



**HERKIMER**

COUNTY | COMMUNITY | COLLEGE <sup>TM</sup>



## 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?

- Click on: <http://my.herkimer.edu>
- Go to: Quick Links
- 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
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- (T) Transfer Class
- @ Any course number

## HCCC DegreeWorks Production Environment

**Student View** AA111306 as of 02/12/2011 at 06:34

<b>Name</b>	Student, John	<b>Degree</b>	Associate in Science
<b>ID</b>	H00000000	<b>Major</b>	Criminal Justice-AS
<b>Advisor</b>	Caskey, Bruce	<b>College</b>	Natural/Social Science
<b>Overall GPA</b>	2.93	<b>Academic Standing</b>	

## 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

Your GPA is 1.84; a GPA of 2.0 is required

**Unmet conditions for this set of requirements:**

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

<input checked="" type="checkbox"/> Introduction to Criminal Justice	<b>CJ 120</b> Satisfied by	Intro Criminal Justice SOCL175 - SUNY College At Oneonta	TR	3	Fall 2010
<input checked="" type="checkbox"/> Criminal Substantive Law	<b>CJ 123</b>	Criminal Substantive Law	B-	3	Fall 2010
<input checked="" type="checkbox"/> Criminal Procedure Law	<b>CJ 124</b>	Criminal Procedure Law	B-	3	Spring 2011
<input checked="" type="checkbox"/> Criminal Justice Electives	<b>CJ 125</b>	Intro to Law Enforcement	B-	3	Fall 2010
	<b>CJ 131</b>	Probation & Parole	B+	3	Spring 2011
	<b>CJ 151</b>	Intro Corrections	TR	3	Fall 2010
	Satisfied by	SOCL274 - SUNY College At Oneonta			
<input checked="" type="checkbox"/> English I	<b>EN 111</b> Satisfied by	English I COMP100 - SUNY College At Oneonta	TR	3	Fall 2010
<input checked="" type="checkbox"/> English II	<b>EN 112</b>	English II - Intro to Lit	C	3	Fall 2010
<input type="checkbox"/> Introduction to Technical Writing	<b>Still Needed: 1 Class in EN 171*</b>				
<input checked="" type="checkbox"/> The Arts, Other Wrld Civ or Foreign Lang Selective	<b>HU 151</b> Satisfied by	Intro to Philosophy PHIL101 - SUNY College At Oneonta	TR	3	Fall 2010
<input checked="" type="checkbox"/> First Year Student Seminar	<b>FS 100</b>	First Year Student Seminar	A	1	Spring 2011
<input checked="" type="checkbox"/> MA 124 or Higher	<b>MA 132</b> Satisfied by	College Algebra & Trig MATH104 - SUNY College At Oneonta	TR	3	Fall 2010
<input type="checkbox"/> Elective MA 124 or higher, if Math elective	<b>Still Needed: 1 Class in MA 123:262 or SC @</b>				
<input type="checkbox"/> Physical Education Requirement	<b>Still Needed: 2 Credits in PE 131 or 132 or 133 or 134 or 136 or 137* or 170</b>				
<input type="checkbox"/> Laboratory Science Elective	<b>Still Needed: 4 Credits and 1 Class in SC 125 or 150 or @</b>				
<input checked="" type="checkbox"/> Criminology	<b>SS 136</b>	Criminology	C	3	Spring 2011
<input checked="" type="checkbox"/> Introductory Psychology	<b>SS 151</b>	Intro Psychology	B-	3	Spring 2011
<input checked="" type="checkbox"/> Introductory Sociology	<b>SS 161</b>	Introductory Sociology	A	3	Fall 2010
<input checked="" type="checkbox"/> Juvenile Delinquency	<b>SS 167</b>	Juvenile Delinquency	TR	3	Fall 2010
	Satisfied by	SOCL273 - SUNY College At Oneonta			
<input checked="" type="checkbox"/> Social Science Selective	<b>SS 246</b>	Constitutional Law	B	3	Spring 2011
<input checked="" type="checkbox"/> Social Science Elective	<b>SS 141</b>	American Government	TR	3	Fall 2010
	Satisfied by	POLS121 - SUNY College At Oneonta			
<input checked="" type="checkbox"/> Elective	<b>SC 114</b> Satisfied by	Topics Human Biology BIOL100 - SUNY College At Oneonta	TR	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.

Insufficient (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	
SS 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 | Petitions | Exceptions | GPA Calc

Format: Student View [v] Process What-If Save as PDF

**What-If**

Select Academic Year of Anticipated Change

Matriculated 2012-2013 Academic Year [v]

**Choose Your Major**

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

Major **Pick a Major**

- Art Studies
- Bus:Accounting-AAS
- Bus:Accounting-AS
- Bus:Business Admin-AAS
- Bus:Business Administration-AS
- Bus:Fashion Buying & Merchand
- Bus:Health Services Mgmt Tech
- Bus:Human Resource Mgmt
- Bus:International Business
- Bus:Marketing

Chosen Areas of study

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 2012	
Course	Credits
EN 112	3
TT 235	3
TT 240	3
-BU ELECT	3
-FL/SS ELECT	3
	0
	0
	0
	0
<b>Total</b>	<b>15</b>

Take one Business Elective (see catalog). Take one (3-credit hour) Foreign Language or Social Science Elective.

### 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

### **Graduation Calculator –**

Use this to determine how you need to perform to reach your desired GPA upon graduation

Term  
Calculator

### **Term Calculator –**

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

Advice  
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

Enter:

Current GPA	<input type="text" value="2.96"/>
Credits Remaining	<input type="text" value="20"/>
<u>Credits Required</u>	<input type="text" value="60"/>
Desired GPA	<input type="text" value="3.00"/>
<input type="button" value="Calculate"/>	

Result:

Current GPA	2.96
Credits Remaining	20
Credits Required	60
Desired GPA	3.00

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.



## Functions and Features: GPA Calculator

Entered:

Current GPA	<input type="text" value="2.96"/>	
Credits Earned So Far	<input type="text" value="51"/>	
	<b>Credits</b>	<b>Grade</b>
<input type="text" value="EN 228"/>	<input type="text" value="3"/>	<input type="text" value="A+[4.00]"/>
<input type="text" value="EN 231"/>	<input type="text" value="3"/>	<input type="text" value="A [4.00]"/>
<input type="text" value="HU 212"/>	<input type="text" value="3"/>	<input type="text" value="B-[2.70]"/>
<input type="text" value="PE 131"/>	<input type="text" value="1"/>	<input type="text" value="A+[4.00]"/>
<input type="text" value="SC 254"/>	<input type="text" value="4"/>	<input type="text" value="C [2.00]"/>

Result:

Current GPA	2.96
Credits Earned So Far	51

Class	Credits	Grade
EN 228	3	A+ 4.00
EN 231	3	A 4.00
HU 212	3	B- 2.70
PE 131	1	A+ 4.00
SC 254	4	C 2.00

Calculated GPA	3.00
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By achieving the grades listed here, your GPA at the end of the term will be 3.00

## 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

Entered:

Current GPA	2.96
Credits Earned	51
Desired GPA	3.25

Calculate

Current GPA	2.96
Credits Earned	51
Desired GPA	3.25

To achieve your desired GPA, you need one of the following:

- 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

Format:  
Student View


**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.

Enter a course and click Add Course

Subject

Number

Find 

Courses you are considering

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		Matriculated: 2011-2012 Academic Year				
<input checked="" type="checkbox"/> English I	EN 111	English I - College Writing	IP	(3)	Fall 2011	
<input checked="" type="checkbox"/> English II	Still Needed: 1 Class in EN 112					
<input checked="" type="checkbox"/> English Literature Elective	(EN 123)	Major English Writers	PL	(3)	Planned Term	
<input checked="" type="checkbox"/> English or Humanities Elective	Still Needed: 1 Class in EN 223 or HU 111 or 115 or 211 or 212					
<input checked="" type="checkbox"/> First Year Student Seminar	FS 100	First Year Student Seminar	IP	(1)	Fall 2011	
<input checked="" type="checkbox"/> Intro to Computer Graphics	HU 146	Intro Comp Graphics & Design	IP	(3)	Fall 2011	
<input checked="" type="checkbox"/> Digital Photography	(HU 148)	Digital Photography	PL	(3)	Planned Term	
<input checked="" type="checkbox"/> Intro to the Film	HU 161	Intro to the Film	IP	(3)	Fall 2011	
<input checked="" type="checkbox"/> Intro to Mass Media	(HU 165)	Intro Mass Media	PL	(3)	Planned Term	

### Look Ahead Audit Results

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



## Functions and Features: Look Ahead Audit

### Courses Not Needed for Degree

PL 100	Intro to Law for Paralegals	PL	3	Planned Term
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### 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.



The End