**Getting Started**
- Access BCC Degree Audit through the CUNY Portal at [http://www.cuny.edu](http://www.cuny.edu)
- Click on the Log in link then CUNY Portal. The Log in page will appear

**CUNY Portal Log in**
- 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 Degree Audit”
- BCC Degree audit application

**Create a CUNY Portal account**
- Click on Register Now to create a Username and Password
- Click on Current Student, then enter your First Name, 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

**Navigating DegreeWorks**

**Planer Tab**
Student Academic Planner: estimate how many semesters it will take you to graduate

**Worksheet**
The degree audit report divides information into blocks:
- **Student View - General information:** Name, Empid, Transfer Credits, Academic Status, Student Group, CUM GPA, Degree, Academic Year, Credits Required, Credits Applied
- **Degree – Summary of degree requirements:** GPA, Remedial, OCD/FYS, Pathways, Plan/SubPlan, Writing Intensive
- **CUNY Skills Requirements**
- **Pathways General Education**
- **Required Common Core**
- **Flexible Common Core**
- **Courses not Applicable to this Major**
- **Insufficient Grades (Courses without a passing grade)**
- **In-progress courses**

A legend at the top or bottom of the audit screen provides an explanation for the icons used by DegreeWorks

**Note:** The Degree Audit gives you a description of the course content, co-requisites, pre-requisites, the course you still need to complete and the courses you completed towards your degree.

Continuing students before Fall 2013 have a choice to opt-in or opt-out of Pathways. Students must meet with an advisor to plan the fastest path to graduate.

**GPA Calc**
The GPA Calc offers 3 types of calculators:
- The GPA 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

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

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**For Technology Assistance**
Contact the Technology Service Center located in Roscoe Brown Student Center [BC], room 308.
Phone: 718.289.5970 Email: tsc@bcc.cuny.edu