Degree Works
Student Reference Guide

What is Degree Works?

Degree Works is a web based tool designed to help students and advisors monitor student's progress toward graduation completion. Degree Works combines NCCC's graduation requirements and the coursework you have completed with an easy-to-read worksheet that shows you how courses that you have completed will count toward graduation requirements, and that will help you determine which courses and requirements you still need to complete.

How to Access Degree Works

Quick Links

1. Go to the NCCC homepage – www.niagaracc.suny.edu.
2. Click on **"Degree Evaluation"** at the bottom of the page in the Students column.
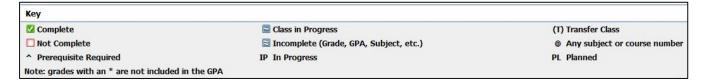3. Follow the instructions on how to log into Degree Works.

Banner Web

1. Log into Banner Web
2. Click on **"Student & Financial Aid"**
3. Click on **"Student Records"**
4. Click on **"Degree Evaluation"**
5. Follow the instructions on how to log into Degree Works.

Blackboard Learn & FAQ

You can access the Degree Works FAQ page or the Blackboard Learn Homepage by clicking the appropriate button at the top of the page.

Blackboard Learn	FAQ

Reading your Worksheet

At the top of your worksheet, you will see your information listed.

> Tip: Click on your Advisor's name to send an email to him/her. You can also find room and phone number information for your advisor here.

The Key provides an explanation of the various symbols you will find throughout your evaluation.

Your evaluation will display requirements that are needed for graduation and will be shown as **Completed courses** with a green checkmark; **In-Progress courses** with a blue ~ symbol, or **Still needed (not completed)**, which will display a blank checkbox and will be noted as Still Needed on the evaluation.

> Tip: Click on a class listed as "Still Needed" to see the course description, pre-requisites, and course offerings.
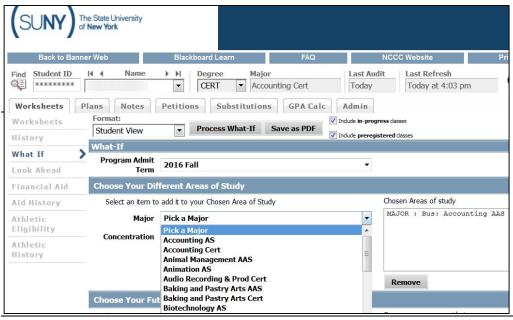
Class History

By clicking on Class History, you can view a listing of all previous coursework that you have taken. This is similar to an Unofficial Transcript.
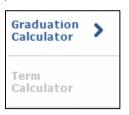

What If Analysis

You can run a degree evaluation to determine which credits will fulfill requirements if you would like to change their major.

- Click on "What If" in the menu on the left side of your screen.
- Choose a Major from the drop-down menu.
- If choosing a program that requires a Concentration (i.e. Individual Studies), you must also choose the Concentration from the appropriate drop-down menu.
- Click on "Process What If" at the top of the screen.

GPA Calculator

If you click on the **GPA Calc tab** at the top of the screen, you can use either the Graduation or Term Calculator to estimate your GPA.

- **Graduation Calculator**: This calculator will help you determine what you need to average over the course of your remaining credits to achieve a desired GPA.
- **Term Calculator**: This calculator will help you to determine what your GPA will be at the end of the term based on your estimate of what your final grade will be in your classes.

Look Ahead

If you would like to see how a future course will fit into your program requirements, you can use the **Look Ahead** function to find out. Keep in mind that when you use the Look Ahead function, you are not actually registering for the course.

- Click on "**Look Ahead**" in the left hand column.
- Enter the course subject and number and click "**Add Course**". You will then see the course populate in the Courses you are considering box.
- Click on "**Process New**" at the top of the screen.
- You will then be taken to the Evaluation. You will find the course you have chosen listed in the evaluation as PLANNED. If you have already taken the chosen course, it will be listed in the Courses Not Used area at the bottom as **PLANNED**.