How to Access & Utilize

Your Degree Works

Accessing Degree Works:

The following are directions on how to login into Degree Works. If you are a WCC student.

> 1. Sign into MyWCC using your MyWCC username (eg. TSMIT12345) and password.
>
> 2. Scroll down the page.
>
> 3. Select "Degree Works".
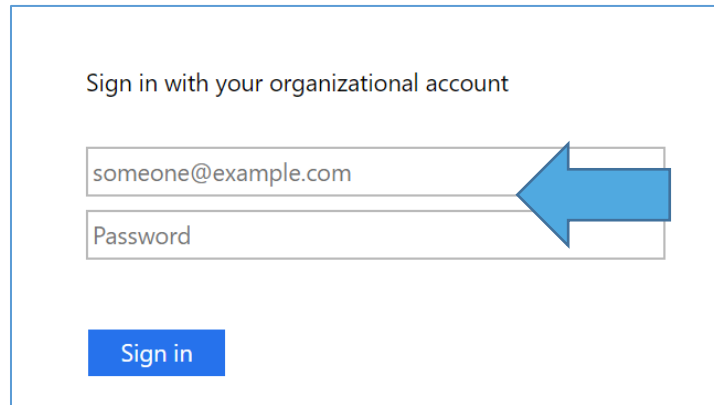
4. Select "**Westchester**" from the campus drop down menu.

5. Select "**Log In**".

6. Enter your username: TSMIT12345@my.sunywcc.edu
7. Enter your password.
8. Select "**Sign in**".

Sign in with your organizational account

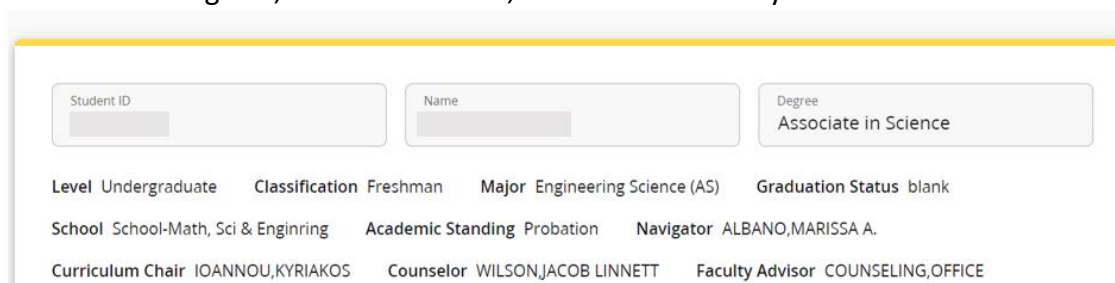someone@example.com

Password

Sign in

What is Degree Works?

Degree Works, is a web-based Degree Audit responsive dashboard that allows students to view their progress towards a degree. Degree Works lists all of your requirements including: courses taken, courses currently being taken, transfer credits and much more.

Degree Works Sections:

There are two sections of Degree Works: Worksheets and Plans

9. Worksheets – are also referred to the academic audit contain the student header, degree progress indicator, degree audit blocks, notes, legend and what-if tool.
    a. **Student header** which includes your:
        - Student ID Number, Name
        - Major, School
        - Classification
        - GPA (need at least a 2.0 to graduate)
        - Academic Standing (Warning, Probation)
   - Navigator, Curriculum Chair, Counselor & Faculty Advisor

Student ID	Name	Degree
		Associate in Science

Level Undergraduate   **Classification** Freshman   **Major** Engineering Science (AS)   **Graduation Status** blank

School School-Math, Sci & Enginring   **Academic Standing** Probation   **Navigator** ALBANO,MARISSA A.

Curriculum Chair IOANNOU,KYRIAKOS   **Counselor** WILSON,JACOB LINNETT   **Faculty Advisor** COUNSELING,OFFICE

b. **Degree Process Indicator -** reflects how close to graduation you are as a percent to credits and requirements.

Degree progress

60% 45%

Requirements Credits
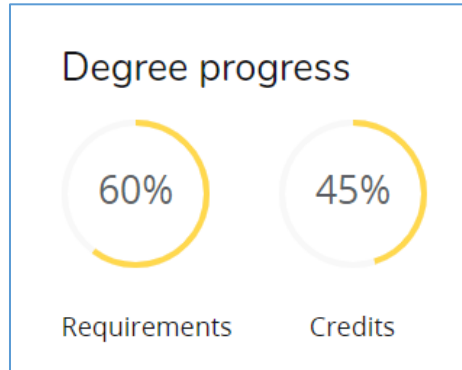
c. **Degree audit blocks** – contain sections called degree blocks that contain the requirements to complete your degree or certificate.

General Education Requirements INCOMPLETE

Credits required: 34   Credits applied: 12   Requirement Term Fall 2020

Unmet conditions for this set of requirements: 34 credits are required. You currently have 12, you still need 22 more credits.

	Course	Title	Grade	Credits	Term
○ Basic Communication	Still needed:	1 Class in ENG 101 or 101H			
○ Humanitites	Still needed:	You must complete all of the following:			
○ Writing and Literature		1 Class in ENG 102 or 102H			
○ Film 1895 - 1945		1 Class in FILM 101			
○ Film 1945 - Present		1 Class in FILM 102			
⊘ Mathematics	MATH 117	College Quantitative Reasoning	C	3	Fall 2020
○ Natural Sciences	Still needed:	4 Credits in BIOL 101 or 103 or 115 or 115H or 117 or 117H or 121 or 123 or RAD 223 or CHEM 107 or 111 or 113 or 117 or 201 or 205 or PHYSC 101 or 111 or 112 or 121 or 122 or 129 or 143 or 143H or 151 or 292			

d. **Notes** – helpful notes left by your success team.

e. **Legend** – assists with identifying the status of each requirement

Legend

⊘	Complete	○	Not complete
◐	Complete (with classes in-progress)	ⓘ	Nearly complete - see advisor
☑	Prerequisite	@	Any course number

f. **What-If tool** – assists students in identifying what courses/requirements are needed should they change their major. The tool is located between the student header and degree progress indicator.

Step 1: Select "What If".

Step 2: Chose the desired "Catalog Year" (term).

Step 3: Chose the desired "Major" and "Concentration" (if applicable).
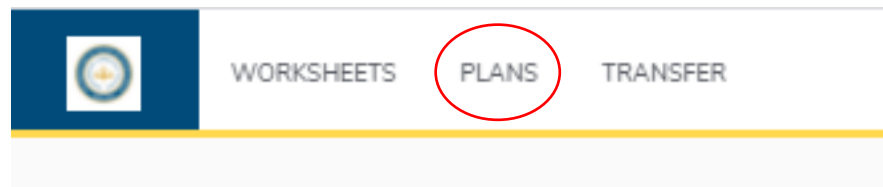
Step 4: Select "Process".

    a. This will generate an audit for the desired major and or concentration.

    b. Note that you will need to consult with your counselor or curriculum chair to change your major.
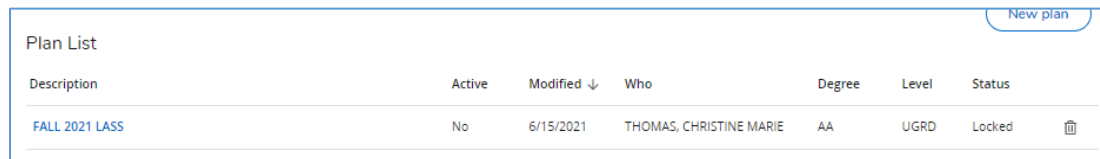
10. **Plans –** a section in Degree Works that is used to assist you in identifying which courses you should take each semester. Customized plans are created with the assistance of your Academic Counselor. Please meet with your Academic Counselor or Faculty Advisor (31+ earned credits) to design a customized plan.

   How to view your Degree Works Planner:
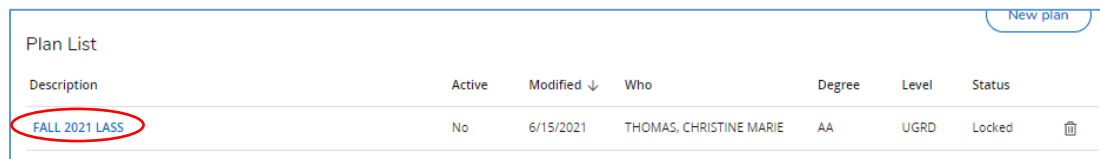
   Step 1: Select the "Plan" Tab.

   Step 2: View Plan List:

   Step 3: Select Plan from List

   Step 4: Planner will appear with advised courses. (Note that not all students have a customized planner. Please meet with your Academic Counselor or Faculty Advisor (31+ earned credits) to design a customized plan.)