



FOR STUDENTS



REGISTRAR'S OFFICE

Last Revised 6/13/2016

DEGREE WORKS FOR STUDENTS

DEGREE WORKS

FACT SHEET

DegreeWorks is the online audit software that:

- Shows your progress towards graduation.
- Shows you coursework completed as well as required.
- Is meant to be used in conjunction with the advice of an academic advisor as well as the college catalog.

Any questions or concerns about your General Education (IF2014) requirements on your Degree Works audit can be addressed by emailing audit@buffalostate.edu.

Any questions or concerns about your Major or Minor requirements get addressed by working with your department that oversees that curriculum.

Degree Works has its own logic that places the coursework to find a best fit.

Graduate Programs are in Degree Works.

For more updated information on Degree Works as it becomes available please visit our website at <http://registrar.buffalostate.edu/students>

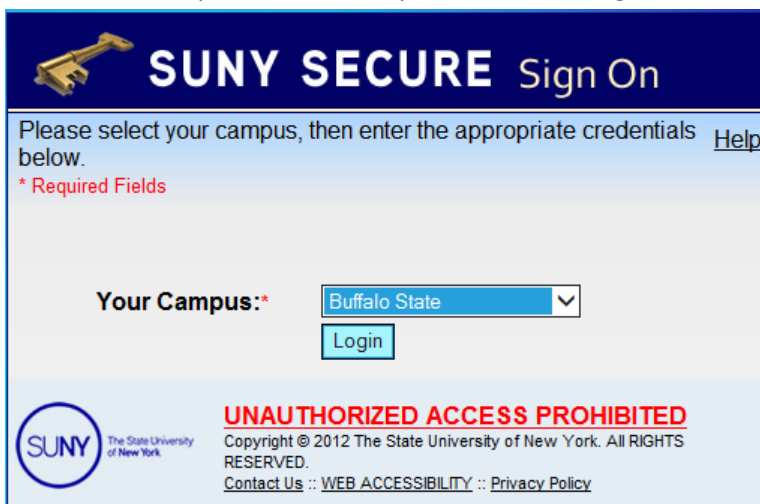
DEGREE WORKS FOR STUDENTS

LOGIN

Note: If you're a new student or Transfer, AND you haven't changed your network password yet, you must do so before you'll be able to login to Degree Works. New students or New transfers will need to first login to Banner SSB, to activate their Network account, so they can then login to Degree Works.

Degree Works is set up with a federated ID login.

1. Go to Degree works: <https://buc.degreeworks.suny.edu>
2. Choose our campus from the dropdown box (hit Login)



3. Login to Degree works using your NT username and password



Type your user name and password.

User name:

Password:

4. You are then brought into DegreeWorks

DEGREE WORKS FOR STUDENTS

TIMEOUT

It's important to remember to logoff or lock your computer when not in use, and avoid others from using it.

DegreeWorks times out after 20 minutes of inactivity for students.

If you are timed out you will be asked to close entirely out of your browser and log back in.

You might want to consider a designated browser just for DegreeWorks (Such as Chrome).

Supported browsers are: Chrome, Safari, Firefox, and IE.

Possible time out messages:

ellucian.

Error 0729: Your session has stopped due to inactivity. Please close ALL browser windows and log back in if necessary.

ellucian.

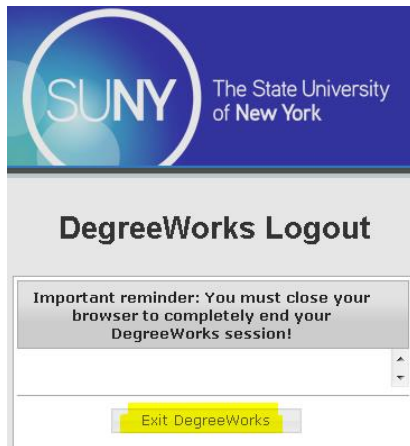
**Error 0727: Your Passport is invalid.
Please make sure your browser is accepting cookies.**

LOGOUT

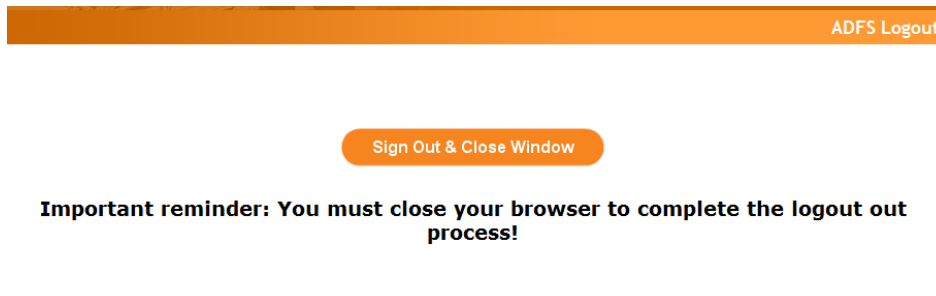
To Logout of Degree Works click on the “Log Out” tab in the upper right hand corner



You will then be prompted to Exit DegreeWorks.



You will then be reminded for security purpose to close your browser.



DEGREE WORKS FOR STUDENTS

HOW TO READ YOUR AUDIT SHEET

SUNY Buffalo State DEV DegreeWorks

Student View AA240056 as of 10/18/2013 at 16:29					
Student Name	Student, Samantha A.	Major	Business Administration (BSA)	Advisor	Hudson, Sean
Banner ID	B00557829	Concentration	BSA-Marketing (MRK)	Upper Division Credits	60
Student Class	Senior	Minor	Business Economics (BEC)	Campus Residency	90
Level	Undergraduate	Transfer Credits	25	Overall GPA	3.29
Degree	Bachelor of Science	Registration Holds	No	Major GPA	3.43

- Your Name
- Banner ID
- Student Class (Freshman, Sophomore, Junior or Senior)
- Degree (BS, BA, etc)
- Major (if a second major, will also be listed here)
- Concentration
- Minor
- Transfer credit total the student was awarded
- Registration holds if any (this is a YES/NO), student must still login to Banner to see their details
- Advisor (an email hyperlink)
- Upper Division Credits (300/400 level including 200 college level foreign language)
- Campus Residency (credits taken at BSC)
- Overall GPA
- Major GPA

The next section is a YES/NO Summary of overall Degree Completion.

A green checkmark indicates the requirement is complete.

The blue tilde (if you reference the legend at the bottom) represents the requirement is in process of being complete that semester at the end of grading.

Degree in Bachelor of Science		Catalog Year:	2013-2014	Credits Required:	120
		GPA:	2.76	Credits Applied:	86
Unmet conditions for this set of requirements:		A minimum of 33 upper division credits are required. You have taken 17 but need 16 more credits in Upper Division.			
		120 credits are required. You currently have 86, which includes In Progress classes you are taking, you still need 34 more credits.			
<input checked="" type="checkbox"/> No X, N or I Grades					
<input checked="" type="checkbox"/> You meet the minimum GPA requirement					
<input checked="" type="checkbox"/> General Education (IF2014)					
<input type="checkbox"/> Major Requirements		Still Needed: See Major in Health and Wellness (HEW) section			
<input type="checkbox"/> Graduation Application		Still Needed: Apply for Graduation			

The **still needed** required sections are hyperlinks that take you to that area of the audit.

DEGREE WORKS FOR STUDENTS

You are then presented with the General Education “Blocks” of requirements.

Most students are following the Intellectual Foundations 2014 General Education requirement, so that is the next set of requirements that are displayed.

Advice of requirements unmet remains displayed until they are fulfilled, and then this advice goes away. This makes for a more condensed audit when printing.

Hyperlinks are available throughout the audit to link you to websites regarding more information on policies being enforced on the audit.

<input checked="" type="checkbox"/> American History	HIS 106	AMERICAN LIFE I	C	3	Fall 2014
	Satisfied by	HIS110 - US HISTORY COL-1850 - Westchester Cmty College			
<input checked="" type="checkbox"/> Western Civilization	HIS 115	WESTERN CIV	C	3	Fall 2014
	Satisfied by	HIS101 - WESTERN CIV - Westchester Cmty College			
<input checked="" type="checkbox"/> Non-Western Civilization	ANT 101	UNDRSTNG CULTUR	C	3	Fall 2014
	Satisfied by	ANTHR101 - CULTURAL ANTHROPOLOGY - Westchester Cmty College			
<input type="checkbox"/> Diversity		Still Needed: 1 Class in AAS 100 or 240 or 321 or 351* or ANT 300* or 301* or ATS 325* or BUS 305 or CRJ 425* or 430* or DAN 230 or 234 or ECO 302* or 302W* or EDU 310* or 310W* or ENG 231 or 240 or 241 or 243 or 353* or 354* or 385* or EXE 100 or GEG 309 or HIS 302 or 311 or 322 or 322W* or 363 or MUS 206* or PSC 225 or PSY 387* or SOC 240 or 310 or 312 or 321* or 333* or 350* or 351* or 366* or SPC 311 or 333 or SPF 366* or SSE 363 or SST 363 or SWK 301 or WGS 101 or @@ with Attribute DI14 <u>additionally you need a minimum of 3 Credits from @@</u>			

In the audit, course codes are displayed and you can click on them to obtain more information. If the course has an asterisk next to it, that means that course has enforced prerequisites on it. Clicking on the course reveals the course description, Prerequisites, all the sections being offered, and seat availability. This is all real time information coming from Banner.

BIO 213	4 Credits	INTRO ECO EVO BEHAV	Print		
PREREQUISITE BIO111 C or better. Population, community and ecosystem ecology; human impact on the environment. The Darwinian revolution, evolution of populations and the formation of new species. Principles of animal behavior.					
Sections:	Term	Crn	Section	Seats Open	Meeting Times
	Spring 2014	3074	1	18 (out of 18)	Tu 09:25 - 12:05 M W F 10:00 - 10:50
		3076	2	18 (out of 18)	M W F 10:00 - 10:50 Tu 13:40 - 16:20
		3077	3	18 (out of 18)	Th 09:25 - 12:05 M W F 10:00 - 10:50
		3078	4	18 (out of 18)	M W F 10:00 - 10:50 Th 13:40 - 16:20

DEGREE WORKS FOR STUDENTS

Major Requirements are displayed in their own block. If you are pursuing a second Major, those requirements will appear under the block of the main major. If you are pursuing a Dual Degree, the audit will required 152 credits and then you have to click on “Degree” at the top to toggle between audits.

Degree
BS

The last section of the audit is the “All College Electives” indicating the course can be used for the credits required for the degree, but the course itself does not meet any other requirement.

Insufficient Due to Grades and/or Repeats				Credits Applied: 0	Classes Applied: 1
FAR 251	ART HISTORY II	W	0	Fall 2012	
In-progress				Credits Applied: 15	Classes Applied: 5
BUS 313	MANAGERIAL ACCTNG	CURR	3	Fall 2013	
BUS 320	PRIN MARKETING	CURR	3	Fall 2013	
BUS 334	BUSINESS LAW I	CURR	3	Fall 2013	
COM 100	MEDIA LITERACY	CURR	3	Fall 2013	
THA 106	INTRO THEATRE	CURR	3	Fall 2013	

Another section called “All College Electives, courses not needed for the degree” assists in alerting you to any courses that will not apply toward the degree.

There’s an insufficient section, this is where your withdrawals, E’s, and repeats get displayed. There is an in-progress box showing you the current registrations.

The legend at the bottom shows what the various symbols mean on the audit.

The **Class History** link shows your summary progress chart at the top, a listing of all your test scores in Banner (ACT, SAT, etc) and a semester by semester account of all the coursework you took.

FEATURES WITHIN DEGREEWORKS:

The audit can be run with or without in-progress classes/preregistered classes. To temporarily remove these from the audit uncheck them and hit “process new”.

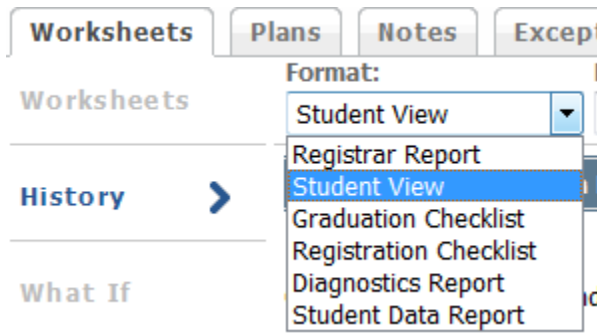
Include in-progress classes Include preregistered classes [Class History](#)

Audits can be run and saved in PDF format by clicking on “Save as PDF”. One benefit is that the font size is larger.

DEGREE WORKS FOR STUDENTS

OTHER REPORTS

Other reports are available for students:



The standard report that gets run by default is the **Student View**.

The **Graduation checklist** is a simplified mini report of the audit that shows the requirements only.

The **Registration Checklist** shows only those requirements that are unmet.

WHAT IF AUDIT:

Students can do a WHAT IF by clicking on the WHAT IF Menu option, choosing catalog year, and picking the MAJOR and clicking on "Process What-IF". Students may also do WHAT IF's under Minors and Concentrations.

Printing your Audit:

Printing your audit can be accomplished by one of the following methods:

- Hitting the "PRINT" tab in DegreeWorks.
- In any browser select File Print.
- CTRL P on your keyboard (windows) , Command P on Mac
 - * Followed by Print after selection or SAVE as PDF.

DEGREE WORKS FOR STUDENTS

Worksheets Format: Student View Process What-If Save as PDF Include in-progress classes
 Include preregistered classes

History

What If >

Use Caution when requesting a "WHAT IF" audit.
This is a "WHAT IF" Unofficial audit report for a program in which you are not registered.

Degree Bachelor of Science

Catalog Year 2012-2013

Look Ahead

Choose Your Different Areas of Study

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

Major Pick a Major

Minor Pick a Minor

Concentration Pick a Concentration

Chosen Areas of study

MAJOR : Forensic Chemistry (FRC)

Remove

The **Look Ahead** can be used to add courses to your audit temporarily to see how they would place.

History

Look Ahead

To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

What If

Enter a course and click Add Course

Subject ANT

Number 100

Add Course

Courses you are considering

ANT 100

Remove Course

Financial Aid

Aid History

Athletic Eligibility