



Using Degree Works

Why should I use Degree Works?

Degree Works will help you speed up graduation time by providing intuitive web access to your certificate and/or degree plan. To access, login to your **myCNM** account and click the “Degree Works” link on the Registration Tab.

What are the benefits of using Degree Works?

Degree Works will help you

- determine what requirements you need to fulfill in order to complete your certificate and/or degree,
- view individual course grades and cumulative grade-point average (GPA),
- determine which courses you have taken or transferred, and how they apply to your program,
- view registration holds, registration date and time, academic standing
- see how your coursework could be applied toward another certificate or degree using the “What-If” option,

Who will use Degree Works?

All students can use Degree Works. Academic Coaches, School Advisors and Coaches, faculty, and selected staff will also have access for the purpose of supporting your progress through your academic career.

Is my information confidential?

Yes. Like other processes you use through **myCNM**, Degree Works is accessed through your secure login.

What is a Program Evaluation?

A Degree Works Program Evaluation is a review of past, current, and "planned" coursework that provides information on completed and outstanding requirements necessary to complete a certificate or degree.

Can I register from Degree Works?

No. Registration will continue within **myCNM**.

Can I change my major in Degree Works?

No.

Can I save or print my Degree Works certificate or degree program evaluation?

Yes. With the “Save as PDF” button, you can save or print a PDF version of your Degree Works program evaluation. You may need Adobe Acrobat Writer to save your evaluation.

Who do I contact if I feel my Degree Works is incorrect or missing information?

There could be several reasons information may not be correct. One is that Degree Works may not have refreshed since a change was made (the information is refreshed nightly). Second, there could be some paperwork that still needs to be completed. For example, if you are transferring in courses from another college, it is possible that CNM has not received an official transcript or the coursework is pending review. Some additional concerns may be:

- **My degree and/or certificate is wrong on my program evaluation.**
If you have not officially changed your program of study, contact an academic coach for instructions. If you have already officially changed your program of study, the Degree Works audit will only display your active degree and/or certificate audit. If your change is effective for a future term, the change may not show up until that term begins. You can also run a What-If for your new program.
- **The requirements for my degree and/or certificate are wrong.**
Look at the catalog term that appears on the degree and/or certificate requirements block of the audit. According to our records, this is the catalog that you are using to complete your program requirements. If you believe you should be using older or newer requirements, contact an academic coach.
- **My transfer courses don't appear in the right place.**
If you are concerned about a transfer course that should be applying in the program evaluation, contact an academic coach.
- **Classes are not applying in the right place.**
Degree Works uses a “best fit” approach for meeting requirements so classes may apply to different sections as you take more courses. If you have further questions, please contact an academic coach.
- **My Program Director or Associate Dean gave me permission to substitute a course, but it's not showing on my audit.**
Talk with your school advisor. Once exceptions are approved by the dean’s office of the school, the change is then sent to Enrollment Services for processing. The entire process can take several weeks to complete.

Contact Enrollment Services or Connect Services if there is an error that is not listed in this FAQ and you need additional assistance.

Can I access Degree Works from any computer?

Yes. Access to Degree Works is through the web. Login to **myCNM** and click the link to Degree Works on the Registration Tab.

Who has the ability to access Degree Works?

Degree Works is available to all current students. Academic coaches, school Advisors and Coaches, faculty, and selected staff will also have access for the purpose of supporting your progress through your academic career.

How current will my information be in Degree Works?

The information in Degree Works is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in Degree Works tomorrow.

Can I see how many classes I have left to fulfill my requirements?

Yes. Degree Works is laid out in block format displaying information on degree and certificate requirements. Look for unchecked boxes to identify requirements that you still need to complete. You can also select the “Registration Checklist” view within Degree Works to see only unmet requirements.

When should I look at my audit?

At least four times a term. You should always review your audit

- before you meet with your academic coach or school advisor to discuss registration for an upcoming term,
- after you register to ensure that the courses you selected applied to your requirements as you expected (remember that courses you register for today show up in Degree Works tomorrow),
- after your grades for each term are posted, and
- any time you make a change to your schedule or major.

What does a subject code, followed by two numbers separated by a colon mean?

This is a wild card in Degree Works. If it appears after a subject code (for example “ANTH 1101:2999”), it means that you can take any course with that subject code (any course in Anthropology).

If I have additional questions about Degree Works, whom do I contact?

Contact an academic coach.

Using the Program Evaluation

Using the Program Evaluation.

Your Program Evaluation will display the courses you have taken, you are currently registered for, or are in progress and will show how these courses will apply to your declared major.

Will I be able to view my entire course history?

Degree Works uses the information that is currently on your transcript. You will be able to view any courses that have been completed, registered for, or transferred by the date your Program Evaluation was last refreshed (data is refreshed every night). Keep in mind that any transfer work or grade changes that have not been formally submitted and accepted will not appear on your Program Evaluation.

If I think my Program Evaluation is incorrect, whom do I contact?

Your academic coach in Connect Services is your primary point of contact. If your coach determines that your audit is incorrect, he/she will contact Enrollment Services for assistance.

Where can I find my overall GPA or Program GPA?

Your overall GPA is the cumulative average grade for the coursework completed at CNM. Transfer credit and courses taken for Credit/No Credit are not counted in GPA. The overall GPA is found at the top left hand corner of the “Course Plan” tab. It is below your name and student ID. The program GPA is found near the top right corner of the audit before the course requirements.

How do I know what classes I need to take?

Your Program Evaluation will show you courses still needed to meet program requirements within each specific block. You may then use this information to discuss your Course Plan with an academic coach.

Why isn't there a check mark next to a requirement I've already completed?

Your academic coach or school advisor is your primary point of contact. If your coach or advisor determines that your audit is incorrect, he/she will contact Enrollment Services for assistance.

Why isn't my transfer work meeting a requirement?

There could be two reasons. First, the course did not meet either the minimum number of credits and/or minimum grade requirement for use in your program of study. Second, the requirement may have been met by another course and this course is simply not needed.

I was told that a course I took would be substituted for a requirement. Why doesn't this information appear in my audit?

You should contact your academic school to resolve any substitution issues. Any waivers, substitutions, or exceptions for major or concentration requirements must be communicated to the Enrollment Services department by the academic school.

If all boxes are checked, does that mean I'm graduating?

Not necessarily. Degree Works is an advising tool designed to assist students towards certificate and degree completion. It cannot account for all the contingencies in the requirements for completion of a program. If you meet all requirements, and have not applied to graduate, go to the Graduation Tab in **myCNM**, or click the "Graduation Application" link in Degree Works.

What is the "Course Plan" feature?

The Course Plan tab is a tool for you and your academic coach to arrange course requirements into future terms. You may find this helpful as you forecast your academic career. It is recommended that you have an active plan and work with your academic coach to keep it up-to-date, as this information may be used by college administrators to determine the demand for various courses each term.

Will my academic coach be able to see my course plan?

Yes. Your Academic Coach can see your plan and participate with you in the planning process. There is also a "Notes" feature for you and your Academic Coach to keep additional information. Your coach will lock your plan after discussing it with you. Once your plan is locked, you will need to return to your coach to make any changes to that plan.

If a course is in my Course Plan tab, am I automatically registered for that course in that future term?

No. Your Course Plan tab is for planning purposes only. You will register through **myCNM**.

Is the course I planned guaranteed for that future term?

No. Your Course Plan tab is for planning purposes only. If you discover that a course you had planned is not being offered, you should identify an alternative course and take the original course, if still needed, to a future term.

How do I adjust my Course Plan?

If you want to adjust a Course Plan, see an academic coach.

Can I print my Course Plan?

Yes.

Using the “What-If” feature

What is the “What-If” feature?

The What-If function allows you to hypothetically change your program. The What-If audit will show you what coursework is required for a different certificate or degree, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

If I use the What-If feature, does this mean that I have to change my degree or certificate?

No. The What-If function is for information purposes only.

I’m thinking of changing my major. Will I be able to see how my current classes fit into my new program?

Yes. The What-If function will perform a Program Evaluation based on the hypothetical certificate or degree and will show how your completed, current, and planned coursework meets the requirements of the hypothetical program.

Can I save a What-If scenario?

The last 5 What-If audits are saved automatically. To view past What-Ifs, click the “What If History” tab on the left.

Can I print a What-If scenario?

Yes.

If I like what I see in a What-If scenario, how do I initiate the changes?

Always speak with an academic coach first. After consulting with your coach, please complete the process to change your major.

GPA Calculator

What does the Term Calculator show?

The Term Calculator will show you your estimated cumulative GPA after you fill in anticipated grade information. By putting your in-progress courses in the table along with the grade you anticipate receiving for each course, you will see a revised GPA based on the estimates you provided. Please Note: If you are taking a class that is below the 1000 level, remove the course from the list, as it will not count towards your GPA and will give you an inaccurate GPA if you leave it in the list.

Is this calculated GPA guaranteed?

No. This is an estimate only.

Why can't I select certain grades?

Some grades do not count in your GPA. These grades include CR, NC, TR, and TRD. If you have a course that is graded in this manner (i.e., any course below the 1000 level, or any course you took as Credit/No Credit), you will need to remove it from the list of classes as it will give you an inaccurate GPA.