**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 utilize these resources.

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

1. CSI Homepage: [http://www.csi.cuny.edu/](http://www.csi.cuny.edu/)
2. Select Catalog from the Quick Links drop-down menu
3. Select Online Catalog

For information about Pathways general education requirements:

1. Click on Degree Requirements
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. Click on Majors, Disciplines, and Course Offerings
2. Select your area of interest
3. Select the BA or BS information for a list of major requirements.
   Select the course list for a list of general courses within the department.

**DegreeWorks / Degree Audit** – 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.

You should use DegreeWorks in addition to meeting with your academic or faculty advisor before registering for classes and when planning for future semesters. You should bring a printout of your audit when you meet with your faculty advisor to show them the classes you have taken toward your major.

To access DegreeWorks/DegreeAudit:

1. Go to the CUNY Portal ([https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp](https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp)) and select Portal Log-in
2. Enter your CUNY Portal Username and Password
3. Select Student Advisement Degree Audit

Note: A link for DegreeWorks is also located at the bottom of the CSI homepage. This will bring you to a sign-in area where you use your CUNY Portal Username and Password to access Student Advisement/DegreeAudit.
To use DegreeWorks:

**If you have declared your major:** You should automatically see your audit information. If not, please select View to refresh the screen. The audit will show the progress toward your degree and which courses still need to be taken.

**If you have not declared your major and/or would like to view other potential majors or minors:** Select What If. Then 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 subconcentration (e.g. English Literature, Music Jazz Studies, etc.). Choose the appropriate catalog year (usually the current year) and click on Process What-If.

This tool will show your progress toward the degree you selected and which courses would still need to be taken for that major should you opt to pursue it. You can view any major or minor offered at CSI, and to view BS degrees if you are in the BA track, or vice versa, you only need to switch the degree type.

Viewing requirements for a particular major or minor does not mean that you are declaring that major or minor; declarations must be done officially online.

**DegreeWorks** also includes several different GPA Calculators. You can use the Advice Calculator to input your desired GPA and see what combination of grades would be needed to achieve that GPA. This may be helpful if you are interested in applying for opportunities that have a specific GPA requirement.

**Searching for Classes**
Classes for the upcoming semester will be 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: [http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/students.html](http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/students.html).

Verrazano honors sections will be posted on the Verrazano website: [http://www.csi.cuny.edu/verrazanoschool/courses.html](http://www.csi.cuny.edu/verrazanoschool/courses.html)

Required Verrazano spring schedules will be posted on the Advisement page of the Verrazano website.

**Important Notes:**
- When looking at the schedule of classes be sure to write down the five-digit class number (four-digits for winter/summer classes) associated with each section. You will need these class numbers when you register.
- It is essential to check pre- and corequisites for any courses you plan to take in an upcoming semester. If you do not have the prerequisites required for a particular class, you will not be able to register for it.
**Registration**
On the day and time that priority registration begins, you can register online through CUNYfirst. You can also register in person at the Registrar in 2A-110, but you only need to do this if you have a physical permission card or waiver from an instructor/department that allows you to register for a course.

Notes:
- 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 that you have the prerequisite 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).
- **Register as soon as possible on the first day of registration!**

**FAQs**

**How do I know what academic requirements apply to me?**
For general education, you follow the requirements that are in effect the semester that you enter the College. For your major(s) or minor(s), you follow the requirements that are in effect the semester that your major declaration goes into effect. If you declare your major in the fall, it does not become official until the subsequent spring semester. If you declare your major in the spring, it does not become official until the subsequent fall semester.

**How do I keep track of my requirements?**
You do this by using the College Catalog and DegreeWorks in conjunction with advisement.

**What if something looks incorrect on my DegreeAudit after I cross-check with the Catalog?**
There is a “Contact Us” feature in your audit that allows you to report your issue. Please check carefully before reporting your concern.