

Degree Works Training Guide for Advisors

SUNY College of Environmental Science & Forestry

Updated July 2025

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What is Degree Works

Degree Works is a degree auditing tool used to track a student's progress towards degree completion based on their academic history and their catalog's program requirements. This user guide will explain how to read a degree audit along with how to use the additional functionality such as performing a what-if audit or using the 3 GPA calculators.

Based on ESF's security permissions, you may or may not have access to all additional functionality detailed in this guide.

Worksheets

Data refreshed 8/17/2021 7:34 PM

Student ID Select Student Degree Bachelor of Science

Advanced search

Level Undergraduate Classification Senior Major Sustainable Energy Management College SUNY ESF Institutional Credits 49 Transferred Credits 53

Overall GPA 3.665 SUID Advisor Expected Graduation Date May 2022

Academic What-If View historic audit

Format Student View

Degree progress

82% 85% Overall GPA 3.665

Requirements Credits

In-progress classes Preregistered classes Process

Audit date 8/2/2021 7:41 PM

Diagnostics Student data Save audit Delete audit Collapse all

Degree in Bachelor of Science INCOMPLETE

Credits required: 120 Credits applied: 102 Catalog year: 2019-2020 GPA: 3.665

How to Find A Student

Banner Self-Service

1. Log into the ESF Faculty and Staff portal.
2. Click on the Banner button and enter your ESF credentials.
3. At the Advising and Faculty Services landing page, click **Advising Student Profile**.

Advising and Faculty Services

Hello Elizabeth,

This is the entry page for Banner Advisors and Faculty. From here, you can navigate to the following pages by clicking on the page name or by using the Banner menu on the header(Alt+M) depending on your role at the institution:

- Advising Student Profile

4. The Advisee Search page is used to find the student record.
 - a. If the **Student ID** or **Email** is known, it can be entered directly without searching.
 - b. A search can be performed by **Student Name**.
 - c. Instead of performing a search, you can click the **View My Advisee Listing** to select the student.
 - d. The **Getting Started** section lists instructions for each page.

ESF SUNY College of Environmental Science and Forestry

SAISUSR SAISUSR

Advising • Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Spring 2021- Ranger School

View advisee listing, or search by

☒ Student ID
☐ Student Email
☐ Student Name

Student ID
[Input Field]

View Profile View My Advisee Listing

Getting Started

Advisee Search

Use the Advisee Search page to select the term for which you would like to search for a specific advisee to view their student profile information. You may also click View My Advisee Listing to see all advisees assigned to you in the selected term.

- Once a student is selected using one of available methods (Student ID, Student Email, Student Name, or Advisee Listing), select the desired student and click **View Profile**.

Student Name

[Dropdown Menu]

[Input Field]

View Profile View My Advisee Listing

- Once at the Student's Profile, click the Degree Audit link in the lower-left corner

Schedule, Course Search

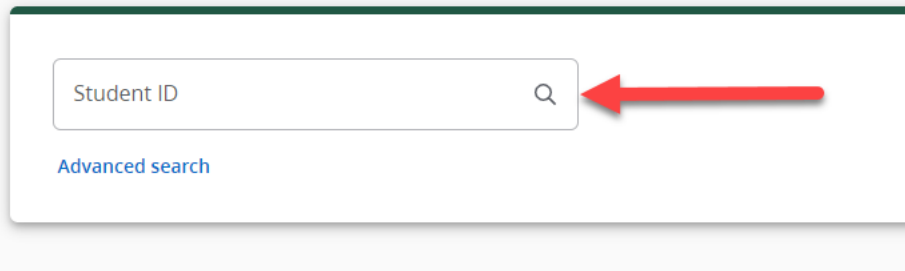
Grades

Degree Works Audit

Finding a student when you are in degree works

- Enter a student's ID in the **Student ID** box and press Enter on your keyboard.

Worksheets



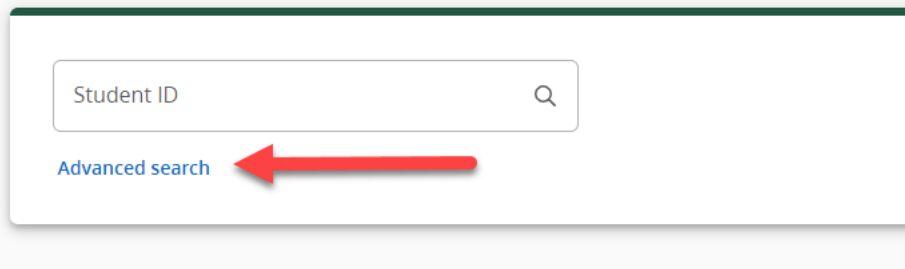
A screenshot of a web interface titled "Worksheets". Below the title is a white search box with the placeholder text "Student ID" and a magnifying glass icon. A red arrow points to the search box. Below the search box is a blue link labeled "Advanced search".

2. You will be directed to that student's degree audit.

Advanced Search

1. Click on the **Advanced Search** link below the Student ID box on the landing page.

Worksheets



A screenshot of a web interface titled "Worksheets". Below the title is a white search box with the placeholder text "Student ID" and a magnifying glass icon. Below the search box is a blue link labeled "Advanced search". A red arrow points to the "Advanced search" link.

2. From the Find screen, you can search for one or more students using various parameters such as curriculum data, semester entered, or a portion of first and last name.

Find Students



You can enter full names or partial names.

Curriculum

^

Degree

▼

Level

▼

Catalog year

▼

Degree source

▼

Major (0/28)

▼

Minor (0/29)

▼

Concentration (0/16)

▼

Clear

CANCEL

SEARCH

- Once you have entered your desired search criteria and clicked **Search**, the applicable student(s) will display in the **Student Search** area of the screen.
 - The list of students will be auto-checked, so that clicking on **Select** will take you to the first audit in the list.
 - Selecting more than one parameter will “stack”. For example, if you select the following: **Semesters Entered** = 2018-2019, **Major** = Chemistry, and **Class Level** = Junior, your results will meet all 3 parameters.
- Selected students will appear in a dropdown list on the landing page. This list is created dynamically and will only appear if multiple students are selected in the **Advanced Search** query.

Worksheets

Q

Select Student

▼

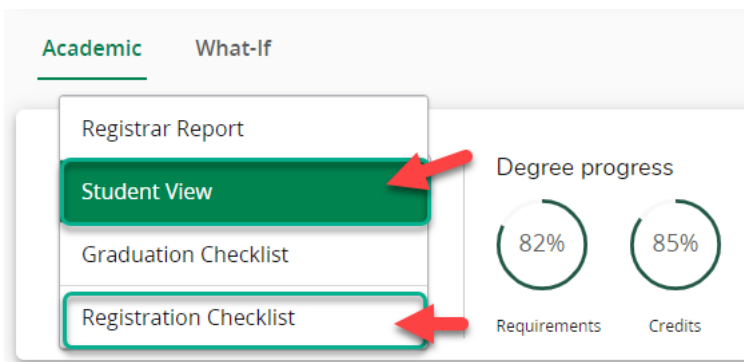
[Advanced search](#)

Degree Works Audit Overview

Audit Views

- Degree Works offers two views – the **Student View** and **Registration Checklist**. The Student View is the default view and consists of the student’s degree audit. The Registration Checklist is a future-oriented view that will only display requirements that have not been met. As students progress through their program, the Student View will display more green checkboxes and the Registration Checklist will be shorter.

- To move to another view, click the down-arrow by your current view and select your desired view. The view selection dropdown menu is located on the left-hand side of the Degree Progress card.



- Select the desired view and the audit page will automatically adapt to the selected view.

Student View Example

A screenshot of a web interface showing a student's audit page. The page is titled 'Student View Example'. It features a search bar with 'Student ID' and 'Select Student' fields, and a 'Degree' dropdown set to 'Bachelor of Science'. Below the search bar, there are filters for 'Level' (Undergraduate), 'Classification' (Senior), 'Major' (Sustainable Energy Management), 'College' (SUNY ESF), 'Institutional Credits' (49), and 'Transferred Credits' (53). The 'Overall GPA' is 3.665. The 'SUID' and 'Advisor' fields are empty. The 'Expected Graduation Date' is May 2022. The page has a navigation bar with 'Academic' and 'What-If' tabs. A 'View historic audit' button is in the top right. The main content area shows a 'Format' dropdown set to 'Student View'. The 'Degree progress' section displays two circular progress indicators: 'Requirements' at 82% and 'Credits' at 85%. The 'Overall GPA' is 3.665. To the right, there are checkboxes for 'In-progress classes' and 'Preregistered classes', both checked, and a 'Process' button. Below this, the 'Audit date' is 8/2/2021 7:41 PM. There are links for 'Diagnostics', 'Student data', 'Save audit', and 'Delete audit'. A 'Collapse all' button is in the top right. The main content area is titled 'Degree in Bachelor of Science' with an 'INCOMPLETE' status. It shows 'Credits required: 120', 'Credits applied: 102', 'Catalog year: 2019-2020', and 'GPA: 3.665'. A red circle icon is next to the text '120 Minimum Total Credits Required'. Below this, it says 'Still needed:'. A text box explains: 'You currently have 102 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 18 additional credits and all graduation requirements.' Two red callout boxes are present. The first callout box contains the text: 'Completed, in-progress, preregistered, and incomplete coursework along with program requirements.' The second callout box contains the text: 'Please note that students completing a minor (s) might not see the correct number of credits needed to complete their major. Degree works counts minor classes that are not also applied to the major towards the number of credits required to graduate.'

Registration Checklist Example

Degree in Bachelor of Science

INCOMPLETE

Credits required: 120 Credits applied: 102 Catalog year: 2019-2020 GPA: 3.665

Still needed: See [Major in Sustainable Energy Management](#) section

Major in Sustainable Energy Management

INCOMPLETE

Credits applied: 102 Catalog year: 2019-2020 GPA: 3.665

Still needed:

1 Class in [CME 304](#) or [EST 426](#) or [427](#) or [550](#) or [FOR 465](#) or [487](#) or [489](#) or [PHY 305](#) or [PSC 302](#) or [SRE 335](#) or [419](#) or @ @ with attribute = POLT

Still needed:

1 Class in [SRE 450](#)

Still needed:

1 Class in [SRE 454](#)

Still needed:

1 Class in [FOR 485](#)

Still needed:

1 Class in [SRE 491](#)

Still needed:

1 Class in [CME 304](#) or [335](#) or [EEE 370](#) or [ERE 370](#) or [430](#) or [519](#) or [EST 203](#) or [366](#) or [390](#) or [395](#) or [426](#) or [427](#) or [450](#) or [550](#) or [FIN 301](#) or [FOR 202](#) or [312](#) or [370](#) or [465](#) or [487](#) or [489](#) or [GEO 430](#) or [LSA 312](#) or [MAR 301](#) or [MAS 362](#) or [MIS 325](#) or [PHY 305](#) or [PSC 302](#) or [PSE 456](#) or [PSY 205](#) or [SOC 101](#) or [SRE 335](#) or [419](#) or @ @ with attribute = POLT or BUSD

Still needed:

3 Credits in @ 100:699

You can click on each course to view additional course details for incomplete requirements.

Class History

- 1. The **Class History** option in the dotted menu displays a term-by-term list of the student’s courses.

Worksheets

Data refreshed 8/17/2021 7:34 PM

Student ID

Select Student

Degree Bachelor of Science

GPA Calculator

Class History

Notes

Advanced search

Level Undergraduate

Classification Senior

Major Sustainable Energy Management

College SUNY ESF

Institutional Credits 49

Transferred Credits 53

Overall GPA 3.665

SUID

Advisor

Expected Graduation Date May 2022

Class History

Summer 2015 - Full

Course	Title	Grade	Credits
APM 104	Pre-Calculus	TR	3
	Satisfied by: MATH110 - Transfer Course Work - Glendale Cmty College Ca		
APM 391	MAT136 => STATIS	TR	3
	Satisfied by: CNVXXX - Transfer Course Work - Glendale Cmty College Ca		
CNV 101	GenEd: Foreign Lang	TR	3
	Satisfied by: CNVXXX - Transfer Course Work - Glendale Cmty College Ca		
CNV 104	GenEd: The Arts	TR	3
	Satisfied by: CNVXXX - Transfer Course Work - Glendale Cmty College Ca		
CNV 201	ENGR156 => ELECT	TR	3
	Satisfied by: CNVXXX - Transfer Course Work - Glendale Cmty College Ca		
CNV 201	MATH104 => ELECT	TR	3
	Satisfied by: CNVXXX - Transfer Course Work - Glendale Cmty College Ca		
CNV 201	ETHS120 => ELECT	TR	3
	Satisfied by: CNVXXX - Transfer Course Work - Glendale Cmty College Ca		
CNV 201	ETHS121 => ELECT	TR	3
	Satisfied by: CNVXXX - Transfer Course Work - Glendale Cmty College Ca		
CNV 201	MATH103 => ELECT	TR	3
	Satisfied by: CNVXXX - Transfer Course Work - Glendale Cmty College Ca		
CNV 201	MATH108 => ELECT	TR	3
	Satisfied by: CNVXXX - Transfer Course Work - Glendale Cmty College Ca		
CNV 201	POLS101 => ELECT	TR	3
	Satisfied by: CNVXXX - Transfer Course Work - Glendale Cmty College Ca		

Student Header

1. The **Student Header** is located at the top of a student's audit and displays relevant curriculum information.
2. Names, such as the student and advisor, appear in this section along with selected additional data. If the student has a lived (preferred) name it will appear in () next their name. Ex; Smith, Jonathan (John)
3. If the student has multiple data points (Ex: additional majors, minors, concentrations if required for their major, etc.) those items will all list horizontally next to the respective labels.
4. The information that appears in the header is dynamic and may not display if a datapoint is not relevant to the student's record. For example, the student does not have a minor so you will not see a minor label, however one would appear should they choose to declare a minor at some point in the future.

Student ID

Select Student

Degree
Bachelor of Science

[Advanced search](#)

Level Undergraduate Classification Senior Major Sustainable Energy Management College SUNY ESF Institutional Credits 49 Transferred Credits 53

Overall GPA 3.665 SUID Advisor Expected Graduation Date May 2022

Degree Progression Card

1. The **Degree Progress** graphics are listed under the **Student Header** and before the first section of the audit in a section known as the Degree Progression Card.
2. The **Requirements** bar takes into consideration the number of met versus unmet requirements on the whole audit. For example, a student who has 61 credits applying towards their required 120 credits, equaling 50.83% completed. The progress bar is also looking at the minimum GPA requirement and each section making up the audit, causing this number to reflect a holistic view of progress (75% versus 50.83%).
 - a. If the student has any in-progress, preregistered classes, or I grades applying in their audit, the **Requirements** bar will never be 100%.
3. The **Credits** bar takes into consideration the number of completed credits verses required credits for the entire audit.
4. The Overall GPA displayed here is the overall GPA from the Banner student information system.

Format
Student View

Degree progress

82%

85%

Requirements Credits

Overall GPA
3.665

☒ In-progress classes ☒ Preregistered classes [Process](#)

In-Progress and Preregistered Checkboxes

1. The **In-progress classes** and **Preregistered classes** checkboxes are listed near the top of the audit on the right-hand side of the Degree Progression Card. These boxes are defaulted to always include their respective type of courses in the audit. You can choose to unselect a box and view the audit with or without certain types of courses.
 - a. After unchecking a box, click the **Process** button to see the updated audit. This will remove or add in-progress or preregistered courses from the audit and doing so will also update the Degree Progress bar.

Format
Student View

Degree progress

82%

85%

Requirements Credits

Overall GPA
3.665

☒ In-progress classes ☒ Preregistered classes [Process](#)

Format
Student View

Degree progress

82%

85%

Requirements Credits

Overall GPA
3.665

☒ In-progress classes ☐ Preregistered classes [Process](#)

Degree Audit

How the Degree Audit Is Organized

1. The **Student View** of the degree audit will display a student's program requirements starting with the overall degree requirements. The order that sections appear will be determined by how they are listed in the degree section.
2. Some section headers (area near the top of each section, below the section title) will display information such as Semester you entered the program, GPA, Credits Required, and/or Credits Applied and the Catalog Year.

Credits required: 120 Credits applied: 102 Catalog year: 2019-2020 GPA: 3.665

- a. The GPAs are calculated from the courses that make up that respective section.
- b. The Catalog Year in each section relates to the specific Catalog that the respective section is tied to in the Banner student information system. For example, if a major is tied to the 2019-2020 Catalog year, then this is the year that would display in this section.
- c. The Credits Applied value will consist of: Completed courses, In-progress courses, and Preregistered courses. (Ex: If you have completed three 3-credit courses, have two 3-credit courses in progress this term and are preregistered for four 3-credit courses next term, the total credits applied would be 27 credits)
 - i. **Completed** = (3 courses * 3 credits) = 9 credits
 - ii. **In-progress** = (2 courses * 3 credits) = 6 credits
 - iii. **Preregistered** = (4 courses * 3 credits) = 12 credits

Major in Sustainable Energy Management

INCOMPLETE

Credits applied: 102 Catalog year: 2019-2020 GPA: 3.665

	Course	Title	Grade	Credits	Term	Repeated
✓	FRESHMAN YEAR - FALL SEMESTER					
✓	Orientation Seminar: FNRM	FOR 132	Orientation Seminar:F NRM	A	1	Fall 2019
✓	Information Literacy	ESF 200	Information Literacy	A	1	Fall 2019

1. Each requirement will display a symbol to the left denoting its status.
 - a. **Red unchecked circle** = Unmet requirement – you will see “Still Needed” advice on the right.
 - b. **Blue half-filled circle** = In-progress or preregistered – you will see the course information on the right.
 - c. **Green checked circle** = Completed requirement – you will see the course information on the right.

✓	Dendrology (F)	EFB 336	Dendrology I	C+	3	Fall 2020
○	Forest and Shade Tree Pathology (S)	Still needed:	1 Class in EFB 340			
ⓘ	Forest Health (CLBS)	EFB 345	Forest Health	IP	(3)	Fall 2021
✓	Forest Entomology or Entomology (F)	EFB 351	Forest Entomology	C	3	Fall 2020

How to Read A Degree Audit

1. An audit is made up of several sections. Each section's requirements will differ based on the student's program of study. The section header will display the name of that section along with listing its respective Semester Entered (Catalog Year), GPA, Credits Required, and Credits Applied.
 - a. Credits Required will only display on the degree's section header.

- Each section can be collapsed and expanded again by clicking on the up arrow located in the upper righthand corner of each block or section.

Major in Forest Health INCOMPLETE

Credits applied: 110
Catalog year: 2020-2021
GPA: 2.700

	Course	Title	Grade	Credits	Term	Repeated
<div></div> CORE COURSE REQUIREMENTS						
<div></div>	Writing and the Environment (F)	EWP 190	Writing and the Environment	TR	3	Fall 2012
	Satisfied by: ENGL12000 - Expository Writing - Hunter College					
<div></div>	Research Writing and Humanities (S)	EWP 290	Interm Expos Writing	TR	3	Spring 2014
	Satisfied by: ENGL20100 - Intern Expos Writing - Hunter College					
<div></div>	Introduction to Probability and Statistics (F,S)	APM 391	Intro to Prob & Stats	TR	3	Fall 2019
	Satisfied by: MAT151 - Statistics I - Onondaga Community College					

- Clicking on the up facing arrow once will collapse the section (as seen below). Clicking on the downfacing arrow will expand the section.

2.0 GPA Requirement

Major Requirements

Still needed: See [Major in Forest Health](#) section

Major in Forest Health INCOMPLETE


Credits applied: 110
Catalog year: 2020-2021
GPA: 2.700

Fall Through

Credits applied: 35
Classes applied: 15

Course	Title	Grade	Credits	Term	Repeated
APM 101	Fundamentals of College Algebr	TR	3	Fall 2012	
	Satisfied by: MATH10100 - Algbra Colleg Studen - Hunter College				
APM 104	College Algebra and Precalculu	TR	3	Spring 2013	

- All requirements with a red unchecked circle must be completed for the indicator in the section header to be completed.

Major in Forest Health INCOMPLETE 

- The labels on the left column will remain stagnant while the advice on the right column will dynamically change based on what the student still needs in order to complete the requirement.
- Once a requirement has been met, the "Still Needed" advice will disappear.

7. Requirements met by transfer courses will display the original course name, course number, transfer institution, and credits earned.

Major in Forest Health INCOMPLETE

Credits applied: 110 Catalog year: 2020-2021 GPA: 2.700

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/> CORE COURSE REQUIREMENTS						
<input checked="" type="checkbox"/>	Writing and the Environment (F)	Writing and the Environment	TR	3	Fall 2012	
	Satisfied by: ENGL12000 - Expository Writing - Hunter College					
<input checked="" type="checkbox"/>	Research Writing and Humanities (S)	EWP 290	Interm Expos Writing	TR	3	Spring 2014
	Satisfied by: ENGL20100 - Intern Expos Writing - Hunter College					
<input checked="" type="checkbox"/>	Introduction to Probability and Statistics (F,S)	APM 391	Intro to Prob & Stats	TR	3	Fall 2019
	Satisfied by: MAT151 - Statistics I - Onondaga Community College					

8. Unmet course requirements are linkable. When a course is clicked on, a text box will display that course's title, description, and any other applicable information such as course attributes, section information, and credits.

<input type="radio"/>	Internship in Environmental and Forest Biology or Research Problems in Environmental and Forest Biology (F,S)	Still needed:	3 Credits in EFB 420 or 498
<input type="radio"/>	Forest Health Monitoring (May)	Still needed:	1 Class in EFB 439
<input type="radio"/>	Senior Synthesis in Forest Health (F,S)	Still needed:	1 Class in EFB 494

Format
Student View

Degree progress

98% 100%
Requirements Credits

Overall GPA
3.750

☒ In-progress classes ☒ Preregistered classes

PROCESS

Student will remain at 98% until all grades are posted and 1 grades are resolved

Course Information



EFB 420 - 1 Credit - Prof Internship/Envrn Biology

Full- or part-time engagement as volunteer or employee in professional experience having environmental biology focus. Tenure at outside institution under guidance of external supervisor, but with EFB-based faculty sponsor. Requires initial study plan outlining educational goals, plus record of activities and supervisor's assessment of student's performance upon completion. Grading satisfactory/ Unsatisfactory. Fall, Spring, Summer. Prerequisite(s): Permission of Instructor.

Attributes:

SIN SFS

Sections:

Term	CRN	Section	Seats open	Meeting times
Fall 2021	16078	01	5 (out of 5)	Su 11:00pm - 11:50pm
Fall 2021	16079	02	10 (out of 10)	Su 11:00pm - 11:50pm
Fall 2021	16083	03	20 (out of 20)	Su 11:00pm - 11:50pm
Fall 2021	16086	04	5 (out of 5)	Su 11:00pm - 11:50pm
Fall 2021	16087	05	5 (out of 5)	Su 11:00pm - 11:50pm

This displays the scheduled sections for the upcoming semester. Please note the seats open is on a one day lag from MySlice. This information will not display if the course is not being offered. Please refer to MySlice for accurate schedule information.

9. The end of that audit may display as needed sections such as Fall through, Insufficient, In-Progress, and/or Exceptions. These sections will also display on the printed view so long as they have been expanded on the web view.
- a. **Fall through** = Lists courses that have been taken and completed with a passing grade, however they had no requirement to apply towards in the student's program.

Fall Through

Credits applied: 35 Classes applied: 15

Course	Title	Grade	Credits	Term	Repeated
APM 101	Fundamentals of College Algebr	TR	3	Fall 2012	
Satisfied by: MATH10100 - Algbra Colleg Studen - Hunter College					
APM 104	College Algebra and Precalculu	TR	3	Spring 2013	
Satisfied by: MATH12500 - Precalculus - Hunter College					

- b. **Insufficient** = Lists courses that are not able to fulfill requirements such as Withdrawn, Audit, Failed, Incomplete, or Repeated courses.

Insufficient

Credits applied: 0 Classes applied: 6

Course	Title	Grade	Credits	Term	Repeated
APM 106	Survey Of Calc & Appl II	F	0	Spring 2021	
EFB 101	Gen Bio I:Organismal Bio&Ecol	F	0	Fall 2020	

- c. **In-Progress, preregistered, and in-progress and preregistered** = In-progress lists courses that are in-progress for the current term only. This section may appear as preregistered, which would indicate that there are no in-progress courses for the current term, but the student is registered for courses in a future term. Lastly, this section may display as In-Progress and Preregistered, which would contain courses registered in the current term as well as an upcoming future term.

In-progress

Credits applied: 16 Classes applied: 7

Course	Title	Grade	Credits	Term	Repeated
APM 105	Survey Of Calc & Appl I	IP	(4)	Fall 2021	
EFB 101	Gen Bio I:Organismal Bio&Ecol	IP	(3)	Fall 2021	
EFB 102	General Biology I Laboratory	IP	(1)	Fall 2021	

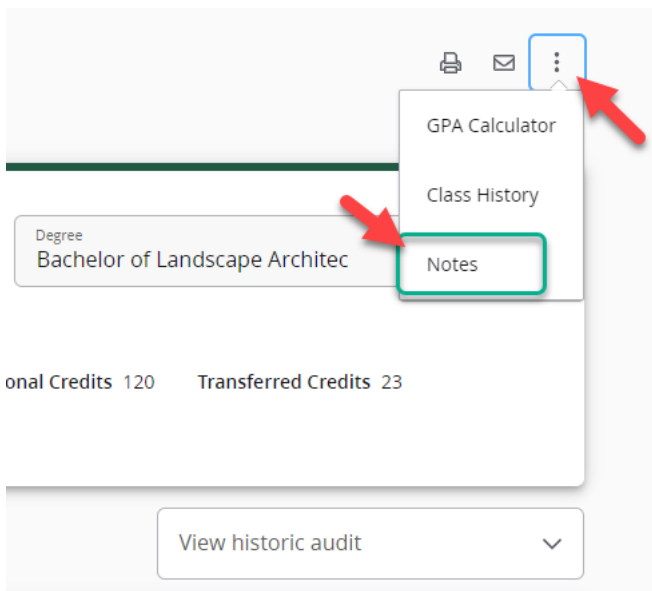
In-progress and Preregistered

Credits applied: 29 Classes applied: 10

Course	Title	Grade	Credits	Term	Repeated
APM 307	Multivariable Calculus	IP	(4)	Fall 2021	
ENS 494	Capstone Seminar	IP	(1)	Fall 2021	
ENS 498	Resrch Prob/Envrn Science	IP	(3)	Fall 2021	
ERE 335	Numerical & Computing Methods	IP	(3)	Fall 2021	
EWP 407	Writing/Env & Sci Professionals	IP	(3)	Fall 2021	
FCH 360	Physical Chemistry I	IP	(3)	Fall 2021	
APM 485	Diff Equat/Engr&Scientist	IP	(3)	Spring 2022	
CHE 356	Physical Chemistry II	IP	(3)	Spring 2022	
EFB 305	Indigenous Issues&the Envrnmnt	IP	(3)	Spring 2022	
FCH 381	Analytical Chemistry II	IP	(3)	Spring 2022	

Adding a note

1. Click on the Notes selection in the dotted menu located in the upper righthand section of the audit.



2. You will be taken to the list of outstanding notes for the student. If the student has no notes added to their audit, this screen will be blank. This is the View Note screen. To add a note, click the Add a new note button.

Notes



There are no notes for this student.



Add a new note

3. You can select from a list of predefined notes or use the text box to enter free-formed text (Add description box). You are not able to save blank notes.

4. Click the Save Note button to add this note to the student's audit or click the Clear button to remove your text.

Add a new note



Predefined notes



Add description



Cancel

Save note

5. Once your note is saved, the audit will be updated automatically.

Notes



Created on 08/20/2021

By SAISUSR, SAISUSR

Student was advised to apply for graduation by the official deadline.

Add a new note

6. Notes appear at the bottom of the student's audit along with other as needed sections.

Notes

Description	Created on	Created by
Student was advised to apply for graduation by the official deadline.	08/20/2021	SAISUSR, SAISUSR

Legend

✓	Complete	○	Not complete
!	Complete (with classes in-progress)	!	Nearly complete - see advisor
□	Prerequisite	@	Any course number
(R)	Repeated class		

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office to obtain a copy of your official academic transcript.

How to Delete a Note:

1. Click on the Notes selection in the dotted menu located in the upper right-hand section of the audit.

Print

Email

⋮

GPA Calculator

Class History

Notes

Degree
Bachelor of Landscape Architect

Original Credits 120 Transferred Credits 23

View historic audit

1. You will be taken to the list of outstanding notes for the student. You will be taken to the View Notes screen where you can see all notes for this student. Click the dotted menu on the note that you wish to remove, then click Delete note.

Notes



Created on 08/20/2021

By SAISUSR, SAISUSR

Student was advised to apply for graduation by the official deadline.

View note ▾

Edit note

Delete note

Add a new note

2. You will receive a warning message. At this point you can either cancel and be taken back to the View Notes screen or click Delete note. Once you click Delete note, the note will be instantly deleted.

Delete note



Are you sure you want to permanently delete this note?

Cancel

Delete note

3. You will be prompted briefly with a confirmation message, and be taken back to the view notes screen. If there are no additional notes on the student's record, the screen will appear as it is in the example below. The audit is automatically updated.

Notes



There are no notes for this student.






Add a new note

- e. **Exceptions** = Lists all exceptions applied to the student's audit (Ex: Substituting one course for another or waiving a requirement). The exception will list the type of exception applied, the description placed by the person who entered the exception, and the date the exception was entered on. The Block and Enforced columns are used by the person entering the exception only. Exceptions are placed on the audit by the Registrar's Office when processing a petition or a substitution approved by the advisor. The Undergraduate Admissions Office can also add an exception prior to enrollment for transfer credits with approval from the Curriculum Coordinator or Department Chair.

Exceptions					
Type	Description	Created on	Created by	Block	Enforced
Apply Here	Approved by petition	05/17/2021	Minard, Elizabeth M	Major in Sustainable Energy Management	Yes
Apply Here	Approved by petition	07/22/2021	Minard, Elizabeth M	Major in Sustainable Energy Management	Yes

Legend

- The **Legend** displays icons frequently used in a degree audit.
 - Complete** = This requirement has been met.
 - Not Complete** = This requirement has not been met. Unmet requirements will display 'Still Needed' advise to the right of the requirement.
 - Complete (with classes in-progress)** = The requirement is pending completion and will be met upon completion of an in-progress or pre-registered course.
 - Nearly complete – see advisor** = All requirements within a section are met except for a pending requirements. The whole section will be met upon completion of an in-progress or pre-registered course.
 - Prerequisite** = Course has a prerequisite that must be completed prior to registration.
 - Any course number** = Requirements displaying an '@' sign in the 'Still Needed' advice represents any course number that could fulfill the requirement. (Ex: EFB @ would represent any EFB course could be used to fulfill the requirement.)
 - Repeated class** = Course has been repeated in an attempt to earn a higher grade.

Legend	
	Complete
	Complete (with classes in-progress)
	Prerequisite
(R)	Repeated class
	Not complete
	Nearly complete - see advisor
@	Any course number

Process

- The **Process** button refreshes the degree audit after making a change. This button does not update data changes outside of Degree Works (Ex: Banner). Examples of when to click this button:

- You want to select or deselect the Include in-progress/preregistered classes box and view the updated audit.

Format
Student View

Degree progress

82%
Requirements

85%
Credits

Overall GPA
3.665

☒ In-progress classes
☒ Preregistered classes

Process

Printing or saving as a PDF

1. To print or save the audit, click the **Print** icon on the upper right-hand corner of the page or use the web browsers print menu

EXCEPTIONS PLANS TRANSFER ADMIN

Worksheets

Print icon

Email icon

More options icon

Data refreshed 8/19/2021 7:35 PM

Student ID

Select Student

Degree
Bachelor of Science

Advanced search

Level Undergraduate Classification Freshman Major Aquatic and Fisheries Science College SUNY ESF SUID Advisor

1. A box will open displaying the printer friendly view where you can change the destination box to select the printer attached to your computer or you can select save as a PDF to download this to your device. This view will include everything from the Student View of the web audit such as the sections making up a student's audit and all as needed sections (Courses Not Used, In-progress, Insufficient, etc.).

Print5 pages

Destination

Save as PDF

Pages

All

Pages per sheet

1

Change the destination to save as PDF and then you can select the location to save the file.

Save

Cancel

INCOMPLETE

Credits required: 126
Credits applied: 16
Catalog year: 2021-2022
GPA: 0.000

Unmet conditions for this set of requirements:
110 Credits needed

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	CORE COURSE REQUIREMENTS					
<input checked="" type="radio"/>	Writing and the Environment (F)	EWP 190	Writing And The Envrnment	IP	(3)	Fall 2021
<input type="radio"/>	Still needed: Research Writing and Humanities (S) 1 Class in EWP 290					
<input checked="" type="radio"/>	Survey of Calculus and Its Applications I (F,S)	APM 105	Survey Of Calc & Appl I	IP	(4)	Fall 2021

<https://esf.degreeworks.suny.edu/esfDashboard/>
2/8

8/19/2021

Dashboard

☐ Still needed:
Introduction to Probability and Statistics (F,S)
1 Class in APM 391 or 395

<input checked="" type="radio"/>	General Biology I: Organismal Biology and Ecology (F)	EFB 101	Gen Bio I:Organismal Bio&Ecol	IP	(3)	Fall 2021
<input checked="" type="radio"/>	General Biology I Laboratory (F)	EFB 102	General Biology I Laboratory	IP	(1)	Fall 2021

Print

8 sheets of paper

Destination
Brother MFC-L2717DW

Pages
All

Copies
1

Layout
Portrait

More settings

Print
Cancel

Tabs

1. This row contains the following screens to navigate to:
 - a. **Academic** = Access the student's degree audit.
 - b. **What-If** = Allows you to run an audit for another program of study or different Catalog year. You may also run an audit against an added minor or second major.

Academic
What-If

Format
Student View

Degree progress

17%
13%

Requirements
Credits

Overall GPA
0.000

☒ In-progress classes

- c. **Last Refresh** = This is the last date the student's data from Banner was updated.

Worksheets

Data refreshed 8/19/2021 7:35 PM

Student ID
F00174550

Select Student
King, Sofia Doreen

[Advanced search](#)

Level Undergraduate

Classification Freshman

Major Aquatic and Fisheries Science

College SUNY ESF

What If Audit

1. The What If functionality allows you to view a degree audit with hypothetical curriculum changes applied.

How to Run A What-If Audit

1. From the Student View on the Academic tab, click on the **What If** tab.

Academic

What-If

Format
Student View

Degree progress

17%

13%

Requirements

Credits

2. The student's current program information will be populated in the Program section. Update the Areas of Study section, along with the Program section (if applicable) to run the What-If audit for the new program of study. Please make sure you select the current catalog year because that will be changed to the current year for a change of major. If you are running the What-If to add a minor or a concentration then you will need to change the catalog year to the year the student entered ESF.

What-If Analysis

☐ Use current curriculum ☒ In-progress classes ☒ Preregistered classes

Program

Catalog year *
2021-2022

Degree *
Bachelor of Science

Level *
Undergraduate

Areas of study

Major *

Minor

Concentration

3. If you want to run the What-If audit for 2 hypothetical programs, fill out the Program and Areas of Study sections in addition to the Additional areas of study section. If not, leave this section blank and just fill out the Program and Areas of study sections.

Program

Catalog year *
2021-2022

Degree *
Bachelor of Science

Level *
Undergraduate

Areas of study

Major *

Minor

Concentration

Additional areas of study

Major (0/28)

Minor (0/30)

Concentration (0/16)

- Click Process to run the What-If audit.

Add

Reset

Process

Academic

What-If

What-If Analysis

Format
Student View

Degree progress

14%

Requirements

13%

Credits

Overall GPA
0.000

Audit date 8/19/2021 8:07 PM

- You will be re-directed to the Student View of the What-If audit. You can print this temporary audit or save as a pdf by clicking the **Printer icon** or by using the browsers print menu. When finished, click the **down arrow** to run a new What-If audit or click the **Academic** tab to be taken back to the active program's audit.

Academic

What-If

What-If Analysis



What-If Analysis ^☐ Use current curriculum ☒ In-progress classes ☒ Preregistered classes

Program

Catalog year *
2021-2022Degree *
Bachelor of ScienceLevel *
Undergraduate

Areas of study

Major *
Construction Management

Minor

Concentration

Additional areas of study ^

Major (0/28)

Minor (0/30)

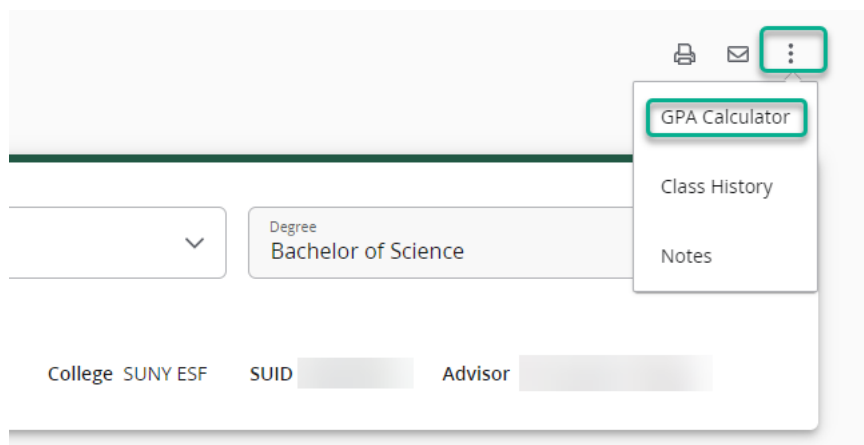
Concentration (0/16)

Please note that exceptions for petitions and other changes to your current major will not appear in a What-if for change of majors. Exceptions will be manually applied to the new major if applicable when the change of major is complete.

GPA Calculators

Graduation Calculator

1. Click the **dotted menu** located in the upper righthand side of the audit. Select **GPA Calculator** from the menu to be taken to the GPA Calculator module. This GPA calculator will inform you if the student's desired GPA is possible given their current grades and how their desired GPA may be achieved.



2. Once in the GPA Calculator, you will be taken to the **Graduation Calculator** tab. Your Current GPA, Credits Remaining, and overall Credits Required for your current program of study will be filled in automatically. You will need to enter your Desired GPA.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *
3.648

Credits remaining *
52

Credits required *
122

Desired GPA *

Calculate

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *
3.648

Credits remaining *
52

Credits required *
122

Desired GPA *
3.8



Calculate

3. Click Calculate to see if the Desired GPA is possible.

a. **Achievable example:**

GPA Calculator ×

Graduation Calculator

Term Calculator

Advice Calculator

You need to average a 3.357 over your final 62 credits to graduate with your desired GPA.

Current GPA	3.648
Credits remaining	62
Credits required	122
Desired GPA	3.5

Recalculate

b. **Unachievable example:**

GPA Calculator ×

Graduation Calculator

Term Calculator

Advice Calculator

To achieve your desired GPA, you would need to average higher than a 4.0. You would need to average a 4.005

Current GPA	3.648
Credits remaining	52
Credits required	122
Desired GPA	3.8

Recalculate

Term Calculator

1. This GPA calculator calculates the student's GPA after the current term's grades have been considered. Click on the **Term Calculator** tab.

a. If the student has in-progress coursework, those courses will auto-populate into the course list along with their credit values. Additionally, you may add courses by clicking on the **Add Course** link in the lower left corner.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA *
3.148

Credits earned *
118

[Add Course](#)

You do not currently have any courses listed.
Add a course to this term to calculate.

2. Enter the course prefix and number, credits, (if not registered and therefore automatically populated) and estimated grade you wish to have calculated in the GPA.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA *
3.148

Credits earned *
118

[Add Course](#)

Course * FCH 151	Credits * 1	A	
Course * EFB 101	Credits * 3	A-	
Course * FCH 150	Credits * 3	B+	
		B	
		B-	
		C+	
		C	

[Calculate](#)

3. Click the Calculate button to view the term's estimated GPA.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA *
3.148

Credits earned *
118

[Add Course](#)

Course *
FCH 151

Credits *
1

Grade *
B+



Course *
EFB 101

Credits *
3

Grade *
A



Course *
FCH 150

Credits *
3

Grade *
A



Calculate

Result displayed from the **Term Calculator**:

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.190

Current GPA 3.148

Credits earned 118

Course	Credits	Grade
FCH 151	1	B+
EFB 101	3	A
FCH 150	3	A

Recalculate

Advice Calculator

This GPA calculator displays the various options available to achieve a desired GPA. Click on the **Advice Calculator** tab

GPA Calculator

X

Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA *

3.148

Credits earned *

118

Desired GPA *

Calculate

1. The current GPA and credits earned will be auto-populated. Enter the desired GPA and click Calculate.
- a. **Achievable example:**

GPA Calculator

X

Graduation Calculator

Term Calculator

Advice Calculator

To achieve your desired GPA, you need one of the following:

26 credits at 4.0 (A) grade average

45 credits at 3.7 (A-) grade average

Note: Results that would require you to take more than 150 credits have been omitted.

Current GPA	3.148
Credits earned	118
Desired GPA	3.3

Recalculate

- b. **Unachievable example:**

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Achieving your desired GPA is not possible or not realistic. It would require too many credits.

Current GPA	3.148
Credits earned	118
Desired GPA	4.0

Recalculate

If you have questions then please review the FAQ for degree works. Please contact Beth Minard at emminard@esf.edu if you still have questions, find an error in the audit, or need to have a class moved to a different requirement.