

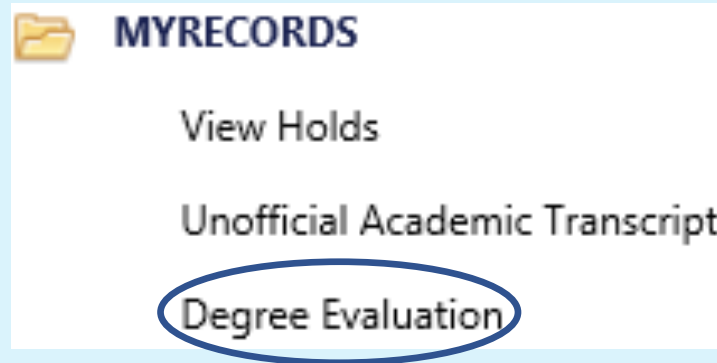
# How to Use the Transfer Tool in Degree Works

# What is the Transfer Tool

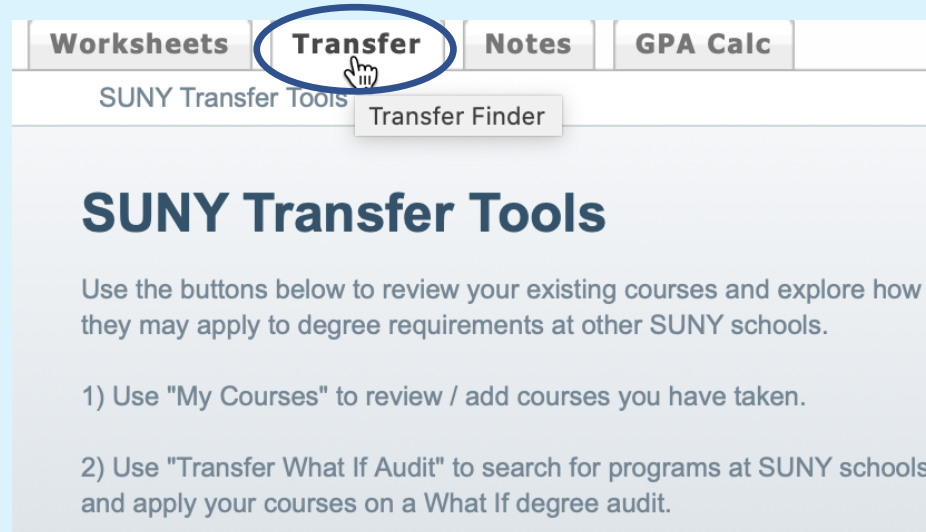
- The Transfer tool is a resource accessible through Degree Works that you and your advisor can use to plan for a transfer to another SUNY school and ensure that all your General Education Courses will transfer seamlessly.
- Note: Each of the SUNY schools accepts transfer courses differently. The number of credits and the grades that are acceptable for transfer are dependent on each school's unique transfer policies. You should speak with a representative at the transfer school if you have questions.

# How to Access Transfer Tool

- Log into the Portal with the URL: <https://mybcc.ncc.edu>
- Click the **My Records** link located on the left side of the Launchpad and select **Degree Evaluation**.




- Degree Works will open at the main student view page and the worksheet tabs will display. Enter your student ID and click on the “Transfer” tab to open the transfer tool.



# The Transfer Tool Options

- Once you click on the Transfer tab, you will see the following three navigation tools.

**COURSES AND AUDITS**

**My Courses**  
Review / enter classes you have taken.

**Transfer What If Audit**  
Compare up to 3 academic programs / schools at a time to see how your courses may transfer.

**Find Equivalent Courses within SUNY**  
Find classes you can take at other institutions to meet degree requirements.



# My Courses

- My Courses displays a list of all courses taken at Nassau Community College but does not include any courses that were transferred.
- To add courses taken at other institutions, click “Search/Add SUNY Schools” or “Add Other Schools” (for non-SUNY schools). Select the institution you wish to add and click “Add New Class.” Enter the courses which were taken at a previous schools. These courses will remain in your history until you delete them.

Search / Add SUNY Schools

Add Other Schools

▼ Hide All My Courses

▼ Nassau Community College

Add New Class

Class Code	Class Title	Grade	Credits	Term
MAT 102	Intro Statistics	C	3.000	2007 FALL

No manually added courses.

- Using this feature will ensure that your coursework earned from other institutions other than NCC appear in your Transfer What If Audit to provide a more accurate picture of your progress.

# Transfer What If Audit

- A Transfer What If audit allows comparison of up to three SUNY schools/programs simultaneously and provides the following three search options:

The screenshot shows the Transfer What If Audit search interface. The search criteria section has three options: SUNY Transfer Path, SUNY Transfer Path Majors, Academic Discipline, and Campus. Below these are buttons for 'See Comparison' and 'Clear Criteria'. The main header reads 'Select up to 3 Programs to Compare' and the results count is 'Results 0'. At the bottom, there are dropdown menus for 'SUNY Transfer Path', 'Academic Discipline', 'Major/Program', 'Degree', and 'Campus'.

- A total of 30 credits, comprised of 7 out of 10 General Education categories, must be completed at all SUNY schools in order to earn a degree. When a General Education course meets one of these categories, you will see “GETA Class Used” on the Transfer What If Degree Audit which indicates a course has been applied to that specific category.
- The ten General Education Categories are Basic Communication, Math, Natural Science, Social Science, American History, Western Civilization, Other World Civilizations, Humanities, The Arts and Foreign Language.
- The Transfer What If Audit will also show Degree Progress percentages. Degree progress is divided into two separate categories: **Requirements** and **Credits**. The Requirements Bar indicates the percentage of **requirements** the student has completed or is registered and is working towards. The Credits Bar indicates the percentage of **credits** the student has successfully completed.

# SUNY Transfer Path

- When a program is part of a Transfer Path, the transfer is essentially seamless, and you will receive credit for all General Education courses completed in that path.
- Click on the “SUNY Transfer Path” link. Select the desired path and click ok. All SUNY institutions that recognize the program as a Transfer Path will display.

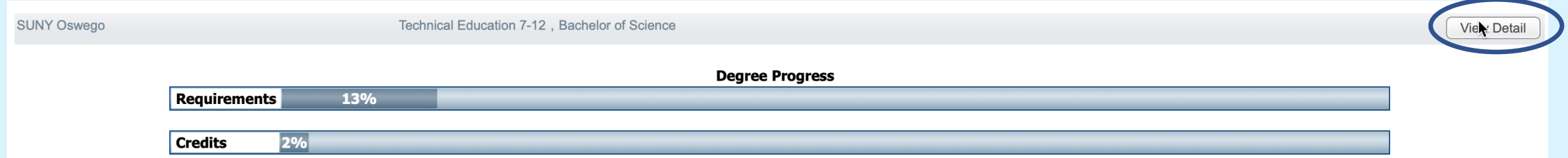
The screenshot shows the SUNY Transfer Path selection interface. At the top, there is a link labeled "SUNY Transfer Path" and a dropdown menu showing "Technology Education". Below this, there are sections for "Academic Discipline" and "Campus". A table of results is displayed, showing two entries for "Technology Education" at SUNY Oswego. The table has columns for "Select", "SUNY Transfer Path", "Academic Discipline", "Major/Program", "Degree", and "Campus". Below the table, there are two buttons: "See Comparison" and "Clear Criteria". The text "Select up to 3 Programs to Compare" is also visible.

Select	SUNY Transfer Path	Academic Discipline	Major/Program	Degree	Campus
<input checked="" type="checkbox"/>	Technology Education	Education	Technical Education 7-12	Bachelor of Science	SUNY Oswego
<input checked="" type="checkbox"/>	Technology Education	Education	Technology Education B-12	Bachelor of Science	SUNY Oswego

- Select the paths you wish to compare and click See Comparison or select “Clear Criteria” if you want to make different selections.

# SUNY Transfer Path (cont.)

- A degree progress bars will display for each selected path. Click “View Detail.” to see the full Transfer What If Audit and how your courses may apply to that degree program.



- Course Equivalencies, Requirements and Credits Bars are shown at the top of audit as well as the option to save as a PDF.

SUNY Oswego - Bachelor of Science in Technical Education 7-12

[Back to Transfer What If Audit Summary](#) [RESOURCES](#) | [Save Audit as PDF](#)

**Course Equivalencies**

Nassau Community College		SUNY Oswego DegreeWorks	
MAT 102	Intro Statistics	MAT 179	Measuring Life
C	3	Fall 2007	TC 3

**Degree Audit**

**Degree Progress**

Category	Progress
Requirements	13%
Credits	2%

**Degree in Bachelor of Science** Credits Required: 127 Credits Applied: 3

**Unmet conditions for this set of requirements:**

- ☐ **90 Liberal Arts Credits** **Still Needed:** You currently have 3; you still need 87 more credits.
- ☐ **42 Upper Division Credits** **Still Needed:** You currently have 0; you still need 42 more credits at the 300 and 400 course level. Courses transferred from two-year schools do not count as upper division.

Repeating course(s) for a better grade may result in double-counting of credit while in progress. When graded, only one of the course(s) will count.

☐ **SUNY General Education Requirements** **Still Needed:** See [SUNY General Education Requirements](#) section



# Academic Discipline

- If you want to pursue a specific program at another SUNY Institution, select the Academic Discipline link. Select the discipline you want to pursue and click ok. A list of SUNY institutions that offer those programs will display.
- You can select up to three majors to see how your credits/courses will apply to each program and what your degree progress will be.
- Select the programs you wish to compare and click See Comparison or select “Clear Criteria” to make different selections.

The screenshot displays the 'SUNY Transfer Path' web application. At the top, there are links for 'SUNY Transfer Path' and 'SUNY Transfer Path Majors'. Below these, the 'Academic Discipline' link is circled in blue. To its right, a dropdown menu shows 'Engineering' selected, also circled in blue. Below the 'Academic Discipline' link, the 'Campus' link is circled in blue. Further down, there are two buttons: 'See Comparison' and 'Clear Criteria', both circled in blue. To the right of these buttons is the text 'Select up to 3 Programs to Compare'. On the far right, it says 'Results 25'. Below this is a table with columns: 'Select', 'SUNY Transfer Path', 'Academic Discipline', 'Major/Program', 'Degree', and 'Campus'. The table lists three programs: 'Physics' (unchecked), 'Engineering: Computer' (checked), and 'Engineering: Electrical' (checked). The 'Engineering: Computer' and 'Engineering: Electrical' programs are both listed as 'Bachelor of Science' degrees at 'SUNY New Paltz'.

Select	SUNY Transfer Path	Academic Discipline	Major/Program	Degree	Campus
<input type="checkbox"/>	Physics	Engineering	Physics leading to the 3+	Bachelor of Science	SUNY Cortland
<input checked="" type="checkbox"/>	Engineering: Computer	Engineering	Computer Engineering	Bachelor of Science	SUNY New Paltz
<input checked="" type="checkbox"/>	Engineering: Electrical	Engineering	Electrical Engineering	Bachelor of Science	SUNY New Paltz

# Academic Discipline (cont.)

- A degree progress bar will display for each selected program. Click “View Detail.” to see in a degree audit format how your courses/credits will transfer

Back to Program Search

SUNY New Paltz Computer Engineering , Bachelor of Science View Detail

**Degree Progress**

Requirements 16%

SUNY New Paltz Electrical Engineering , Bachelor of Science View Detail

**Degree Progress**

Requirements 16%

- Course Equivalencies, Progress Requirements Bar, and Save as PDF are shown at top of audit.

Back to Transfer What If Audit Summary

RESOURCES | Save Audit as PDF

**SUNY New Paltz Degree Works**

**Course Equivalencies**

Nassau Community College		SUNY New Paltz Degree Works	
MAT 102	Intro Statistics	MAT 241	Intro To Statistics
C 3	Fall 2007	TC 3	

**Degree Audit**

**Degree Progress**

Requirements 16%

**Degree in Bachelor of Science**

A minimum of 30 credits must be taken in residence.  
The last 15 credits must be taken in residence.

**120 Total Credits** Still Needed: You have transferred 3 credits but need 117 transfer credits above D

A MINIMUM OF 120 CREDITS ARE REQUIRED TO GRADUATE. A MINIMUM OF 150 CREDITS ARE REQUIRED FOR A DUAL DEGREE. IF YOU ARE REPEATING A COURSE IN YOUR FINAL SEMESTER, AND HAVE RECEIVED AN EMAIL STATING SUCH, PLEASE DOUBLE CHECK YOUR OVERALL CREDIT TOTAL. YOU CANNOT RECEIVE CREDIT TWICE FOR THE SAME COURSE.

**Upper Division Requirement** Still Needed: See Upper Division Requirement section

# Campus

- If you are looking to transfer to a specific SUNY institution, select the Campus link. Select the desired schools and click Ok.
- This option allows you to choose up to three colleges to compare and view the programs that each offers.
- Select the programs you want to compare and click “See Comparison” or select “Clear Criteria” to make different selections.

**Campus** Farmingdale State College x SUNY Old Westbury x

**See Comparison** **Clear Criteria** **Select up to 3 Programs to Compare** **Results 123**

Select	SUNY Transfer Path	Academic Discipline	Major/Program	Degree	Campus
<input checked="" type="checkbox"/>		Computer And Information Sciences And Support Se	Computer Programming/I	Bachelor of Science	Farmingdale State College
<input type="checkbox"/>		Computer And Information Sciences And Support Se	Computer Programming/I	Bachelor of Science	Farmingdale State College
<input type="checkbox"/>		Computer And Information Sciences And Support Se	Computer Programming/I	Bachelor of Science	Farmingdale State College
<input type="checkbox"/>		Computer And Information Sciences And Support Se	Computer Programming/I	Bachelor of Science	Farmingdale State College

# Campus (cont.)

- The Degree Progress, Credits and Requirements bars display for each selected institution.

The screenshot shows the top navigation bar with a 'Back to Program Search' link. Below it, the institution 'Farmingdale State College' and the program 'Computer Programming/Information Systems - Database conc , Bachelor of Science' are displayed. A 'View Detail' button is circled in blue. Below the header, the 'Degree Progress' section shows two progress bars: 'Requirements' and 'Credits', both at 2%. A tooltip for the 'Credits' bar states: 'Percentage of credits completed (excluding excess electives)'.

Click View Detail to see how courses will transfer at each institution. Course Equivalences, Requirements and Credits Bars, and Save as PDF display at top of audit.

The screenshot shows the 'Farmingdale State DegreeWorks' 'Degree Audit' page. At the top, there's a 'Back to Transfer What If Audit Summary' link and a 'Save Audit as PDF' button. The page is divided into sections: 'Course Equivalencies' (showing a transfer from Nassau Community College's MAT 110 to Farmingdale State's MTH 110), 'Degree Audit' (with 'Degree Progress' bars for Requirements and Credits at 2%), and 'Degree in Bachelor of Science' (showing 'Credits Required: 121' and 'Credits Applied: 3'). A summary box at the bottom states: 'Unmet conditions for this set of requirements: Total Credits Required for Degree: You currently have 3, which includes In-Progress classes you are taking, you still need a minimum of 118 more credits. In-Residency Requirement: Last 30 Credits must be taken at Farmingdale, with 15 of those credits in the major. In addition, at least 9 of the 15 credits in the major must be taken at the 300/400 level. GPA will be computed once a semester is completed. SUNY General Education Requirements. Still Needed: See SUNY General Education Requirements section'.

# Find Equivalent Courses within SUNY

- This feature allows you to see if a specific course is equivalent to courses offered at other SUNY institutions.
- Input the course and number you wish to search for and select the institution where it was taken. For example, if you took Eng. 101 at Nassau Community College, input “Eng 101” in the course box, and select Nassau Community College in the School box if necessary.
- Click “Search for Equivalents.” A list of all SUNY and other institutions where one or more courses has been equated to “Eng 101” will display. Scroll through the list to find an equivalent course, and hover over the Conditions icon to see any special conditions. You can sort by Course or School Name by clicking on the column headers.

Course  School

Course Equivalents for ENG 101 at Nassau Community College

Course	School Name	Conditions
ENG 101	SUNY Adirondack Cmty College	
ENG 101	SUNY Clinton Cmty College	
ENG 101	SUNY Coll Oswego	
ENG 101	SUNY Dutchess Cmty College	

A minimum of 3.0 credits is needed for ENG 101.  
A maximum of 3.0 credits is allowed for ENG 101.  
A minimum grade of C is needed for ENG 101.  
Student's intended School is equals to UG