Degree Works

Information for Students

Morrisville State University
Getting Started

Log into Web for Student, using your regular network login and password and click the Degree Works link.
Web for Student

- Click on the Degree Works Link at the bottom of the Student Information & Financial Aid tab.
- Choose Morrisville from the list of schools in the drop down box and
- Log in using your regular Morrisville login information.
Student Audit

When you open DegreeWorks, you will see your information listed at the top of the screen.

The Student Audit screen provides up to date information regarding your:

- Current Major (etc.),
- Courses completed,
- Courses in progress, and
- Courses still needed to complete

The Student Audit page is made up of “Blocks” which contain information related to the heading of that Block.

The Degree Progress bar shows the percentage of your degree you have completed.

Note: Students will only have access to their own record.
Reviewing your Student Audit

At the top of the screen is the **Student View block**.

This part of the audit contains basic information regarding your class year, degree, school, major/minor, GPA, and academic adviser.
The **Estimated Degree Progress Bar** gives a visual approximation of your progress toward your degree, based on the number of requirements (blocks) that have been checked off.

As you review your audit you will see symbols next to each requirement or course.

- **Complete**
  - A green checkmark indicates a completed course/requirement

- **Not Complete**
  - An empty box means the course/requirement has not been started

- **Complete except for classes in-progress**
  - A blue tilde indicates a course in progress

- **Nearly complete - see advisor**
  - A double blue tilde indicates a requirement is nearly complete

- **(T) Transfer/Prematriculation Credit**
  - A blue (T) indicates applicable transfer course credits

- **@ Any course number**
  - An @ symbol is a wildcard that represents any course number in a set range

- **IP In Progress**
  - (IP) indicates that a course is currently in progress

A legend is available for quick reference at the bottom of the audit page.
Requirement Blocks

Requirement Blocks indicate all requirements that must be met to complete your degree.

Each block indicates a different part of the requirements for your program including:

- Major Requirements
- MSC Institutional General Education Requirements
- SUNY General Education Requirements

If you scroll down the page you will find all requirements you need to graduate.
When requirements have been fulfilled, they are checked off in the boxes on the left.

You will also see the course number, course name, grade, credit hours, and term.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization and End-User Info Systems</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Information Technology Internship</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Accounting</td>
<td>ACCT 101</td>
<td>Principles of Accounting I</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>Business Organization and Management</td>
<td>BSAD 116</td>
<td>Business Organization &amp; Mgmt</td>
<td>A-</td>
<td>3</td>
</tr>
<tr>
<td>Management Communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Human Resource Management</td>
<td></td>
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</tr>
<tr>
<td>Internship Orientation Seminar</td>
<td></td>
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</tr>
</tbody>
</table>

Unmet conditions for this set of requirements: 88.84 credits are required. You currently have 30, you still need 51 more credits.
Major Requirements Block and Additional Courses

If a course is **Still Needed**, a list of acceptable courses or category of courses will appear.

General Elective Courses are those which do not fit into a requirement, exceed requirements, or do not fit into another block.

Any failed, withdrawn, or repeated courses that do not apply to any block will appear in the **Insufficient Courses** block (not shown).
Worksheet Formats/Reports

On the Worksheets tab, you will find a dropdown box where you can choose different reports based on your current data.

Each of these reports provide different information to assist in the navigation of your college career.

1. Student View - Provides a condensed view of completed, in progress and still needed courses.

2. Registration Checklist - Courses you need to complete for graduation

Choose the report you wish to see and click VIEW. In a few moments the data will refresh and show the selected format.
Viewing your Class History

Regardless of what report you are currently viewing, you will always be able to see a copy of your class history.

Clicking on the Class History link will open a separate window displaying the classes you have taken thus far.

From here, you can either view your transcript or print a copy, using your browser’s print function.
When you have finished working in Degree Works, please click on the Log Out button at the top right of the screen.

** You must completely close out of your web browser to finish logging out of Degree Works. This is especially important if you are using a public computer. If you do not log out completely, others may be able to access to your records.