



BUFFALO STATE
The State University of New York



DegreeWorks

DEGREE WORKS allows for IGPE students to view the following-

- Progress towards graduation
- Coursework completed with grades

DEGREE WORKS allows for IGPE students to create-

- A tentative plan of study with upcoming courses offered at their site
- A draft of the Degree Candidacy form using the “What If” tool

1- LOGIN and LOGOUT

LOGIN

If a new student is logging in to Degree Works or a student has not changed their network password after being admitted to the college, this step must be completed prior to logging in. In this case, a student would need to first login to Banner SSB to activate their network account. To do so, please follow the following instructions-

1. Click this link- https://banner.buffalostate.edu/pls/PROD/twbkwbis.P_WWWLogin
2. In the **User ID** box, enter your **Banner ID**.
3. In the **PIN** box, enter your **DOB** in **MMDDYY** format.
4. When prompted to change your PIN, enter your DOB again in the **Re-enter Old PIN** box.

5. Type your new PIN in both the **New PIN** and **Re-enter new PIN** boxes, click **Login**. *Please Note Your new Banner PIN must be at least six letters/numbers long, and is case sensitive*
6. Enter a **Security Question** and **Answer** when prompted. The question should be something that only you know the answer to, and the answer should be short (e.g. What is my mother's maiden name?)

After a student has created a banner account and pin-

Go to Degree works: <https://buc.degreeworks.suny.edu>

Choose the Buffalo State campus from the dropdown box (select Login)

Login to Degree Works using the created username and password-



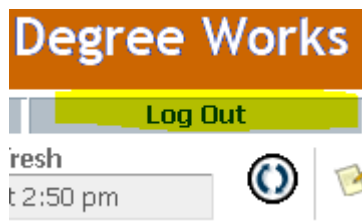
Type your user name and password.

User name:

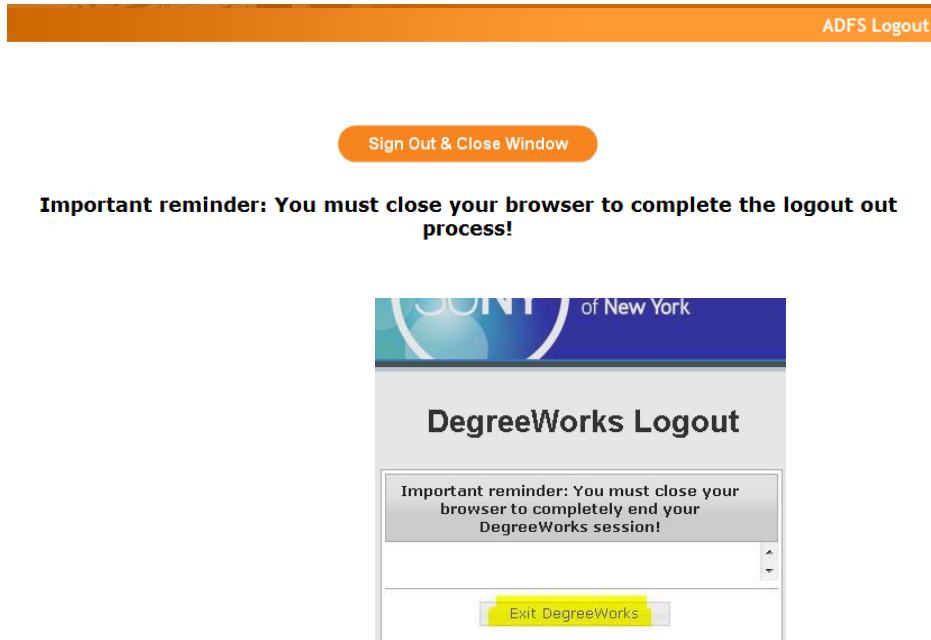
Password:

LOGOUT

To Logout of Degree Works click on the “Log Out” tab in the upper right-hand corner



Then, “Exit Degree Works” and for security purposes close your browser.

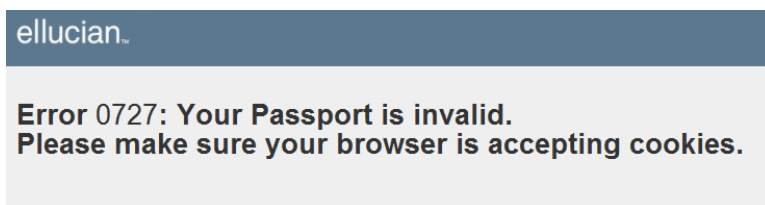
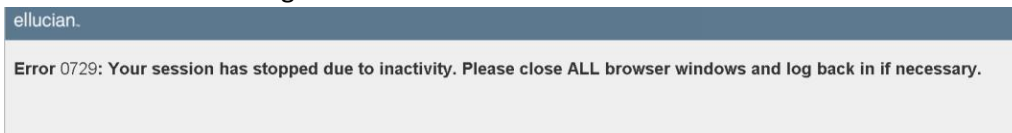


TIMEOUT

It’s important to remember to logoff or lock a computer when it is not in use. Degree Works times out after 20 minutes of inactivity for students. If a student session is timed out, they will be asked to close entirely out of the browser and to login again.

Supported browsers are: Chrome, Safari, Firefox, and Internet Explorer.

Possible time out messages include:



2: How To Read an Audit Sheet

After logging in, students will view a screen that is considered the “Student View.” This is the default screen when logging in. The screenshot below is an example of the information on the top of the screen.

SUNY Buffalo State DEV DegreeWorks

Student View AA240056 as of 10/18/2013 at 16:29					
Student Name	Student, Samantha A.	Major	Business Administration (BSA)	Advisor	Hudson, Sean
Banner ID	B00557829	Concentration	BSA-Marketing (MRK)	Upper Division Credits	60
Student Class	Senior	Minor	Business Economics (BEC)	Campus Residency	90
Level	Undergraduate	Transfer Credits	25	Overall GPA	3.29
Degree	Bachelor of Science	Registration Holds	No	Major GPA	3.43

The top banner will include-

Student Name

Banner ID

Student Class (Freshman, Sophomore, Junior or Senior)

Degree (MS, BA, etc)

Major

Transfer credit total the student was awarded

Advisor

Campus Residency (number of credits taken at Buffalo State College)

Overall GPA

Major GPA

The next sections include YES/NO summaries of overall degree and major completion requirements. A green checkmark indicates that the requirement is complete. There is also a section with in-progress coursework and courses that may not be counted toward the student's degree requirements. **Students may not see "in-progress" courses until the end of the semester the course is registered for.** There's an insufficient coursework section where students can view course withdrawals, E grades, and repeated courses.

Degree in Bachelor of Science		Catalog Year:	2013-2014	Credits Required:	120
		GPA:	2.76	Credits Applied:	86
Unmet conditions for this set of requirements:		A minimum of 33 upper division credits are required. You have taken 17 but need 16 more credits in Upper Division. 120 credits are required. You currently have 86, which includes In Progress classes you are taking, you still need 34 more credits.			
<input checked="" type="checkbox"/>	No X, N or I Grades				
<input checked="" type="checkbox"/>	You meet the minimum GPA requirement				
<input checked="" type="checkbox"/>	General Education (IF2014)				
<input type="checkbox"/>	Major Requirements	Still Needed:	See Major in Health and Wellness (HEW) section		
<input type="checkbox"/>	Graduation Application	Still Needed:	Apply for Graduation		

Insufficient Due to Grades and/or Repeats				Credits Applied:	0	Classes Applied:	1
FAR 251	ART HISTORY II	W		0	Fall 2012		
In-progress				Credits Applied:	15	Classes Applied:	5
BUS 313	MANAGERIAL ACCTNG	CURR		3	Fall 2013		
BUS 320	PRIN MARKETING	CURR		3	Fall 2013		
BUS 334	BUSINESS LAW I	CURR		3	Fall 2013		
COM 100	MEDIA LITERACY	CURR		3	Fall 2013		
THA 106	INTRO THEATRE	CURR		3	Fall 2013		

At the top of the "Student View" screen there is a "Print" button.

3- Class History

This link shows a student's summary of courses completed. This is a semester by semester account of all the coursework completed with grades. This is found in the top right corner of the "Student View" screen.



In Degree Works, grades and registrations may not appear until the end of the semester for which the course is scheduled. For example, a course in February 2019 is considered a spring semester course. The grades may not appear in Degree Works until the end of the Spring 2019 semester (end of May 2019).

4- WHAT IF Feature

Students can view a hypothetical audit to see if their tentative plan of study will fulfill the major requirements. This will be particularly useful when students complete the required Degree Candidacy form (<https://igpe.buffalostate.edu/degree-candidacy>). Select the "What If" tab to the left of the screen to view the screen shot below.

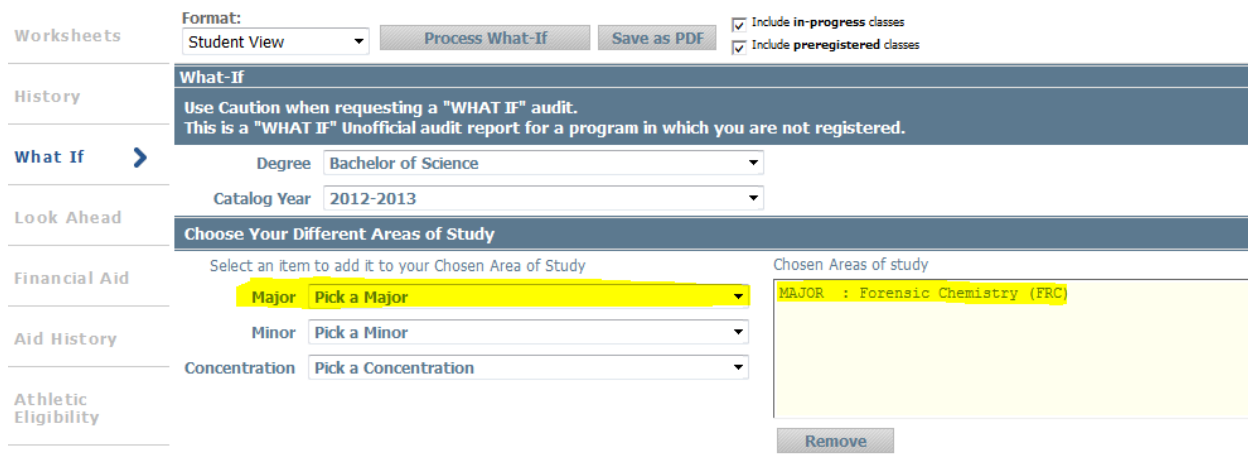
In this feature students in the IGPE program will select the following-

Degree- Master of Science

Catalog Year- Select appropriate academic year

Major- Multidisciplinary Studies

*the rest of the boxes can be left empty



In the "Future Courses" section, courses can be added temporarily. When completing a Degree Candidacy Form, students can place their anticipated courses into this feature to see if they have completed requirements for their major program. In an IGPE student's case, 30 credits. Audits can be run and/or saved

in PDF format by clicking on "Process What if" or "Save as PDF". The screen shot below offers an example of how to input future courses.

The screenshot shows a web interface titled "Look Ahead". Below the title is a blue box with white text: "To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button." Below this, there are two columns. The left column is titled "Enter a course and click Add Course" and contains two input fields: "Subject" with "ANT" and "Number" with "100". Below these fields is a yellow "Add Course" button. The right column is titled "Courses you are considering" and contains a list box with "ANT 100" highlighted in yellow. Below the list box is a grey "Remove Course" button.

When creating a trial plan of study, students in the IGPE program may complete 18 credits of EDU (Education) courses. If a student receives feedback advising otherwise, please assure them that there is an exception for our program. Students in the IGPE program may complete 18 credits of EDU coursework, as opposed to the usual 15 credit hour limit.

5- VIEW OPTIONS

The standard report when logging in to Degree Works by default is the Student View.

The Graduation Checklist view is a simplified report of the audit that shows the requirements only. Please note that graduation applications may not be uploaded instantly. If a student has submitted their graduation application and it is not showing as complete in Degree Works, please confirm with our graduation coordinator, Cathy Beecroft (molendca@buffalostate.edu).

The Registration Checklist view shows only those requirements that are unmet.

The screenshot shows a navigation menu with four tabs: "Worksheets", "Plans", "Notes", and "Except". Below the tabs, there is a "Format:" dropdown menu. The dropdown menu is open, showing a list of options: "Student View", "Registrar Report", "Student View", "Graduation Checklist", "Registration Checklist", "Diagnostics Report", and "Student Data Report". The "Student View" option is highlighted in blue.