Navigating DEGREE WORKS
How to Access & Read Your Degree Audit
Degreeworks Helps You To....

- Track your degree progress
- Explore majors and degree paths
- Plan your schedule 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.
Main Menu / Home

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.
Click “Degree Works”

Student Records

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

Legend

- Complete
- Not Complete
- Complete except for classes in-progress
- Incomplete (Grade, GPA, Subject, etc.)
- (T) Transfer Class
- @ Any course number
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**
- **46 upper-level credits (course level 300+)**
- **44 credits in Harpur College**
- **90 credits of liberal arts**

Where applicable, these categories overlap.

The second section displays your **General Degree Progress**, with regard to credits.
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.
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

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
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**

*If you have completed more than one W course and Degree Works is only displaying one course in Option B, don’t be alarmed. You can still complete any of the options of the writing requirement. Degree Works will display that you are completing Option A when you complete your final C/J & W courses.*
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 your courses that are currently **In-Progress**.
How to Run a “What-If” Audit

“What-If” Audits allow you to explore the major requirements for many different majors.

1. Select your primary area of study. You must select a college.
2. Choose between a Harpur Bachelor of Arts or Harpur Bachelor of Science Degree.
3. Choose the major you would like to explore.
4. Click “Process What-If”.

Step 1: Click “What-If” on the left-hand menu.
Step 2: Choose between a Harpur Bachelor of Arts or Harpur Bachelor of Science Degree.
Step 3: Choose the major you would like to explore.
Step 4: Click “Process What-If”.
How to Run a “What-If” Audit

The “What-If” Audit will display your current progress in the major you choose.