



DegreeWorks is an online tool that allows you to track your progress towards graduation. This guide will provide an introduction to DegreeWorks and how you can use it. You will learn:

1. How to access DegreeWorks
2. The overall structure of the DegreeWorks main page (audit)
3. How to use the Legend to understand your progress
4. How to use DegreeWorks to understand Developmental Skills Requirements
5. How to use DegreeWorks to plan for graduation

1. How to Access DegreeWorks

To access DegreeWorks, log in to MyLaGuardia, and you will see DegreeWorks listed as one of your eTools on the right. Click “DegreeWorks,” and you will then be prompted to sign in using your CUNY First credentials, or click “New User.”



2. Overall Structure of the DegreeWorks Audit

When you enter DegreeWorks, you will see a main worksheet, the Degree Audit, broken into sections. The Audit will show you all your graduation requirements and your progress towards meeting those requirements. Below is a partial view of what you will see.

Legend	
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor
TR/CR Transfer Class	
@ Any course number	
LaGuardia Community College	
Student View [redacted] of 08/16/2018 at 03:21	
Preferred Name	[redacted]
Legal Name	[redacted]
ID	[redacted]
Transfer Credits	Cumulative GPA 0.000
ASSOCIATE IN SCIENCE	
<input type="checkbox"/> Minimum GPA requirement	Still Needed: A minimum 2.0 GPA is required for graduation.
<input type="checkbox"/> Minimum Residency Credit requirement	Still Needed: A minimum of 30 credits in residence are required. You currently have 18, you still need 12
<input type="checkbox"/> Minimum Liberal Arts Credit requirement	Still Needed: A minimum of 30 liberal arts credits are required. You currently have 12, you still need 18
<input type="checkbox"/> Total Credit requirement	Still Needed: A minimum of 60 credits are required for graduation. You currently have 18, you still need 42
<input checked="" type="checkbox"/> Developmental Skills	
<input type="checkbox"/> General Education Requirements	Still Needed: See Pathways - General Education Requirements section
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Criminal Justice section
Developmental Skills	
<input checked="" type="checkbox"/> CUNY Writing Test Passed	
<input checked="" type="checkbox"/> CUNY Reading Test Passed	
<input checked="" type="checkbox"/> CUNY Math Test Passed	
Pathways - General Education Requirements	
Unmet conditions for this set of requirements:	30 credits are required for the General Education. You currently have 9, you still need 21 more credits.
REQUIRED CORE	
<input checked="" type="checkbox"/> English Composition	ENG 101 Composition I ENG 102 Writing Thru Lit
<input type="checkbox"/> Mathematical and Quantitative Reasoning	Still Needed: 3 Credits in MAT 119 or 120
<input type="checkbox"/> Life and Physical Sciences	Still Needed: 3 Credits in SCB 101 or 206 or SCC 101 or 102 or SCP 101 or 105 or 140
FLEXIBLE CORE	

The main sections, divided by long, blue bars, include the following:

Section	What It Shows
Student View	Your identifying information, Academic Status (Good Standing or Probation) and Cumulative GPA, and if you have transferred in credits
Associate in...(Overall Progress)	Your progress on the overall requirements of your degree, including GPA requirements, credit requirements, developmental skills, general education and major requirements
Developmental Skills	Your progress towards meeting the Writing, Reading and Math developmental skills requirements and if you need to take any developmental courses. This will reflect if you passed CUNY Assessment Exams.
Pathways General Education Requirements	What courses you need to take to fulfill Pathways Required Core and Flexible Core requirements and your progress towards completion
Major/Program Core Requirements	What courses you need to take to fulfill your Program Core requirements and your progress towards completion
Unrestricted Elective Requirements (if applicable)	If your program contains unrestricted elective requirements, you will see how many credits are needed and your progress
Insufficient Grades (if applicable)	Any courses you have taken which cannot be counted towards your degree, either because the grade is too low or is not a course needed for your major
In-progress	Any courses you are currently registered for

3. Using the Legend to Understand Progress

The Legend, at the top of the main DegreeWorks page, allows you to see what progress you've made towards meeting your requirements. Requirements can be understood as courses you need to take, or other requirements such as a minimum Grade Point Average (GPA) or completing Developmental Skills requirements. The legend is as follows:

Symbol	What It Means	Symbol	What It Means
	Complete: you've successfully completed a course or requirements		Not complete: you still need to take a course or complete the requirement
	Complete except for classes in-progress: you are currently taking the course & a grade has not been earned yet	TR/CR	Transfer Class: Transfer Courses that are helping you fulfill a requirement
	Nearly complete – see advisor: You may have taken a non-credit course that applies to a requirement. See an advisor to clarify	IP	In progress: Any courses you are currently taking and are In Progress

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4. Using DegreeWorks to Understand Developmental Skills Requirements

All students must demonstrate proficiency in Writing, Reading and Math, either through passing CUNY Assessment Exams, or demonstrating proficiency some other way, usually through high performance on NY State Regents exams, or transferring in college credits. The Audit's Development Skills section allows you to see if you are meeting the requirements, or if you there are certain developmental courses you may need to take.

Example: Student meeting all developmental skill requirements and placing into College English and Math. This student may have been exempted from, or passed CUNY Assessment Exams.

<input checked="" type="checkbox"/> Developmental Skills
<input checked="" type="checkbox"/> CUNY Writing Test Exempted
<input checked="" type="checkbox"/> CUNY Reading Test Exempted
<input checked="" type="checkbox"/> CUNY Math Test Exempted

Example: Student not meeting development skill requirements and needing to take development courses.

<input type="checkbox"/> Developmental Skills	
<input type="checkbox"/> Developmental Writing Requirement: ENG 99	
<input type="checkbox"/> Basic Writing - ENG 99	Still Needed: Must pass CUNY Writing Test after ENG 99.
<input type="checkbox"/> Developmental Reading Requirement: CSE 95 & 99	
<input type="checkbox"/> Essentials of Reading I	Still Needed: 1 Class in CSE 95
<input type="checkbox"/> Essentials of Reading II	Still Needed: 1 Class in CSE 99
<input type="checkbox"/> Developmental Math Requirement: MAT 96	
<input type="checkbox"/> Elementary Algebra	Still Needed: 1 Class in MAT 96

5. Using DegreeWorks to Plan for Graduation

As explained in Section 2, there are two sections of DegreeWorks that allow you to see what courses must be taken to graduate: the section on Pathways General Education Requirements and the section on Major/Program Core Requirements. These important sections in DegreeWorks will provide the list of courses you need to take, and your progress towards completing them.

Example: This student has registered for English 101 and 102 and needs to complete the courses. Math and Life and Physical Sciences requirements still need to be met.

<input type="checkbox"/> Pathways - General Education Requirements			Catalog Year
			CUM GPA
Unmet conditions for this set of requirements:	30 credits are required for the General Education. You currently have 6, you still need 24 more credits.		
<input type="checkbox"/> REQUIRED CORE			
<input checked="" type="checkbox"/> English Composition	ENG 101 ENG 102	Composition I Writing Thru Lit	IP IP
<input type="checkbox"/> Mathematical and Quantitative Reasoning	Still Needed: 3 Credits in MAT 119 or 120		
<input type="checkbox"/> Life and Physical Sciences	Still Needed: 3 Credits in SCB 101 or 206 or SCC 101 or 102 or SCP 101 or 105 or 140		

Example: This student has completed Pathways Flexible Core Requirements for U.S. Experience in Its Diversity and Creative Expression. The course completed, grade, credits, and semester taken is listed. You can see the student still needs to fulfill Individual and Society and Scientific World requirements by taking any of the courses listed.

<input checked="" type="checkbox"/>	U.S. Experience in Its Diversity	CSE 120	Reading Biography	A	3	SPRING 2018
<input checked="" type="checkbox"/>	Creative Expression	HUM 101	Intro To Music	C-	3	SPRING 2018
<input type="checkbox"/>	Individual and Society	Still Needed:	3 Credits in CSE 110 or 111 or ELA 250 or ELJ 201 or 250 or ELK 250 or ELL 220 or ELS 200 or 201 or 250 or ELV 201 or ENG 210 or 213 or 220 or 245 or 247 or 260 or 261 or 280 or SCH 150 or 210 or HUC 101 or 102 or 117 or 118 or 120 or HUP 101 or 102 or 104 or 106 or 108 or 114 or 122 or LBN 105 or SSE 103 or 104 or SSI 210 or SSN 182 or 184 or 189 or 194 or 202 or SSP 250 or SSS 100 or 102 or SSY 200 or 240 or 241 or 250			
<input type="checkbox"/>	Scientific World	Still Needed:	3 Credits in ELL 101 or HUC 119 or HUP 112 or MAT 200 or 201 or SCD 200 or SCB 103 or 115 or 165 or 201 or 202 or 203 or 204 or 265 or SCC 105 or 110 or 201 or 202 or SCG 120 or SCP 160 or 201 or 202 or 231 or 232 or SSA 100 or 103 or SSY 101 or 230			

Example: This student needs to take the following courses to full Program Core requirements

<input type="checkbox"/> Major in Criminal Justice	
Unmet conditions for this set of requirements: 30 credits are required. You currently have 0, you still need 30 more credits	
<input type="checkbox"/> PROGRAM CORE	
<input type="checkbox"/> First Year Seminar for Criminal Justice	Still Needed: 3 Credits in CJF 101
<input type="checkbox"/> Writing and Preparing the Research paper	Still Needed: 3 Credits in ENG 103
<input type="checkbox"/> Introduction to Sociology	Still Needed: 3 Credits in SSS 100
<input type="checkbox"/> Power and Politics	Still Needed: 3 Credits in SSP 101
<input type="checkbox"/> History Course	Still Needed: 3 Credits in SSH 101 or 102 or 103
<input type="checkbox"/> Introduction to Criminal Justice	Still Needed: 3 Credits in SSJ 101
<input type="checkbox"/> Criminology	Still Needed: 3 Credits in SSJ 201
<input type="checkbox"/> Corrections and Sentencing	Still Needed: 3 Credits in SSJ 202
<input type="checkbox"/> Policing	Still Needed: 3 Credits in SSJ 203
<input type="checkbox"/> Crime & Justice in Urban Society (Urban Study)	Still Needed: 3 Credits in SSN 204

Now that you have an overall understanding of the Audit, you can use it to view your requirements, what you have completed, and what courses you need to take to get to graduation. You can use the Audit as a checklist, checking off requirements as you complete them until you've checked off all requirements. If you think you might want to change your major, use the WhatIf to view an audit for a different program to see how it will impact you.

With this information, you can start planning, semester by semester, what courses you can take to get to graduation. For more help planning for graduation, log into your ePortfolio and visit Planning My Degree to create your own Degree Plan. You will work on this in your First Year Seminar course. **Or log in to MyLaGuardia to send a message to your advisor.** For information on DegreeWorks, visit: <https://www.laguardia.edu/degreworks/>

My advisor

MAKE APPOINTMENT

ASK MY ADVISING TEAM