

## College Catalog, DegreeWorks, and Registration Information and FAQs

The resources listed below are essential to your academic planning process over the next four years. You are expected to know how to access and use these resources.

**College Catalog** – An important resource to be used throughout your undergraduate years!

1. Navigate to the CSI Homepage
2. Hover over “Academics and Research,” then select “Catalog”
3. Select “Online Catalog”

For information about general education requirements:

1. While in the catalog, click on “Degree Requirements” in the left hand menu.
2. Select “Pathways General Education Requirements”
3. Scroll down and select the general education category of interest

For information about majors, minors, sequences, and other courses:

1. While in the catalog, click on “Majors, Disciplines, and Course Offerings”
2. Select your area of interest for a list of major requirements
3. Select the course list for a list of general courses within the department.

**DegreeWorks** – A resource that should be used in conjunction with the Catalog.

DegreeWorks is an advising tool for course planning and degree progress. It can be useful in planning for future semesters and keeping track of progress toward your degree, but be aware that it is not your academic transcript nor is it an official notification of completion of degree requirements. You must also keep track of your graduation requirements using the Catalog and through meetings with advisors.

To access DegreeWorks:

1. Go to the CUNY single sign-in (where you go to log in to Blackboard and CUNYfirst)
2. Enter your CUNY Username and Password
3. Select “Degree Works”

To use DegreeWorks:

If you have declared your major, you will see the requirements for your major. If you have not declared your major and/or would like to view other potential majors or minors, use the “What If” function.

To use the “What If,” select the Level (Undergraduate) and Degree Type (either BA or BS). The academic year should be set to the year that you entered the college. Then select your majors and minors of interest and the concentration if applicable. Some majors have a concentration (e.g. English Literature, Music Jazz Studies, etc.). For each major, minor, and concentration, you will need to also select a catalog year—for the time being, choose the current year. Then click on *Process What-If* to see the requirements for the selected majors and minors.

DegreeWorks also includes several different GPA Calculators that allow you to see what grades you need to get to achieve a desired GPA.

If there is an error in your DegreeWorks:

Contact the Verrazano office, or use the “Contact Us” feature in DegreeWorks to report your issue. Please check carefully before reporting your concern.

### **Searching for Classes**

Classes for the upcoming semester are posted on CUNYfirst. For instructions about how to find and enroll in classes, please visit the CUNYfirst Student Self-Service website and view the pdfs in the Course and Class Search as well as Enrollment sections [here](#).

Verrazano honors sections will be posted on the Verrazano website [here](#).

Required Verrazano spring schedules will be posted on the [Advisement page](#) of the Verrazano website.

### **Registration**

On the day and time that priority registration begins, you register online through CUNYfirst. Register as soon as possible on the first day of registration!

- Verrazano labs and lectures are corequisite, so you must sign up for both (they are considered one Verrazano course for the purposes of the Verrazano course requirement)
- Before you register, confirm you have the prerequisite and co-requisite courses needed for next term.
- You can sign up for a winter class when you register for spring courses (November). The limit is one course (up to four credits).
- You can sign up for summer classes when you register for fall courses (April). The limit is two courses (up to four credits each).