



DegreeSolutions is here!

- A click away
- Convenient
- Powerful
- Anytime
- Reliable
- Easy



DegreeSolutions Guide

www.bcc.cuny.edu/degreesolutions

**Bronx Community College
University Avenue at West 181st Street
Bronx, New York 10453**

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INTRODUCTION

The Committee for DegreeSolutions, which includes Enrollment Management, the Offices of Academic Advisement, Information Technology and the Registrar, has released to a limited college constituency for sometime now a new web-based academic advisement and audit tool as part of the CUNY-wide DegreeWorks Project initiative. DegreeSolutions has already been presented to the Vice Presidents, Deans and Chairs, Faculty, Advisors/Counselors, Enrollment Management Committee and to the Academic Advisement Committee. After months of work gathering the degree requirements for the different majors, scribing the college catalogs, and then testing and tweaking the system, it is now time for the whole college community to reap the benefits of this effort and to help make it a better product.

DegreeSolutions is an intuitive and user friendly tool. It graphically displays degree requirements and student progress towards graduation. Thanks to the ubiquity and simplicity of the Web, this system will be at everyone's fingertips; it will make this crucial information available to students, faculty, and staff. Hopefully, the final outcome of this collective effort for BCC students will be an increased awareness and ownership of their degree requirements and academic progress. For faculty and staff, this tool will reduce time spent on the mechanics of advisement and free up time for more meaningful, informative, and enriching advisement sessions with students.

This DegreeSolutions Guide is intended to provide instructions on how to access the software and some general information on the different features of the system. Thus, it is not an advisement manual. As is the case with all first-time initiatives, this guide may be greatly improved, and your suggestions are most welcome.

Finally, this work would not have been possible without the dedication of the members of the DegreeSolutions Committee: Bernard Gantt, Susan Lai, Rhonda Lloyd, Octavio Melendez, Marjorie Miller, Edi Ruiz, and Regina Tobin. Many thanks to those users who graciously assisted in the testing of the system. Also, special thanks to Colleen Simpson and Francisco J. Legasa for their initiative in putting together this guide and the marketing campaign.

Let's all jump on board and begin using DegreeSolutions for the Fall 2006 semester!

Office of Enrollment Management

What if there was a tool that could easily tell you...

- how many more courses a student needs to finish his/her degree?
- what requirements are needed for a student to take a specific course?
- what courses a student needs to take for the following semester?
- whether a student is taking courses that may not count towards his/her major?
- how the courses a student has taken apply to another major?
- what the impact of prospective final grades will be on a student's GPA?

The answer, DegreeSolutions

- DegreeSolutions will benefit every member of the College as an integral and important part of a student's gateway to success at BCC.
- DegreeSolutions is a new web-based academic advisement and audit tool.
- DegreeSolutions will assist students, faculty and administration at Bronx Community College in improving academic advisement services, enhancing university planning and increasing graduation rates.

What can you do with DegreeSolutions?

- Learn which courses are part of a student's major
- See which courses a student has already completed and which are still required
- See a student's Academic Standing status
- Select the right courses for a student's following semester
- Estimate how many semesters it will take for a student to complete his/her degree
- See how the courses a student has taken will meet the requirements of another major he/she may be interested in
- Learn what the pre/co-requisites are for the courses a student wants to register for
- Plan a student's academic performance to achieve his/her desired GPA
- Even though DegreeSolutions is a very powerful and reliable tool, there may be academic policies pertaining to the student's curriculum that require one-on-one consultation with faculty or an advisor.

When should you look at DegreeSolutions?

- Before registration, to prepare for the advisement period
- When meeting with a student to prepare an academic plan
- After registration to confirm the selected courses
- Anytime you want to revisit a student's academic plan

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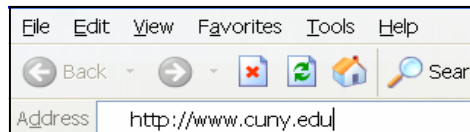
How to access DegreeSolutions

- First you need to create a CUNY Portal Account (CPA). **You do this only once and only in case you have not created a CPA previously.**
- Then open DegreeSolutions through your CPA. **If you already have a CPA, just go straight to the "Accessing DegreeSolutions" section below.**

Let's take things step by step.

Creating a CUNY Portal Account

- ✓ Open your browser and type the following web address:
<http://www.cuny.edu>



You will be brought to the CUNY Portal main page.

- ✓ Click on the "Log-in" link on the lower left side of the screen.



DegreeSolutions Guide

You will be now on the CUNY Portal Log-in page.

- ✓ If you have not created a Portal account yet, click on the "Register Now!" link to create a Username and Password.

The City University of New York

Search... GO! College websites...

PROSPECTIVE Students CURRENT Students FACULTY & STAFF ALUMNI

Portal Login

Please enter your CUNY Portal Username and Password.

Username:

Password:

[Forgot Your Password?](#)

Register

If you don't have an account, create one so that you can begin using all of the customization features of this site.

[Register Now!](#)

- ✓ In the New User Registration page select "Faculty" or "Staff"

New User Registration

Please select the option that best describes your current affiliation with the University:

[Student](#) I am currently enrolled as a student at a CUNY college.

[Faculty](#) I am currently a faculty member at a CUNY college.

[Staff](#) I am currently employed by one of the colleges or the university.

- ✓ For verification purposes enter your Last Name, Social Security Number and Date of Birth in the appropriate boxes and select "Next," then "Confirm."
- ✓ Create your Username and Password, which you will use to log in to the CUNY Portal.

User Validation

Last Name:

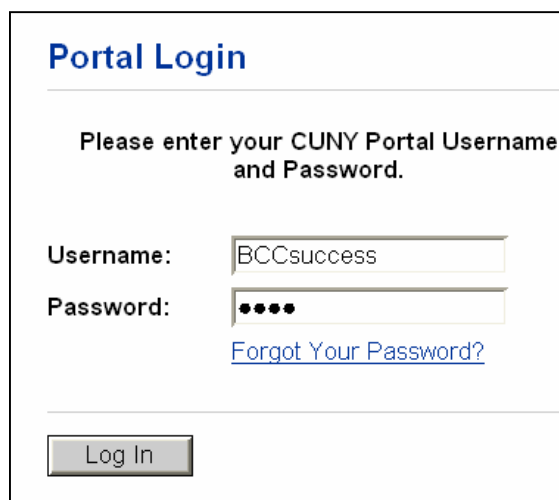
Social Security Number:

Date of Birth: mm dd 19 yy

Done! Now you have your CUNY Portal Account.

Accessing DegreeSolutions

- ✓ In your browser, type <http://www.cuny.edu>
- ✓ In the CUNY Portal main page click "Log-in"
- ✓ Enter your Username and Password in the appropriate boxes. Click "Log In"



Portal Login

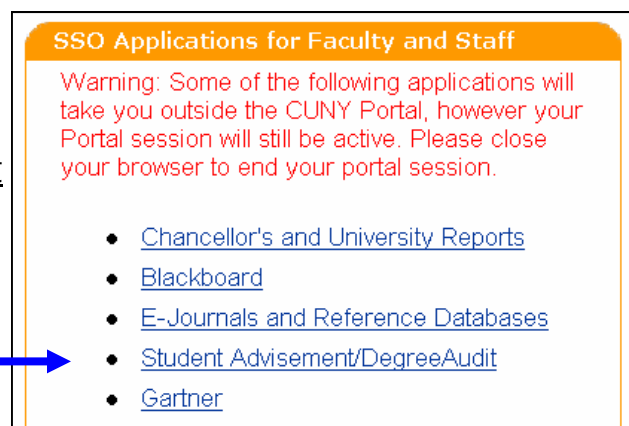
Please enter your CUNY Portal Username and Password.

Username:

Password:

[Forgot Your Password?](#)

- ✓ From the "SSO Applications for Faculty and Staff" menu, select the link [Student Advisement/Degree Audit](#)
DegreeSolutions will open in a new window.



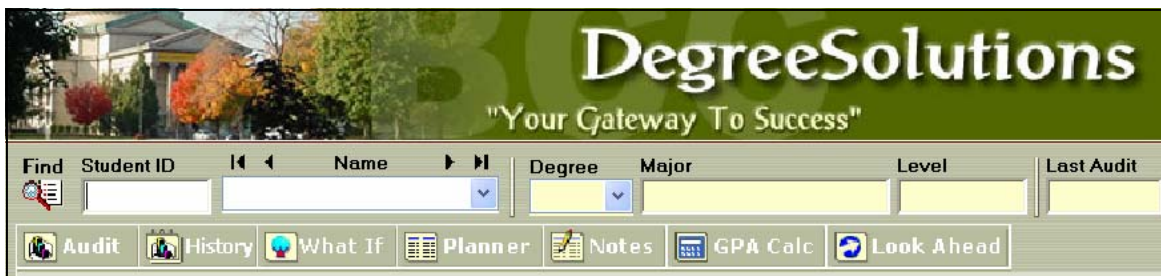
SSO Applications for Faculty and Staff

Warning: Some of the following applications will take you outside the CUNY Portal, however your Portal session will still be active. Please close your browser to end your portal session.

- [Chancellor's and University Reports](#)
- [Blackboard](#)
- [E-Journals and Reference Databases](#)
- [Student Advisement/DegreeAudit](#)
- [Gartner](#)

DegreeSolutions at a Glance

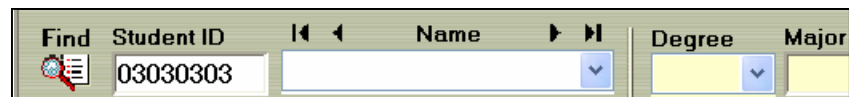
When you begin a DegreeSolutions session, you will see on the top part of your screen a navigation menu from where you can access all the features of the system.



- Use the **Find** icon to look for a specific student or groups of students by major, degree, and level.
- The **Audit** function maps a student's transcript onto the declared curriculum and catalogue year.
- The **History** function keeps a record of three previous audits run on DegreeSolutions for a given student.
- The **What If** function maps a student's transcript onto any curriculum at BCC. It simulates a *change of curriculum* for a student.
- The **Planner** function displays an academic planner that can be edited and printed for student's future reference and use in planning courses and schedules.
- The **Notes** function allows advisors to write comments in free-text format.
- The **GPA Calc** offers three types of GPA calculators.
- The **Look Ahead** function will run an audit that includes courses that the student intends to take in the future.

Accessing Student Records

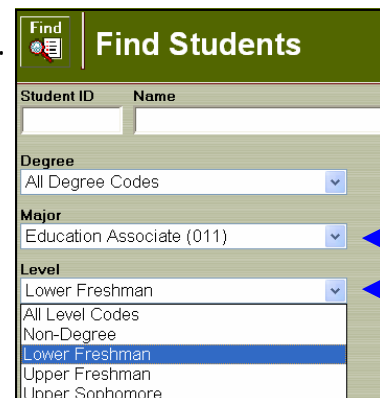
- The most convenient way to access a student's record is by entering his/her Social Security number in the Student ID box and then click "Enter."



Find Student ID 03030303 Name Degree Major

- Use the **Find Students** feature when you want to search *groups* of students. Say, you want to find all the lower freshman students in the Education Associate curriculum.

- ✓ Click the "Find" icon. A new window will open.
- ✓ In "Major" select Education Associate (011) from the drop down menu.
- ✓ In "Level" select Lower Freshman from the drop down menu. Click "Search."



Find Find Students

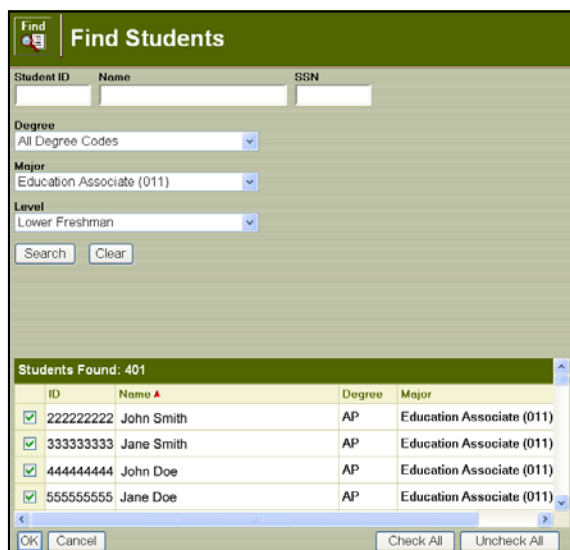
Student ID Name

Degree All Degree Codes

Major Education Associate (011)

Level Lower Freshman

All Level Codes
Non-Degree
Lower Freshman
Upper Freshman
Upper Sophomore



Find Find Students

Student ID Name SSN

Degree All Degree Codes

Major Education Associate (011)

Level Lower Freshman

Search Clear

Students Found: 401

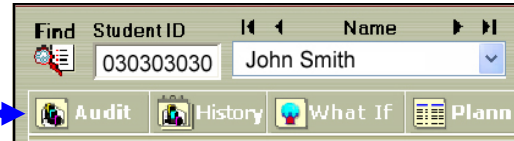
ID	Name	Degree	Major
<input checked="" type="checkbox"/>	22222222 John Smith	AP	Education Associate (011)
<input checked="" type="checkbox"/>	33333333 Jane Smith	AP	Education Associate (011)
<input checked="" type="checkbox"/>	44444444 John Doe	AP	Education Associate (011)
<input checked="" type="checkbox"/>	55555555 Jane Doe	AP	Education Associate (011)

OK Cancel Check All Uncheck All

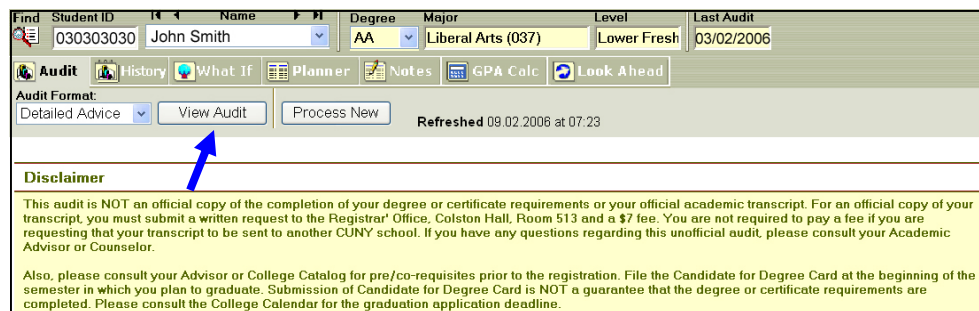
There are 401 students meeting these criteria. You may check or uncheck all the records by clicking on the appropriate button, or select individual students by clicking the box next to each student and selecting "OK."

The Audit Report

- ✓ Once you have accessed a student's information, click on the **Audit** tab to view an Audit report for the student.



- ✓ A disclaimer statement will appear.



- ✓ Click the **View Audit** tab.

- ✓ The Audit report will be ready. Audits present information broken into different sections:

- Student Information section
- Summary of General Requirements section
- CUNY Skills Requirement section
- Major section
- Courses Not Applicable to this Major section
- Insufficient (Courses Without a Passing Grade) section
- Courses in Progress section

Let's take a look at these sections in the order they appear in an audit report. But before we proceed, we should keep in mind how DegreeSolutions presents the information. DegreeSolutions, as most modern systems do nowadays, displays information in *graphic mode*, that is, it uses colors, icons and symbols to show the information to the user. It is therefore intuitive and user friendly. But, as with any other system, it takes some time for any user to quickly locate the information on the screen. So you need to give your eyes time to acclimate to the new

Bronx CC "Your Gateway to Success"

environment, more so if you are used to the succinct (and not so intuitive) way SIMS presents the information. In what follows, we will try to show where the most relevant information is located in a typical DegreeSolutions audit screen, with the intent to ease your transition to the new system.

The Student Information Section

Bronx Community College			
Web Audit Report AA920736 as of 03/21/06 04:12			
Student Name	John Smith	Writing Placement	ENGNP
Student ID	*****1915	Reading Placement	RDL11
Major	Computer Appl And Program (020)	Math Placement	MTH05
Academic Status		College Discovery	
Overall GPA	2.1322	Residence Code	932
CPE Message	CPE exam taken 1 times: Absent 0 times	Stops	
Catalog Year	2003-2004	Advisor	

1. Student's Name
2. Major name and SIMS code
3. Displays Academic Standing codes (probation codes will be displayed here)
4. Overall GPA
5. Lists the # of times the student has taken the CPE (if applicable)
6. Initial placement in Writing, Reading and Math
7. Displays stop codes

The Summary of General Requirements Section

Degree in Associate of Arts		Catalog Year: 2004-2005	Credits Required : 60
			Credits Applied : 78
<input checked="" type="checkbox"/> GPA Requirement Met			
<input type="checkbox"/> Remedial Requirements			
	Still Needed	See block: CUNY Skills Requirements	
<input checked="" type="checkbox"/> CUNY Proficiency Exam		Noncourse	CPE P
<input type="checkbox"/> Orientation and Career Development			
	Still Needed	1 Class in OCD 01	
<input checked="" type="checkbox"/> A Major is Required			
<input type="checkbox"/> Writing Intensive Requirements			
	Still Needed	2 Classes in **	

DegreeSolutions Guide

1. Credits Required is the number of credits needed to complete the degree; Credits Applied is the number of credits earned plus the number of credits in-progress
2. The minimum GPA requirement is 2.000. If the box is checked, the student GPA is 2.000 or higher.
3. If this box is unchecked, the student needs to complete remedial courses and/or skill tests.
4. Once the student has passed the CPE, this box will be checked.
5. The box is checked when the student has a passing grade in OCD 01.
6. Students admitted in or after Fall 2004 to an Associate degree are required to complete two writing-intensive courses.

The CUNY Skills Requirement Section

■ CUNY Skills Requirements		
<input checked="" type="checkbox"/> CUNY Math Proficient		
<input type="checkbox"/> CUNY Reading Requirement		
	Still Needed	Reading Skills Retest Required
<input type="checkbox"/> CUNY Writing Requirement		
	Still Needed	Writing Skills Retest Required
<input checked="" type="checkbox"/> RDL 01 Placement		
<input checked="" type="checkbox"/> Basic Reading Skills	RDL 01	BASIC
<input checked="" type="checkbox"/> Reading & Study Skills	RDL 02	READI
<input type="checkbox"/> ENG 01 Placement		
<input checked="" type="checkbox"/> Developmental Writing I	ENG 01	WRITIN
<input type="checkbox"/> Developmental Writing II		
	Still Needed	1 Class in ENG 02

1. The CUNY skills tests are listed first. A checked box means that the student has shown proficiency in a particular area.
 2. If developmental courses are needed, they will be listed here. Once the student has passed a remedial course, the box next to it will be checked. DegreeSolutions will indicate what other developmental courses are still needed (if any).
- ✓ If you click on the course name and number of a suggested course (indicated in DegreeSolutions as "still needed"), you may see its description and pre/co-requisites.

The Major Section

Major in Computer Information Systems AAS	
Unmet conditions for this set of requirements: 60 credits are required. You currently have 41, you still need 19 more.	
<input type="checkbox"/> CORE REQUIREMENTS	
<input type="checkbox"/> English	Still Needed
<input checked="" type="checkbox"/> Communication	1 Class in ENG 11
<input checked="" type="checkbox"/> History	CMS 11 Satisfied By: FUND COMMUNICATION LEHMAN
<input checked="" type="checkbox"/> Mathematics	HIS 10 THE MODERN WORLD
<input checked="" type="checkbox"/> Science	MTH 12 MATHEMATICAL THOUGHT
<input type="checkbox"/> REQUIRED AREAS OF STUDY	BIO 18 HUMAN BIOLOGY
For Restricted Electives, no more than two courses from the same department or discipline is allowed. Only one course in Health Education or two courses in PEA are allowed.	
<input type="checkbox"/> Written Composition Course	Still Needed
<input checked="" type="checkbox"/> Restricted Electives	1 Class in ENG 12 or 14 or 15 or 16
	MUS 11 INTRO TO MUSIC

1. DegreeSolutions checks off all the courses that a student has completed and that are applicable to the specified major. It also indicates required courses that have not been completed.
2. An Audit Report may include short messages indicating special circumstances that are applicable to certain degrees.
3. When appropriate DegreeSolutions will list courses from which the student can choose. Click on any underlined course to see a description of course content.

The Courses Not Applicable to this Major Section

ACC 12	FUNDMNTL ACCOUNT 2	B	4
BUS 51	ORGANIZATION & MGMT	A	3
DAT 36	MICRO SPREADSHEETS	A	2
DAT 38	MICRO DATABASE	B+	2
HIS 13	THE ANCIENT WORLD	TR	3
Satisfied By:	LEHMAN		
HIS 39	PUERTO RICO & CARIB	TR	3
Satisfied By:	LEHMAN		
MTH 03	ELEMENTARY ALGEBRA	A	0
PHL 11	INTRO TO PHILOSOPHY	TR	3
Satisfied By:	LEHMAN		
SPN 13	INTERMEDIATE SPANISH	A	4

- DegreeSolutions lists in this section those courses that do not fulfill any requirement in a student's degree. They may be credited or non-credited courses.

The Insufficient Courses Section (Courses Without a Passing Grade)

Insufficient				
BIO 18	HUMAN BIOLOGY	#FA	0	Spring 2000
BIO 18	HUMAN BIOLOGY	#F	0	Spring 2002
BIO 18	HUMAN BIOLOGY	#F	0	Fall 2003
MTH 03	ELEMENTARY ALGEBRA	R	0	Summer 1999
MTH 03	ELEMENTARY ALGEBRA	R	0	Fall 1999
MTH 04	ELEVENTH YEAR MATH	R	0	Spring 2000
MTH 23	PROBABILITY & STAT	WU	0	Spring 2002
MTH 23	PROBABILITY & STAT	F	0	Fall 2005

- DegreeSolutions lists in this section those courses, credited or non-credited, that the student has not successfully completed.

In-Progress				
CMS 12	VOICE & DICTION		(2)	Spring 2006
HIS 10	THE MODERN WORLD		(3)	Spring 2006
MTH 06	BASIC CONCEPTS 2		(0)	Spring 2006
OCD 01	ORIENTATION		(0)	Spring 2006

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

The Courses in Progress Section

- This section includes the courses the student is registered for this semester.
- The Legend explains the icons used by DegreeSolutions.

What If Audits

- Let's say you are advising a nursing pre-clinical student who wants to change his/her major to Therapeutic Recreation. DegreeSolutions can help you determine which of the courses that the student has completed will fulfill the requirements in the Therapeutic Recreation curriculum.

- ✓ To run a What If audit, select the **What If** tab, with a student already selected.



- ✓ From the drop-down menu, select degree and major. In this case, select Associate of Science as degree and 040 Therapeutic Recreation (AS) as major.

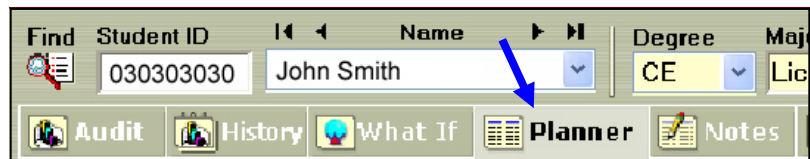
A screenshot of the 'What-If Audit' form in the DegreeSolutions application. The 'Audit Format' section has 'Detailed Advice' selected and 'Process Audit' highlighted with a blue arrow. Below this, the 'Degree' is set to 'Associate of Science' and 'Catalog Year' is '2006-2007'. The 'Choose Your Different Areas of Study' section has a 'Major' dropdown menu open, showing a list of majors. '040 Therapeutic Recreation (AS)' is highlighted with a blue arrow. Other visible majors include '008 Business Administ (AS)', '015 Mathematics (AS)', '024 Engineering Science (AS)', '025 Computer Science (AS)', '031 Comm Sch/Hlth Educ (AS)', '039 Arts And Sciences (AS)', '108 Bus Admin Actng Opt (AS)', and '131 Com/Sch Hlt Edu/Diet& Nutrit (AS)'. The 'Refreshed' date is 09.02.07.

- ✓ Click Process Audit.
- Now you should see an audit report similar to the audit report for the student's declared curriculum. This new audit report displays the courses the student has completed as fulfilling the requirements for the Therapeutic Recreation curriculum.
- ✓ Unlike Audits, What-If audits are not saved in the audit history. Select the **Print** icon to print a copy of the audit for future reference.

The Planner

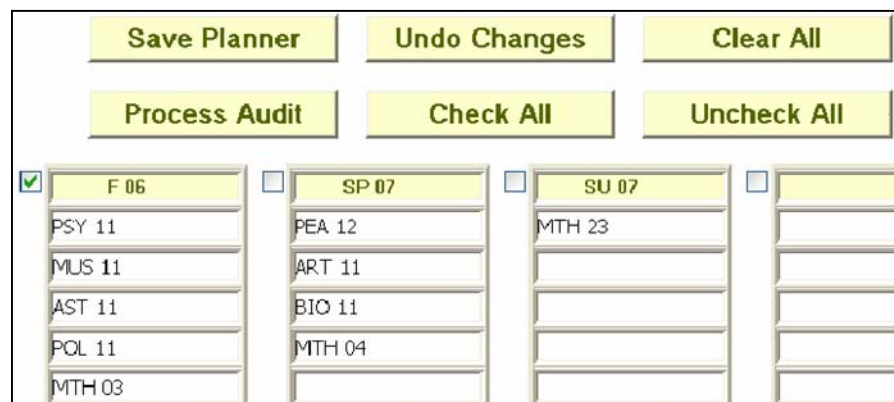
- With this feature, both you and your students can create long-term academic plans by selecting courses for several semesters ahead and saving them in DegreeSolutions. Students may access the planner anytime as needed. They cannot edit it, though.
- Advisors and students may need to make changes to the long-term plans as the circumstances of the students' academic life change. Planning courses for several semesters is a very simple and effective way to ensure success in college.

- ✓ To access the Planner, select the **Planner** tab, with a student already selected.

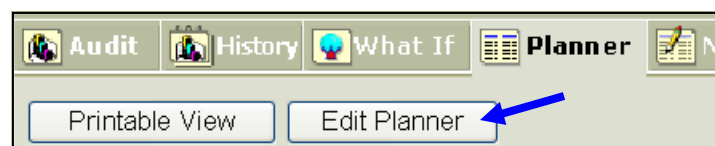


- ✓ Fill out the fields with the suggested courses for each semester and click "Save Planner."

- ✓ To see an audit report with the suggested courses, select the boxes for each desired semester and click "Process Audit."

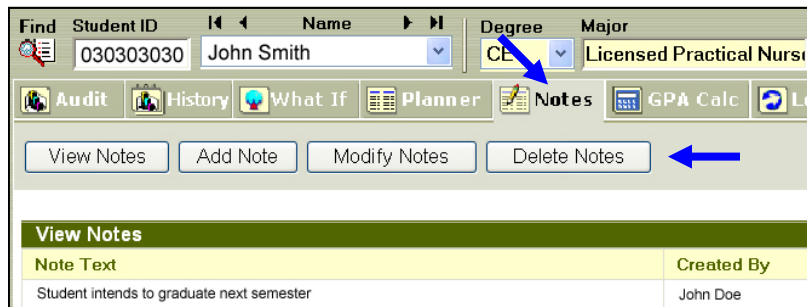


- ✓ To make changes to an existing long-term plan, click "Edit Planner."



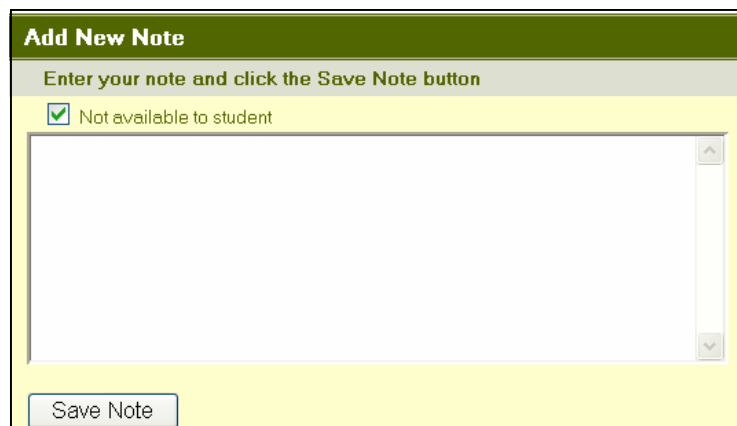
The Notes Function

- ✓ With a student already selected, click the **Notes** tab.
- ✓ Select the appropriate action from the menu: view, add, modify, or delete notes.

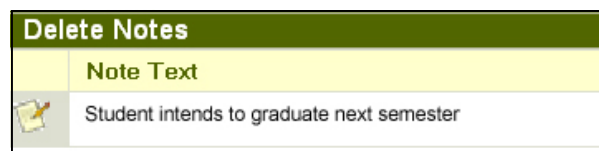


- When you add a new note, you have the option to make it available or invisible to the student.

- ✓ Check the box to make the note not available to the student.
- ✓ Notes that are available to students will appear on their audits.
- ✓ Once you finish writing a note, don't forget to click "Save Note."



- ✓ To delete a note, select "Delete Notes" and then click on the icon to the left of the note you want to delete. You can only delete notes you have created.

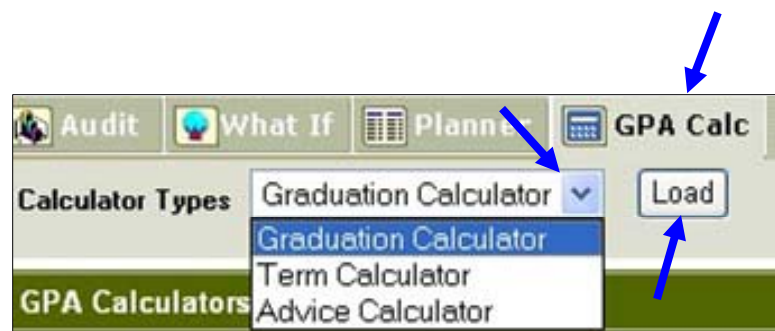


The GPA Calculators

- DegreeSolutions offers three types of GPA calculators:

- a graduation calculator
- a term calculator
- an advice calculator

- ✓ Access the calculators by clicking on the **GPA Calc** tab, with a student already selected.



- ✓ From the drop-down menu select the appropriate calculator and click Load.

The Graduation Calculator

- Let's say that you are advising a student whose current GPA is 1.895 and that he/she needs to bring it up at least to a 2.000 so that he/she can graduate. Let's say also that the student still needs to complete 15 credits of the 60 credits total required for his/her degree.

- ✓ Enter these numbers in the appropriate boxes and click "Calculate."

Current GPA	1.895
Credits Remaining	15
Credits Required	60
Desired GPA	2.000

Calculate

- The Graduation Calculator will indicate the average the student needs to maintain over the remaining 15 credits so that he/she can reach the desired GPA of 2.000.

Current GPA	1.895
Credits Remaining	15
Credits Required	60
Desired GPA	2.000

You need to average a 2.315 over your final 15 Credits to graduate with your desired GPA.

Recalculate

The Term Calculator

- Suppose you are meeting with a student whose GPA is 2.132, who has completed 48 credits already and is taking the following classes this semester: MTH 23, PSY 11, MUS 11 and PEA 12. These classes have respectively 3, 3, 3, and 1 degree credits.
- Suppose also that the student expects for these classes the following final grades (in the same order): B-, B, A- and A.
- ✓ Enter this information in the appropriate boxes and click "Calculate."
- The Term Calculator will indicate what the student's overall GPA will be at the end of the semester based on the expected grades.

Current GPA	2.132	
Credits Earned So Far	48	
	Credits	Grade
MTH 23	3	B- [2.700]
PSY 11	3	B [3.000]
MUS 11	3	A- [3.700]
PEA 12	1	A [4.000]
Class 5		A [4.000]
Class 6		A [4.000]
Class 7		A [4.000]
<input type="button" value="Calculate"/>		

The Advice Calculator

- Suppose again that your student's current GPA is 1.895, that he/she has earned 48 credits already, and that he/she wants to achieve a GPA of 2.000.
 - ✓ Enter this information on the appropriate boxes and click "Calculate."
- DegreeSolutions will show different possibilities by combining number of credits and degree averages. In this specific case, the student would achieve a 2.000 GPA with

Current GPA	1.895
Credits Earned	48
Desired GPA	2.000
<input type="button" value="Calculate"/>	

- 2 credits at 4.000 grade average, or
- 2 credits at 3.700 grade average, or
- 3 credits at 3.300 grade average, or
- 5 Credits at 3.000 grade average, etc.

The Look Ahead Function

- ✓ With a student already selected, click the **Look Ahead** tab.
- ✓ Enter the courses that the student is planning to register for in future semesters by filling out the appropriate fields. You need to enter each course individually and click "Add Course" after each course you input.

Find Student ID: 030303030 Name: John Smith Degree: CE Major: Licensed Practical Nursi Level: Lower Fresh Last Audit: 09/02/2006

Audit History What If Planner Notes GPA Calc Look Ahead

Audit Format: Detailed Advice Process Audit Refreshed 09.02.2006 at 07:16

Look Ahead Audit

To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the discipline code and number of each anticipated course. Once you have created your list of courses, click on the **Process Audit** button.

Enter a course and click Add Course

Discipline: MUS
Number: 11
Add Course

Find

Courses you are considering

ENG 11
HIS 10
MTH 23

Remove Course

- ✓ Click the icon "Find" to search for courses by course title, subject, and description.
- ✓ Once you have input the courses the student is considering, click the "Process Audit" button to view an audit with the intended courses mapped onto the student's declared curriculum.
- ✓ A Look Ahead audit will not be saved in the audit history. Select the **Print** icon to print a copy of a Look Ahead audit for future reference.

Bronx CC "Your Gateway to Success"

DEGREE SOLUTIONS QUICK REFERENCE

GETTING STARTED

- 1 Access BCC DegreeSolutions through the CUNY Portal: <http://www.cuny.edu>
- 1 Click on **Log-in** link on the lower left side. You will now be on the CUNY Portal Log-in page.

If you have not created a Portal account

- Click on **Register Now!** to create a Username and Password
- Choose your appropriate title, i.e. Faculty or Staff
- Enter your Last Name, Social Security Number and Date of Birth
- You will be given a Username and asked to create your own personalized Password.

If you have already created a Portal account, enter your Username and Password to Log-in.

- 1 Once you are logged into the Portal, you will be brought to **My Page**.
- 1 Choose the link [Student Advisement/Degree Audit](#). You will now be on the main navigation page for the BCC DegreeSolutions application.

ACCESSING STUDENT INFORMATION

Begin your DegreeSolutions session by pulling up a student's record.

- 1 Enter the Student ID (as of now, the Student's Social Security Number).
- 1 You can also access student records by clicking the **Find** icon. The **Find Students** page will open.
- 1 Search for students by Student ID Number or Name
- 1 Once you have located the student, click the box to the left of the student's name (if needed) and select **OK**.
- 1 The **Find Students** page also allows you to find groups of students by degree, major and level.

WORKING WITH STUDENT RECORDS

Once you begin a DegreeSolutions session, you will see several tabs listing the various tools Degree Solutions offers:

- 1 The **Audit** function maps a student's transcript onto the declared curriculum and catalog year.



- 1 The **History** function keeps record of previous audits run on DegreeSolutions for a given student.
- 1 The **What If** function maps a student's transcript onto any curriculum at BCC. It simulates a *change of curriculum* for a student.
- 1 The **Planner** function displays an academic planner that can be edited and printed for student's future reference and use in planning courses and schedules.
- 1 The **Notes** function allows advisors to write comments in free-text format.
- 1 The **GPA Calc** offers three types of GPA calculators.
- 1 The **Look Ahead** function will run an audit that includes courses that the student intends to take in the future.

Audits

- 1 Access a specific student and click the **Audit** tab
- 1 Choose the audit format from the drop-down menu (the Web Audit Report is the default format). Click **View Audit** or **Process New** to have the most updated audit.
- 1 The audit report for the student will divide information into blocks:

DegreeSolutions Guide

- General information about the student: name, overall GPA, major, catalog year, placement, stops
 - Summary of general requirements for the degree: GPA, remedials, CPE, OCD, major
 - CUNY Skills requirements
 - Major requirements
 - Courses taken but not counted into the audit report
 - Courses without a passing grade
 - Courses in progress
- 🔗 A legend at the bottom of the audit screen provides explanation for the symbols used by DegreeSolutions.
 - 🔗 DegreeSolutions will suggest the courses the student still needs to take.
 - 🔗 Click on the suggested courses to see description of course content and co/prerequisites

What If

- 🔗 Access a specific student and click the **What If** tab
- 🔗 Select the desired degree, catalog year, and major from the drop-down menu
- 🔗 Click **Process Audit** to see how the courses the student has completed meet the new major requirements.
- 🔗 Unlike Audits What-If audits are not saved in the audit history. Therefore, if you or the student would like to retain a copy of the audit for future reference, please print copies by selecting the **Print** icon located in the screen's top right corner.
- 🔗 Also, please remind the student to complete a Change of Curriculum form in the Registrar's Office, Colston 513, should he/she decide to change from his/her currently declared curriculum.

GPA Calc

- 🔗 Access a specific student and click the **GPA Calc** tab
- 🔗 From the drop-down menu select the appropriate GPA Calculator and click **Load**
 - The **Graduation Calculator** determines the GPA average the student needs to maintain over the remaining credits to graduate with the desired GPA.
 - The **Term Calculator** may be used to determine how the expected grades for the current semester will affect the student's overall GPA.
 - The **Advice Calculator** determines how many credits of a specific grade average a student needs to reach his/her desired GPA.

Look Ahead

- 🔗 Access a specific student and click the **Look Ahead** tab
- 🔗 Enter the intended courses and click **Add Course**.
- 🔗 Click **Process Audit** to see an audit report with the intended courses.

LOGGING OUT

- 🔗 Log Out of DegreeSolutions once you have finished your work.
- 🔗 Click on the **Log Out** icon in the top right corner.
- 🔗 Log Out of the CUNY Portal separately.

To report technical problems with DegreeSolutions, please click the Help Menu.

For assistance logging-in to the CUNY Portal contact:

- **BCC IT Help Desk—Colston Hall, Room 828 📞 (718) 289-5970 or**
- **Susan Lai, Registrar's Office—Colston Hall, Room 510 📞 (718) 289-5489**

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