appears for requirements that are currently being taken or are registered to be taken during a future term.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Capstone-Consulting Project II</td>
<td>MSOL 691</td>
</tr>
<tr>
<td></td>
<td>Capstone Consulting Project</td>
<td>REG</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2022</td>
</tr>
</tbody>
</table>

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.**
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**

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  

<table>
<thead>
<tr>
<th>Credits required:</th>
<th>Credits applied:</th>
<th>Catalog year:</th>
<th>GPA:</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Still needed:</th>
<th>See School of Education Core Curriculum BS section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Still needed:</td>
<td>See Major in Dual Childhood/Special Education section</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 201</td>
<td>Prin &amp; Practices Of Educ</td>
<td>W</td>
<td>3</td>
<td>Fall 2012</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSOL 672</td>
<td>Glob Dilem Ldrshp:Race &amp; Relig</td>
<td>REG</td>
<td>(3)</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>MSOL 691</td>
<td>Capstone Consulting Project</td>
<td>REG</td>
<td>(3)</td>
<td>Fall 2022</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 322</td>
<td>Renaissance Art</td>
<td>Max of zero classes/credits exceeded</td>
</tr>
<tr>
<td>CMPT 214</td>
<td>Teach &amp; Lerng With Technology</td>
<td>Max of zero classes/credits exceeded</td>
</tr>
<tr>
<td>EDUC 201</td>
<td>Prin &amp; Practices Of Educ</td>
<td>Max of zero classes/credits exceeded</td>
</tr>
</tbody>
</table>
**Elective**- This block contains all courses that are counted as electives.

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

### Degree progress

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Credits</th>
<th>Overall GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>17%</td>
<td>18%</td>
<td></td>
</tr>
</tbody>
</table>

### Degree in Bachelor of Science

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

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
- See School of Science Arts Core section
- See School of Science Cognate Requirements section
- 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.

**Worksheets**

**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.
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:

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

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”.

This will provide you with an estimated GPA based on the grades chosen for each course.
This calculator will show you the grades you need to achieve your goal GPA.

GPA 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

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