

A Student's Introduction to

Buffalo State College's



Degree Navigator 5

Questions or Comments? Please email:
audit@buffalostate.edu

Revision Date: November 6, 2007

INTRODUCTION TO DEGREE NAVIGATOR:

Degree Navigator is Buffalo State's Advanced Degree audit system:

It provides

- Easy, web-enhanced access to audit data
- Simple audit display and program review
- Extension of audit services to all Buffalo State students

Degree Navigator was chosen to provide a seamless interface with Buffalo State's other developing web-based information systems.

This introduction will acquaint you with the basics of Degree Navigator, including the display of course information, departmental degree information and your own student audit.

HOW TO ACCESS DEGREE NAVIGATOR:

Degree Navigator is designed to use on the web. Rather than typing commands, you "point and click" your way through Degree Navigator.

<http://www.buffalostate.edu/registrar/dn4student.xml>

After loading the above address click LOGON.
You will be prompted with a login window.



Buffalo State
State University of New York

DEGREE NAVIGATOR

General Education | Help | Home

Please Login

User Name

Password

Login

LOGGING ON:

To logon, enter your student-email/NT username in lowercase in the username box and the first six digits of your social security number in the password box. This password does not change.

A login form with an orange header bar containing the text "Please Login". Below the header are two text input fields: the first is labeled "User Name" and the second is labeled "Password". At the bottom of the form is a button labeled "Login".

Please Login	
User Name	<input type="text"/>
Password	<input type="text"/>
<input type="button" value="Login"/>	

Please note: If you do not know your student username please go to Computing and Technology's username lookup at <http://bscintra.buffalostate.edu/accounts/userlookup.asp>

The username is the one assigned to you for email, and school computer logon access. If you are still unable to logon to Degree Navigator, please go to our logon troubleshooting page found here:

<http://www.buffalostate.edu/registrar/x631.xml>

Once you are logged in, you are then brought immediately to the notes section. This is another way your advisor can choose to communicate with you.

Notes		
Date	Title	Text
November 07 2007	Advising Session 11/07/2007:	Jonesjj: Advised Ernie to take EXE100

To return to the notes section at any time, click on NOTES.

My Account

Education, Ernie (educ93)

[Student Transcript](#)

[Notes](#)

My Program of Study

Degree: Pre-Elementary Education (0201); (BSED10IF; 0201; BSEDEIF)

Degree: Pre-Elementary Education (0201); Minor in Music (1114); (BSED11IF; 0201; 1114; BSEDEIF)

Notice how Ernie Education is currently enrolled in the Degree: Pre-Elementary Education (0201).

Ernie is also Enrolled in a Minor in Music (1114) and enrolled in the Intellectual Foundations General Education Requirement (GEIF). If you are enrolled in a concentration or second major you will have those choices as well.

Click on the degree in which you wish to judge your progress.

By default the Buffalo State College Full Audit Report has been selected for you; this is the most comprehensive report.

You have the option in the drop down box to select another report of your choice.



You will then see your audit displayed.

Buffalo State
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DEGREE NAVIGATOR

General Education Search Help Home Logout

My Account

Education, Ernie (educ93)
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My Program of Study

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My Planned Courses

You have selected 1 course.

My Websites

Elementary Education
IF Requirements

Degree Description

Select the audit report of your choice from the dropdown box:

Audit - Full Report Version: 20063

Education, Ernie
Student ID: educ93

Report for degree: Degree: Pre-Elementary Education (0201); Minor in Music (1114); (BSED11IF;0201;1114;BSEDEIF) (120 credit(s) (20063)

Completed Credits (Including Present Registrations): 30 of 120 Completed Requirements: 6 of 20

Total Earned Credits (Including Present Registrations): 30

Non Visual Requirements				
Requirement	Minimum	Maximum	Applied	Status
BSC quality point average	2.00		2.92	✓
Concentration		3	0	✓

This is the audit report of the visual and non visual requirements needed to complete this program of study. The non visual requirements box consists of Overall GPA, Major GPA, Campus Residency, Major Residency, and Upper Division Calculations.

COURSE INFORMATION:

To reveal course information, click on the course when it is displayed in the audit.

Course Description

Code	Credits	Session
GES102	3	

HISTORICAL GEOLOGY

GES102
HISTORICAL GEOLOGY
3, 4/0; CM

Introduction to the history of the earth from its formation 4.5 billion years ago; the role of continental drift, seafloor spreading, and plate tectonics in its development; the evolution of life as shown in the fossil record.

OTHER FUNCTIONS

- Planned Courses
- Student Transcript
- My Websites
- What If Audit
- GPA Calculator
- GPA Calculator Tutorial
- Audit Tutorial
- Student Email Question and Concerns form to Audit.

PLANNED COURSES:

The feature Planned Courses in Degree Navigator allows you to work with your advisor on plotting your coursework. To use this feature click on Select when viewing the course description, OR go to Search, OR go to Planned Courses link that resides in the left hand pane.

Course Search

Keyword: Session:

Search in course description Results per page:

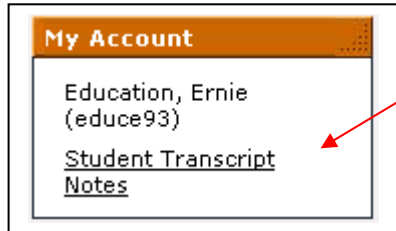
Your search returned 1 record.

<u>Code</u>	<u>Credits</u>	<u>Name</u>
ANT101	3	UNDERSTANDING CULTURE

You then are allowed to pick a term in the future for this course. This course will then appear on your audit sheet along with the rest of your completed coursework. You must remove these courses when you are done using this feature, as they can cause conflicts with your current registrations and their placement on the audit.

STUDENT TRANSCRIPT:

This contains all of your coursework that exists in the Degree Navigator database, listed by term.



Click on your Student Transcript to view a complete list of the coursework

This is not an official transcript. To obtain an official transcript contact the transcript office in Moot Hall 210 or call 878-4002.

This opens a course listing that can be printed in Internet Explorer by going to "File, Print".

The Special Codes field area is there to indicate transfer courses with the TR, TFR indicator, the institution code (such as DAEM), and the catalog number of the original course.

For Example: MTH104 from Daemen transferred into Buffalo State College as MAT311.

My Course List				
Education, Ernie				
Student Id: educe93				
Completed Courses				
Session	Course	Credits	Grade	Special Codes
20073				
	EDU312	6	current	
	GES101	3	current	
	MAT121	3	current	
	MAT311	3	A-	TR, TFR_DAEM_MTH104
	PSC340	3	A-	TR, TFR_DAEM_GVT247X
	REL321	3	A	TR, TFR_DAEM_REL221X
20071				
	EDU311W	6	A	WI
	GEG206	3	A	
	GES101	3	W	
	SWK319	3	B+	
20063				
	EDU310W	3	C+	WI
	HIS115	3	C-	
	HIS322	3	A-	

MY WEBSITES:

In the lower left hand corner of the screen there is a “My Websites” area that links you to the departmental website of your program of study as well as the online version of your General Education Requirements.

WHAT IF AUDIT:

It is possible in Degree Navigator to do a “What If” audit in Degree Navigator if you are considering changing majors. To do a “What If” go to Search, Degrees... This will open the Degree Search page: here you can enter a keyword such as Math, French or in this case Computer.

Degrees

Keyword:

Results per page: 10

Your search returned 5 records.

Name
Also Enrolled in: Computer Textile Design for Industry (4183)
B.S. in Computer Information Systems (0825)
Minor in Computer Information Systems (1825)
Pre-Computer Information Systems (0824)
Second major in Computer Information Systems (2825)

Click on the desired degree.

You are then launched into the Full Report of the requirements for a B.S. in Computer Information Systems and can see how your coursework would apply to that degree. You are notified in the Disclaimer which version you need to choose that will bring up your correct General Education Requirements. This is very important. To return to your program of study, click your degree in the left hand pane.

GPA CALCULATOR:

Go to TOOLS, GPA Calculator and follow the instructions. By properly using the GPA Calculator, you can see how your anticipated grades from your present registrations will impact your overall GPA.

TUTORIALS:

There are some tutorials available under **HELP** for using Degree Navigator. One is specifically geared to the transfer student coming into Buffalo State College. There is also a tutorial on using the GPA Calculator.

USER ACCOUNT AND CONCERNS FORM TO AUDIT:

Go to **HELP, EMAIL AUDIT**, if you have questions or concerns regarding your audit sheet that you would like to report to the Degree Navigator staff.

Questions regarding course placement in your major should be directed to your department of study first.

Questions concerning course translations from other institutions must be directed to the Admissions Department.

LOGGING OUT OF DEGREE NAVIGATOR:

To log out, simply click on the log out button and close your internet browser.

