



What is Degree Works?

Degree Works is similar to the Academic Plan but has more features. It is a web-based advisement tool which can be used as a road map towards students' graduation. Degree Works matches students' academic and course history against the degree requirements as defined in the College Catalog. It can also provide specific guidance on recommended future course requirements. Advisors can use the tool to evaluate students' progress and alignment of their program of study to their academic and career goals.



Who has access to Degree Works?

Any matriculated student who has been enrolled within the last year has access to Degree Works.

How do I Access Degree Works?

There are two ways to do this.

- 1. my.herkimer.edu (Recommended)
 - Scroll down to the Quicklinks section
 - Click on DegreeWorks (found on the left hand column)
- 2. Click on www.Herkimer.edu/banner
 - Login to your account
 - Enter your User ID: HCCC id number or Social Security number Enter your pin
 - Select: Student & Financial Aid
 - Select: Registration
 - Next click on Degree Works



What are the benefits of Degree Works?

- Available via the web 24/7.
- Learn the degree requirements and identify the courses you must complete to earn your degree.
- Learn, before you change your major officially, how the courses you have completed meet the new major requirements.
- See how the courses you want to take in the future will apply to your degree requirements.



Benefits of Degree Works. . .continued

- View the Schedule of Classes and select courses for the coming Semester.
- Learn about the course including description and pre/co-requisites for which you want to register.
- Estimate how many semesters it will take you to graduate.
- Link to register for classes.



How does my Degree Works audit differ from my transcript?

- Degree Works is a computerized program that displays courses required and completed in the major.
- Your transcript is the official college record listing the courses taken each semester.
- Degree Works allows you to print an advisement transcript used strictly for advisement purposes.
- To obtain an official transcript you must request it from the Registrar's Office.



What does a Degree Works audit look like?

Legend			
🗹 Complete	Complete except	for classes in-progress	(T) Transfer Class
Not Complete 🛛 🖾 Nearly complete - see a		see advisor	@ Any course number
	HCCC Degr	eeWorks Production	Environment
Student Vie	w AA111306 as of 02/12/2011 at 06:	34	
Name	Student, John	Degree	Associate in Science
ID	H00000000	Major	Criminal Justice-AS
10			
Advisor	Caskey, Bruce	College	Natural/Social Science

Detailed Advice Block

This section of the audit contains your demographic information



What does a Degree Works audit look like?

Degree Progress

Requirements

80%

Associate in Science	Matriculated: 2010-2011 Academic Year
Unmet conditions for this set of requirements:	Your GPA is 1.84; a GPA of 2.0 is required A minimum of 30 credits must be taken in residence. 64 credits are required. You currently have 52, you still need 12 more credits.
Major Requirements	Still Needed: See Criminal Justice (A.S.) section
Criminal Justice (A.S.)	Matriculated: 2010-2011 Academic Year

Degree Requirements Block

This area lists all the requirements for any given major.



Major Block Requirements

Introduction to Criminal Justice	CJ 120 Satisfied by	Intro Criminal Justice SOCL175 - SUNY College At One	TR eonta	3	Fall 2010
🗹 Criminal Substantive Law	CJ 123	Criminal Substantive Law	B-	3	Fall 2010
Criminal Procedure Law	CJ 124	Criminal Procedure Law	B-	з	Spring 2011
Criminal Justice Electives	CJ 125 CJ 131 CJ 151 Satisfied by	Intro to Law Enforcement Probation & Parole Intro Corrections SOCL274 - SUNY College At One	B- B+ TR eonta	3 3 3	Fall 2010 Spring 2011 Fall 2010
🛛 English I	EN 111 Satisfied by	English I COMP100 - SUNY College At On	TR eonta	3	Fall 2010
🗸 English II	EN 112	English II - Intro to Lit	С	З	Fall 2010
Introduction to Technical Writing	Still Needed:	1 Class in EN 171*			
The Arts, Other Wrld Civ or Foreign Lang Selective	HU 151 Satisfied by	Intro to Philosophy PHIL101 - SUNY College At One	TR onta	3	Fall 2010
🗹 First Year Student Seminar	FS 100	First Year Student Seminar	А	1	Spring 2011
MA 124 or Higher	MA 132 Satisfied by	College Algebra & Trig MATH104 - SUNY College At On	TR eonta	3	Fall 2010
Elective MA 124 or higher, if Math elective	Still Needed:	1 Class in MA 123:262 or SC @			
Physical Education Requirement	Still Needed:	2 Credits in PE 131 or 132 or 133 or 1	34 or 136	or 137*	* or 170
Laboratory Science Elective	Still Needed:	4 Credits and 1 Class in SC 125 or 150	or @		
Criminology	SS 136	Criminology	С	З	Spring 2011
🗹 Introductory Psychology	SS 151	Intro Psychology	B-	з	Spring 2011
Introductory Sociology	SS 161	Introductory Sociology	А	3	Fall 2010
Juvenile Delinquency	SS 167 Satisfied by	Juvenile Delinquency SOCL273 - SUNY College At Or	TR neonta	3	Fall 2010
Social Science Selective	SS 246	Constitutional Law	В	3	Spring 201
Social Science Elective	SS 141 Satisfied by	American Government POLS121 - SUNY College At Or	TR neonta	3	Fall 2010
Elective	SC 114 Satisfied by	Topics Human Biology BIOL100 - SUNY College At On	TR eonta	3	Fall 2010



Other Blocks

All skill-strengthening courses and courses not required by the major go to the Insufficient block. Courses with invalid grades (W, *(any grade), F, I, etc. are also shown in the Insufficient block.

Insufficien	t (Failed, Withdrawn, Repeated)			
CJ 124	Criminal Procedure Law	F	3	Spring 2009
CJ 212	Criminal Evidence	F	3	Spring 2009
MA 090	Pre Algebra	*B	3	Fall 2008
MA 124	Contemporary Math	W	3	Spring 2009
55 136	Criminology	W	3	Spring 2009
SS 151	Intro Psychology	F	3	Spring 2009

If you are currently enrolled in any course(s), those course(s) will be listed in the In-progress block.

In-progress				
BU 254	Organizational Behavior	IP	3	Fall 2011
EN 249	Short Crime Fiction	IP	3	Fall 2011



Functions and Features: What If

Worksheets	Planner	Notes	Petitio	Exceptions	GPA Calc		
Worksheets	Forma	at: ent View	~	Process What-If	Save as PDF		
	What	-1f					
History	Se	elect Acaden	nic Year of Anti	cipated Change			
When Ye		latriculated	2012-2013	3 Academic Year	~		
What If	Choose Your Major						
Look Ahead	Se	elect an item	to add it to yo	our Chosen Area of Stu	dy	Chosen Areas of study	041
	-		Bus:Fashion B Bus:Health Se Bus:Human R	ng-AS Admin-AAS Administration-AS Luying & Merchand ervices Mgmt Tech esource Mgmt onal Business		MAJOR : Bus:Accounting-AS Remove	



Are you planning to change your curriculum?

To view how your courses count in a different curriculum:

- 1. Click on "What-If" Tab
- 2. Select the curriculum of your choice
- 3. Select academic year of anticipated change
- 4. Click Process What-If
- 5. Review carefully how your courses count in this new curriculum
- 6. Discuss this new curriculum with your advisor
- 7. Decide if you want to change your curriculum officially
- 8. To change your curriculum, visit the advisement center's office in CA 130



Functions and Features: Planner

Spring 1	2012					
Course	Credits	Take one Business Elective (see catalog).Take one (3-credit				
EN 112	3	hour) Foreign Language or Social Science Elective.				
TT 235	3					
TT 240	3	~				
-BU ELECT	3					
-FL/SS ELECT	3					
	0	a				
	0	a				
	0					
	0					
Total	15					

Planner

As a student you can only view what's on your Planner. Your Planner is set to the catalog. Please set your future classes with your academic advisor.



Functions and Features: Planner

Graduation Calculator –

Use this to determine how you need to perform to reach your desired GPA upon graduation **Term Calculator** –

Use this to set specific goals for the class(es) in your current term

Advice Calculator

Graduation

Calculator

Term Calculator

Advice Calculator –

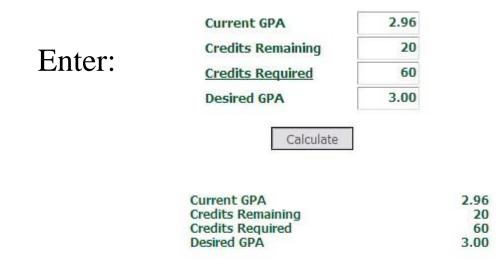
Use this to determine how many credits of a specific grade average you need to reach your desired GPA

GPA CALCULATOR

The calculator can help students in realistic goal setting at the beginning of the term, precise calculation of their end-of-term GPA using students' actual academic information , and accurate mapping of students' paths of achieving honors, or avoiding probation.



Functions and Features: GPA Calculator



Result:

You need to average a 3.07 over your final 20 Credits to graduate with your desired GPA.

Graduation Calculator

This calculator takes the credits remaining, credits required and desired GPA as input and returns what kind of average the student needs to achieve the desired GPA.



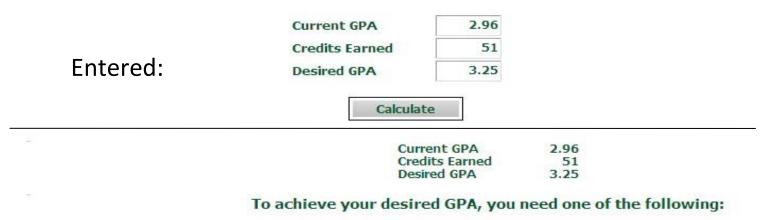
			ns and Fea Result:			
Entere	ed:		Current GPA Credits Earn			2.96 51
Current GPA 2.96 Credits Earned So Far 51		2.96	Class	Credits	G	rade
creates	Lunicu So Tur		EN 228	3	A+	4.00
	- III		EN 231	3	А	4.00
N 228	Credits 3	Grade A+[4.00] ♥	HU 212	3	B-	2.70
			PE 131	1	A+	4.00
N 231	3	A [4.00] 🛩	SC 254	4	С	2.00
U 212	3	B-[2.70] 💌				1 periode c
E 131 1 A+[4.00] 🛩		Calculated GPA		3.00		
C 254	4	C [2.00] 💌	By a	chieving the grade at the end of the	es listed h	ere, your

Term Calculator

This calculator is used to calculate end of term GPA based on student's performance for the term. It takes course credits and grade as input and returns end of term GPA based on those grades.



Functions and Features: GPA Calculator



Result:

- 19 Credits at 4.00 (A+) grade average
- 19 Credits at 4.00 (A) grade average
 - 19 Credits at 4.00 (A+) grade average
 - 19 Credits at 4.00 (A) grade average
 - 32 Credits at 3.70 (A-) grade average
 - 32 Credits at 3.70 (A-) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

Advice Calculator

This calculator takes desired GPA as input and returns different combinations of grades how a student can achieve that desired GPA.



Functions and Features: Look Ahead Audit

	ject code a	OU PLAN TO REGISTER IN FUTURE TERMS, nd Number of each anticipated course.
Enter a course and click Add Course		Courses you are considering
Subject Number Add Course	Find	EN 123 HU 165 HU 148 RT 145 MA 124

Look Ahead Audit

Mostly students use this feature to see how a course taken in the future will be applied towards the student's degree requirements.



Functions and Features: Look Ahead Audit

🔲 Digital Filmmaking		Matr	iculated:	2011-20)12 Academic Year
English I	EN 111	English I - College Writing	IP	(3)	Fall 2011
English II	Still Needed:	1 Class in EN 112			
English Literature Elective	(EN 123)	Major English Writers	PL	(3)	Planned Term
English or Humanities Elective	Still Needed:	1 Class in EN 223 or HU 111 or 11.	5 or 211 or	212	
First Year Student Seminar	FS 100	First Year Student Seminar	IP	(1)	Fall 2011
Intro to Computer Graphics	HU 146	Intro Comp Graphics & Design	IP	(3)	Fall 2011
Digital Photography	(HU 148)	Digital Photography	PL	(3)	Planned Term
Intro to the Film	HU 161	Intro to the Film	IP	(3)	Fall 2011
Intro to Mass Media	(HU 165)	Intro Mass Media	PL	(3)	Planned Term

Look Ahead Audit Results

Rather than showing IP for <u>In Progress</u>, the look ahead audit results shows that the course is PL for a <u>Planned Term</u>.



Functions and Features: Look Ahead Audit

Courses Not Needed for Degree							
PL 100	Intro to Law for Paralegals	PL	3	Planned Term			

Look Ahead Audit Results

Should you accidentally plan ahead to take a course that is not in your curriculum, the course will show up at the bottom of your audit indicating "Courses Not Needed for Degree". Courses not needed may impact your financial aid.