

**Degree Works** is the Degree Audit tool used by SUNY Old Westbury.

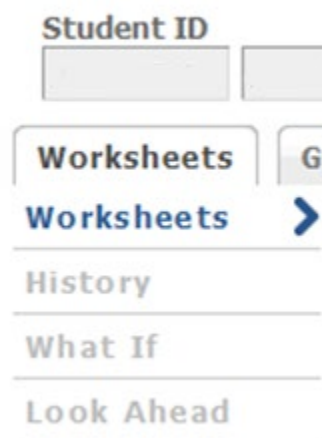
It is designed to be a guide used by students in conjunction with academic advising and planning **but** it is not a replacement for advising and planning. Students should still meet with their academic advisor regularly to review their Degree works and plan their courses. **Below is a guide to accessing and understanding the “What If” feature in your audit.** Questions regarding Degree Works Audit should be directed to your department of major for academic guidance.

### How to access your Degree Works Audit

- Login to your ConnectOW account.
  - Click on the ACADEMICS Icon
  - Click on Degree Works (DGW)
  - Select Campus: Old Westbury
  - Hit “Process New” button on the top of the audit to ensure you are viewing an audit based on the most up to date information available. Note information available to Degree Works is updated once a day, so recent changes may not show up right away.



### How to use the What If feature on your Degree Works Audit



The screenshot shows a user interface for Degree Works. At the top, there is a 'Student ID' label followed by two input fields. Below this is a navigation menu with several options: 'Worksheets' (highlighted in blue), 'Worksheets' (with a blue arrow), 'History', 'What If', and 'Look Ahead'.

Under the Worksheets tab hit the gray words “What If”. This will open an area where you can view yourself as other majors. **THIS DOES NOT OFFICIALLY CHANGE YOUR MAJOR.** It is a tool to help you decide what major you would like to declare.

## Degree Works “What If” Guide

Click the drop down next to Programs and select the major you would like to be then hit the gray button “Process What If” and your temporary Degree Works Audit will populate as whatever major you have selected. The example below shows “Criminology” as the new major.

Worksheets
GPA Calc

Worksheets
Format: Student View
Process What-If
Save as PDF
 Include in-progress classes

History
 Include preregistered classes

What If
Select your primary area of study

Catalog Year: 2013

Program: Criminology

Level: Undergraduate

Degree: Bachelor of Science

Major: Criminology

Concentration: (pick a Concentration)

Minor:

After you click “Process What If” your temporary degree audit will display the requirements for the new major you selected. The new major should be listed in the top right next to “Major”.

Worksheets
GPA Calc

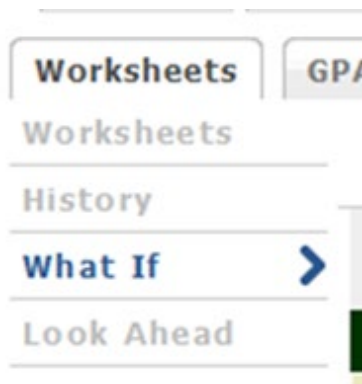
Worksheets
Back
Selected What-If Items:
Look Ahead Courses Used:

History
 Not Complete
 Incomplete (Grade, GPA, Subject, etc.)
 Any course number and/or subject code

What If
\* Prerequisite indicator
(IP) In-Progress
(NR) Grade not Reported

Look Ahead
Student View WA0004zv as of 01/04/2018 at 14:46

Student		Level	Undergraduate	Degree	Bachelor of Science
ID		College		Major	Criminology B.S.
Class Level	Senior	Academic Standing	Good Standing	Concentration	
Confidential				Minor	



To return to your original degree audit, click on the gray word "Worksheets" under the worksheets tab. Questions regarding Degree Works Audit should be directed to your department of major for academic guidance.

### How to officially declare a new major and/or minor

The Declaration/Change of Major form can be found by first clicking the Registration Icon on the Student Home and then locating the box labeled Forms. Students must allow at least 72 hours to receive a confirmation on whether their major request is approved or declined.

