DEGREE WORKS FOR STUDENTS

FOR STUDENTS

REGISTRAR’S OFFICE
Last Revised 6/13/2016
DegreeWorks is the online audit software that:

- Shows your progress towards graduation.
- Shows you coursework completed as well as required.
- Is meant to be used in conjunction with the advice of an academic advisor as well as the college catalog.

Any questions or concerns about your General Education (IF2014) requirements on your Degree Works audit can be addressed by emailing audit@buffalostate.edu.

Any questions or concerns about your Major or Minor requirements get addressed by working with your department that oversees that curriculum.

Degree Works has its own logic that places the coursework to find a best fit.

Graduate Programs are in Degree Works.

For more updated information on Degree Works as it becomes available please visit our website at http://registrar.buffalostate.edu/students
LOGIN

*Note: If you're a new student or Transfer, AND you haven't changed your network password yet, you must do so before you’ll be able to login to Degree Works. New students or New transfers will need to first login to Banner SSB, to activate their Network account, so they can then login to Degree Works.

Degree Works is set up with a federated ID login.

1. Go to Degree works: https://buc.degreeworks.suny.edu
2. Choose our campus from the dropdown box (hit Login)

![SUNY Secure Sign On](https://buc.degreeworks.suny.edu)

3. Login to Degree works using your NT username and password

![Authentication Services](https://buc.degreeworks.suny.edu)

4. You are then brought into DegreeWorks
TIMEOUT

It’s important to remember to logoff or lock your computer when not in use, and avoid others from using it.

DegreeWorks times out after 20 minutes of inactivity for students. If you are timed out you will be asked to close entirely out of your browser and log back in. You might want to consider a designated browser just for DegreeWorks (Such as Chrome).

Supported browsers are: Chrome, Safari, Firefox, and IE.

Possible time out messages:

![Error 0729: Your session has stopped due to inactivity. Please close ALL browser windows and log back in if necessary.](image1)

![Error 0727: Your Passport is invalid. Please make sure your browser is accepting cookies.](image2)
**LOGOUT**

**To Logout of Degree Works** click on the “Log Out” tab in the upper right hand corner

You will then be prompted to Exit DegreeWorks.

You will then be reminded for security purpose to close your browser.

**Important reminder: You must close your browser to complete the logout process!**
HOW TO READ YOUR AUDIT SHEET

- Your Name
- Banner ID
- Student Class (Freshman, Sophomore, Junior or Senior)
- Degree (BS, BA, etc)
- Major (if a second major, will also be listed here)
- Concentration
- Minor
- Transfer credit total the student was awarded
- Registration holds if any (this is a YES/NO), student must still login to Banner to see their details
- Advisor (an email hyperlink)
- Upper Division Credits (300/400 level including 200 college level foreign language)
- Campus Residency (credits taken at BSC)
- Overall GPA
- Major GPA

The next section is a YES/NO Summary of overall Degree Completion. A green checkmark indicates the requirement is complete. The blue tilde (if you reference the legend at the bottom) represents the requirement is in process of being complete that semester at the end of grading.

The still needed required sections are hyperlinks that take you to that area of the audit.
You are then presented with the General Education “Blocks” of requirements. Most students are following the Intellectual Foundations 2014 General Education requirement, so that is the next set of requirements that are displayed.

Advice of requirements unmet remains displayed until they are fulfilled, and then this advice goes away. This makes for a more condensed audit when printing.

Hyperlinks are available throughout the audit to link you to websites regarding more information on polices being enforced on the audit.

In the audit, course codes are displayed and you can click on them to obtain more information. If the course has an asterisk next to it, that means that course has enforced prerequisites on it. Clicking on the course reveals the course description, Prerequisites, all the sections being offered, and seat availability. This is all real time information coming from Banner.
Major Requirements are displayed in their own block. If you are pursuing a second Major, those requirements will appear under the block of the main major. If you are pursuing a Dual Degree, the audit will required 152 credits and then you have to click on “Degree” at the top to toggle between audits.

The last section of the audit is the “All College Electives” indicating the course can be used for the credits required for the degree, but the course itself does not meet any other requirement.

Another section called “All College Electives, courses not needed for the degree” assists in alerting you to any courses that will not apply toward the degree.

There’s an insufficient section, this is where your withdrawals, E’s, and repeats get displayed. There is an in-progress box showing you the current registrations.

The legend at the bottom shows what the various symbols mean on the audit.

The Class History link shows your summary progress chart at the top, a listing of all your test scores in Banner (ACT, SAT, etc) and a semester by semester account of all the coursework you took.

FEATURES WITHIN DEGREEWORKS:

The audit can be run with or without in-progress classes/preregistered classes. To temporarily remove these from the audit uncheck them and hit “process new”.

Audits can be run and saved in PDF format by clicking on “Save as PDF”. One benefit is that the font size is larger.
OTHER REPORTS

Other reports are available for students:

- **Student View**
- **Graduation checklist**
- **Registration Checklist**

**WHAT IF AUDIT:**

Students can do a WHAT IF by clicking on the WHAT IF Menu option, choosing catalog year, and picking the MAJOR and clicking on “Process What-IF”. Students may also do WHAT IF’s under Minors and Concentrations.

**Printing your Audit:**

Printing your audit can be accomplished by one of the following methods:

- Hitting the “PRINT” tab in DegreeWorks.
- In any browser select File Print.
- CTRL P on your keyboard (windows) , Command P on Mac
  * Followed by Print after selection or SAVE as PDF.
The **Look Ahead** can be used to add courses to your audit temporarily to see how they would place.