DEGREEWORKS

FACULTY & STAFF MANUAL

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

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I.   Overview of DegreeWorks (DGW)

DegreeWorks is an easy-to-use, flexible web based degree audit and academic advising tool for undergraduate and graduate programs. This system allows advisors and students to view degree progress 24 hours a day / 7 days a week. The DGW audit assists students and their advisors to make informed decisions regarding academic progress toward degree completion.

II.   DegreeWorks/FACTS Functionality & Dataflow

Below is the CUNYfirst/DegreeWorks/FACTS data flow process:

CUNYfirst
- A unified Enterprise Resource Planning (ERP) system connecting all 20 campuses
- Utilized to maintain student records
- Student data is sent to DegreeWorks

DegreeWorks
- A web-based advisement tool that allows students to track their academic progress
- The individualized degree audit will change based on changes made to a student's CUNYfirst account (i.e. declaration of major, registration, course completion, etc.)

FACTS
(Financial Aid Certification Tracking System)
- Online tool used to determine student eligibility for State-funded financial aid programs.
- Estimates student eligibility from data received from CUNYfirst and DegreeWorks.

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III.   Accessing DegreeWorks (DGW)

DegreeWorks is accessed via the CUNY website (*www2.cuny.edu*) or through a student's CUNYfirst *Student Center* page. When accessing the tool through the CUNY website, select DegreeWorks from the list of sites under the LOGON link.

- Each individual on campus has been granted a unique level of access to DegreeWorks functionality, therefore your CUNYfirst credentials will determine the functions that you have access to in DGW.

Note: A student automatically has access to their DegreeWorks record when they log into their CUNYfirst account.

Click on **DegreeWorks** to access the log in page

Enter your **CUNYfirst** *Username* and *Password.*

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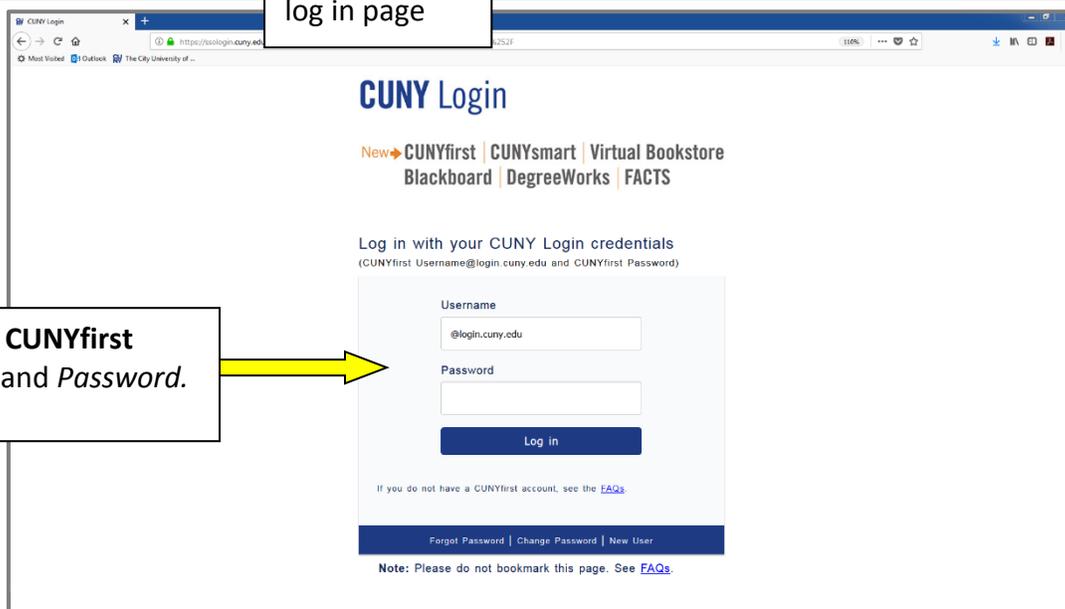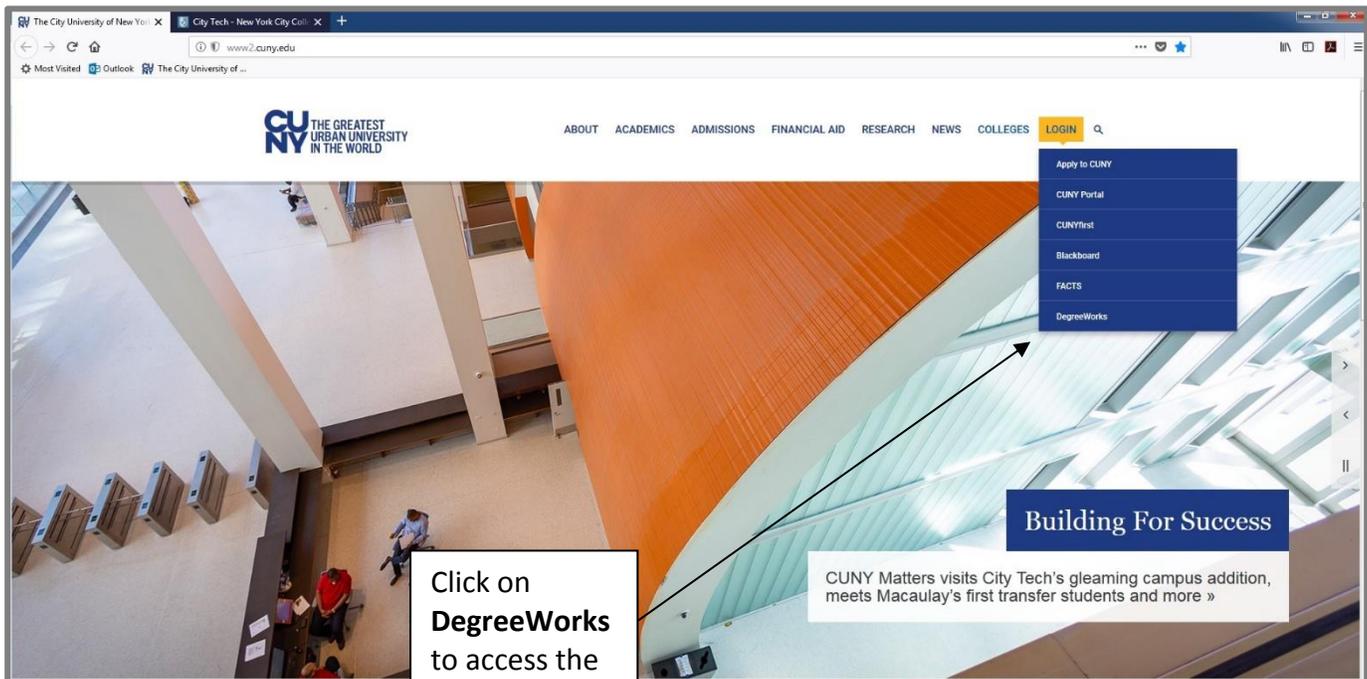
Once your CUNYfirst credentials have been validated, you will be brought to the DegreeWorks landing page. Click on the "DegreeWorks" link to be directed to the Dashboard/advisement audit.
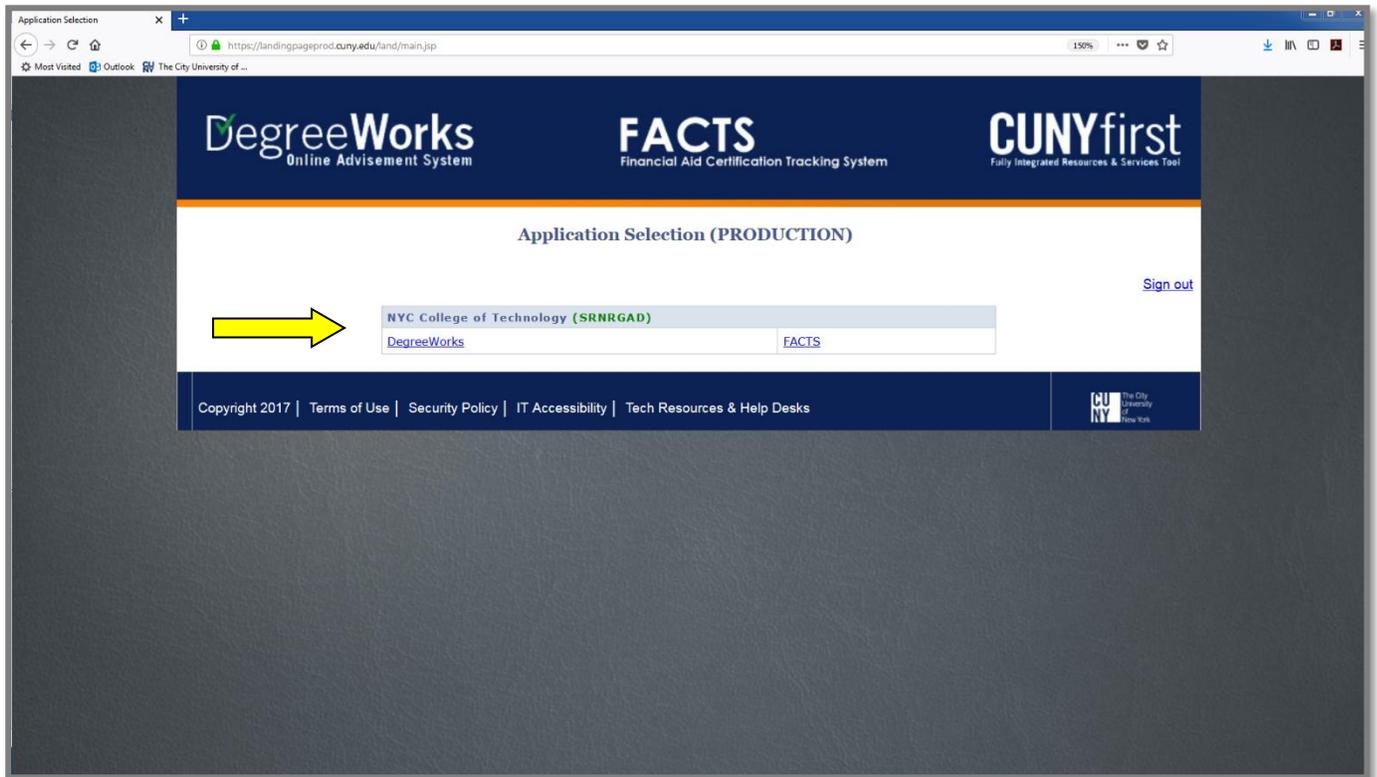
You may then search for an advisee audit by applying various search criteria such as EMPLID, Name, Major, etc.

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IV. Locating a student record in DegreeWorks

By entering a student's 8 digit EMPL ID in the field labeled "Student ID," an individualized audit will generate. In addition, you can still locate a student record in DegreeWorks without an EMPLID code. Simply click on the "**Find**" button and enter the student's name or search for records by entering other search criteria such as major, concentration, etc.
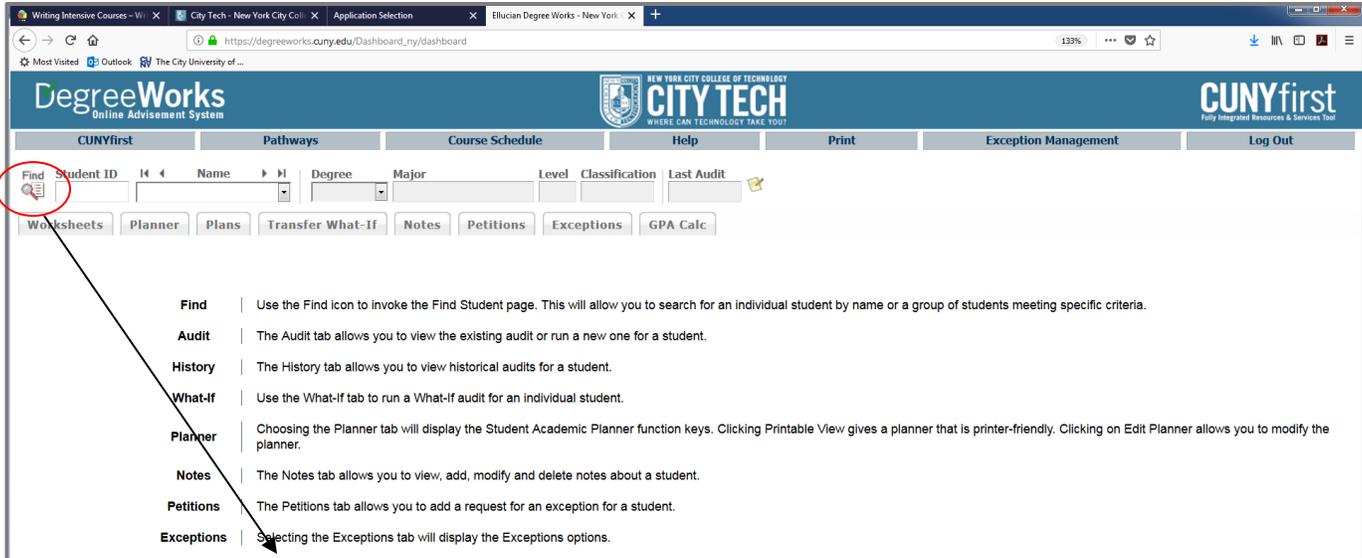
You can locate a record by entering the Student ID (EMPL) directly on the above welcome page, or by clicking on the "Find" button, which will open a new window where you can locate a record with the search criteria of your choice.

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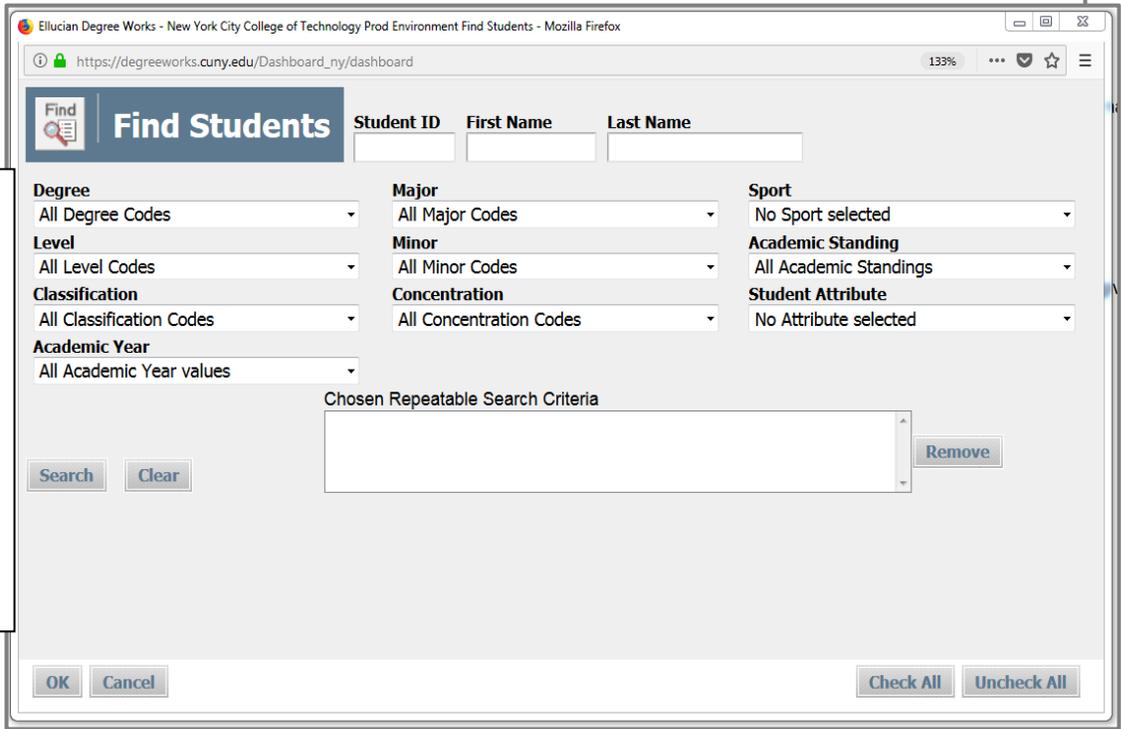
V.   DegreeWorks Functions

Function buttons permit you to navigate through the audit, where you can conduct a "What If" audit, calculate GPA, add individualized notes, utilize the "Student Educational Planner," or run a "Transfer What If (TWIF)" sample audit to another CUNY.

Note: The TWIF function will be accessible to students Summer 2019.

VI.   Viewing and Processing an Audit

A degree audit is arranged logically with distinct sections separated by horizontal bars. The academic data includes:

- Biographical information
- Overview of degree requirements
- CUNY Skills assessment detail
- General Education/Pathways requirements
- Major, concentration
- Elective classes allowed, elective classes not allowed and insufficient grades

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A.   Interpreting Legends on the DGW audit:

Legends help you to understand whether requirements are satisfied, exempt, nearly complete, in-progress or yet to be met.

Legend

✅ Complete	▣ Complete except for classes in-progress	**TR/CR** Transfer Class	**IP** In Progress
☐ Not Complete	▣ Nearly complete - see advisor	**@** Any course number	

B.   Student Header:

The Student Header provides basic information about the student record such as name, EMPL ID, transfer credits, academic status, student groups and cumulative GPA.

New York City College of Technology Prod Environment

Student View   AO74MIAO as of 03/17/2019 at 02:03

Student		Academic Status	(GST) Good A
ID		Student Group	(GROUPS)DIPL TRNS VIS (SI)TRN-COMP
Transfer Credits	57.00	Cumulative GPA	2.255

Degree Progress

Requirements	89%
Credits	74%

C.   Blocks or sections of a Degree Audit:

Each degree audit is comprised of several blocks or sections, to form a comprehensive advisement tool unique to each student. Each degree block organizes the degree requirements coded to align the audit with the curriculum and policies specific to a Catalog year. A student's catalog year is based on the term in which they admitted to City Tech and/or declared their current academic plan.

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1) Degree Requirement Block

The **Degree Block** provides a detailed summary of degree requirements at the top of the audit. Students should pay close attention to this block to ensure all requirements are fulfilled.

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CUNYfirst	Pathways	Course Schedule	Help	Print	Exception Management	Log Out

Find | Student ID | ⏮ ◀ | Name | ▶ ⏭ | Degree: BS | Major: Human Services - BS | Level: U | Classification: L-SENR | Last Audit: 03/17/2019

Worksheets | Planner | Plans | Transfer What-If | Notes | Petitions | Exceptions | GPA Calc

Worksheets ❯ Format: Student View | View | Save as PDF | Process New | **Class History**
History
What-If
What If History
Look Ahead

☐ **Degree in Bachelor of Science**			**Academic Year:** 2018-2019U **Credits Required:** 120
			CUM GPA: 2.255 **Credits Applied:** 102
☑ Credits In Residency Requirement			
☑ Advance Liberal Arts and Science Requirement			
☐ Total Credits Requirement		Still Needed:	120 credits are required. You currently have 102 credits.
☑ Overall Liberal Arts and Science Requirement			
☑ Writing Intensive Requirement Waived Prior Degree			
☑ GPA Requirement			
☑ CUNY Skills Requirements			
⊟ General Education: Pathways Requirements			
☐ Major Requirements		Still Needed:	See **Major in Human Services BS** section

2) CUNY Skills Block

The **CUNY Skills Assessment & Placement** block shows the student's proficiency status and math placement based on assessment test results.

☐ **CUNY Skills Assessment & Placement**				**Academic Year:** 2017-2018U
☑ Math Proficient	Math Proficient		Y	SUMMER 2019
☑ Reading Proficient	Read Proficient		Y	SUMMER 2019
☑ Writing Proficient	Write Proficient		Y	SUMMER 2019
☑ CREDIT LEVEL MATH PLACEMENT NOT REQUIRED				
☐ Elementary & Intermed Writing ESL	ESOL 11W	Esl Writing I	S	0	FALL 2017
	ESOL 21W	Esl Writing II	S	0	SPRING 2018
	Still Needed:	**1** Class in **ESOL** 31W		

☑ **CUNY Skills Assessment & Placement**				**Academic Year:** 2017-2018U
☑ CUNY Math Test Passed				
☑ Reading Proficient	Read Proficient		Y	SUMMER 2019
☑ Writing Proficient	Write Proficient		Y	SUMMER 2019
☑ MATH PLACEMENT - MAT1175	MAT 1275	College Algebra/Trig	B	4	FALL 2011
	MAT 1375	Pre-Calculus	C	4	SPRING 2015

3) General Education Requirements

The **General Education** block displays core requirements and course code options to assist students when selecting courses. Students entering Fall 2013 or later will follow the CUNY Pathways curriculum.

General Education: Pathways		Academic Year: 2019-2019U Credits Required: 30 / Credits Applied: 0
Unmet conditions for this set of requirements: 33-35 credits are required for the General Education. You currently have 0,		
☐ REQUIRED COMMON CORE		
☐ English Composition		
☐ English Composition I	Still Needed:	1 Class in **ENG** 1101
☐ English Composition II	Still Needed:	1 Class in **ENG** 1121
☐ Mathematical and Quantitative Reasoning	Still Needed:	1 Class in **MAT** 1190 or 1215 or 1272 or 1275 or 1375 or 1475 or 1575
☐ Life and Physical Sciences	Still Needed:	1 Class in **ESCI** 1110 or **BIO** 1100 or 1101 or 2311 or **CHEM** 1000 or 1110 or **PHYS** 1000 or 1111 or 1117 or 1433 or 1441
☐ FLEXIBLE COMMON CORE		
☐ World Cultures and Global Issues	Still Needed:	1 Class in **AFR** 1130 or 1401 or 1460 or 1461 or 1462 or 1467 or 2212 or 2222 or 2612 or **ANTH** 1101 or 1102 or 1103 or **ARB** 1101 or 1102 or 2201 or **ARTH** 1101 or 1102 or 1103 or 1106 or 1108 or 1110 or 3401 or **CHN** 1101 or 1102 or 2201 or **COM** 2401 or **ECON** 2505 or **ENG** 2100 or 2101 or 2160 or 2300 or 2301 or **FREN** 1101 or 1102 or 2201 or **HIS** 1101 or 1102 or 1103 or 1501 or 1503 or 2000 or 3402 or **LNG** 1100 or **MUS** 1212 or **PHIL** 2114 or 2121 or **LATS** 1461 or 2202 or 2211 or **SOC** 1301 or 3301 or **SPA** 1101 or 1102 or 2201HS or 2201 or 2202 or 2202HS or 2203 or 3301 or 3302
☐ U.S. Experiences in Its Diversity	Still Needed:	1 Class in **AFR** 1465 or 1466 or 1501 or 1502 or 2201 or 2202 or 3000 or **ARCH** 3522 or **ARTH** 1104 or **ECON** 1101 or 2403 or **ENG** 2180 or 2190 or 2200 or 2201 or 2250 or **GOV** 1101 or 1102 or 2401 or 2402 or **HIS** 1110 or 1111 or 2405 or 3208 or 3209 or 3310 or **LATS** 2501 or **SOC** 1104
☐ Creative Expression	Still Needed:	1 Class in **AFR** 1301 or 1304 or 1311 or 1321 or 1503 or 2302 or **ARCH** 2321 or **ARTH** 1100 or 1204 or 1112 or 3311 or **COM** 1340 or **ENG** 1141 or 2001 or 2002 or 2003 or 2170 or 2400 or 3402 or 3407 or **MUS** 1210 or 1211 or 2206 or 2207 or **THE** 2180 or 2280 or 2380 or 3280
☐ Individual and Society	Still Needed:	1 Class in **AFR** 2000 or 2250 or **ARTH** 2101 or **COM** 1330 or 1332 or 1335 or 2402 or 3401 or **ECON** 1401 or 2301 or **ENG** 1151 or 1161 or 1773 or 2000 or 2150 or 2420 or 3401 or 3403 or 3404 or **LIB** 1201 or **PHIL** 2101 or 2102 or 2103 or 2104 or 2106 or 2107 or 2203 or 3208 or 3211 or 3212 or 3400 or **PSY** 1101 or 2300 or 2301 or 2302 or 2303 or 2401 or 2402 or 2403 or 2404 or 3405 or **SOC** 1101 or 1102 or 1103 or 2201 or 2380 or 2401 or 2403 or 3302 or 3402
☐ Scientific World	Still Needed:	1 Class in **BIO** 1101 or 1201 or 2250 or 2311 or 2312 or 3302 or 3350 or **CHEM** 1110 or 1210 or **CST** 1000 or **ESCI** 1210 or **GEOG** 1101 or **MAT** 1272 or 1280 or 1315 or 1372 or 1375 or 1475 or 1575 or 2440 or 2540 or 2572 or 2580 or 2680 or **PHYS** 1111 or 1112 or 1117 or 1118 or 1433 or 1434 or 1441 or 1442 or 2443 or 2605 or **PSY** 3407
☐ ONE ADDITION COURSE		
☐ Additional Flexible Common Core	Still Needed:	One additional course from any of the Flexible Common Core areas is required

Pathways policy waives the general education requirement if a student holds *a prior degree* (AA, AS or Baccalaureate). The *general education block* of the degree audit will display all requirements as being met.

General Education: Pathways		Academic Year: 2018-2019U Credits Required: 6 / Credits Applied: 6
✅ STUDENT HAS PRIOR AA OR AS DEGREE		
✅ REQUIRED COMMON CORE		
✅ English Composition-NOT REQUIRED		
✅ Mathematical & Quantitative Reasoning-NOT REQUIRED		
✅ Life and Physical Sciences-NOT REQUIRED		
✅ FLEXIBLE COMMON CORE		
✅ World Cultures and Global Issues-NOT REQUIRED		
✅ U.S. Experiences in Its Diversity-NOT REQUIRED		
✅ Creative Expression - NOT REQUIRED		
✅ Individual and Society-NOT REQUIRED		
✅ Scientific World-NOT REQUIRED		
✅ Additional Flexible Common Core-NOT REQUIRED		
☐ COLLEGE OPTION		

General Education Pathways - College Option					Academic Year: 2018-2019U
✅ STUDENT HAS PRIOR ASSOCIATES DEGREE					
✅ Speech and Oral Communication	COM 1330 Satisfied by	Public Speaking - Borough of Manhattan CC	A	3	FALL 2017
☐ Interdisciplinary Course	SBS 2000ID	Research Methods/Soc Beh Sci	IP	(3)	SUMMER 2019
✅ Additional Liberal Arts-NOT REQUIRED					

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4) College Option Block

The **College Option** requirement is specific to Bachelors programs therefore, the college option block only appears in degree audits for our BS, BSEd, BTECH, or BFA programs. This block is always placed between the General Education and Major blocks.

General Education Pathways - College Option		Academic Year: 2019-2019U
☐ Speech and Oral Communication	Still Needed:	**1** Class in **COM** 1330
☐ Interdisciplinary Course	Still Needed:	**1** Class in **AFR** 2402ID or 3000ID or 3301ID or **ARCH** 2205ID or **ARTH** 2101ID or **BIO** 1201ID or **CST** 1102ID or **ECON** 2505ID or 2820ID or **ENG** 1161ID or 1773ID or 1710ID or 2170ID or **ESCI** 2000ID or **HIS** 3402ID or **LIB** 2205ID or **PHIL** 2203ID or **PSY** 3405ID or **PHYS** 1002ID or 1010ID or 2443ID or 3600ID or **SBS** 2000ID or **SOC** 2401ID or 2380ID or 3302ID or **THE** 2280ID
☐ Additional Liberal Arts	**PSY 1100**	Psych Of Adjust IP (3) SPRING 2019
	Still Needed:	Six Credits of Additional Liberal Arts Courses. Students must take at least one advanced liberal arts course or two sequential courses in a World Language.

If a student has a prior degree, some or all of their College Option requirement may be waived.

General Education Pathways - College Option		Academic Year: 2018-2019U
✅ STUDENT HAS PRIOR ASSOCIATES DEGREE		
✅ Speech and Oral Communication	**COM 1330** Satisfied by	Public Speaking A 3 FALL 2017 - Borough of Manhattan CC
➖ Interdisciplinary Course	**SBS 2000ID**	Research Methods/Soc Beh Sci IP (3) SUMMER 2019
✅ Additional Liberal Arts-NOT REQUIRED		

5) Major Block

The **major and concentration blocks** (when applicable) list the major-specific courses required for the degree. Other requirements, such as a minimum course grade, can be noted here, as well.

Major in Computer Information Systems AAS		Academic Year: 2019-2019U Credits Required: 38
		GPA: 0.000 Credits Applied: 0
Unmet conditions for this set of requirements:	You currently have 0. You still need 38 credits. Your GPA is 0.000; a GPA of 2.0 is required A minimum of 17 credits must be taken in residence. You have 0 credits in residence.	
☐ CST COURSES		
A Grade Of 'C' Or Better Is Required In EACH COURSE With The CST Prefix		
☐ Introduction to Computer Systems	Still Needed:	**1** Class in **CST** 1100
☐ Problem Solving with Computer Programming	Still Needed:	**1** Class in **CST** 1101
☐ Programming Fundamentals	Still Needed:	**1** Class in **CST** 1201
☐ Database Systems Fundamentals	Still Needed:	**1** Class in **CST** 1204
☐ Operating Systems Fundamentals	Still Needed:	**1** Class in **CST** 1215
☐ Networking Fundamentals	Still Needed:	**1** Class in **CST** 2307
☐ Web Programming I	Still Needed:	**1** Class in **CST** 2309
☐ Introduction to Computer Security	Still Needed:	**1** Class in **CST** 2410

6) Elective Credits, Non-Contributory Courses, Insufficient Grades & In-Progress Courses

These blocks are displayed below the Major block and will only generate if or when they are needed.

7) Elective Credits Allowed (ECA)

This is a dynamic block that calculates credits needed for the student to reach the total credit requirement for the degree. These courses count towards degree completion and financial aid. This block plots courses by the order of their completion meaning transfer credits will be utilized first, followed by completed City Tech courses then In-Progress City Tech courses.

- This block will only appear once the system calculates that the credits are needed
- Elective Credits Allowed will vary by student
- The number next to the block title is how many the student needs
- Transfer credits and Double-Duty courses impact the number of ECAs a student will need

8)   Elective Credits *Not* Allowed

This block is very important in DegreeWorks because it impacts FACTS and therefore, the TAP award. The courses in this category are not required toward the degree and will trigger a course ineligibility flag in FACTS for financial aid.

Elective classes allowed ; 20 Credits allowed					Credits Applied: 21	Classes Applied: 8
CHEM 1110	General Chemistry I		CR	4	FALL 2011	
Satisfied by:	- LaGuardia Community College					
HEA 2108	Womens Health Issues		B+	3	FALL 2012	
HUS 1101	Intro Human Services		C	3	FALL 2012	
PSY 3405	Health Psychology		A	3	SPRING 2014	
RAD 1125	Radiographic Proc I		C	2	FALL 2013	
RAD 1126	Image Prod & Eval I		D	2	FALL 2013	
RAD 1127	Patient Care & Mgt		B-	2	FALL 2013	
RAD 1128	Radiation Protection		C	2	FALL 2013	
Elective classes *not* allowed					**Credits Applied: 10**	**Classes Applied: 5**
BIO 3524	Nutrition		IP	(2)	SPRING 2019	
ECON 1101	Macroeconomics		A	3	FALL 2014	
LIB 1201	Resrch/Doc Info Age		B-	3	FALL 2014	
MAT 1476L	Calculus Laboratory		B+	1	FALL 2015	
RAD 1124	Intro To Rad Tech		A-	1	SPRING 2013	
In-progress					**Credits Applied: 15**	**Classes Applied: 5**

9)   Insufficient Grades

This block collects courses that were failed or did not meet the minimum grade requirement for the program, as well as courses that have been withdrawn from or are being repeated.

Insufficient Grades					Credits Applied: 0	Classes Applied: 3
HMGT 1202	Food/Bev Cost Cntrl		W	0	SPRING 2019	
MAT 1190	Quantitative Reasoning		F	0	FALL 2018	
MAT 1190CO	Quantitative Reasoning Coreq		R	0	FALL 2018	
In-progress					**Credits Applied: 9**	**Classes Applied: 4**
ECON 1101	Macroeconomics		IP	3	SPRING 2019	
ENG 1121	English Comp II		IP	3	SPRING 2019	
MAT 1190	Quantitative Reasoning		IP	3	SPRING 2019	
MAT 1190CO	Quantitative Reasoning Coreq		IP	0	SPRING 2019	

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D. "What- If" audit:

The "What-If" audit is used to generate a sample audit to provide the student with visual reference of their curriculum if they were to file a change of curriculum/declare a major or concentration. This function allows students to see how existing course work will apply toward a different degree, major, or concentration.

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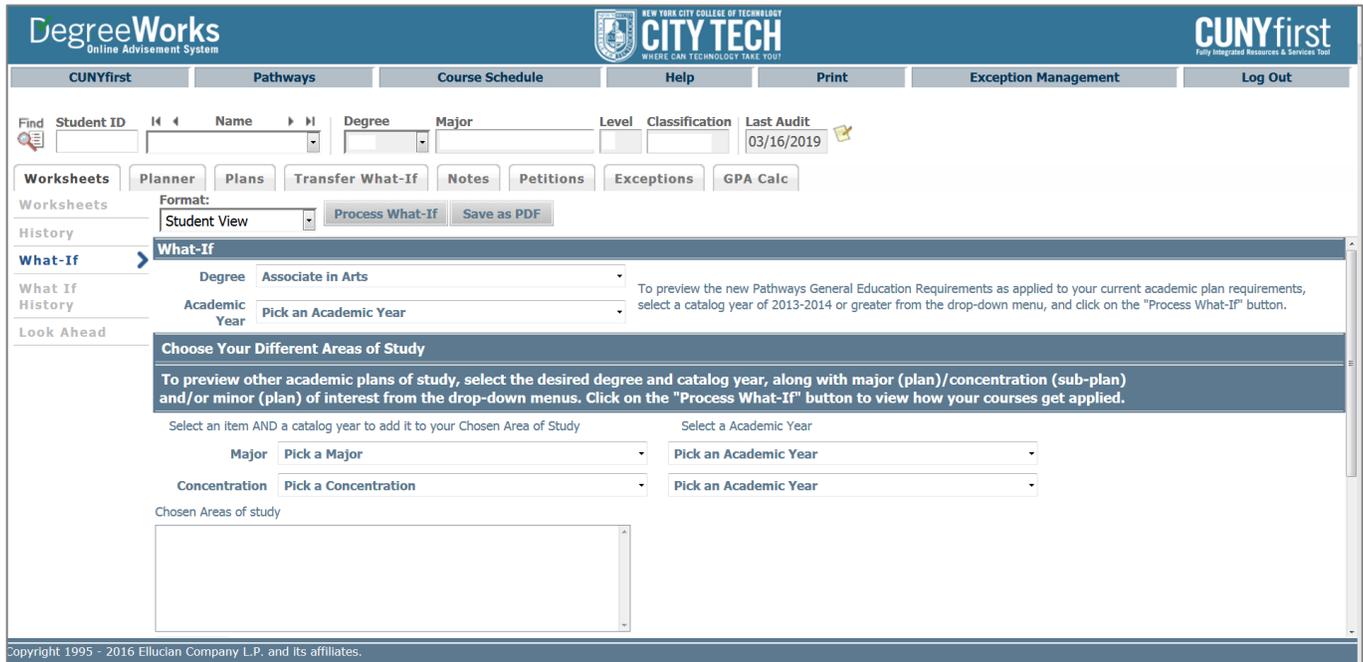
Frequently Asked Questions

DegreeWorks

Q: I'm unable to view an audit, what should I do?

A: To access DegreeWorks, we suggest using Mozilla Firefox or Internet Explorer as your browser. Once you have logged into your account, you should be able to find any student's audit in the DegreeWorks database. After you have found a student's audit, please be sure to hit the **"*Process New*"** button to view the most current version.

Q: What information is displayed in the DegreeWorks audit?

A: The audit displays:
- Basic information such as name, degree objective, major, GPA, etc.
- Overall requirements to earn the degree
- Status of the CUNY Skills Assessment Tests
- Writing Intensive requirements
- General Education requirements and applicable course options
- Liberal Arts & Science requirements
- Major field requirements
- Concentration requirements (if applicable)
- Elective credits allowed, elective credits not allowed, insufficient grades and pending permit courses, and In-Progress courses

Q: Does DegreeWorks really work?

A: DegreeWorks does work! But communication is the key to keeping it accurate. It is very important for each division and department to keep the DegreeWorks Coordinators up-to-date when discrepancies are discovered. Proper notification, along with appropriate documentation should be provided, so that changes may be coded and programmed into DegreeWorks promptly. Also, keep in mind that only requirements published in the Academic Board/University Report will be scribed or coded in DegreeWorks. It is also crucial that the student's degree, major, minor, concentration (etc.) is coded properly in CUNYfirst.

Please Note: it is important to consult with the Provost's Office for further clarity regarding curriculum regulations, if necessary.

Q: The requirements in the audit are not accurate, what should I do?

Step 1- Contact a DegreeWorks Coordinator with supporting documentation indicating the discrepancy.
Step 2- Include information about the record in question (student name and EMPLID) and a brief description of the issue.
Step 3- The DegreeWorks Coordinator will research the issue and take appropriate action (when necessary).

Q: DegreeWorks is "wrong" and some departments don't use it, should I be using it?

A: The City University of New York has implemented various technologies in order to improve the student's educational experience. Therefore, DegreeWorks is used in concert with FACTS (the Financial Aid Certification and Tracking System) and now impacts financial aid. Any inconsistency or issue that you discover in DegreeWorks should be reported to the DGW Coordinators in a timely fashion along with supporting documentation (if applicable). It is highly recommended that advisors use DegreeWorks and check every section carefully in order to improve the accuracy of the audit. Remember, communication is the key!

Q: If I notice any inconsistency or "wrong" requirements in DegreeWorks, what should I say to a student?

A: If you notice a problem, please contact the DegreeWorks Coordinators via email with the student's information and detail about the discrepancy. The coordinators will research the issue and triage it to the right individual on the campus in order to reconcile the inconsistency. Please, let the student know that the issue will be resolved.

Q: How is DegreeWorks helpful for students?

A: DegreeWorks is an on-line advisement and degree audit system. It helps keep track of student's progress and performance across the board. It assists students to visualize their academic progress and plan further. This way, there are no surprises, confusion is minimized and the student is informed and prepared before seeing an advisor or registering for their next semester. Also, the DegreeWorks audit is accessible from anywhere, so it may address some questions that students might have regarding progress toward degree completion.

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Q: How is DegreeWorks useful for faculty advisors?

A: Through DegreeWorks faculty advisors can also benefit in various ways:
- With a quick glance of the DGW audit you are able to see the advisee's progress toward degree completion
- You can quickly see the courses that the advisee completed and those that are outstanding
- Identify and review patterns of failed, withdrawn, and/or repeated courses
- Closely track each student's progress
- Minimize various clerical aspects of the advisement process
- Maximize advisement output while minimizing the amount of time students wait
- Focus on degree completion and plans for graduate study or career objectives

Q: A student is thinking about a change of major. How will the courses already taken be used toward the new major?

A: Use the "What If" feature by selecting the proposed degree, major and perhaps concentration. The requirements for your selection will appear when you run a "what-If" audit and you will see how the course-work may be used in the program under consideration. Each program is unique and mostly comprised of a different set of requirements. Each time something changes on a student's record, DegreeWorks re-calculates the course work and places courses in the most appropriate section of the audit.

Q: If I use the "What If" feature does this mean the major has been changed?

A: No. When you select a "What If" major you are not changing the major but rather viewing how existing courses will be used should the major change. In order to change a major, the properly signed Change of Curriculum form must be returned to the Office of the Registrar.

Please note, there are deadlines scheduled and documented on the College's Academic Calendar. A change of curriculum must be submitted to the Registrar's Office by said deadline to be effective for the upcoming academic term. All forms received after said deadline will be effective for the following term. Deadlines are subject to change and the calendar should be referenced in advance.

Q: A student has not yet declared a major, can they still use DegreeWorks?

A: Yes, the student should use the "What If" feature, as noted above, to see the requirements for various majors. However, it is highly recommended that students declare a major as soon as possible by consulting with an advisor(s).

Note: Students who intend to apply for financial assistance must declare a major by the 30th credit. Please, refer to the Office of Financial Aid for further clarity.

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Q: The major listed in DegreeWorks is wrong, what should the student do?

A: CUNYfirst contains the student's degree objective (program), major (plan), and concentration (sub-plan). In order for DegreeWorks to function properly the CUNYfirst record must be coded correctly. If you spot a wrong degree objective, major, concentration, etc. you must submit a properly signed Change of Curriculum form to the Office of the Registrar in order to have the information corrected in CUNYfirst. The data is generally updated within 48/72 hours after input into CUNYfirst.

Q: A course a student took may be substituted for a requirement, why doesn't this information appear in the audit?

A: The "exception management" system is available to authorized administrators on campus. In order for DegreeWorks and FACTS to work properly, each substitution has to be manually entered into the system. Prior to this manually processing, a DARR must be submitted on the student's behalf and go through the approval process.

Q: How do I print a copy of the audit?

A: Just press the "Print" button in the upper right hand corner of the DegreeWorks audit.

Q: Is the DegreeWorks audit the same as the CUNYfirst transcript?

A: No, the CUNYfirst transcript is the official academic record; a formal request must be submitted by the student to obtain a copy of this record. Please, contact the Office of the Registrar to get further information regarding transcripts.

Q: There was a change on a student record, when will it appear in the audit?

A: The bridging of data in DegreeWorks is fairly complex so it takes 48 to 72 hours for changes to appear in DegreeWorks.

Q: I would like more information about DegreeWorks, who should I contact?

A: Please, contact the DegreeWorks coordinators by email. Student inquiries should be sent to the general DegreeWorks email (Degreeworks@citytech.cuny.edu). Faculty and staff inquiries can either be sent to the general email or you may contact the coordinators directly.

Ms. Jessica Gomez – Jgomez@citytech.cuny.edu

Ms. Emma Shelefka – Eshelefka@citytech.cuny.edu

Q: Where can I find information regarding degree requirements?

A: Please refer to the College Catalog, or contact the academic department and/or the Office of the Provost for information regarding approved degree requirements.

Q: The font on the DGW audit is small, can I enlarge it?

A: Yes, if you are using Internet Explorer simply hold the "control" key down and press "+" or "- " (Ctrl and + or Ctrl and -) to change the size of the font.

FACTS (Financial Aid Certification and Tracking System)

Q: What is FACTS and how does it work?

A: FACTS (Financial Aid Certification and Tracking System) is a web-based system that monitors students' financial aid eligibility. It extracts data from DegreeWorks (DGW) to produce a financial aid audit and determine eligibility for New York State aid including TAP (Tuition Assistance Program), APTS (Aid for Part-Time Study), and various HESC scholarships.
Per CUNY CIS

Q: What data values in FACTS are extracted from CUNYfirst?

A: The following data values are extracted into FACTS from CUNYfirst by the logic called the CUNYfirst DegreeWorks/FACTS extract program:

- Citizenship
- Residency
- Ability to Benefit
- ATB student group
- Test scores and deadline dates
- Transfer Student
- Readmitted/Reinstated Student
- Student with a disability (PREG student group)
- Cumulative GPA and credits earned (used to determine Academic Progress in FACTS)

Per CUNY CIS

Q: What data values in FACTS are extracted from DegreeWorks?

A: DegreeWorks feeds FACTS information regarding student's name, transfer credits, degree, major, minor, concentration, course enrollment, and SEEK/CD in order to determine eligibility each semester. Required courses and Elective Credits Allowed are also entered into the calculation of FACTS/TAP.
Per CUNY CIS

Q: How are e-permit courses accounted for in TAP/FACTS?

A: When a student registers for an e-permit course a temporary place holder appears in DGW and FACTS. Once the student passes the course and grades are transferred, a manual re- evaluation regarding TAP eligibility is processed by the TAP Coordinator at City Tech.

Q: I have read the entire document and memorized it, is it okay to generalize the solutions for all students?

A: No, every student's situation is unique and complex so each student case should be dealt with individually. You should always feel free to contact the DegreeWorks Coordinators or your assigned Registrar for additional assistance.

<u>Some Useful Facts</u>

Did you know…

- Students with a prior degree (AA, AS, Baccalaureate) automatically have a "General Education Requirement" exemption, unless there is a variance.

- Every student admitted to City Tech is automatically assigned to a specific catalog year for their degree (general education requirements). The major and concentration and minor follow the college catalog in publication at the date of declaration.

- DegreeWorks needs 48 to 72 hours to process any change on a student record before it is available for display. This delay is due to the complexity and time consuming nature of bridging data from CUNYFirst to DegreeWorks.

- In the event of a system interruption, you will receive a notification from the DegreeWorks coordinator indicating that DegreeWorks is down or there are other systemic issues with DegreeWorks.