DEGREE WORKS
STUDENT TUTORIAL
WHAT IS DEGREE WORKS?

Degree Works is an online tool that allows you (and your advisors) to track your progress towards completing your certificate.

This system will show your Degree Audit – a comprehensive, real-time breakdown of the completion requirements for your degree of study.

Degree Works allows for increased flexibility. New certificate students can take qualifying courses now, and apply those earned credits towards your certificate later in time, and track this on Degree Works.

You can use Degree Works to map out your remaining semesters, including planning your class schedule and tracking your progress towards successful completion of your certificate.

New certificate students enjoy the benefit of taking qualifying courses now, and possibly applying those courses towards a certificate later. Speak to an advisor for more details by reaching out to us at opencampus@newschool.edu.
WHERE CAN I FIND DEGREE WORKS?

Log in to MyNewSchool
Go to the Academics tab
Click on the DegreeWorks link

TRACK YOUR DEGREE PROGRESS USING DEGREEWORKS.

View a Tutorial on how to use DegreeWorks
WHERE CAN I FIND DEGREE WORKS?

Log on to opencampus.newschool.edu
Click on the Login/ Sign up option
Click on the “Track Certificate Progress (DegreeWorks) link
WHERE CAN I FIND DEGREE WORKS?

Log on to opencampus.newschool.edu Hover on “Programs” and click the “Benefits, Enrollment & Resources” link Proceed to click on the “Certificates Program” tab Scroll down to “Enrollment and Progress Towards Completion” and click the “DegreeWorks” link.

ENROLLMENT AND PROGRESS TOWARDS COMPLETION

Certificate students may register for all courses online, and benefit from an exclusive pre-registration period one week before registration is made available to the general public. Once enrolled, you may track your progress towards completion by signing into your personal DegreeWorks account. A tutorial on how to access this platform can be found here.

For certificate students enrolled with Parsons at Open Campus, students must file a Certificate Petition Form with Parsons at Open Campus during the last week of their final semester of study.
Understanding the Audit

This section is an outline of what is needed for you to complete your certificate. Details are provided in the corresponding blocks below.

**Tabs:** Each tab leads to more advanced functions.

**Worksheets**
- Format: Student View
- View
- Save as PDF

**Degree Progress Bar:** Represents the percentage of requirements completed or in-progress.

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**Student View**
- Student
- ID: N00
- Academic Standing
- Advisor
- Overall GPA: 3.81

**Degree Progress**
- Requirements: 98%
## YOUR MAJOR/DEPARTMENT

This section details the requirements for your major or department. Similar sections will display if you have a second major, a minor, or a concentration.

### Symbols:
- **Complete**: Indicates the requirement is met.
- **Complete except for classes in-progress**: Indicates the requirement is met except for classes currently in progress.
- **Not Complete**: Indicates the requirement is not met.
- **Nearly complete - see advisor**: Indicates the requirement is nearly met but some classes are missing.
- **(T) Transfer Class**: Indicates a transfer class.
- **@ Any course number**: Indicates any course number can fulfill the requirement.
- **Course has a Pre-requisite**: Indicates the requirement has a pre-requisite.

### Unmet conditions:
Summarizes any missing requirements.

### Still needed:
Lists the courses that can be used to fulfill the requirement.
The last section

At the bottom you may see the following:

Electives and Additional Courses

In-progress and pre-registered courses

Any withdrawn courses or insufficient grades not counting towards your certificate (not pictured).
WHAT DOES THIS SYMBOL MEAN?

A Legend is provided to help you understand the symbols.

Here is additional information:

- The “:” - used for ranges of course numbers or credits

- The “@” – is a wildcard that means anything counts (not just referring to course numbers), example:
  L.@=any Lang Course.

EXAMPLE: “P@ 1000:2000” means any course with a subject code beginning with “P” and a course number between 1000 and 2000

Looking for a course title?
Hover your cursor over any course that is still needed and the course title and credits will appear.

Note: this will not work for courses within larger ranges.
WHAT’S A WHAT-IF?

This allows you to research different “What-If” scenarios if you decided to change your area of study.

• Select the new Major or Minor that you are considering. Be sure to also select the appropriate College/Division.

• Click “Process What-If” when all the selections have been made. You will see how your current courses would fit into the new program of study.

• You may save the What-If audit as a PDF document if desired.
OTHER DEGREE WORKS FUNCTIONS

Class History: This window allows you to view your coursework by term. Click this link and a pop-up window will appear.

Student Holds: Check to see if you have Holds by clicking here.

Look Ahead: View how courses you plan to register for will fit in your audit.
ANY OTHER QUESTIONS?

Feel free to contact the University Registrar’s Office regarding any further questions you may have about the functionality of DegreeWorks.

reghelp@newschool.edu

If you have any questions regarding the requirements of your program and/or what content is being used to fulfill those requirements, please contact your Academic Advisor.

Go to my.newschool.edu and try out DegreeWorks!

For any Open Campus assistance or feedback, please get in touch with us via opencampus@newschool.edu.

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