

# Degree Audit 101

Degree Works – Online Advisement System Audit Tutorial



Prepared by D. Jules, Graduation Audit  
for questions or comments, please contact:

In Person: Room A-119

By Phone: (718) 281-5049

By Email: [Gradaudit@qcc.cuny.cuny](mailto:Gradaudit@qcc.cuny.cuny)

# You may be asking yourself: “what is a ‘Degree Works— Online Advisement System’?”

- It is an advisement and registration tool
- It helps you track your progress toward finishing the requirements for your degree
- It provides you options by showing which courses will fulfill requirements within your major



# How do you get to your Degree Works – Online Advisement System?

Go to [WWW.QCC.CUNY.EDU](http://WWW.QCC.CUNY.EDU) and click on the LogIn Dropdown Menu. Select CUNY Portal:



The image shows the top portion of the Queensborough Community College website. The header is dark blue with the college's name and logo on the left. On the right, there is a 'Login' dropdown menu with a red arrow pointing to it, and links for 'Ask e311', 'A - Z Index', and 'Public Safety'. Below the header is a light blue navigation bar with links for 'About Us', 'Academics', 'Student Life', 'Admissions', 'Faculty & Staff', 'Alumni & Friends', 'Give to QCC', and 'Employment'. A search bar is located on the right side of the navigation bar. Below the navigation bar is a large image of a volleyball player in a blue and white uniform, with a crowd of spectators in the background. A speaker icon is visible in the bottom left corner of the image area.

QUEENSBOROUGH  
COMMUNITY COLLEGE

CUNY

Login ↓

Ask e311 A - Z Index Public Safety

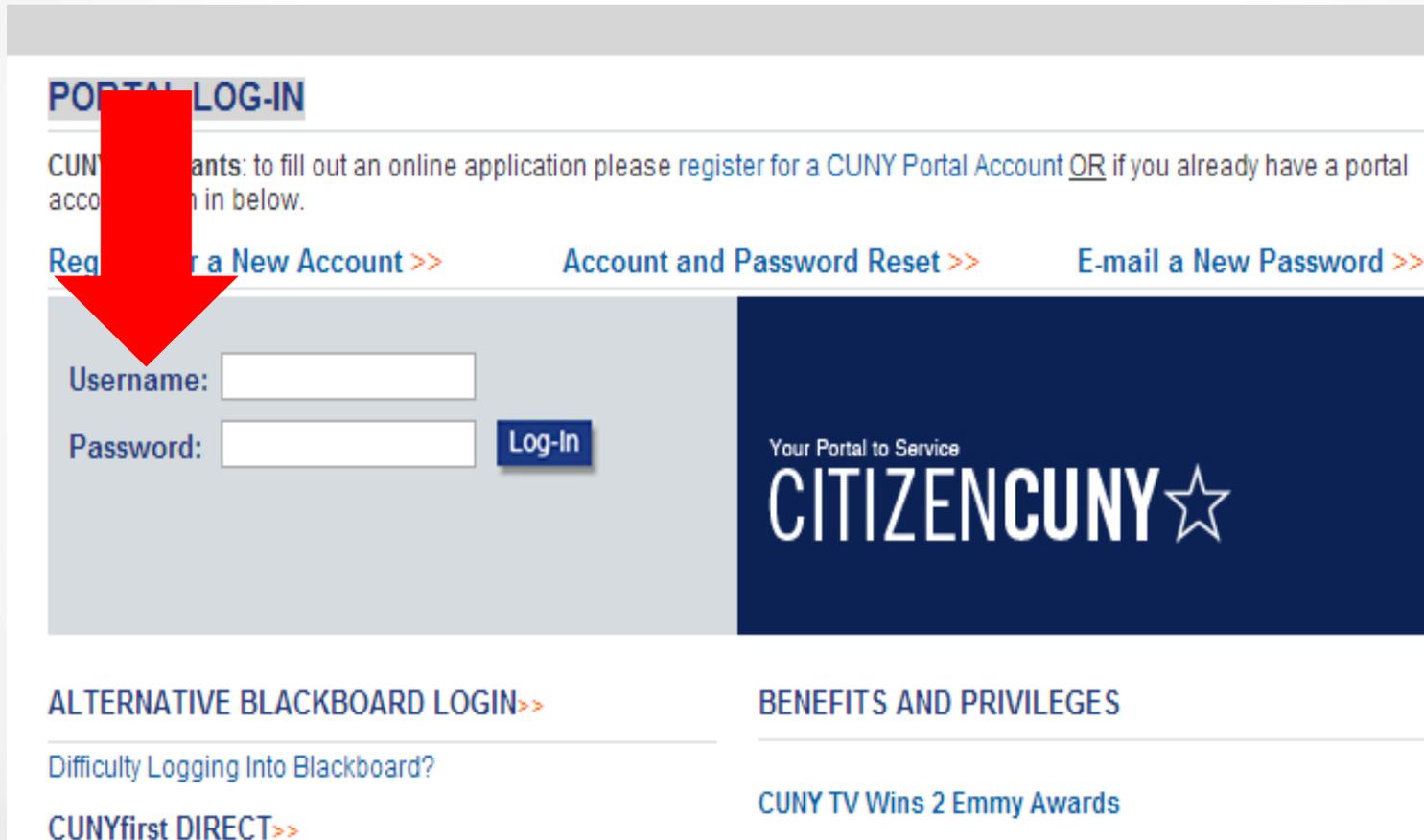
f t i y Search all of QCC.cuny.edu

About Us Academics Student Life Admissions Faculty & Staff Alumni & Friends Give to QCC Employment

Congratulations to Lady Tigers Alanna Caffrey & Zurl Williams for their latest CUNY Athletic Conference awards!  
They've been honored three times this season! | [Click for More](#)

# Portal Log-In

Once you select CUNY Portal on the dropdown menu, you will see the following Log-In Screen:



**PORTAL LOG-IN**

CUNY Portal users: to fill out an online application please [register for a CUNY Portal Account](#) OR if you already have a portal account [login](#) in below.

[Register for a New Account >>](#)      [Account and Password Reset >>](#)      [E-mail a New Password >>](#)

Username:

Password:  [Log-In](#)

Your Portal to Service  
**CITIZENCUNY** ★

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[ALTERNATIVE BLACKBOARD LOGIN >>](#)      [BENEFITS AND PRIVILEGES](#)

[Difficulty Logging Into Blackboard?](#)

[CUNYfirst DIRECT >>](#)      [CUNY TV Wins 2 Emmy Awards](#)



# CUNY Portal Home Page

Here, you will select “DegreeWorks – Online Advisement System” (also referred to as “Student Advisement Degree Audit”):



The screenshot shows the CUNY Portal Home Page. At the top, there is a navigation bar with the URL <https://cunyportal.cuny.edu/portal/site/cuny> and a welcome message: "Welcome to CitizenCUNY. Your feedback is welcome >>". Below this is a banner with the text "Your Portal to Service" and "CITIZENCUNY" with a star icon. The banner also features a collage of diverse students and faculty members. Below the banner is a navigation menu with links for "STUDENTS", "ADMISSIONS/FINANCIAL AID", "BLACKBOARD", "LIBRARIES SERVICES", "CUNY eMALL", "HELP", "MY PROFILE", "CUNY.EDU", and "LOG-OUT".

The main content area is titled "WELCOME" and contains several sections:

- APPLICATIONS / RESOURCES:** A list of links with icons: Academic Calendars, Blackboard, ePermit, **DegreeWorks - Online Advisement System** (highlighted with a red arrow), Financial Aid Certification Tracking System (FACTS), and Site Licenses.
- UNIVERSITY NEWS:** A section for news updates.
- FROM CHANCELLOR MILLIKEN:** A message from Chancellor James B. Milliken announcing the launch of "21st Century CUNY" and asking for participation. It includes a photo of the Chancellor.
- CUNY eMALL:** A section for the virtual shopping plaza, featuring the "cuny e mall" logo and text: "The CUNY eMALL is a virtual shopping plaza where merchants offer a variety of discounts and other promotional programs on goods and services to CUNY faculty and staff. >>".
- IT RESEARCH:** A section for Gartner research, featuring the "FREE Gartner Research for CUNY" logo and text: "Access to Gartner resources on technological advances, best practices and standards in Information Technology >>".
- TASK LIST:** A section showing "No tasks have been added."
- SIGN UP FOR CUNY ALERT:** A section for "CUNYAlert" with the text: "Receive text or voice alerts of emergencies and weather-related closings on your campus via cell or home phone and email. Click here."
- CUNY CHANNEL:** A video player showing a video titled "The CUNY Va..." with a play button and a "CUNY SALE PLUS" badge. Below the video is a "More Videos >>" link.

# Here's A Sample Audit:

**Legend**

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<b>T/CR</b> Transfer Class	<b>IP</b> In Progress
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number	

**Student View** AG485168 as of 10/19/2015 at 08:27

Student		Academic Status	(GST) Good Academic Standing
ID		Student Group	(GROUPS)P_MA_P_RA TRPB WEX (SI)
Transfer Credits	4.00	Cumulative GPA	3.376

**Degree in Associate in Science AS** **Catalog Year:** 2013-2014 Undergrad **Credits Required:** 60  
**CUM GPA:** 3.376 **Credits Applied:** 70

- 2.0 GPA Requirement Met
- CUNY Skills Assessment Requirements
- Writing Intensive Requirement
- Credit-bearing Prerequisite Courses
- PATHWAYS - General Education Requirements
- Major Requirements

**CUNY Skills Assessment & QCC Course Placements** **Catalog Year:** 2013-2014 Undergrad  
**GPA:** 0.000

Below are your CUNY Skills Assessment results and Skills Courses required by QCC

- CUNY Math Test Exempted
- CUNY Reading Test Exempted
- CUNY Writing Test Exempted
- Exempt from Remedial Math
- Exempt from Remedial Writing
- Exempt from Remedial Reading

**Writing Intensive Requirement** **Catalog Year:** 2013-2014 Undergrad  
**GPA:** 4.000

<input checked="" type="checkbox"/> Writing Intensive Requirement	AR 310	Intr.Survey Of Art	A	3	FALL 2014
	HE 102	Health, Behavior And Society	A	2	SPRING 2014

**Credit-bearing Prerequisites for AS (Pathways)** **Catalog Year:** 2013-2014 Undergrad

The information provided in the Degree Audit can be overwhelming, but don't worry, we will take a closer look!

# Topics We Will Discuss Today:

- The Legend
- Student View Area
- The Degree in Associate in \_\_\_\_\_ Area
  - Arts (AA)
  - Science (AS)
  - Applied Science (AAS)
- Specific Requirement Areas, for example Writing Intensive and General Education
- Additional Areas of Concern



# The Legend

The Legend is located above your name at the top of the audit and will describe the meaning of the symbols on your audit:



## Queensborough Community College

### Legend

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	T/CR Transfer Class	IP In Progress
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@ Any course number	



Completed courses, like HE 102 shown below, will have a green check and grade:

<input checked="" type="checkbox"/> Health Education	HE 102	Crit Iss In H E	B	2	FALL 2009
<input type="checkbox"/> Physical Education or Dance	PE 530	Yoga	IP	(1)	FALL 2015
	PE 541	Aerobics	A-	1	FALL 2009

Courses that are currently in progress will have a blue box and indicate the current or subsequent semester, like the PE 530 in this example.



You can tell when a requirement is not complete when you see an empty box next to the requirement's title and the "Still Needed" by the course name:

<input type="checkbox"/> REQUIRED MAJOR COURSES	
<input type="checkbox"/> Number Systems	Still Needed: 3 Credits in MA 303
<input type="checkbox"/> Statistics	Still Needed: 3 Credits in MA 336
<input type="checkbox"/> English	Still Needed: 3 Credits in ENGL 203 or 204 or 211 or 212 or 215 or 216 or 261
<input type="checkbox"/> Music for Teachers of Children	Still Needed: 3 Credits in MU 261

# Student View Area

Located underneath the Legend, the Student View Area is where you will find all your information, like your name, Id number, and transfer credits (if you have them):

**Legend**

- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- T/CR Transfer Class**
- In Progress**
- @ Any course number

**Student View** AGS 8767 as of 11/16/2015 at 16:06

Student		Academic Status	(GST) Good Academic Standing
ID		Student Group	(GROUPS)ADMD DAY LANG P_MA P_RA WEX (SI)
Transfer Credits	51.00	Cumulative GPA	3.440

**Degree in Associate in Science AS**

Catalog Year: 2013-2014 Undergrad Credits Required: 60  
CUM GPA: 3.440 Credits Applied: 84

- 2.0 GPA Requirement Met
- CUNY Skills Assessment Requirements
- Writing Intensive Requirement

You should also pay close attention to your Academic Status.



# Degree in Associate in \_\_\_\_\_ (Arts), (Science), or (Applied Science)

**Legend**

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<b>T/CR</b> Transfer Class	<b>IP</b> In Progress
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number	

**Student View** AG467769 as of 10/14/2015 at 01:41

Student		Academic Status	(GST) Good Academic Standing
ID		Student Group	(GROUPS)P_RA RA WEX (SI)
Transfer Credits		Cumulative GPA	2.551

**Degree in Associate in Applied Science** 

<b>Catalog Year:</b> 2013-2014 Undergrad	<b>Credits Required:</b> 60
<b>CUM GPA:</b> 2.551	<b>Credits Applied:</b> 79

- 2.0 GPA Requirement Met
- CUNY Skills Assessment Requirements
- Writing Intensive Requirement
- PATHWAYS - General Education Requirements
- Major Requirements

When first looking at your Student Advisement Degree Audit, pay attention to the general requirements listed under Degree in Associate in Arts (AA) or Degree in Associate in Science (AS) or Degree in Associate in Applied Science (AAS)



# Summary of Requirements

## Listed under Degree in Associate:

- CUNY Skills Assessment & QCC Course Placements
- Writing Intensive Requirement
- Credit-bearing Prerequisite Area
- Pathways – General Education Requirement
- Major Requirements (also known as curriculum or program of study)

\*\*\*Please keep in mind that each Requirement Area listed above has a blue header.



# CUNY Skills Assessment and QCC Course Placements

CUNY Skills Assessment & QCC Course Placements		Catalog Year: 2015-2016 Undergrad
		GPA: 0.000
Below are your CUNY Skills Assessment results and Skills Courses required by QCC:		
<input checked="" type="checkbox"/> CUNY Reading Proficient		
<input type="checkbox"/> CUNY Writing Requirement	Still Needed:	Writing Skills Retest Required
<input checked="" type="checkbox"/> Exempt from Remedial Math		
<input type="checkbox"/> QCC Writing Placement for BE 111		
<input type="checkbox"/> QCC Development of Composition Skills	Still Needed:	1 Class in BE 111
<input type="checkbox"/> QCC Composition Workshop	Still Needed:	1 Class in BE 112
<input checked="" type="checkbox"/> Exempt from Remedial Reading		

\*\*Please keep in mind if you have passed any of these requirements and the audit shows that it is still missing, please notify us so that we can fix your audit



# Writing Intensive Requirement

You will find the Writing Intensive Requirement located underneath the CUNY Skills Assessment Area:

Writing Intensive Requirement					Catalog Year: 2013-2014 Undergrad
					GPA: 0.000
Writing Intensive Requirement	PH 111	Space, Astronomy, And Our Univ	IP	(3)	FALL 2015
Still Needed: A total of 2 Writing Intensive courses are required (for students who matriculated Fall 2005 or later)					

All students admitted after Fall 2005 are required to take **TWO** Writing Intensive Courses. You can verify that a course is a Writing Intensive by looking at the course section on CUNY First:

## Student Services Center

### Class Detail

**PH 111 - K13 Space, Astronomy, and Our Universe-Also take PH112 for lab science experience**

Queensborough CC | 2015 Fall Term | Lecture

Class Details			
<b>Status</b>	<input checked="" type="checkbox"/> Closed	<b>Career</b>	Undergraduate
<b>Class Number</b>	74729	<b>Dates</b>	8/27/2015 - 12/23/2015
<b>Session</b>	Regular Academic Session	<b>Grading</b>	Undergraduate Letter Grades
<b>Units</b>	3 units	<b>Location</b>	Queensborough CC
<b>Instruction Mode</b>	In Person	<b>Campus</b>	Queensborough CC
<b>Class Components</b>	Lecture Required	<b>Topic</b>	Writing Intensive Course



Please note that some lab science courses may not appear as a WI course on your audit. Notify your Academy Advisor if this occurs.

# Credit-bearing Prerequisites

Located underneath the Writing Intensive requirement, the Credit-bearing Prerequisite Area indicates courses that you may be required to take in order to register for upper level courses within your degree requirements:

✓ Credit-bearing Prerequisites for AS (Pathways)						Catalog Year: 2013-2014 Undergrad
						GPA: 3.250
✓ COLLEGE ALGEBRA & TRIGONOMETRY						
✓ College Algebra & Trigonometry	MA 119	College Algebra	B	3	FALL 2013	
	MA 121	Elementary Trigonometry	A	1	FALL 2013	

\*\*\*\*Please keep in mind that not all degrees have this area. For more information regarding prerequisites, please contact your Academy Advisor



# Pathways General Education Requirements

The Pathways General Education Requirements (sometimes referred to as Common Core) is where you will find the English, Math, and Life and Physical (or Laboratory) Science requirement:

PATHWAYS - General Education Requirements - ET-AAS		Catalog Year:	2013-2014 Undergrad <th>Credits Required:</th> <td>24</td>	Credits Required:	24	
		GPA:	1.790	Credits Applied:	24	
Unmet conditions for this set of requirements: Your GPA is 1.79; a GPA of 2.0 is required						
REQUIRED COMMON CORE						
<input checked="" type="checkbox"/>	English Composition I	EN 101	Engl Comp 1	C+	3	SPRING 2011
<input checked="" type="checkbox"/>	English Composition II	EN 102	Eng Comp 2 Intr Lt	B-	3	FALL 2011
<input checked="" type="checkbox"/>	College Algebra & Trigonometry	MA 114	Col Algebra For Tech	C-	4	FALL 2011
Physics						
<input type="checkbox"/>	General Physics I & II	PH 201 PH 202	General Physics 1 General Physics II	C IP	4 (4)	SPRING 2015 FALL 2015
<input checked="" type="checkbox"/>	Social Science or History Electives	HI 110 HI 111	Intr To Anc Civs Intr Med-Earl M W	D+ D-	3 3	SPRING 2012 FALL 2014

For the Associate in Applied Science degree, the number of credits required to fulfill the General Education is generally less than the Associate in Arts or the Associates in Science.



# Pathways General Education

## Requirements – Additional Information

In the Associates in Science or in Arts, the General Education Area will have at least 30 Credits which is divided between the Required Common Core and the Flexible Common Core

PATHWAYS - General Education Requirements - CJ-AS			Catalog Year:	2013-2014 Undergrad	Credits Required:	30
			GPA:	2.670	Credits Applied:	30
<input checked="" type="checkbox"/>	<b>REQUIRED COMMON CORE</b>					
<input checked="" type="checkbox"/>	English Composition I	EN 101	Engl Comp 1	B	3	SPRING 2014
<input checked="" type="checkbox"/>	English Composition II	EN 102	Eng Comp 2 Intr Lt	A	3	FALL 2014
<input checked="" type="checkbox"/>	Mathematical and Quantitative Reasoning	MA 119	College Algebra	A-	3	SPRING 2015
<input checked="" type="checkbox"/>	Life and Physical Sciences	CH 120	Fund Of Chemistry	C-	3	SPRING 2013
<input checked="" type="checkbox"/>	<b>FLEXIBLE COMMON CORE</b>					
*** PLSC 101 (U.S Experience in Its Diversity), and SOCY 101 or PHIL 101 (Individual & Society) are strongly recommended ***						
<input checked="" type="checkbox"/>	World Cultures and Global Issues	HI 111	Intr Med-Earl M W	B	3	SPRING 2015
<input checked="" type="checkbox"/>	U.S. Experiences in Its Diversity	PLSC 101	American Govt & Pol	A-	3	SPRING 2014
<input type="checkbox"/>	Creative Expression	ARTH 100	Intr.Survey Of Art	IP	(3)	FALL 2015
<input checked="" type="checkbox"/>	Individual and Society	PHIL 101	Intro Philosophy	D	3	SPRING 2015
<input type="checkbox"/>	Scientific World	PSYC 101	Psychology	IP	(3)	FALL 2015
<input checked="" type="checkbox"/>	Additional Flexible Common Core	SP 211	Speech Communication	D+	3	SPRING 2013

The Required Common Core has English, Math, and Science requirements, while the Flexible Common Core consists of additional Liberal Arts courses.



# Major Requirements

Major in Liberal Arts & Science AA		Catalog Year:	2013-2014 Undergrad	Credits Required:	30
		GPA:	1.980	Credits Applied:	11
Unmet conditions for this set of requirements: 30 credits are required. You currently have 11, you still need 19 more.					
<input type="checkbox"/> Health Education	Still Needed:	1 Class in HE 101 or 102			
<input type="checkbox"/> Physical Education or Dance	PE 530	Yoga	B	1	SPRING 2015
	Still Needed:	1 Class in DAN 1@ or PE 4@ or 5@ Except DAN 111			
<input type="checkbox"/> Concentration Requirements	Still Needed:	See Concentration in Liberal Studies (LA-AA) section			
Concentration in Liberal Studies (LA-AA)		Catalog Year:	2013-2014 Undergrad	Credits Required:	24
		GPA:	1.860	Credits Applied:	10
Unmet conditions for this set of requirements: 24-27 credits are required. You currently have 10, you still need 14 more credits.					
<input checked="" type="checkbox"/> FOREIGN LANGUAGE REQUIREMENT					
Two sequential Foreign Language courses are required. Level and sequence to be determined by Foreign Language and Literatures department.					
<input checked="" type="checkbox"/> FOREIGN LANGUAGE					
<input checked="" type="checkbox"/> Arabic					
<input checked="" type="checkbox"/> Arabic 1st course	LA 111	Elementary Arabic I	C	4	SPRING 2014
<input checked="" type="checkbox"/> Arabic 2nd course	LA 112	Elementary Arabic II	C-	4	FALL 2014
<input type="checkbox"/> History or Social Science	Still Needed:	Choose from 1 of the following:			
<input type="checkbox"/> Ancient, Medieval or Modern Civilization		( 1 Class in HI 110 or 111 or 112 ) or			
<input type="checkbox"/> Additional History or Social Science		( If a History course was already taken in Common Core, then one course from HI-100 series is required; if two History courses have been taken in Common Core, one Social Science course from Anthropology, CRIM 101 or 102, Economics, Sociology, Political Science, or Psychology is required. )			
<input type="checkbox"/> Speech or Social Science	Still Needed:	Choose from 1 of the following:			
<input type="checkbox"/> Speech Communication		( 1 Class in SP 211 ) or			
<input type="checkbox"/> Social Science		( If SP 211 was already taken in Common Core, then one Social Science course from Anthropology, CRIM 101 or 102, Economics, Sociology, Political Science, or Psychology is required. )			
<input type="checkbox"/> English Elective	Still Needed:	1 Class in ENGL 201:311			
<input checked="" type="checkbox"/> Laboratory Science	PH 112	Space, Astronomy, & Our Univ	IP	(1)	FALL 2015
<input type="checkbox"/> Free Electives: 8-9 Credits	PE 416	Weight Training	C	1	FALL 2014
	Still Needed:	7 to 8 Credits in @ @			

Pay close attention to the notes within the requirements, as they hold significant information pertaining to your degree audit. We will talk a little bit more about this later



# Special Notice for LA-AA Students:

Located in the Major Requirements, the Liberal Arts and Science (LA-AA) Degree boasts 15 different concentrations:

## Liberal Arts and Sciences - Associate in Arts degree (AA)

Major in...

[Liberal Studies](#) | [American Studies](#) | [Education](#) | [English](#) | [Exercise Science](#)  
[Gender Studies](#) | [Health and Behavior](#) | [Health Promotion and Disease Prevention](#)  
[International Studies](#) | [Nutrition](#) | [Personal Training](#) | [Physical Education](#) | [Psychology](#)  
[Sociology](#) | [Urban Studies](#)

Please be advised if you did not declare a concentration, you were automatically placed in Liberal Studies. If you would like to change your concentration, notify your Academy Advisor.



# Special Notice for FA-AS Students:



The Visual and Performing Arts (FA-AS) Degree has **five** different concentrations (Art and Design, Art History, Dance, Music, and Theatre Arts) which appears under the Major Requirement Header:

<input type="checkbox"/> Major in Visual & Performing Arts AS		Catalog Year:	2015-2016 Undergrad	Credits Required:	30
		GPA:	0.000	Credits Applied:	1
<b>Unmet conditions for this set of requirements:</b> 30 credits are required. You currently have 1, you still need 29 more. Your GPA is 0; a GPA of 2.0 is required					
*** Lab Science is required only if a STEM variant was not used to satisfy the Life and Physical Sciences Common Core requirement. ***					
<input type="checkbox"/> Speech, Foreign Lang, History or Social Science		<b>Still Needed:</b> Choose from 1 of the following:			
<input type="checkbox"/> Speech Communication		( 1 Class in <b>SP 211</b> ) or			
<input type="checkbox"/> Foreign Lang, History or Social Science		( Students who have taken SP 211 in the Common Core are advised to take a Foreign Language course OR HI 110, 111, or 112 OR a Social Science course. )			
<input type="checkbox"/> Health Education		<b>Still Needed:</b> 1 Class in <b>HE 101</b> or 102			
<input type="checkbox"/> Physical Education or Dance		<b>Still Needed:</b> 1 Class in <b>PE 4@</b> or 5@ or <b>DAN 1@</b>			
<input type="checkbox"/> Laboratory Science		<b>Still Needed:</b> 1 Class in <b>BI 132</b> or 171 or <b>CH 102</b> or 111 or 121 or <b>ET 842</b> or <b>PH 112</b>			
<input type="checkbox"/> Concentration Requirements		<b>Still Needed:</b> See <b>Concentration in Dance</b> section			
<input checked="" type="checkbox"/> Free Electives 3 Credits		<b>ST 100</b> Intro To College	IP	(0)	FALL 2015
		<b>Still Needed:</b> 0 to 3 Credits in @@			
<input type="checkbox"/> Concentration in Dance		Catalog Year:	2015-2016 Undergrad	Credits Required:	21
		GPA:	0.000	Credits Applied:	1
<b>Unmet conditions for this set of requirements:</b> 21 to 23 credits are required. You currently have 1, you still need 20 more.					
<input type="checkbox"/> DANCE CONCENTRATION		<b>DAN 106</b> Latin Dance	IP	(1)	FALL 2015
		<b>Still Needed:</b> 20 to 22 Credits in <b>DAN 100</b> or 101 or 102 or 103 or 104 or 105 or 106 or 107 or 110 or 111 or 112 or 113 or 114 or 120 or 121 or 122 or 123 or 130 or 131 or 132 or 133 or 140 or 220 or 221 or 222 or 231 or 232 or 233 or 250 or 251 or 252 or 260 or 261 or 262 or 270 or 271 or 272			

\*\*\*If you would like to change your concentration, notify your Academy Advisor.

# Special Notice for HS-AS Students:

Health Science (HS-AS) has Articulation Agreements with various other schools within and outside of CUNY.

For additional information, consult your Academy Advisor and the QCC.CUNY.EDU website in the Health Related Sciences page:



Transfer Agreements    Map

**Search other Careers:**

Search by Career

**Health Sciences Program of Study**

Transfer College	Transfer Major	Transfer College Website
York College	<a href="#">B.S., Community Health Education</a>	<a href="http://www.york.cuny.edu">www.york.cuny.edu</a>
Lehman College	<a href="#">B.S., Dietetics, Food &amp; Nutrition</a>	<a href="http://www.lehman.cuny.edu">www.lehman.cuny.edu</a>
Lehman College	<a href="#">B.S., Health Education and Promotion</a>	<a href="http://www.lehman.cuny.edu">www.lehman.cuny.edu</a>
Lehman College	<a href="#">B.S., Health Services Administration</a>	<a href="http://www.lehman.cuny.edu">www.lehman.cuny.edu</a>
Hunter College	<a href="#">B.S., Medical Laboratory Sciences</a>	<a href="http://www.hunter.cuny.edu">www.hunter.cuny.edu</a>
York College	<a href="#">B.S., Occupational Therapy</a>	<a href="http://www.york.cuny.edu">www.york.cuny.edu</a>
SUNY/ Health Science Center at Brooklyn	<a href="#">B.S., Diag. Med. Imaging</a>	<a href="http://www.downstate.edu">www.downstate.edu</a>

# Special Notice for LS-AS Students:

The courses required to fulfill the Course Selection I, Course Selection II, and Concentration are very prescribed:

<input type="checkbox"/> Major in Liberal Arts & Science- Math & Sci AS		Catalog Year:	2014-2015 Undergrad	Credits Required:	30
		GPA:	4.000	Credits Applied:	7
<b>Unmet conditions for this set of requirements:</b> 30 credits are required. You currently have 7, you still need 23 more.					
*** You may not receive credit for both PH 302 and the combination of PH 412 + PH 413 ***					
<input type="checkbox"/> Mathematics		Still Needed:	1 Class in MA 441 or 442 or 443 or 451 or 461		
<input type="checkbox"/> COURSE SELECTION I		Still Needed:	Choose from 1 of the following:		
<input type="checkbox"/> Biology, Chemistry or Physics			( 1 Class in BI 202 or 356 or 453 or CH 152 or MA 442 or 443 or 451 or 461 or PH 302 or 312 ) or		
<input type="checkbox"/> Calculus Physics I & II			( 2 Classes in PH 412 and 413 )		
<input type="checkbox"/> COURSE SELECTION II		Still Needed:	Choose from 1 of the following:		
<input type="checkbox"/> Biology, Chemistry, Comp Sci, Math or Physics			( 1 Class in BI 202 or CH 152 or 251 or 252 or CS @ or MA 442 or 443 or 451 or 461 or PH 302 or 312 ) or		
<input type="checkbox"/> Calculus Physics I & II			( 2 Classes in PH 412 and 413 )		
<input type="checkbox"/> Concentration (3-6 credits)		Still Needed:	3 to 6 Credits in BI @ or CH @ or CS @ or GE @ or INTE 221 or MA @ or PH @ <u>Except</u> BI 110 or 115 or 120 or 130 or 131 or 132 or 140 or 160 or 170 or 171 or 250 or 340 or 341 or 505 or CH 101 or 102 or 105 or 110 or 111 or 120 or 121 or 127 or 128 or 130 or 131 or GE 100 or 105 or 125 or MA 114 or 119 or 121 or 240 or 250 or 260 or 261 or 301 or 303 or 321 or PH 101 or 102 or 103 or 104 or 110 or 111 or 112 or 120 or 121 or 123 or 124 or 129 or 130 or 131 or 133 or 140 or 150 or 151		

\*\*\*Please speak with your Academy Advisor about the specific degree requirements.\*\*\*



# Additional Areas of Concern:

- GPAs
- Credits Required verses Credits Applied
- “Fallthrough” Courses
- Insufficient grades
- In-Progress Area



# GPA's

Your GPA appears in three different locations on your audit:

In the Student View Area at the top of your Audit:



@ Any course number	
Academic Status	(GST) Good Academic Standing
Student Group	(GROUPS)EPLR (SI)BCF-BCF SMC-DNCBA
Cumulative GPA	3.368

Catalog Year: 2013-2014 Undergrad Credits

Near your General Education Requirements:

PATHWAYS - General Education Requirements - BT-AS	Catalog Year: 2013-2014	Credits Required: 30
	GPA: 3.100	Applied: 24

Unmet conditions for this set of requirements: 30 credits are required. You currently have 24. you still need 6 more credits.

Near your Major Requirements:

Major in Business Administration - AS	Catalog Year: 2013-2014	Credits Required: 30
	GPA: 3.680	Applied: 23

Unmet conditions for this set of requirements: 30 credits are required. You currently have 23. you still need 7 more

# Special Notice for LE-AA Students:

The Liberal Arts and Science Childhood Education Dual/Joint Degree with Queens College requires minimum Cumulative and Toward Major (or Degree) GPAs of 2.75:

<b>Major in Dual Liberal Arts &amp; Sci &amp; Childhood Ed</b>	Catalog Year: 2014-2015 Undergrad	Credits Required: 28
	GPA: 0.000	Credits Applied: 7

Unmet conditions for this set of requirements: 28 credits are required. You currently have 7, you still need 21 more.  
Your GPA is 0; a GPA of 2.75 is required

\*\*\* Minimum required GPA for the major is 2.750; Minimum grade of C is required to transfer courses to Queens College. \*\*\*



In addition, you are required to have a grade of B or better in the NYS Core Areas (English, Math, Social Science, and Physical Science). For additional information regarding your LE-AA requirements, please consult your Academy Advisor.

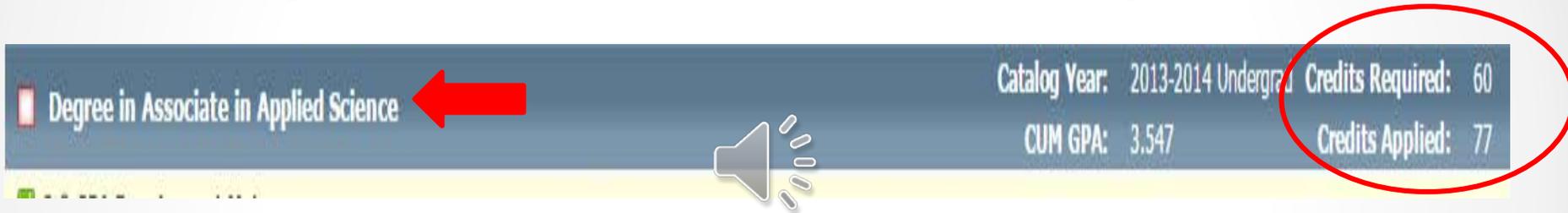


# Credits Required vs. Credits Applied

“Credits Applied” means the credits that have been successfully completed or are currently in progress towards your degree requirements.

“Credits Applied” can be found in three different locations on the Audit:

Near the top of the Audit, underneath your name and Empl. ID number:



This screenshot shows the top section of an audit report. On the left, the text "Degree in Associate in Applied Science" is highlighted with a red arrow pointing to it. On the right, the text "Credits Required: 60" and "Credits Applied: 77" is circled in red. Other visible information includes "Catalog Year: 2013-2014 Undergrad" and "CUM GPA: 3.547". A speaker icon is also present in the center.

Degree in Associate in Applied Science	Catalog Year: 2013-2014 Undergrad	Credits Required: 60
	CUM GPA: 3.547	Credits Applied: 77

Near the center of the Audit, by the General Education Requirements:



This screenshot shows the middle section of an audit report. On the left, the text "PATHWAYS - General Education Requirements - MA-AAS" is highlighted with a red arrow pointing to it. On the right, the text "Credits Required: 22" and "Credits Applied: 23" is circled in red. Other visible information includes "Catalog Year: 2013-2014 Undergrad" and "GPA: 3.160".

PATHWAYS - General Education Requirements - MA-AAS	Catalog Year: 2013-2014 Undergrad	Credits Required: 22
	GPA: 3.160	Credits Applied: 23

Near the end of the Audit, by the Major Requirements:



This screenshot shows the bottom section of an audit report. On the left, the text "Major in Medical Office Assistant AAS" is highlighted with a red arrow pointing to it. On the right, the text "Credits Required: 38" and "Credits Applied: 35" is circled in red. Other visible information includes "Catalog Year: 2013-2014 Undergrad" and "GPA: 3.600".

Major in Medical Office Assistant AAS	Catalog Year: 2013-2014 Undergrad	Credits Required: 38
	GPA: 3.600	Credits Applied: 35

# “Fallthrough” Courses

“Fallthrough” Courses are courses that are not fulfilling any degree requirements. “Fallthrough” courses appear underneath the Major Requirement Area:

Fallthrough Courses				Credits Applied: 9	Classes Applied: 5
ET 481	Pc Tech & Trouble		IP	(0)	SPRING 2013
ET 481	Pc Tech & Trouble		A-	2	SPRING 2013
ET 501	Computer Applic		INC	(1)	SPRING 2015
HE 102	Health, Behavior And Society		B+	2	FALL 2014
PH 229	Intro Photonics		A-	4	SPRING 2013
ST 100	Intro To College		P	0	FALL 2013

You should always pay very close attention to the courses that appear here. For example, ET 501 has an INC which needs to be resolved otherwise it will change into an FIN which will negatively impact your cumulative GPA.



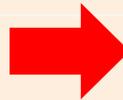
# Additional “Fallthrough” Information

Sometimes a course that can fulfill an unmet requirement may accidentally land here. For example, ANTH 101 that is currently in “Fallthrough:”

Fallthrough Courses					Credits Applied: 8	Classes Applied: 3
ANTH 101	General Anthro	C	3	FALL 2013		
CH 251	Organic Chem 1	D-	5	FALL 2013		
ST 100	Intro To College	P	0	FALL 2009		

ANTH 101 can fulfill the requirement indicated here because this student has SP 211 in the Common Core (or General Education Requirements) Area:

<input type="checkbox"/> Speech or Social Science	Still Needed: Choose from 1 of the following:
<input type="checkbox"/> Speech Communication	( 1 Class in SP 211 ) or
<input type="checkbox"/> Social Science	( If SP 211 was already taken in Common Core, then one Social Science course from Anthropology, CRIM 101 or 102, Economics, Sociology, Political Science, or Psychology is required. )



# Insufficient Grades

“Insufficient Grades” is the area on your audit designated to courses that were not successfully completed:



Insufficient Grades		Credits Applied: 0			Classes Applied: 9
BI 110	Fund Life Sci	WU	0	SPRING 2010	
BU 801	Typewrit/Kyboard 1	#WU	0	FALL 2008	
EN 102	Eng Comp 2 Intr Lt	FIN	0	SPRING 2008	
EN 102	Eng Comp 2 Intr Lt	WU	0	SPRING 2010	
HE 103	Nutrition&Health	WU	0	SPRING 2010	
HI 112	Intr Mod West Civ	F	0	FALL 2007	
MA 10	Elem Algebra	R	0	FALL 2008	
MA 10	Elem Algebra	R	0	SPRING 2011	
MA 5	Basic Math	WU	0	SUMMER 2007	

If you withdraw, fail, or repeat courses, they will appear here with the grade and the semester.



# In-Progress Area

Located underneath Insufficient Grades, the In-Progress Area shows the courses you are currently registered in:

In-progress		Credits Applied: 11		Classes Applied: 5
EE 103	Comp Analy For Ee	IP	(2)	FALL 2015
EE 204	Elect Circuits	IP	(3)	FALL 2015
ET 481	Pc Tech & Trouble	IP	(0)	SPRING 2013
ET 481	Pc Tech & Trouble	A-	2	SPRING 2013
ET 501	Computer Applic	INC	(1)	SPRING 2015
HI 111	Intro Medieval and West Civil	IP	(3)	FALL 2015



# Special Function: The “What-If”

You may be asking yourself, “What is the ‘What-If’ Function on Degree Audit?”

In case you ever want to see how your current or past courses would fare in a different major or degree, you can use the “What-If” function on Degree Works.

The “What-If” allows you to see how your courses will fulfill the requirements for another major.



# “What-Ifs” and How To Do Them

The “What-If” function on Degree Works allows you to see how your courses will fulfill the requirements for another major.

The screenshot shows the Degree Works interface with several tabs at the top: Worksheets, Planner, Notes, Petitions, Exceptions, and GPA Calc. Below these is a 'Format:' dropdown menu set to 'Student View', with 'View' and 'Save as PDF' buttons. A 'History' section is visible on the right. On the left, a vertical navigation menu includes 'What If', which is highlighted with a large red arrow. Below the navigation menu, there are checkboxes for 'Complete', 'Not Complete', 'Complete except for classes in-', and 'Nearly complete - see advisor'. A header bar indicates 'Student View AF950455 as of 03/21/2015 at 01:04'. Below this, there are input fields for 'Student', 'ID', and 'Transfer Credits'. At the bottom, a blue bar shows a checkbox for 'Degree in Associate in Arts'.

The “What-If” function is located on the left hand side of the Audit.



# “What-If” Screen

After you select “What-If,” your screen will look like the following:

Format:

Student View ▼

Process What-If

Save as PDF

## What-If

Degree Associate in Science Degree ▼

To preview the new Pathways General Education Requirements as applied to your current academic plan requirements, select a catalog year of 2013-2014 or greater from the drop-down menu, and click on the “Process What-If” button.

Catalog Year 2014-2015 Undergrad ▼

## Choose Your Different Areas of Study

To preview other academic plans of study, select the desired degree and catalog year, along with major (plan)/concentration (sub-plan) and/or minor (plan) of interest from the drop-down menus. Click on the “Process What-If” button to view how your courses get applied.

Select an item AND a catalog year to add it to your Chosen Area of Study

Select a Catalog Year

Major Pick a Major ▼

Pick a Catalog Year ▼

Concentration Pick a Concentration ▼

Pick a Catalog Year ▼

Chosen Areas of study

Remove



# How to Process a “What-If”

To begin processing your “What-If,” select the kind of degree from the drop down menu.

Format:

**What-If**

Degree  

Catalog Year  To preview the 2014 or greater

**Choose Your Different Areas of Study**

To preview other academic plans of study, select the desired and/or minor (plan) of interest from the drop-down menus.

**Select From:**  
Associate in Arts,  
Associate in Science,  
Associate in Applied Science,  
Or  
Certificate

\*\*\*Do not change the Catalog Year\*\*\*



# How to Process a “What-If”

Next, you will select major from the “Pick a Major” drop down menu and you will select the Catalog year from the “Pick a Catalog Year” drop down menu (keep in mind the Catalog Years for both the Degree and the Major should match):

**Choose Your Different Areas of Study**

To preview other academic plans of study, select the desired degree and catalog year, along with major (plan)/concentration (sub-plan) and/or minor (plan) of interest from the drop-down menus. Click on the "Process What-If" button to view how your courses get applied.

Select an item AND a catalog year to add it to your Chosen Area of Study

Major  

Concentration  ▼

Select a Catalog Year



▼

Chosen Areas of study



When you select a major and a catalog year, they will appear in the “Chosen Areas of Study” Box. Make sure the Catalog Year that you select with the Major matches the Catalog Year where you select the Degree.

\*\*\*Keep in mind: concentrations only apply to Liberal Arts and Science (LA-AA) and Visual and Performing Arts (FA-AS).

# How to Process a “What-If”

Once you have selected the Degree, Major, and corresponding Catalog Years, select “Process What-If”:

Format:

**What-If**

Degree

Catalog Year

To preview the new Pathways General Education Requirements as applied to your current academic plan, select the desired degree and catalog year from the drop-down menu, and click on the "Process What-If" button.

**Choose Your Different Areas of Study**

To preview other academic plans of study, select the desired degree and catalog year, along with major (plan)/concentration and/or minor (plan) of interest from the drop-down menus. Click on the "Process What-If" button to view how your courses will apply to your chosen areas of study.

Select an item AND a catalog year to add it to your Chosen Area of Study

Major

Concentration

Select a Catalog Year

Chosen Areas of study

MAJOR : LIBERAL ARTS AND SCI (LA-AA) (2014-2015) ▲  
CONC : American Studies (2014-2015U)



# Here is a sample “What-If”

**Legend**

- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- T/CR Transfer Class
- @ Any course number
- IP In Progress

**Student View** WA133388 as of 10/19/2015 at 15:45 What If Audit

Student		Academic Status	
ID		Student Group	
Transfer Credits		Cumulative GPA	0.000

**PATHWAYS - General Education Requirements - AA/AS** Catalog Year: 2014-2015 Undergrad Credits Required: 30  
GPA: 3.050 Credits Applied: 29.5

Unmet conditions for this set of requirements: 30 credits are required. You currently have 29.5, you still need 0.5 more credits.

Requirement	Course	Description	Grade	Credits	Term
<input checked="" type="checkbox"/> <b>REQUIRED COMMON CORE</b>					
<input checked="" type="checkbox"/> English Composition I	EN 101	Engl Comp 1	B+	3	FALL 2013
<input checked="" type="checkbox"/> English Composition II	EN 102	Eng Comp 2 Intr Lt	A-	3	FALL 2014
<input checked="" type="checkbox"/> Mathematical and Quantitative Reasoning	MA 119	College Algebra	B	3	FALL 2013
<input checked="" type="checkbox"/> Life and Physical Sciences	PH 201	General Physics 1	B	4	SUMMER 2015
<input type="checkbox"/> <b>FLEXIBLE COMMON CORE</b>					
<input checked="" type="checkbox"/> World Cultures and Global Issues	HI 111	Intro Medieval and West Civil	IP	(3)	FALL 2015
<input checked="" type="checkbox"/> U.S. Experiences in Its Diversity	SP 211	Speech Communication	B-	3	FALL 2014
<input checked="" type="checkbox"/> Creative Expression	ARTH 100	Intr.Survey Of Art	A	3	SPRING 2015
<input checked="" type="checkbox"/> Individual and Society	PHIL 101	Intro Philosophy	B+	3	FALL 2013
<input checked="" type="checkbox"/> Scientific World	CH 151	Gen Chemistry 1	C	4.5	SPRING 2015
<input type="checkbox"/> Additional Flexible Common Core	<p><b>Still Needed:</b> 3 Credits in ANTH 101 or 130 or 140 or 150 or 170 or ARTH 100 or 101 or 202 or 115 or 116 or 117 or 120 or 126 or 128 or 225 or AR 310 or 311 or 312 or 315 or 316 or 317 or 320 or 325 or 326 or 328 or BI 110 or 115 or 120 or 131 or 140 or 170 or 201 or 301 or 520 or CH 101 or 103 or 106 or 110 or 115 or 120 or 127 or 128 or 151 or 152 or 251 or 252 or CRIM 101 or 102 or CS 100 or 101 or 201 or 203 or DAN 111 or ECON 101 or 102 or 150 or 160 or 235 or ET 570 or 575 or 821 or 841 or 880 or GE 101 or 105 or HE 103 or 105 or 107 or 108 or HI 110 or 111 or 112 or 113 or 118 or 125 or 126 or 127 or 128 or 129 or 133 or 135 or 136 or 140 or 141 or 144 or 152 or 153 or 165 or 181 or 185 or 191 or 195 or LC 213 or 311 or 312 or 321 or LF 213 or 214 or 401 or LG 213 or 401 or LH 213 or LI 213 or LS 213 or 214 or 221 or 222 or 223 or 311 or 312 or 315 or 402 or MA 451 or 443 or 451 or 461 or MU 110 or 120 or 140 or 141 or 180 or PH 101 or 111 or 120 or 123 or 124 or 129 or 133 or 140 or 201 or 202 or 240 or 301 or 302 or 311 or 312 or 411 or 412 or 413 or 416 or 440 or PHIL 101 or 120 or 130 or 140 or 145 or 165 or 180 or PLSC 101 or 140 or 170 or 180 or PSYC 101 or 125 or 215 or 220 or 230 or 240 or 250 or 255 or 260 or 270 or 290 or SOCY 101 or 125 or 185 or 220 or 230 or 240 or 250 or 275 or SP 211 or 274 or 275 or 321 or 471 or 472 or TH 111 or 120</p>				

**Major in Liberal Arts & Science AA** Catalog Year: 2014-2015 Undergrad Credits Required: 30  
GPA: 3.300 Credits Applied: 2

Unmet conditions for this set of requirements: 30 credits are required. You currently have 2, you still need 28 more.

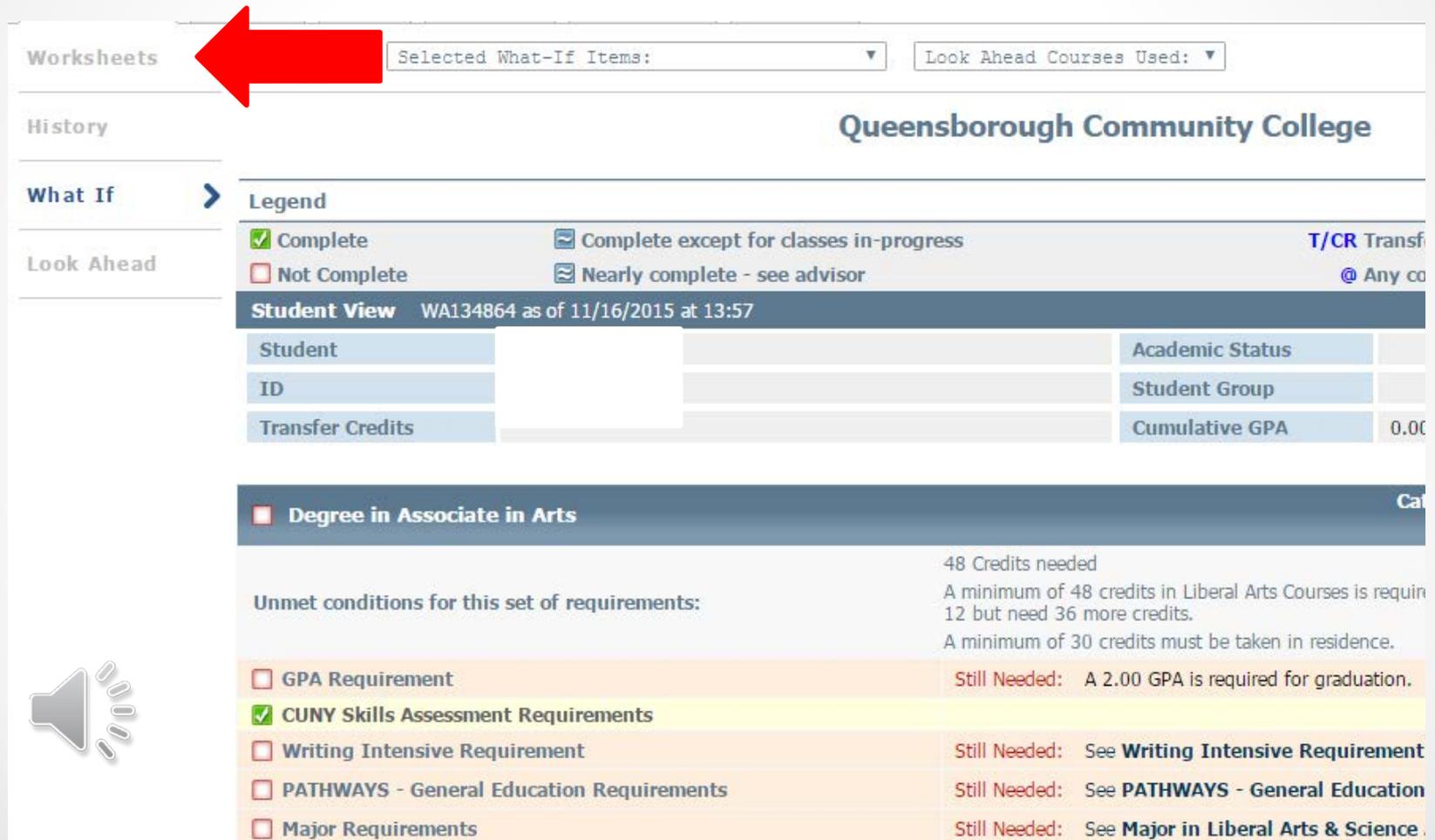
<input checked="" type="checkbox"/> Health Education	HE 102	Health, Behavior And Society	B+	2	FALL 2014
<input type="checkbox"/> Physical Education or Dance	<b>Still Needed:</b> 2 Classes in DAN 1@ or PE 4@ or 5@ Except DAN 111				
<input type="checkbox"/> Concentration Requirements	<b>Still Needed:</b> See Concentration in American Studies (LA-AA) section				

**Concentration in American Studies (LA-AA)** Catalog Year: 2014-2015 Undergrad Credits Required: 24

If you decide you would like to change your major, notify your Academy Advisor

# Exiting the “What-If”

You can return to your audit by selecting “Worksheets” on the left hand side:



The screenshot shows a web interface for a 'What-If' audit. On the left is a navigation menu with 'Worksheets', 'History', 'What If', and 'Look Ahead'. A red arrow points to 'Worksheets'. The main area is titled 'Queensborough Community College' and contains a 'Legend' section with status indicators: 'Complete' (checked), 'Not Complete' (unchecked), 'Complete except for classes in-progress' (checked), and 'Nearly complete - see advisor' (checked). Below the legend is a 'Student View' section for student WA134864 as of 11/16/2015 at 13:57. It includes a table with fields: Student, ID, Transfer Credits, Academic Status, Student Group, and Cumulative GPA (0.00). The 'Degree in Associate in Arts' section shows '48 Credits needed' and 'Unmet conditions for this set of requirements:'. A list of requirements follows: 'GPA Requirement' (Still Needed: A 2.00 GPA is required for graduation), 'CUNY Skills Assessment Requirements' (checked), 'Writing Intensive Requirement' (Still Needed: See Writing Intensive Requirement), 'PATHWAYS - General Education Requirements' (Still Needed: See PATHWAYS - General Education), and 'Major Requirements' (Still Needed: See Major in Liberal Arts & Science).

**Worksheets** Selected What-If Items: Look Ahead Courses Used:

**History**

**What If** >

**Look Ahead**

**Queensborough Community College**

**Legend**

- Complete
- Complete except for classes in-progress
- Not Complete
- Nearly complete - see advisor

**Student View** WA134864 as of 11/16/2015 at 13:57

Student		Academic Status	
ID		Student Group	
Transfer Credits		Cumulative GPA	0.00

**Degree in Associate in Arts**

48 Credits needed

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

- GPA Requirement** Still Needed: A 2.00 GPA is required for graduation.
- CUNY Skills Assessment Requirements**
- Writing Intensive Requirement** Still Needed: See **Writing Intensive Requirement**
- PATHWAYS - General Education Requirements** Still Needed: See **PATHWAYS - General Education**
- Major Requirements** Still Needed: See **Major in Liberal Arts & Science**

# Summary

When should you look at your Student Advisement Degree Audit??

- In preparation for Academic Advisement – bring a copy of your audit with you to your advisement appointment to discuss it with your Advisor
- Before, During, and After Registration
- When you make any changes to your schedule
- When you change your major/curriculum/program of study
- In preparation for Graduation – You can track your progress toward graduation by regularly consulting your audit

**\*\*\*Please be advised: it takes 48-72 hours for changes made on CUNY First to appear on your audit.\*\*\***



# Have Academy Specific Questions?

If you have questions or concerns regarding advisement, contact your specific Academy:

## **Liberal Arts and Science Academy:**

In Person – Library Building, Room 434

By Phone - (718) 631-6204

By Email - LiberalArtsAcademy@qcc.cuny.edu

## **Visual and Performing Arts Academy:**

In Person – Humanities Building , Room 337

By Phone - (718) 281-5190

By Email - VAPAAcademy@qcc.cuny.edu



## **Business Academy:**

In Person - Administration Building, Room 405 A

By Phone - (718) 631- 6376

By Email - Businessacademy@qcc.cuny.edu

## **S.T.E.M Academy:**

In Person –Science Building , Room 124

By Phone - (718) 281-5340

By Email - STEMAcademy@qcc.cuny.edu

## **Health Science Academy:**

In Person – Medical Arts Building, Room 326

By Phone - (718) 281- 5139

By Email - HealthAcademy@qcc.cuny.edu

# Graduation Audit

If you have questions or concerns regarding your Student Advisement Degree Audit or Graduation, contact Graduation Audit:

In Person - Administration Building, Room 119

By Phone - (718) 281-5049

By Email - [GradAudit@qcc.cuny.edu](mailto:GradAudit@qcc.cuny.edu)

