

# DEGREE WORKS STUDENT TUTORIAL

THE  
NEW  
SCHOOL

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# 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 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 can 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](mailto:opencampus@newschool.edu)

# WHERE CAN I FIND DEGREE WORKS?



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



## DEGREEWORKS

TRACK YOUR DEGREE PROGRESS USING DEGREEWORKS.

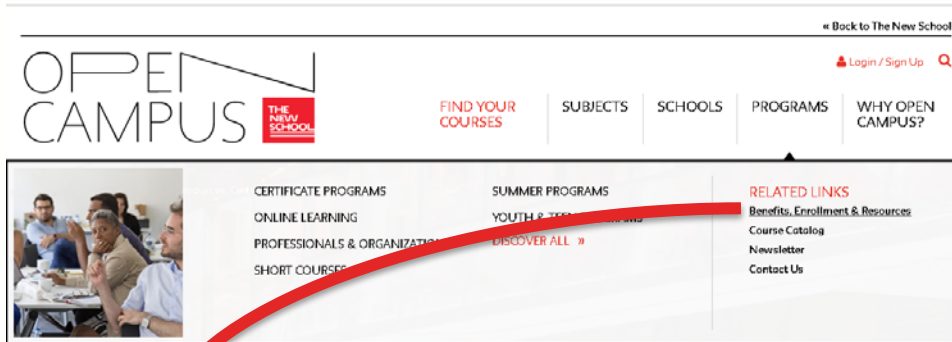
[View a Tutorial on how to use DegreeWorks](#)

# WHERE CAN I FIND DEGREE WORKS?

The screenshot shows the top navigation bar of the Open Campus website. On the left is the logo for 'OPEN CAMPUS THE NEW SCHOOL'. To the right are navigation links: 'FIND YOUR COURSES', 'SUBJECTS', 'SCHOOLS', 'PROGRAMS', and 'WHY OPEN CAMPUS?'. A 'Login / Sign Up' link with a magnifying glass icon is also present. A red arrow points from the 'Login / Sign Up' link to a dropdown menu. The dropdown menu is titled 'Enroll in Courses and Certificates' and contains four red buttons: 'NON-CREDIT COURSES AND CERTIFICATES', 'CREDIT COURSES', 'SUMMER INTENSIVE PROGRAMS', and 'TRACK CERTIFICATE PROGRESS (DEGREEWORKS)'. A red arrow points from the 'TRACK CERTIFICATE PROGRESS (DEGREEWORKS)' button to the text on the right.

Log on to  
[opencampus.newschool.edu](https://opencampus.newschool.edu)  
Click on the Login/ Sign up  
option  
Click on the “Track Certificate  
Progress (DegreeWorks)” link

# WHERE CAN I FIND DEGREE WORKS?



## 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.

Log on to [opencampus.newschool.edu](https://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.

# 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

If necessary, you can save your certificate audit as a PDF

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

The screenshot shows a web interface for a student audit. At the top, there are three tabs: 'Worksheets', 'Plans', and 'GPA Calc'. Below the tabs is a 'Format:' dropdown menu set to 'Student View', with 'View' and 'Save as PDF' buttons. To the right are links for 'Class History' and 'Student Holds'. The main content area is titled 'THE NEW SCHOOL' and contains a 'Student View' section with a table of student information and a 'Degree Progress' bar. The bar shows 'Requirements' completed at 98%.

Student View	
Student	
ID	N00
Academic Standing	
Advisor	
Overall GPA	3.61

THE NEW SCHOOL	
Level	Graduate
Degree	Master of Science
College	New School Public Engagement
Major	Nonprofit Management
Minor	

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.

**Unmet conditions:** Summarizes any missing requirements.

**Symbols:** Indicate the status of each requirement:

**Still needed:** Lists the courses that can be used to fulfill the requirement

Requirement	Course	Prerequisites	Credits	Term	Status
<b>Unmet conditions for this set of requirements:</b> A minimum of 54 credits is required. You currently have 9. You still need 45 more credits.					
<b>First-Year Requirements</b>					
<input checked="" type="checkbox"/>	Integrative Studio 1	PUFY 1000	Int Studio 1: Memory	IP (3)	Fall 2015
<input checked="" type="checkbox"/>	Space/Materiality	PUFY 1020	Space/Materiality: Body	IP (3)	Fall 2015
<input checked="" type="checkbox"/>	Drawing/Imaging	PUFY 1030	Drawing/Imaging: Things	IP (3)	Fall 2015
<input type="checkbox"/>	Time		Still Needed: 3 Credits in PUFY 1040		
<input type="checkbox"/>	Integrative Studio 2		Still Needed: 3 Credits in PUFY 1001		
<b>Second Year Requirements</b>					
<input type="checkbox"/>	Core Studio: Typography		Still Needed: 4 Credits in PUCD 2025*		
<input type="checkbox"/>	Core Lab: Typography		Still Needed: 2 Credits in PUCD 2026		
<input type="checkbox"/>	Creative Computing		Still Needed: 3 Credits in PUCD 2035		
<input type="checkbox"/>	Core Studio Interaction		Still Needed: 4 Credits in PUCD 2125*		
<input type="checkbox"/>	Core Lab Interaction		Still Needed: 2 Credits in PUCD 2126		
<input type="checkbox"/>	Advanced Typography		Still Needed: 3 Credits in PSAM 2130		
<b>Third Year Requirements</b>					
<input type="checkbox"/>	Topics		Still Needed: 6 Credits in PUCD 3095*		
<input type="checkbox"/>	Collaborative Studio		Still Needed: 3 Credits in PSAM 3050 or 3060 or 3550 or 5550 or 5600		
<b>Fourth Year Requirements</b>					
<input type="checkbox"/>	Thesis 1		Still Needed: 6 Credits in PUCD 4205*		
<input type="checkbox"/>	Thesis 2		Still Needed: 6 Credits in PUCD 4210*		

**Legend**

- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- Transfer Class
- Any course number
- \* Course has a Pre-requisite

# 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).

Worksheets Plans Notes Exceptions GPA Calc

Format: Student View View Save as PDF Process New

Include in-progress classes Include preregistered classes

Class History

History

What If

**Electives** Catalog Year: 2015-2016 Credits Required: 45 Credits Applied: 0

Unmet conditions for this set of requirements: A minimum of 45 credits is required. You currently have 0. You still need at least 45 more credits.

<input type="checkbox"/> BFA Program Electives (24 Credits)	Still Needed: 24 Credits in @@ with Attribute NLIB
<input type="checkbox"/> Liberal Arts Electives (15 credits)	Still Needed: 15 Credits in PL@ @ or @ @ Except LWEL @ or LDAN 2920 or LTHR @ or NMGT @
<input type="checkbox"/> University Lecture Elective (6 Credits)	Still Needed: 6 Credits in ULEC 2000:4999 Except ULEC 2575 or 2685

**In-progress** Credits Applied: 15 Classes Applied: 5

PLRT 1000	Objects as History	IP	3	Fall 2015
PUFY 1000	Int Studio 1: Memory	IP	3	Fall 2015
PUFY 1010	Int Sem 1: Memory	IP	3	Fall 2015
PUFY 1020	Space/Materiality: Body	IP	3	Fall 2015
PUFY 1030	Drawing/Imaging: Things	IP	3	Fall 2015

Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number
* Course has a Pre-requisite		



# WHAT DOES THIS SYMBOL MEAN?

A Legend is provided to help you understand the symbols.

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number
* Course has a Pre-requisite		

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

Still Needed: 3 Credits in PUFY 1011

Still Needed: 3 Credits in PUFY 1100

## 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.

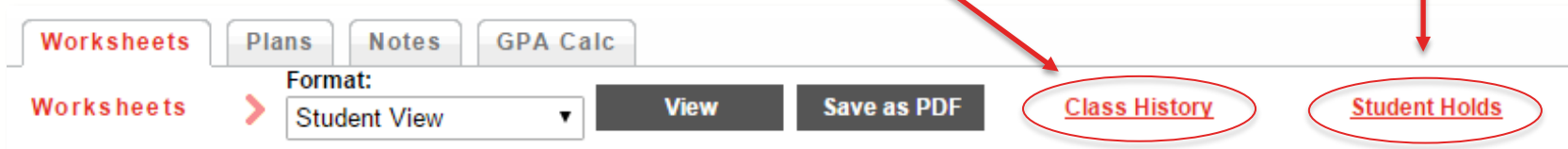
- Select the new Major or Minor that you are considering. Be sure to also select the appropriate College/Division.
- Click “Process What-If” when all the selections have been made. You will see how your current courses would fit into the new program of study.
- You may save the What-If audit as a PDF document if desired.

The screenshot shows a web interface for a 'What-If' scenario tool. At the top, there are navigation tabs: 'Worksheets' (highlighted in red), 'Plans', 'Notes', 'Exceptions', and 'GPA Calc'. Below these tabs, there is a 'Format:' section with a dropdown menu set to 'Student View', a red-circled 'Process What-If' button, and a 'Save as PDF' button. To the right of these buttons are two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. Below the format section is a 'History' section with a red header 'What-If'. Under this header, there are two dropdown menus: 'Degree' set to 'Bachelor of Fine Arts' and 'Catalog Year' set to '2012-2013'. Below the history section is another red header 'Choose Your Different Areas of Study'. Under this header, there is a prompt 'Select an item to add it to your Chosen Area of Study' and four dropdown menus: 'Major/Dept' (Pick a Major), 'Minor' (Pick a Minor), 'College' (Pick a College), and 'Concentration' (Pick a Concentration). To the right of these dropdowns is a 'Chosen Areas of Study' section with a yellow background, containing the text 'MAJOR : Communication Design' and a 'Remove' button.

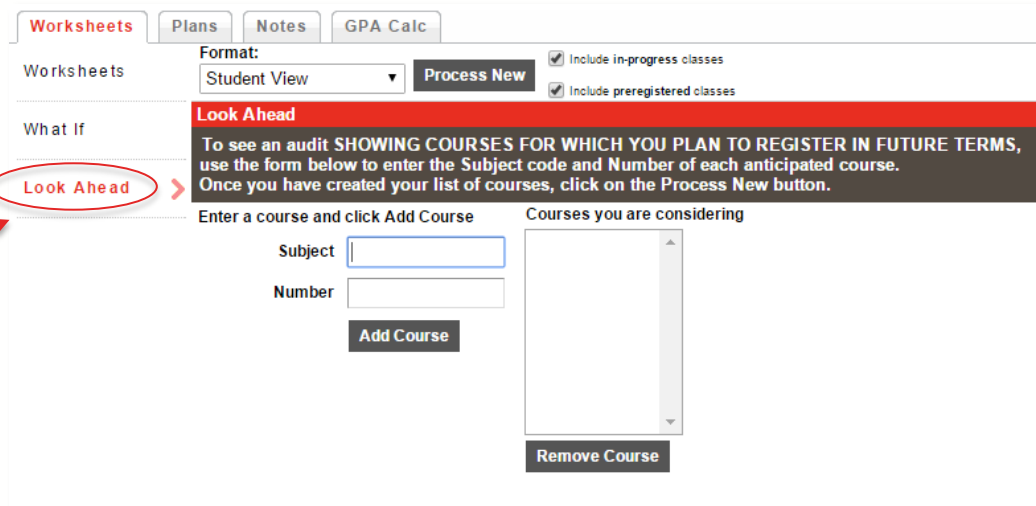
# OTHER DEGREE WORKS FUNCTIONS

**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](mailto: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](https://my.newschool.edu) and try out DegreeWorks!

For any Open Campus assistance or feedback, please get in touch with us via [opencampus@newschool.edu](mailto:opencampus@newschool.edu).