Navigating DegreeWorks

How to access and read your degree audit
DegreeWorks helps you to...

• Track your degree progress
• Explore majors and degree paths
• Plan your classes for each semester
• Chart a path to graduation
To access your DegreeWorks audit, navigate to my.binghamton.edu, and select BU Brain at the top of the page.
Choose Your Records.

What's My B-Number?
View your B-number. Please remember your number, as it will be needed to complete forms and access your records in lieu of the Social Security Number.

Personal Information
View your address and contact information.

Schedule of Classes
Access the Binghamton University schedule of classes. You may also access the detailed public schedule.

Final Exam Schedule
Click here to view the final exam schedule.

Student Tools
This area features tools and services for students including registration tools, Financial Aid Services tools and the Student Accounts Office menus.

Faculty and Advising Tools
View student and advising information, access class rosters, view DARS reports, and enter grades.

Manage Binghamton University Computer Account Password and Security Questions
Go to https://password.binghamton.edu to MANAGE your account.
Then, click **Degree Works**.

**Degree Works**

Students can run and review their degree audit. With Degree Works, students can track progress towards degree completion, plan for future courses, and review course history. Please use Internet Explorer or Fire Fox when running Degree Works audits. We are currently experiencing problems with Google Chrome.

**Final Grades**

View your final grades.

A grade of MG indicates the grade has not been received from the instructor. Questions regarding Missing Grades should be sent directly to the instructor of the course.

**Online Academic Transcript**

Use this tool to view an **unofficial** Binghamton University transcript.

**Click here to see your holds that will prevent you from ordering an official transcript.**

**NEW - Request Electronic Transcript**

Click here to send your **official** transcript electronically ($5.00 USD per recipient for expedited electronic delivery). Electronic transcripts are sent within 10 minutes of authorization. Click “Request FREE Paper Transcript” below for the **FREE** paper option to be mailed to your recipient within 3-5 business days.

**Request FREE Paper Transcript**
DegreeWorks allows you to track your degree progress:

- A green checkmark indicates that you have completed a requirement
- A red box indicates that you have not completed a requirement
- A blue tilde indicates that your current classes will satisfy a requirement
Before reviewing your audit, click **Process New** to ensure that the information is up-to-date.
The first section of your degree audit displays **Student Information**, including:

- Your class standing, determined by credits
- Your overall GPA
- Your declared majors and/or minors

If you have **formally declared a major**, it will appear with a numeric code and degree type, like this: 343 BA Political Science.

If you have only **declared an interest** in a particular field, it will display as an abbreviation: HIST, BIOL, PLSC, etc.
Regardless of your particular field of study, you will need to earn the following credits in order to complete your degree:

- 126 credits overall
- 44 upper-level credits (course level 300+)
- 44 credits in Harpur College
- 90 credits of liberal arts

Where applicable, these categories overlap.
The next section concerns the General Education Requirements. Some categories include multiple ways in which you may complete them.

If you have any questions about the Foreign Language Requirement, please contact Harpur Advising.
Next comes Harpur College’s Writing Requirement, which requires a combination of C/J and W courses. You have three options:

- 2 C/J + 3 W
- 3 C/J + 1 W
- 4 C/J

### What is the difference between C/J and W courses?

**C/J courses...**
- Require a minimum of 20 pages of expository prose
- Base at least 50 percent of the course grade on writing
- Emphasize writing as a process of revision

**W courses...**
- Require a minimum of 10 pages of expository prose
- Base between 30 and 100 percent of the course grade on writing
The next section comprises a list of Harpur College Limits.

You do not need to fulfill these categories. Rather, this section indicates the maximum number of credits you may count toward your degree from certain kinds of classes, like independent studies and teaching practica.
Finally, your degree audit lists **Electives**—that is, courses you have taken that do not count for any particular requirement—and any courses that are currently **In-Progress**.
If you have any questions about your degree audit, contact Harpur Advising in OH-110.

**Contact Harpur Advising:**

Old Champlain Hall Room 110
Monday-Friday
Telephone: 607-777-6305
Fax: 607-777-2721

Mailing Address:
Harpur Academic Advising
Binghamton University
PO BOX 6000
Binghamton, NY 13902

Email:
harpweb@binghamton.edu

Useful for short questions that can be answered in a few sentences

Please include your B-Number

Appropriate for quick questions about scheduling or for issues that need immediate attention

Meet with the first advisor available

Available Monday to Friday, 10am to 4pm

Appropriate for detailed or complicated questions, major/minor exploration, or long-term planning

Choose the advisor you’d like to meet with

Stop by the office to make an appointment, or schedule one online using Starfish