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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.
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.

[Image: Accessing DegreeWorks (DGW)]

*Click on DegreeWorks to access the log in page*

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

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
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.

<table>
<thead>
<tr>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Legend" /></td>
</tr>
</tbody>
</table>

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.

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.
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.

2) **CUNY Skills Block**

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

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.
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.

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

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.
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.

<table>
<thead>
<tr>
<th>Elective classes allowed</th>
<th>Credits Applied: 21</th>
<th>Classes Applied: 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry I</td>
<td>CR</td>
</tr>
<tr>
<td>Satisfied by: LaGuardia Community College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HES 2100</td>
<td>Wellness for Women</td>
<td>B+</td>
</tr>
<tr>
<td>HHS 1301</td>
<td>Intro to Health Human Services</td>
<td>C</td>
</tr>
<tr>
<td>PSY 1400</td>
<td>Health Psychology</td>
<td>A</td>
</tr>
<tr>
<td>RAD 1125</td>
<td>Radiographic Proct</td>
<td>C</td>
</tr>
<tr>
<td>RAD 1126</td>
<td>Image Prod &amp; Eval I</td>
<td>D</td>
</tr>
<tr>
<td>RAD 1127</td>
<td>Patient Care &amp; Mgt</td>
<td>B-</td>
</tr>
<tr>
<td>RAD 1128</td>
<td>Radiation Protection</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective classes not allowed</th>
<th>Credits Applied: 10</th>
<th>Classes Applied: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1524</td>
<td>Nutrition</td>
<td>IP</td>
</tr>
<tr>
<td>ECON 1101</td>
<td>Microeconomics</td>
<td>B+</td>
</tr>
<tr>
<td>LIB 2201</td>
<td>Research &amp; Info Aaga</td>
<td>B+</td>
</tr>
<tr>
<td>MAT 1476A</td>
<td>Calks Laboratory</td>
<td>A-</td>
</tr>
<tr>
<td>RAD 1124</td>
<td>Intro To Rad Tech</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-progress</th>
<th>Credits Applied: 15</th>
<th>Classes Applied: 5</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Insufficient Grades</th>
<th>Credits Applied: 0</th>
<th>Classes Applied: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>HNGT 1202</td>
<td>Food/Bb &amp; Cost Ctrl</td>
<td>W</td>
</tr>
<tr>
<td>MAT 1190</td>
<td>Quantitative Reasoning</td>
<td>F</td>
</tr>
<tr>
<td>MAT 119Q</td>
<td>Quantitative Reasoning Coreq</td>
<td>R</td>
</tr>
<tr>
<td>In-progress</td>
<td>Credits Applied: 9</td>
<td>Classes Applied: 4</td>
</tr>
<tr>
<td>ECON 1101</td>
<td>Macroeconomics</td>
<td>IP</td>
</tr>
<tr>
<td>ENG 1121</td>
<td>English Comp II</td>
<td>IP</td>
</tr>
<tr>
<td>MAT 1190</td>
<td>Quantitative Reasoning</td>
<td>IP</td>
</tr>
<tr>
<td>MAT 119Q</td>
<td>Quantitative Reasoning Coreq</td>
<td>IP</td>
</tr>
</tbody>
</table>
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.
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.
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.
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.
Some Useful Facts

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.