

BCC DegreeSolutions Quick Reference

Help

Getting Started

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

For assistance with accessing **CUNY Portal** or **DegreeSolutions** contact the *Information Technology Helpdesk* located in Colston Hall, Room 806.
Phone: (718) 289-5970
eMail: Helpdesk@bcc.cuny.edu

If you have not created a Portal account

- Click on **"Register Now"** to create a Username and Password
- Click on **"Student"**; then enter your Last Name, Social Security Number and Date of Birth.
- Click on **"Next"**; then 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
- Once you are logged into the Portal, you will be brought to **"My Page"**
- Click on the link [Student Advisement/DegreeAudit \(DegreeWorks\)](#)
- You will now be on the main navigation page for the BCC DegreeSolutions application

Navigating Within DegreeSolutions

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



The **Audit** function maps your transcript onto your declared curriculum and catalog year

The **What If** function maps your transcript onto any curriculum at BCC

The **Planner** function displays an academic planner that can be used to plan student's courses and schedules

The **GPA Calc** offers three types of GPA calculators

What If

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 you have completed meet the new major requirements
- If you decide to change from your currently declared curriculum, please **download** a **Change of Curriculum** form and return it to the Registrar's Office, Colston Hall, 513

Audit

- Click the **View Audit** tab to see your degree audit.
- The audit report divides information into blocks:
 - General information: 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 towards your degree
 - 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 tells you the courses you still need to take.
- DegreeSolutions gives you a description of course content and co/prerequisites.

Logging Out

- Click on the **Log Out** icon in the top right corner
- Do not forget to log out of the **CUNY Portal** separately

GPA Calc

From the drop-down menu select the appropriate GPA Calculator and click on **"Load"**

- The **Graduation Calculator** determines the GPA average you will need to maintain to graduate
- The **Term Calculator** may be used to determine how the expected grades for the current semester will affect your overall GPA
- The **Advice Calculator** determines how many credits of a specific grade average you need to reach your desired GPA