

DegreeWorks

Overview for Students

You can now access your DegreeWorks worksheet through your myINFO account, or at tcc.degreeworks.suny.edu. Use your TC3 username and password as your DegreeWorks login.

The Degree Audit Worksheet consists of multiple sections, called “blocks.”

1. Header Block – Displays your name, TC3 ID number, degree program, cumulative GPA, academic advisor, academic status, dates of application for graduation (if applicable), and prior TC3 degrees earned (if applicable).

Tompkins Cortland Community College Degree Works			
Student View AA05910M as of 04/13/2015 at 23:25			
Student	Ruth, George Test Student	Advisor	
ID	77777777	Academic Status	
Degree	Associate in Applied Science	Applied for Graduation	December 2014 In Computer Forensics: 05-14-2014
Major	Business Administration 3BA	Prior Degree Earned	
Overall GPA	2.185		

2. Degree Block – Displays a summary of your progress toward degree requirements.

[Note for transfer students: a minimum of 15 credits must be earned at TC3.]

Associate in Applied Science 2011 - 12	
<input checked="" type="checkbox"/> You meet the minimum GPA requirement	
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Business Administration 2011-12 section
<input checked="" type="checkbox"/> SUNY General Education Summary	
Completion of the SUNY General Education section is not required for AAS degrees.	

3. Major Block – Lists the requirements that must be fulfilled for your degree program, with courses listed that can be completed to fulfill each one.

Major in Accounting 2014-15		Academic Year:	2014 Academic Year	Credits Required:	62
				Credits Applied:	12
Unmet conditions for this set of requirements:		62 credits are required. You currently have 12 including courses in progress; you still need 50 more credits.			
<input checked="" type="checkbox"/> Principles of Accounting I (C or better)	ACCT 101	Principles of Accounting I	(4)	SPRING 2015	
<input type="checkbox"/> Principles of Accounting II (C or better)	Still Needed: 1 Class in ACCT 102				
<input type="checkbox"/> Business Law I (C or better)	Still Needed: 1 Class in BUAD 201				
<input type="checkbox"/> Business Law II (C or better)	Still Needed: 1 Class in BUAD 202				
<input checked="" type="checkbox"/> Introduction to Word Processing	CAPS 111	Introduction to Word Processing	A	1	FALL 2014
<input type="checkbox"/> Introduction to Spreadsheets	Still Needed: 1 Class in CAPS 121				
<input checked="" type="checkbox"/> Introduction to Databases	CAPS 131	Introduction to Databases	(1)	SPRING 2015	
<input type="checkbox"/> Principles of Microeconomics	Still Needed: 1 Class in ECON 120				
<input type="checkbox"/> Principles of Macroeconomics	Still Needed: 1 Class in ECON 121				
<input type="checkbox"/> Academic Writing I (C or better)	Still Needed: 1 Class in ENGL 100				
A student exempted from ENGL 100 must substitute a three-credit liberal arts elective. The course should be selected in consultation with the student's advisor.					
<input type="checkbox"/> Academic Writing II	Still Needed: 1 Class in ENGL 101				
<input type="checkbox"/> Approaches to Literature	Still Needed: 1 Class in ENGL 102				
<input type="checkbox"/> Fundamentals of Speech	Still Needed: 1 Class in ENGL 201				
<input type="checkbox"/> SUNY GEN ED Mathematics	Still Needed: 1 Class in MATH 132 or 135 or 201				
<input type="checkbox"/> Statistics	Still Needed: 1 Class in MATH 200				
<input type="checkbox"/> SUNY GEN ED Lab Science Elective	Still Needed: 1 Class in BTOL 100 or 101 or 102 or 104 or 105 or 112 or 115 or 116 or 125 or 131 or 132 or 201 or 202 or 211 or 216 or CHEM 101 or 102 or 107 or 108 or 205 or 206 or ENV5 101 or GEOL 101 or 125 or METR 101 or PHSC 104 or 105 or 211 or 212 or 213				
<input type="checkbox"/> SUNY GEN ED Restricted Elective	Still Needed: 1 Class in ANTH 202 or 220 or 260 or ARAB 101 or 102 or ART 101 or 102 or 109 or 110 or 111 or 112 or 114 or 115 or 120 or 122 or 130 or 180 or 200 or 270 or 271 or CHIN 101 or 102 or ENGL 105 or 200 or 255 or 258 or FREN 101 or 102 or 201 or 202 or GERM 101 or 102 or HSTV 101 or 102 or 110 or 111 or 201 or 202 or 215 or 225 or 233 or 235 or 245 or 252 or 255 or 260 or HUMN 232 or ITAL 101 or 102 or MUSI 101 or POSC 245 or 260 or RECR 150 or 215 or RUSN 101 or 102 or SOCE 150 or 258 or SOCI 220 or 225 or SPAN 101 or 102 or 201 or 202 or WGST 233				

[NOTE: Courses in progress may not apply to the “best fit” requirement until completed.]

4. SUNY General Education Requirements Block – Displays the SUNY General Education categories and the courses that fulfill each area. Completion of this section is required to complete an AS or AA, but is optional for those graduating with an AAS.

SUNY General Education Requirements 2013-14		Credits Required: 21	Credits Applied: 3
Unmet conditions for this set of requirements:		21 credits and 5 categories are required. You currently have 3 credits, you still need 18 more credits.	
<input type="checkbox"/> Mathematics (Required category)	Still Needed:	1 Class in MATH 109 or 115 or 122 or 132 or 135 or 181 or 200 or 201 or 202 or 203 or 206	
<input type="checkbox"/> Basic Communication (Required category)	Still Needed:	1 Class in ENGL 101 or 103	
<input type="checkbox"/> GENERAL EDUCATION CATEGORIES		Still Needed: Choose from 2 of the following:	
<input type="checkbox"/> Natural Science		(1 Class in ASTR 101 or BIOL 100 or 101 or 102 or 104 or 105 or 112 or 114 or 116 or 125 or 131 or 132 or 201 or 202 or 216 or CHEM 100 or 101 or 102 or 107 or 108 or 205 or 206 or ENVS 101 or GEOL 101 or 125 or METR 101 or PHSC 104 or 105 or 211 or 212 or 213) or	
<input checked="" type="checkbox"/> Social Sciences	SOCI 101	Introduction to Sociology	D+ 3 SPRING 2014
<input type="checkbox"/> American History		(1 Class in HSTY 201 or 202 or 225 or 233 or 255 or WGST 233) or	
<input type="checkbox"/> Western Civilization		(1 Class in ART 101 or HSTY 101 or 102) or	
<input type="checkbox"/> Other World Civilizations		(1 Class in ANTH 202 or 220 or 260 or HSTY 110 or 111 or 215 or 252 or 260 or POSC 260 or RECR 150 or SOCE 150 or SOCI 220 or 225) or	
<input type="checkbox"/> Humanities		(1 Class in CRJU 217 or ENGL 102 or 205 or 206 or 208 or 215 or 220 or 225 or 226 or 227 or 229 or 233 or 245 or 246 or 248 or ENVS 105 or PHIL 101 or 201 or WGST 248) or	
<input type="checkbox"/> The Arts		(1 Class in ART 101 or 102 or 109 or 110 or 111 or 112 or 114 or 115 or 120 or 122 or 130 or 180 or 200 or 208 or 270 or 271 or ENGL 105 or 200 or 258 or MUSI 101 or RECR 215 or SOCE 258 or WGST 208) or	
<input type="checkbox"/> Foreign Language		(1 Class in ARAB 101 or 102 or CHIN 101 or 102 or FREN 101 or 102 or 201 or 202 or GERM 101 or 102 or ITAL 101 or 102 or RUSN 101 or 102 or SPAN 101 or 102 or 201 or 202)	
<input checked="" type="checkbox"/> Additional General Education as needed			
ART 109, 110, 111, 112, 114, 115, 120, 122, 130, 180, 200, 208, 270, 271 and ENGL 105, and 257 will fulfill SUNY General Education requirements, but DO NOT fulfill TC3 Liberal Arts requirements.			

5. Insufficient courses – Shows classes for which credit was not earned.

Insufficient Courses: Withdrawn, Failed, Repeated		Credits Applied: 0	Classes Applied: 1
OFFC 101	College Keyboarding & Document Processng	W	0 SPRING 2007

6. Courses not applied toward degree requirements – a record of courses completed with satisfactory grades that do not meet a requirement in your current degree program.

Courses not applied toward degree requirements				Credits Applied: 9	Classes Applied: 3
ART 110	Design I	(3)	SPRING 2015		
ART 122	Drawing II	(3)	SPRING 2015		
ENGL 200	Screenwriting	(3)	SPRING 2015		

7. Courses in progress – a summary list of classes in progress and/or for which you are registered in an upcoming semester.

In-progress				Credits Applied: 12	Classes Applied: 4
ART 110	Design I	3	SPRING 2015		
ART 122	Drawing II	3	SPRING 2015		
ENGL 200	Screenwriting	3	SPRING 2015		
ENGL 201	Fundamentals of Speech	3	SPRING 2015		

8. Not counted – Shows developmental or non-credit courses.

Not Counted			Credits Applied: 16		Classes Applied: 4
ENGL 099	Foundations of Academic Writing	B+	4	FALL 2014	
MATH 090	Pre-Algebra		(4)	SPRING 2015	
MATH 095	Beginning Algebra		(4)	SUMMER 2015	
RDNG 099	Active Literacy	A	4	FALL 2014	

9. Exceptions – a list of substitutions or “waivers” granted for fulfilling of a degree requirement in place of completing the specified coursework (exceptions/waivers must be requested through your advisor and approved by the Dean of Instruction).

Exceptions					
Type	Description	Date	Who	Block	Enforced
Apply Here	Apply ENGL 105 here.	03/23/2015	Campbell, Katrina	RA000145	Yes

Understanding the Symbols

1. Use the legend on the worksheet to understand most symbols. The green checked box means it is a completed course requirement.

Legend

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	TR Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@ Any discipline/course number

2. All courses in progress or for which you are currently registered will be highlighted in blue and the check box will show a ~ (tilde).

<input type="checkbox"/> Fundamentals of Speech or Interpersonal Communication	ENGL 201	Fundamentals of Speech	(3)	SPRING 2015
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[NOTE: Courses in progress may not apply to the “best fit” requirement until completed.]

3. The @ symbol is used in DegreeWorks to represent any course number or discipline.
 - o BIOL @ means any course with a Biology course prefix.
 - o 3 Credits in @ @ means one course in any course discipline, any course number.

The What-If Function

The What-If feature allows you to load your completed and in-progress courses into a different degree program to see how far along you are toward completion of a degree you are considering.

Format: Include in-progress classes

What-If

Academic Year

Choose Your Different Areas of Study

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

Major

Chosen Areas of study

Select the Academic Year, and choose a Major from the drop down box and then click on . A new worksheet is created, displaying your degree progress if you were to change to the new program you selected. Remember, you must complete a Change of Program Request Form if you decide to change your program.

The Plan Function

Your academic advisor can help you create a Plan that will let you know what courses to take in each upcoming semester to complete your degree. Depending on your degree program, it might make sense to create a plan only one or two semesters at a time, or it might make sense to plan out your entire degree program over several semesters.

2015 Academic Year	
FALL 2015, Total Credits: 12.0	SPRING 2016, Total Credits: 12.0
CIS 215 3.0	BUAD 203 3.0
CIS 220 3.0	CIS 225 3.0
CIS 223 3.0	CIS 227 3.0
ENGL 204 3.0	CIS 230 3.0

Questions: Contact your academic advisor with questions specific to your audit or degree requirements.