New Student Advisement Worksheet-AAS and/or BS degrees in BUSINESS or ACCOUNTING

School of Business  3N-219   718-982-2920   www.csi.cuny.edu/schoolofbusiness/

A minimum 2.5 GPA is required for admission, continuation, & graduation from a BS degree in Business or Accounting.

Last: ____________________  First: ____________________  Admission Status: ____________________

□ Intended or  □ Declared Major: ____________________

EMPLID: ____________________  Semester: ____________________

Pre-Professional program (if any): ____________________

TESTING-High School Examinations

□ SAT: Verbal ________  Math ________  □ NYS REGENTS-English: ________


TESTING-CUNY Assessment Exams

□ Exempt-Reading/Writing.  □ READING: ________, ________, ________, ________, ________, ________, ________, ________

□ Exempt-Math Part I only;  □ Exempt-Math Part I & II;  □ Exempt-Math Part I & II & III;  □ Exempt-Math Part I & II & III & IV.

REQUIREMENT REMEDIATION: These courses are required for students that did not successfully complete CUNY Assessment Exams.

□ Reading Remedial Course f) ENG ________ -0cr/4eq.cr

□ Writing Remedial Course f) ENG ________ -0cr/4eq.cr

□ NOT ELIGIBLE-ENG 111, COR 100, or HST 115 or 112-Language in World Cultures & Global Issues-must pass reading/writing exams [1]

□ Mathematics Remedial Course f) MTH 20-0cr/4eq.cr

□ NOT ELIGIBLE for credit-bearing Math, Life & Physical Sciences, Scientific World, or Pre-Major-must successfully complete MTH 20 [1]

*If enrolled in a MTH 20 Immersion Workshop, then you may enroll in MTH 30 for the upcoming term now.

If you do enroll in this course then you must successfully complete your Immersion Workshop, passing MTH 20 and the CEAFE, to retain the course.

□ ELIGIBLE-ENG 111-Introduction to College Writing, 3cr (Common Core-English Composition)

□ ELIGIBLE Mathematical & Quantitative Reasoning (Common Core-1 course, 3-4cr): If eligible, choose one option listed below.

If eligible, students should begin their math sequence immediately, and attempt the highest-level course possible.

□ MTH 30 -0cr/4eq.cr, Intermediate Algebra (Prerequisite for MTH 121 & MTH 123)

□ MTH 35 -0cr/2eq.cr, Intermediate Algebra AND MTH 123-College Algebra & Trigonometry, 4cr.

□ MTH 121-Finite Math, 3cr

□ MTH 123-Algebra & Trigonometry, 4cr

□ MTH 130-Pre-Calculus, 3cr

□ Advisor Permission for: ____________________  See Math Dept. for placement into a Calculus-level course: Bldg.1S, Rm.215.

□ Introductory & Pre-Major Requirements

You may not be eligible for all options; please select only from marked (□) courses.

□ ECO 111-Introduction to Microeconomics, 4cr (Pre- or Corequisite: MTH 30)  or

□ ECO 112-Introduction to Macroeconomics, 4cr (Pre- or Corequisite: MTH 30) All BS degrees in Business & Accounting require both ECO 111 & ECO 112.

□ ACC 114-Introduction to Accounting, 4cr (Prerequisite: reading, writing & math proficiency; exempt from MTH 30)

□ ELIGIBLE Life & Physical Sciences (Common Core-1 course, 3cr.) & Laboratory Course-1cr, where applicable.

□ ELIGIBLE Scientific World (Flexible Core-1 course, 3cr.) & Laboratory Course-1cr, where applicable.

Students intending to complete a Bachelor’s degree (BA/BS) should select Science courses that include a separate Lab Course. Ex: AST 102 & AST 103.

□ ELIGIBLE World Cultures & Global Issues (Flexible Core-1 course, 3cr): Regents Exam-Language: __________, Score: __________

With the exception of International Business, a foreign language is not required for Business/Accounting majors. However, it is an option for all majors. A Placement Exam is strongly recommended prior to enrolling in any language you have previously studied. See reverse & please visit www.ml.csi.cuny.edu/lab for details.

□ ELIGIBLE US Experience in its Diversity: COR 100-U.S. Issues, Ideas & Institutions, (Flexible Core, 3cr) (Corequisite: ENG 111)

□ ELIGIBLE Creative Expression (Flexible Core-1 course, 3cr)

□ ELIGIBLE Individual & Society (Flexible Core-1 course, 3cr)

-Please Note: You are responsible for reviewing the information on this worksheet with an advisor, and for asking all relevant questions concerning your placement, advisement, & the registration process prior to exiting this session.

Please retain your copy of this form.  Advisor’s Initials & Date: ____________________

For your convenience, advisement notes, course titles, and degree/major information can be found on our website @ www.csi.cuny.edu/academicadvisement/advisingtools.html. Please review this information carefully and make use of it during this process.
Below is a comprehensive list of CSI’s Pathways Common & Flexible Core open to first semester students. Not all courses may be offered this term. Many courses require passing some or all of the CUNY Assessment Exams in Reading, Writing, and/or Math, and some courses may have additional prerequisites, such as ENG 111 or other non-credit or credit-bearing courses.

<table>
<thead>
<tr>
<th>Common Core: English Composition</th>
<th>Flexible Core: World Cultures &amp; Global Affairs</th>
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<tbody>
<tr>
<td>ENG 111*-Introduction to College Writing</td>
<td>A foreign language is required for most BA &amp; most BS Degrees. However, a 112-level language course will satisfy this area for every degree. If eligible, please begin your language sequence immediately. A Placement Exam is strongly recommended prior to enrolling in any Language you have previously studied. For additional information, please visit <a href="http://www.ml.csi.cuny.edu">www.ml.csi.cuny.edu</a>.</td>
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<tr>
<td>ENG 151-College Writing (Prerequisite: ENG 111)</td>
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<tr>
<td><strong>Common Core: Math &amp; Qualitative Reasoning</strong></td>
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<tr>
<td>MTH 102**- Mathematics for Liberal Arts</td>
<td>AFA 105-Contemporary African Issues</td>
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<tr>
<td>MTH 121-Finite Mathematics</td>
<td>ANT 100-Understanding Our Worlds</td>
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<tr>
<td>MTH 113**-Intro to Probability and Statistics [STEM]</td>
<td>ASL 112*-Basic American Sign Language I</td>
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<tr>
<td>MTH 123-College Algebra and Trigonometry [STEM]</td>
<td>CHN 112*-Beginning Mandarin Chinese I</td>
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<tr>
<td>MTH 130-Pre-Calculus Mathematics [STEM]</td>
<td>FRN 112*-Basic French I</td>
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<tr>
<td>MTH 221-Applied Finite Math/Business Calc. [STEM]</td>
<td>GEG 101-World Regional Geography</td>
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<td>MTH 230-Calculus I with Pre-Calculus [STEM]</td>
<td>HST 105-Contemporary African Issues (Co-ENG 111)</td>
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<td>MTH 231-Analytic Geometry and Calculus I [STEM]</td>
<td>HST 106-Africa Encounters Europe (Co-ENG 111)</td>
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<td><strong>Common Core: Life &amp; Physical Sciences</strong>*</td>
<td>HST 115-Comparative Ancient Religion (Co-ENG 111)</td>
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<td>AST 102-Cont. Theories of the Universe (Co-AST 103)</td>
<td>ITL 112*-Basic Italian I</td>
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<td>AST 108-Survey of the Universe</td>
<td>POL 103-Understanding Political World: Intro-Poli.Sci.</td>
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<td>AST 120-Space Science I [STEM]</td>
<td>SPN 112*-Basic Spanish I</td>
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<td>BIO 103-Introduction to Biology</td>
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<td>BIO 106-Principles of Biology I (Co-BIO 107)</td>
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<td>BIO 170-General Biology I [STEM] (Co-BIO 171)</td>
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<tr>
<td>CHM 104-Chemistry in a Nutshell</td>
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<td>CHM 106-Chemistry for Today I (Co-CHM 107)</td>
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<tr>
<td>CHM 110-Principles of Chem. I [STEM] (Co-CHM 111)</td>
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<td>CHM 141-General Chemistry I [STEM] (Co-CHM 121)</td>
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<td>GEO 100-Planet Earth [STEM] (Co-GEO 101)</td>
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<td>PHY 114-Introduction to Physics [STEM]</td>
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<td>PHY 116-Physics I [STEM]</td>
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<tr>
<td>PHY 120-General Physics I [STEM] (Co-PHY 121)</td>
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<tr>
<td><strong>Flexible Core: Scientific World</strong>*</td>
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<tr>
<td>AST 100-Cont. Theories-Solar System (Co- AST 101)</td>
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<td>AST 110-Life in Universe (Co-AST 111)</td>
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<td>CSC 115-Intro. to Computer Tech. (Co-CSC 117)</td>
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<tr>
<td>CSC 119-Computer Technology Concepts</td>
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<td>CSC 126-Intro to Computer Science [STEM]</td>
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<td>CSC 140-Algorithms &amp;Computation</td>
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<tr>
<td>ENS 102-Intro-Electrical/Electronic Tech. (Co-ENS 103)</td>
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<td>ENS 104-Intro. to Digital Technology (Co-ENS 105)</td>
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<tr>
<td>GEO 102-Historical Geology [STEM] (Co-GEO 103)</td>
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<tr>
<td>PHY 107-Maxwell to Einstein and Beyond</td>
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<tr>
<td>PHL 100-Intro. to Logic (Recommended for 6th Req.)</td>
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**NOTES**

*Students must be exempt/pass both the Reading & Writing Assessment Examinations in order to enroll in these courses.

** At minimum, students must be exempt/pass the Mathematics Assessment Exam or MTH 20 in order to enroll in these courses.

***Students intending to complete a BA/BS degree should select Science courses that include a Lab, ex: CHM 110/CHM 111.

1. STEM is an acronym for Science, Technology, Engineering & Mathematics.

2. At minimum, all Mathematics & Quantitative Reasoning, Life & Physical Sciences, and Scientific World courses require being exempt/passing the CUNY Assessment Examination in Math or passing MTH 20. However, some courses require placement in MTH 123 or higher, such as General Chemistry I & Lab, CHM 141 & CHM 121.

For additional Backpage Notes regarding requirements, regulations, and policies, as well as Placement Testing & Financial Aid information, please go to www.csi.cuny.edu/academicadvisement/advisingtools.html.
1) CUNY Assessment Exams: Each undergraduate student, unless exempt, must successfully complete the CUNY Assessment Exams in Reading, Writing, and Mathematics. Achieving proficiency in these subjects is required to enroll in college-level Writing, Math, Science, and Business courses. **Students are required to achieve proficiency within one year of their initial matriculation.** ESL (English as a Second Language) students may have additional time for passing the Reading and Writing Assessment exams only. Student must continuously enroll in any remedial course(s) required of them every semester they are in attendance until they pass the required exam(s). Failure to register for required remedial courses will disqualify any student from taking part in free Summer or January Immersion programs.

2) CUNY Math Assessment Exam: Students who have failed Parts 1 & 2 of the Math Assessment Exam are **required** to take part in an Immersion Program. Failure to complete an Immersion Program will prevent students from being able to matriculate. If you have failed both parts of the exam and have not enrolled in an Immersion Program then you must contact the Office of Academic Support immediately: [www.csi.cuny.edu/oas/](http://www.csi.cuny.edu/oas/).

3) Math Placement: It is possible to place into MTH 30, which is a remedial math course, even if you have passed or are exempt from the CUNY Math Assessment Exam. Placement is determined by reviewing your scores on the assessment & NYS Regents exams. With certain scores, you may be eligible for MTH 35, which you may take as a corequisite with MTH 123.

4) Financial Aid Eligibility: Registering for courses not listed on this advisement worksheet may prevent payment of your TAP award. To be eligible, students must register for a minimum of 12 units towards their degree requirements. For more details on the New York State Tuition Assistance Program, please go to [www.csi.cuny.edu/finaid/tap_aps_hesc_scholarships.html](http://www.csi.cuny.edu/finaid/tap_aps_hesc_scholarships.html).

**Full-time students with New York State residency enrolled for 12-18 units pay the same flat rate for tuition.**

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**CUNY Schedule of Classes:** You may view the current availability of courses you intend to enroll in by accessing the [CUNY Schedule of Classes](http://www.cuny.edu). This is not linked to your CUNYFirst account, so you will not be able to place courses in your shopping cart. However, you may still use it to create several possible schedules that will enable you to complete the registration process at the end of your New Student Orientation more efficiently.

**Foreign Language Courses—Must be reading & writing proficient.** Students in any degree program may complete a 112-level Foreign Language course to satisfy the World Cultures & Global Issues bucket. All students wishing to enroll in a language they previously studied or have knowledge of should consider taking the Foreign Language Placement Examination in order to Fast Track their language acquisition and degree progress. For further information and a schedule of upcoming testing dates, please go to [www.ml.csi.cuny.edu/lab/](http://www.ml.csi.cuny.edu/lab/).

**Business & Accounting Degrees offered through the School of Business**

**Associate in Applied Science in Business:** The associate's degree program offers options in Accounting, Finance, Information Systems, International Business, Management, and Marketing. Graduates may enter directly into the job market or continue study toward the bachelor's degree and should consult an advisor and plan their programs accordingly.

A 2.5 GPA is not a requirement for students to enroll in the AAS program.

**Bachelor of Science in Business:** This program offers students a strong general business education together with the opportunity for concentrations in Finance, International Business, Management, or Marketing. For admission, continuation, and graduation from the Bachelor of Science degree program in Business, students must maintain a minimum cumulative GPA of 2.5. A cumulative GPA of 2.5 is not required for students pursuing a minor in any School of Business program, or for students enrolling in individual courses.

**Bachelor of Science in Accounting:** The program offers preparation for careers in finance and managerial accounting. For admission, continuation, and graduation from the Bachelor of Science degree program in Accounting, students must maintain a cumulative 2.5 GPA. A cumulative GPA of 2.5 is not required for non-Accounting students pursuing an Accounting minor, or non-Accounting students enrolling in individual courses.
Create your Four-Year Education Plan: Click the link to access an Educational Plan template to plan your entire degree using your transcript, DegreeWorks, and this Advising Worksheet: www.csi.cuny.edu/academicadvisement/degreeeworks/.

Graduation Requirements: Associate’s Degrees (AA, AS, and AAS) require a minimum of 60 credits. Bachelor’s Degrees (BA, BS) require a minimum of 120 credits. Additional Bachelor’s Degree requirement: 60 Liberal Arts credits for a Bachelor of Science degree and 90 Liberal Arts credits for a Bachelor of Arts degree.

Paths & General Education: Pathways provides a set of General Education Requirements that, starting in Fall 2013, every new and some returning students, as well as continuing students that elect to opt-in, must complete to earn an associate in arts (AA), associate in science (AS) or bachelor’s degree from CUNY. Additionally, students in bachelor’s degree programs must meet the College Option requirement. For more information, click here.

DegreeWorks: This easy-to-use, web-based degree audit and academic advisement tool is intended to enhance the advisement process. Access your DegreeWorks account through the CUNY portal at www.cuny.edu and then click on Student Advisement/Degree Audit (DegreeWorks).

Repeating Failed Courses: You may repeat a maximum of 16 credits of failed courses, and if the subsequent grade is C or higher then only this grade will be used in the calculation of your cumulative GPA. (Although, the first course and grade will remain on your transcript.) If the subsequent grade is a D or lower, then both grades are calculated into the GPA. The repeated course must be the same course taken at the same college as the initially failed course. Access the catalog for more information.

Repeating Passed Courses: If you received a passing grade in a course (D or better) but wish to repeat it for any reason, then both grades will remain on your transcript, and both grades will be calculated in your GPA. However, you will only receive credit for the course once.

Advisement Notes

1) TAP Eligibility: Registering for courses not listed on your advisement worksheet may prevent payment of your TAP award. To be eligible for TAP, students must register for a minimum of 12 credits towards their degree requirements. For more information on NYS TAP eligibility, meeting progress & pursuit standards, and general information regarding Financial Aid and HESC scholarships, please go to www.csi.cuny.edu/finaid/.

Please note: Full-time students with New York State residency registering for 12-18 credits pay a standard flat rate for tuition.

2) Academic Warning: You must achieve a minimum 2.0 cumulative GPA to be removed from Academic Warning. Students on Academic Warning or Academic Probation may not register for more than 14 credits in a semester.

3) Academic Probation: You must raise your cumulative GPA or risk dismissal at the conclusion of the Spring semester. Students on academic probation will not be dismissed as long as they achieve a minimum GPA of 2.5 in both the fall and spring semesters, or a minimum GPA of 2.75 in either the preceding fall or spring semester, immediately prior to dismissal.

4) General Education Exemption: The Associate in Applied Science (AAS) degree does not automatically exempt students from their General Education requirements. Students who have completed an Associate in Arts (AA), Associate in Science (AS), Bachelor of Arts (BA) or Bachelor of Science (BS) degrees are exempt from the General Education requirements of their degree. In Pathways, students will still be responsible for satisfying the stated requirements of the College Option.

5) General Education Catalog Year: If you matriculated fewer than 10 years ago, then your General Education catalog is determined by the first semester in which you completed at least 1 credit as a matriculated student at CSI.

6) Major Catalog Year: This is determined by the semester you officially declare your major, and can be different from the catalog from which your General Education requirements are determined. Click to access the current catalog: www.csi.cuny.edu/catalog/.

7) CUNY Skills Assessment Exams: If you have not already passed the CUNY Skills Assessment Exams, then you are required to complete your remedial courses in 1 year. ESL students may have additional time. Students who have failed Parts 1 & 2 of the COMPASS Math Assessment Exam are required to take part in an Immersion Program prior to registering for any remedial Math course. In addition, a student must continuously enroll in any remedial course(s) required of them every semester in attendance at the college until they pass the required exam(s). Failure to register for required remedial courses will disqualify students from taking part in free Immersion Programs offered in the summer or January.

8) Fitness for Life: A current “MEDICAL CERTIFICATE FOR PARTICIPATION IN PED 190” or a request for exemption must be on file with the Health Center, 1C-112. Access the form @ www.csi.cuny.edu/Registrar/forms/medicalcertification.pdf.

9) Math Placement: It is possible to place into a remedial math course (e.g. MTH 30), even if you have passed the COMPASS Math Assessment Exam. Assessment/placement exam scores, and/or any SAT or Regents scores from either Math A, Math B, Sequential 2 or Sequential 3, determines placement into all levels of math courses. Passing the remedial course(s) is required to move on to higher-level math, science, business, accounting and certain SLS courses.

10) “Double-Dipping” Courses marked with an * from either the 200-level Social Scientific Analysis, 200-level Arts & Communication, Literature, or The Contemporary World also satisfy the Pluralism & Diversity requirement. View the listings for the upcoming semester @ www.csi.cuny.edu/academicadvisement/general_education_courses.html.

11) Foreign Language Placement Examination: Students may take the exam to receive exemption from all or part of the language requirement. Credits are not granted for receiving an exemption. The exam is administered in the Modern Language Media Center, located in 2S-114. Visit their website for more details and the upcoming placement examination schedule: www.ml.csi.cuny.edu/lab/.

12) Biology Placement Exam: Students entering the Nursing program or other Health Sciences that require BIO 150 should take the exam, which may exempt them from BIO 106/107. Refer to College Testing, located in 1A-104, for information.
Searching for Pathway Requirements in CUNYfirst

1. Log into your CUNYfirst account
2. Select HR/Campus Solutions
3. Select Self Service
4. Click the “Search for Classes” box
5. Enter Search Criteria
   - **Institution**: College of Staten Island
   - **Term**: Select the term you wish to search for
   - **Requirement Designation**: Select the requirement you wish to search for

![CUNYfirst search interface](https://home.cunyfirst.cuny.edu/psp/cnyepprd/GUEST/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?FolderPath=PORTAL_ROOT_OBJECT)
CSI St. George

Courses on CUNYFirst that include a SECTION code prefix of either SG or SGL (ex.: ACC 114, Section SG01; ENG 111 (Learning Community), Section SGL1) and have a room number that includes the prefix SG (SG-102, SG-103) are administered at CSI St. George, located at 120 Stuyvesant Place, SI NY 10301.

For more information, please review our website, www.csi.cuny.edu/stgeorge.
Signing onto DegreeWorks

All users will need to create (if they have not done so already) a Username and Password through the CUNY Portal.

Step by step instruction to register for CUNY Portal:

Step 1: Go to www.cuny.edu

Step 2: Click on Log-In link on the left side of the page.

Step 3: Click Register-Now!

Step 4: Select your affiliation with the University from the next page (Student, Faculty or Staff).

Step 5: Enter your name, social security number, and date of birth on the User Validation page and click next.

Step 6: Once the above information is confirmed and validated, you will be asked to create your own Username and Password. After that you will automatically be logged on to CUNY Portal.

NOTE: Please write down your Username and Password information.

Signing onto DegreeWorks

Once you have an account, follow the following steps:

Step 1: Go to www.cuny.edu

Step 2: Click on the Log-In link on the left side of the page.

Step 3: Enter your Username & Password and click the Login button.

Step 4: Click on the Student Advisement/Degree Audit link.

Step 5: Enter your Portal Username and Password again.

Step 6: If your Username and Password is correct and you are a student, you will be taken to your own customized audit. If you are an advisor or staff, you will have to enter student’s SSN and hit ENTER on your keyboard to pull the students degree audit.

NOTE: If you need help with CUNY Portal go to www.cuny.edu and click on the Portal Help link on the left side of the page.

DegreeWorks Features

Audit Tab

It displays students’ degree progress based on the student’s major on file. This also displays student’s CUNY Placement test results, remedial placement information, impoundment, if any, academic notes and student’s class codes.

What If Tab

What-If audits allow you to process speculative degree audits for a student using their current class history. You can use this tab if you are thinking of changing your major and would like to know where you stand in the new curriculum.

Planner Tab

The Planner contains a grid organized by academic term. The student planner creates a schedule plan. As an advisor you can plan student’s future schedule for as many as eight semesters. Students can only view planned schedule.

Notes Tab

Often advisors would like to make a permanent note of what was discussed and what needs to be done next. You may also want to see what has been discussed with the student by a previous advisor. The Notes feature of DegreeAudit can be used for this.