

DegreeTrack Quick Guide for Students

What is DegreeTrack?

DegreeTrack (sometimes referred to as DegreeWorks) is a web-based tool designed for students and academic advisors to assist in monitoring a student's academic progress toward degree completion. DegreeTrack also allows students and their advisors to plan for future academic coursework in a **Degree Audit**.

The degree audit is a review of a student's past, current and planned coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/concentration/minor and other curricular requirements. The audit is divided into blocks such as Degree, Major, and Electives. Each block works like a checklist with boxes that are automatically checked when a requirement is met.

Accessing DegreeTrack through Self-Service Banner

From [Inside Track](#), navigate to your **Student Dashboard** and click on **View My Student Profile**.

Welcome to the Student Self-Service Menu. From here, you can navigate to the following pages using the links provided.

Student Records

Frequently Used <ul style="list-style-type: none"> • View My Student Profile  • View My Schedules • Look Up Classes • Request Emailed Unofficial Transcript • Request Official Transcript/Enrollment Verification • View My Grades • Add/Drop Courses • Pay my Bill 	Registration <ul style="list-style-type: none"> • Add/Drop Courses • View My Detail Schedule • View My Schedules • Look Up Classes • View My Registration Status • View My Registration History • CSL Course Selection Worksheet
My Student Record <ul style="list-style-type: none"> • Request Emailed Unofficial Transcript • Request Official Transcript/Enrollment Verification • View My Holds • View My Degree Evaluation (Wurzweiler School of Social Work students only) • View My Student Profile • View My Grades 	Other applications <ul style="list-style-type: none"> • Update Personal Information (Address/Phone) • Update Emergency Notification information • Request NJ Transit Student Pass

Student Finance

OSF General Information <ul style="list-style-type: none"> • YU Student Finance Homepage • Cardozo Student Finance Homepage • Contact the Office of Student Finance (OSF) Form 	Financial Aid <ul style="list-style-type: none"> • Financial Aid • Undergraduate Student Loans • Graduate Student Loans • Cardozo Student Loans • Upload Student Aid Files via Dropbox 	Student Accounts <ul style="list-style-type: none"> • Payment Portal • Account Summary • Account Statement • Student Health Insurance • 1098-T • Upload 1098T W9S forms
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From the **Student Profile**, click on the **DegreeTrack** link under the **Additional Links** section.

The screenshot shows a 'Student Profile' page. On the left is a sidebar with 'Additional Links' including 'View My Schedule', 'Look Up Classes', 'Request Emailed Unofficial Transcript', 'View My Grades', 'Add/Drop Courses', 'DegreeTrack (Wurzweiler students only)', and 'Yeshiva Success Network (Undergraduate Only)'. A red arrow points to the 'DegreeTrack' link. The main content area is divided into 'Bio Information', 'General Information', 'Curriculum and Courses', 'Additional Links', 'Graduation Information', and 'Advisors'. The 'CURRICULUM' section shows details for a Juris Doctor program, including level, program, college, major, concentration, minor, admit term, and catalog term. The 'REGISTERED COURSES' section is currently empty. At the bottom, a summary bar shows 'Total Hours | Registered Hours: 12 | Billing Hours: 12 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 16'.

Understanding the Components of your Audit

Degree Audit Header

This section, located at the top of the audit, displays pieces of information regarding your academic record.

The screenshot shows the 'Degree Audit Header' with the following information: Student ID, Name, Degree (Juris Doctor), Level (First Professional), College (Cardozo School of Law), Classification (Third Year), and Major (Law).

Academic/What-If Section (What-If instructions are found at the bottom of this guide)

Click **Academic**.

Select **Student View** or **Registration Checklist**.

Select **In-progress classes** to show currently registered or ungraded courses.

Select **Preregistered classes** to show courses you are registered for in a future term.

Click **PROCESS** each time you change the selections.

The screenshot shows the 'Academic' tab selected. The 'Format' dropdown is set to 'Student View'. The 'In-progress classes' and 'Preregistered classes' checkboxes are checked. A 'PROCESS' button is visible.

Blocks

Blocks are sections of requirements that make up your degree. Credits required, credits applied, and catalog term are found in block headers. General requirements, major, minor, concentration, etc. are found as you move down into the degree audit, appearing as separate blocks or as one large block.

Catalog Year

The semester and term you were admitted unless you moved to a new program.

Credits Required, Credits Applied

Each individual block has credits required, credits applied, and credits needed at the top. Credits are only counted once toward the minimum credits required for the degree even if the course falls into two or more blocks.

Juris Doctor		INCOMPLETE				
Credits required: 84		Credits applied: 53		Catalog year: SUMMER 2022		
Students may take a maximum of 20 credits in courses with the CSJ8 attribute or in the Bioethics or Social Work programs. Students may take a maximum of 30 credits in courses with the CSJ8 plus CSJ9 attributes. See handbook for more information.						
	Course	Title	Grade	Credits	Term	Repeated
○	84 Total Credits	Still needed:	You currently have 53 credits. 31 more are needed.			
✓	Minimum GPA of 2.4					
○	Minimum of 54 Credits at Cardozo Law School	Still needed:	You have taken 53 credits in residence but still need 1 more.			

Requirements

Requirements for each block are listed on the left side of the Degree Audit with an indicator noting completion or non-completion.

Legend

✓	Complete	○	Not complete
①	Complete (with classes in-progress)	⚠	Nearly complete - see advisor
📄	Prerequisite	@	Any course number
(R)	Repeated class		

Courses

Courses completed or in progress will fall into one or more of the degree audit blocks; however, as noted above, credits are only counted once toward the minimum credits required for graduation.

Courses are displayed to the right of the requirement with the grade or In Progress (IP) noted, credits for the course and semester taken.

Courses not being used to fulfill a specific requirement will fall into the **Other Coursework** or **Over the Limit** sections.

✓	LEGAL RESEARCH AND LEGAL ETHICS REQUIREMENTS					
✓	Advanced Legal Research	LAW 7790	Advanced Legal Research	P	1	Summer 2023
✓	Standalone Class in Legal Ethics	LAW 7759	Ethics in Litigation	B+	2	Fall 2022
①	EXPERIENTIAL LEARNING	Students must take 6 credits in experiential/skills coursework. Only 2 credits of fieldwork coursework (any course with the CSJS attribute) may count toward the requirement. Only 1 credit of LAW 7744 (a 2 credit course) may count toward the requirement.				
①	Skills Courses	LAW 7309	Negotiation Theory & Skills	B+	2	Spring 2023
		LAW 7713	Divorce Mediation	IP	(2)	Fall 2023
		LAW 7844	Private Sector Ext Fld Placmnt	P	2	Fall 2022
○	Writing Requirement	Still needed:	Students must complete a writing requirement.			

Unfulfilled Requirements

If a requirement has not been met, the audit will display which courses are still needed to complete that requirement. You can view the course descriptions for the courses that will meet the requirement by clicking on the blue course numbers.

○	CORE COURSE REQUIREMENT	LAW 7118	Criminal Procedure	A-	3	Fall 2023
		LAW 7502	Constitutional Law II	IP	(3)	Spring 2024
		LAW 7521	Administrative Law	B+	3	Fall 2023
		Still needed:	2 Classes in LAW 7060 or 7211 or 7251 or 7261 or 7301 or 7330 or 7342B or 7441 or 7601 or 7711 or @ with attribute = CSUL			

Transfer Credit

If you have transfer credits from another school, you will see the individual transfer credits appear throughout the body of the audit in line with the requirements the credits fulfill.

✓	Contracts	LAW 6003	Contracts	TR	4	Fall 2022
		Satisfied by:	CTL100 - Contracts - 			

Other Coursework

Courses that do not meet specific degree requirements will appear in the **Other Coursework** section. These courses act as electives and are included in the number of credits applied to the degree.

Other Coursework					
Credits applied: 29		Classes applied: 13			
Course	Title	Grade	Credits	Term	Repeated
LAW 7261	International Law	IP	(4)	Fall 2023	
LAW 7372	Remedies and the Law	B+	2	Fall 2022	
LAW 7441	Trusts & Estates	IP	(3)	Spring 2024	
LAW 7488	Music Law	IP	(2)	Spring 2024	
LAW 7547	Employment Law	B+	3	Fall 2022	

In-progress and Preregistered

In-progress classes are courses you are taking during the current semester or for which you have not yet received a grade.

Preregistered classes are courses you are registered for in a future term.

In-progress and Preregistered					
Credits applied: 27		Classes applied: 11			
Course	Title	Grade	Credits	Term	Repeated
LAW 7060	Corporations	IP	(4)	Fall 2023	
LAW 7261	International Law	IP	(4)	Fall 2023	
LAW 7325	Pretrial Practice	IP	(3)	Fall 2023	

These courses also appear throughout the degree audit if they fulfill degree requirements and in the **Other Coursework** block.

Important Note: Although the **In-progress and Preregistered** block includes the number of credits applied for that block, those credits do not count toward the overall number of credits needed for the degree since they have already been applied in other areas of the degree audit.

Over the Limit

Courses that do not fulfill the requirements of the degree will appear in the **Over the Limit** block. This includes repeated coursework and courses that do not meet the specific degree requirements laid out in the degree/major blocks.

Over The Limit						
Credits applied: 2		Classes applied: 1				
Course	Title	Reason	Grade	Credits	Term	Repeated
LAW 7990	Health Care Reform Field Clnc	Maximum credits exceeded	P	2	Spring 2023	

Insufficient

Courses graded with non-passing grades (such as “F”, “W”, “I”, “N”, and “Y”) will appear in the **Insufficient** section. The credits for these courses are not applied to the total needed to satisfy the degree. Once the first semester grade for a year-long course (graded with a “Y”) has been changed, the credit will count and the course will move out of the **Insufficient** block if the grade is passing and fulfills a degree requirement.

Insufficient						
Course	Title	Grade	Credits	Term	Repeated	
LAW 5792	Adv Workshop-Res/Writ-Int'l-I	Y	0	Fall 2023		

Exceptions

In some cases, an advisor may make a credit adjustment to your audit allowing a previously unmet requirement to be fulfilled. They appear throughout the body of the degree audit and in the **Exceptions** section.

Apply here: The apply here exception means that an advisor has indicated that a course should count towards a requirement that it was not previously fulfilling.

Force complete: This exception means that an advisor has marked a previously unmet requirement as “complete”. (JD students will see this in the “Exceptions” section if they have taken more than 2 credits of fieldwork).

Substitute: The substitute exception means that an advisor has approved a substitution of one course for another.

Skills Courses	LAW 7309	Negotiation Theory & Skills	B+	2	Spring 2023
	LAW 7713	Divorce Mediation	IP	(2)	Fall 2023
	LAW 7844	Private Sector Ext Fld Placmnt	P	2	Fall 2022
Writing Requirement	Exception by: Piper, Zachary A On: 12/08/2023 Force Complete: Writing req complete 				
RACE AND THE LAW					

Exceptions					
Type	Description	Created on	Created by	Block	Enforced
Force Complete	2 max cr fieldwork for skills complete	12/08/2023	Piper, Zachary A	Juris Doctor	Yes
Force Complete	Writing req complete	12/08/2023	Piper, Zachary A	Juris Doctor	Yes

Additional Functionality Available in DegreeTrack

What-If

The What-If feature allows you to select different scenarios:

- 1) view an audit including courses you plan to take in the future
- 2) view an audit for a different major or concentration using your current courses

Scenario 1 – What-if I register for these courses next semester?

Current Curriculum with Planned Courses to show how future registration will count toward your current program:

Check the three boxes under **What-If Analysis**

Enter the subject and course number for the course you'd like to see on your degree audit.

Click **ADD** if you want to view multiple courses.

Click **PROCESS**, and a what-if audit will appear that will show you how those courses will count towards your current program.

Academic [What-If](#)

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

Future classes

Subject: BIOE Number: 5101 **ADD**

RESET **PROCESS**

Other Coursework

Credits applied: 32 Classes applied: 14

Course	Title	Grade	Credits	Term	Repeated
BIOE 5101	Bioethics & Med Humanities I	PLAN	(3)	PLANNED	

Scenario 2 – What if I change my major/minor/concentration?

Current coursework under a different major/minor/concentration to view an audit that shows how your current coursework fulfills requirements for a prospective curriculum:

Uncheck the **Use Current Curriculum** box.

Enter the required **Areas of Study** plus the **College**. Use the major, minor, or concentration fields to select a different curriculum.

Click **PROCESS**

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year *
SPRING 2023

Degree *
Master of Laws

Level *
Graduate

Areas of study

Major *
Dispute Resolution & Advocacy

Minor

College
Cardozo School of Law

Concentration

Additional areas of study

Future classes

Subject

Number

ADD

RESET

PROCESS