



# Welcome to the Hunter Degree Information for Graduation (DIG) worksheet Introductory slide show.

This includes responses to most frequently asked questions and an overall review of the DIG worksheet blocks.



You can click on the Bookmark icon to view list of slide topics.



# What is DIG?

**Degree Information for Graduation (DIG)** is an advisement tool designed to help you understand the degree requirements for General Education and your major. This degree advisement system is a Web based program that takes the courses from your transcript, reorganizes and applies them to fulfill the requirements for your degree.

# What are the Benefits of DIG?

A **Degree Information for Graduation (DIG)** worksheet helps you:

- Identify the courses/requirements you must complete to earn your degree (including G.E.R. and Major requirements).
- Select the best courses for the next semester.
- Review for any courses you are registered for that do not count towards your degree (NOTE: Registering for courses that do not apply to your requirements slows down your progress towards graduation and will jeopardize your TAP eligibility).
- Find out how the courses completed meet the new major requirements before you select or change your major officially.
- View the grades, transfer credits and/or exceptions applied to your transcript.
- Confirm your academic standing, class status and Grade Point Average (GPA).
- Estimate how many semesters it will take you to graduate.

# How do I access DIG?

In order to access Degree Information for Graduation (**DIG**) system on-line, you will need to have created a login account to the **CUNY portal**.

If you do not already have a CUNY portal ID, [click here](#) for directions on how to create one.

If you already have an account, [click here](#) to be linked to the CUNY Portal. Log In then select “Student Advisement/Degree Audit” on your “My Page.”

NOTE: If the system states that you already have an account, and you have forgotten your User ID/password, you can go to the Hunter Help Desk (109-HN), call 212-650-3624 or email them at [snet@hunter.cuny.edu](mailto:snet@hunter.cuny.edu) and they will email you your CUNY Portal user name and password.

# How often should I look at DIG?

Your **DIG** worksheet is accessible from most networked computers any time. Use **DIG**:

- When selecting courses that meet your degree requirements (especially for TAP eligibility).
- Before registration or meeting with an advisor (print your worksheet and use it when planning your program for the next semester).
- To create a list of questions to discuss with your advisor.
- After registration, to confirm the courses selected for each session.
- After grades are posted, to review remaining requirements.

# How is DIG different from a transcript?

- Your **DIG** *worksheet* is a computerized program that displays courses completed and remaining when compared against required courses for a specific degree program and is to be used for advisement purposes only.
- Your **transcript** is the official college record listing the courses taken each semester. It must be requested from the Registrar's Office (can be ordered online).

# Planning to select or change your major? See how your courses would apply before you decide!

To view how your courses count in a different major:

- Click on the “What If” button
- You must first select the degree program of interest (ex. Bachelor of Fine Arts)
- **Next, select the catalog year that matches the year you enrolled**
- Select the new major you are considering under “Choose Your Different Area of Study”
- Select the new minor you are considering, if any.
- Process “New Major and/or New Minor” by clicking on the **PROCESS WHAT-IF** button  
(NOTE: “Process What-If” processing time can take up to one minute)
- Review carefully how your courses count in this new major
- If you decide to officially select/change your major, obtain a signature from the new academic department on the Major/Minor Declaration Approval form and return it to the OASIS (Room 217 North)
- Once your major is officially selected/changed, it will be updated in **DIG**

# How does DIG decide the way courses are applied?

**DIG** is designed using a “best fit” algorithm, matching courses to requirements. **As information on the transcript changes, the “best fit” may also vary.**

**DIG** will try to apply the student’s coursework as efficiently as possible. However, since it is an automated system and is still very new, it is possible that some courses may be applied to requirements or sections that were not the student’s original intention. This is more likely to happen when he or she first declares a major or tries to change that major, since the student has fewer completed courses and many remaining requirements.

This should not be a cause for concern, as all courses will be properly applied during the official graduation review by Degree Audit.



# What does DIG look like?

1. Student Information Section
2. Degree Requirements checklist
3. CUNY Skills Assessment Tests in Reading, Writing & Math
4. GER: Core Stages 1, 2, & 3
5. GER: Graduation Requirements: Writing, Foreign Language and Pluralism & Diversity
6. Major/Minor Requirements Section
7. Elective courses
8. Insufficient (unsuccessful course attempts)
9. In-Progress courses
10. Not Counted
11. Disclaimer

The screenshot displays the Hunter College Degree Information System (DIG) interface. The page is titled 'HUNTER COLLEGE DEGREE INFORMATION FOR GRADUATION'. It features a navigation menu at the top and a main content area with several sections. The sections are numbered with blue callouts:

- 1**: Student Information Section (top right)
- 2**: Degree Requirements checklist (top left)
- 3**: CUNY Skills Assessment Tests in Reading, Writing & Math (middle right)
- 4**: GER: Core Stages 1, 2, & 3 (middle right)
- 5**: GER: Graduation Requirements: Writing, Foreign Language and Pluralism & Diversity (middle right)
- 6**: Major/Minor Requirements Section (middle left)
- 7**: Elective courses (bottom left)
- 8**: Insufficient (unsuccessful course attempts) (bottom left)
- 9**: In-Progress courses (bottom right)
- 10/11**: Not Counted and Disclaimer (bottom left)

# Section 1 – DIG Sample Block

## > Student Information Section

Hunter College					
<b>A</b>	<b>Student View</b> AE524422 as of 08/28/2012 at 05:55				
<b>B</b>	<b>Student</b>	TESTPERSON, THOMAS H.	<b>Cumulative GPA</b>	3.379	<b>E</b>
<b>C</b>	<b>ID</b>	*****0010	<b>Degree</b>	Bachelor of Arts	<b>G</b>
<b>C</b>	<b>Admission Status</b>	Entering Fre	<b>Class Status</b>	Upper Senior	<b>H</b>
<b>D</b>	<b>Special Program(s)</b>	Honors Colle	<b>Major s</b>	Engl Ling & Rhet History	<b>I</b>
			<b>Minor</b>	Spanish Cultures + Lit	<b>J</b>
				<b>CUNY A.A./A.S. Degree</b>	
				<b>Catalog Year</b>	2008-2009 Undergraduate
				<b>Total Transfer Credits</b>	
				<b>Last Semester Attended</b>	Spring 2011
				<b>Semester of Matriculation</b>	Fall 2008
<b>K</b>	<b>Legend</b>				
	<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<b>(TR)</b> Transfer Class		
	<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	<b>(@)</b> Any course number		
		<b>(MX)</b> Administrative Grade, Not in GPA	<b>(IP)</b> In-Progress		

- A. Student View** contains an Audit number (AA#) and date/time stamp. This information is critical when you need to ask questions about an audit or when reporting a problem.
- B. Student Name & ID number** will display on all print outs (NOTE: Only the last four digits of the student identification number will be displayed).
- C. Admission Status** displays information regarding Admission upon entry to Hunter.
- D. Special Programs** will show if a student is participating in a special program at the College.
- E. Cumulative GPA** is the total grade point average for all of the semesters combined.
- F. Degree, Class Status & Major/Minor** (always double check that this reflects the degree program of interest).
- G. CUNY AA/AS Degree** alerts viewer if a CUNY associate's degree was completed prior to enrollment at Hunter.
- H. Catalog Year** specifies the Catalog Year requirements being displayed.
- I. Total Transfer Credits** indicates the number of transfer credits granted by the College.
- J. Last Semester Attended/Semester of Matriculation** displays respectively the last semester the student was enrolled as well as their first semester of enrollment as a matriculated student.
- K. Legend** (see the next slide for more information).

# More information about the LEGEND

## Legend

K

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	(TR) Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	(@) Any course number
	(MX) Administrative Grade, Not in GPA	(IP) In-Progress

Requirement/course is completed

@ Wild Card indicates any course/extension number (i.e. ENGL@=any ENGL course; ENGL 250@ = any ENGL "Topics in Literature" course)

Requirement is not complete

In progress (course/requirement is in progress to being completed)

See Advisor (when student is nearing completion of a group of requirements, they are referred to an advisor for verification)

TR Transfer course from another college

IP Course a student is currently registered for (can be past, current or future semester)

MX Used by **DIG** only to capture data for non-traditional courses (i.e. AP exams, exemptions). It has no value in your GPA.

PL Displays courses applied through the "Process Audit" within Planner or the Look Ahead features

“:” A colon between class numbers indicates a range of courses (i.e. SPAN 10100:10600 = any SPAN course number between, and including, SPAN 100 to SPAN 106)

#F Repeated "F" Grade, grade is excluded from GPA calculation

# Section 2 – DIG Sample Block

## > Degree Requirements

Degree in Bachelor of Arts		Credits Required: 120	Credits Applied: 77
<b>Unmet conditions for this set of requirements:</b>		A minimum of 120 credits is required. You have 77 credits applied to your degree. You still need 43 additional credits. A minimum of 30 credits must be taken in residence from Hunter.	
NOTE: If you have an exemption, waiver, substitution on your official transcript that is not applying on this DIG progress audit, please utilize the Report a Problem option.			
<input type="checkbox"/>	GPA Requirement	<b>Still Needed:</b> A 2.0 GPA is required for graduation.	
<input checked="" type="checkbox"/>	CUNY Skills Assessment Tests		
<input checked="" type="checkbox"/>	Exempt GER Core Stage 1: CUNY AA/AS Degree		
<input checked="" type="checkbox"/>	Exempt GER Core Stages 2 & 3: CUNY AA/AS Degree		
<input checked="" type="checkbox"/>	GER: Writing Requirement		
<input type="checkbox"/>	GER: Foreign Language Requirement	<b>Still Needed:</b> See <b>GER: Foreign Language Requirement</b> section	
<input type="checkbox"/>	GER: Pluralism & Diversity Requirement	<b>Still Needed:</b> See <b>GER: Pluralism &amp; Diversity Requirement</b> section	
<input type="checkbox"/>	Major Requirements	<b>Still Needed:</b> See <b>Major in Political Science</b> section	
<input checked="" type="checkbox"/>	Minor optional		
NOTE: As of Spring 2009 the minor is optional for most B.A. students. Students wishing to declare a minor after Spring 2009 must contact the minor department for approval.			

This section includes a quick checklist for all of the specific requirements for your degree program:

- GPA Requirement (minimum GPA required may vary by major)
- CUNY Skills Assessment Tests
- GER Core: Academic Foundations, Broad and Focused Exposure
- Graduation requirements such as Writing, Foreign Language, and Pluralism & Diversity
- Major Requirements
- Minor optional

**NOTE:** When a requirement has not been fulfilled, the **DIG** worksheet will display a “Still Needed” message. The “**Still Needed**” message may also refer you to another area (See **GER:...**) within the **DIG** worksheet for more information.

## Section 3 – DIG Sample Block

### > Skills Assessment Requirements

✓ CUNY Skills Assessment Tests	
✓ CUNY Math Requirement	MATHRETEST: P
✓ CUNY Reading Test Exempted	
✓ CUNY Writing Test Passed	

All Students admitted to Hunter must pass the CUNY basic skills assessment tests in Reading, Writing and Mathematics\* .

NOTE: Students may also display mastery (and thus be exempted) by meeting specific score criteria on the SAT, English or Math Regents. For more information, consult your College catalog.

\* Whether or not you have demonstrated proficiency in Math, all students must take the math **placement** test before registering. Visit the Testing Center, Room N150 or call 212-772-4898.

# Section 4 – DIG Sample Block

## > GER Core Section: Stage 1

GER Core: Academic Foundations		Catalog Year: 2012-2013 Undergraduate			
<input type="checkbox"/> STAGE 1 - ACADEMIC FOUNDATIONS					
<input checked="" type="checkbox"/> 1A Expository Writing	ENGL 12000 Satisfied by	COMP & RHET 1 PN - U BRIDGEPORT	TR	3	Transfer
<input type="checkbox"/> 1B Quantitative Reasoning	Still Needed:  ( 2 to 3 Credits and 1 Class in CSCI 12100 or ECO 22100 or MATH 10000 or 10200 or 10400 or 11000 or 11100 or 12500 or 15000 or 15500 or 16000 or STAT 11000 or 11300 or 21200 or 21300 )				
<input checked="" type="checkbox"/> 1C U.S. History	POLSC 11000	AM GOVT: HIST INTRO	IP	(3)	Fall 2012

The Core Requirement, comprised of designated courses, is divided into three sequential stages the first of which is Academic Foundations.

### Regulations for the GER Core are:

1. A course may be used to satisfy only one core requirement.
2. Not more than two courses per department or program may be applied to satisfy Core requirements. Exceptions to this are the courses in Stage 1.\*
3. All courses satisfying Core: Stage 2 Groups A-D must be from different departments or programs.\*
4. Students may apply up to two courses from their major to satisfy Stage 1 and Stage 2 of the Core. NOTE: These two courses must be divided between Stage 1 and Stage 2 (both courses from the major cannot be applied toward a single stage). NOTE: For students who have declared two or more majors, they can still apply up to two courses from the first major (one course toward Stage 1 and the other toward Stage 2) while courses from minors and additional majors can be used without limit to satisfy Stages 1, 2, and 3 of the Core.

\*All CUNY Macaulay Honors College (MHC or CHC) courses designated for the Core requirement may be applied toward the Core.

# Section 4 – DIG Sample

## > GER Core Section: Stages 2 & 3

GER Core: Broad & Focused Exposure - Undeclared		Catalog Year: 2011-2012 Undergraduate			
NOTE: Courses that fulfill GER Core requirements may change when your major is declared. To determine how a specific major will apply the courses on your record to DIG, please utilize the What-If tab.					
<b>STAGE 2 - BROAD EXPOSURE</b>					
NOTES: All courses satisfying Stages 2A through 2D must be from different disciplines. ENGL 250-252 may be used for Stage 2C only if ENGL 220 is not used for Stage 2A. Two courses are required for Stage 2E, one of which must include a laboratory component. These courses may be in the same discipline.					
<input type="checkbox"/> 2A Survey of Literature Written in English	<b>Still Needed:</b> 3 Credits and 1 Class in ENGL 22000 or AFPRL 23500 or 23600 or 23700 or 23800 or LACS 43423				
<input type="checkbox"/> 2B Social Science-People & Their Societies	GEOG 15000	WORLD REGIONAL GEOG	IP	(3)	Fall 2012
	WGS 10000	INT WOMENS STUDIES	C	3	Fall 2011
<input type="checkbox"/> 2C Humanities-Cultures & Ideas	MEDIA 18000	INT TO MEDIA STUDIES	IP	(3)	Fall 2012
<input checked="" type="checkbox"/> 2D Visual & Performance Arts	ARTH 11100	INTRO:HISTORY OF ART	A-	3	Fall 2011
<input type="checkbox"/> 2E Natural Sciences					
	CHEM 100LC	ESSEN-GEN CHEM (LEC)	TR	3	Transfer
	Satisfied by	- BORO OF MANHATTAN COMMUNITY			
	CHEM 101LB	ESS OF GEN CHEM-LAB	TR	1	Transfer
	Satisfied by	- BORO OF MANHATTAN COMMUNITY			
	PGEOG 13000	WEATHER AND CLIMATE	IP	(4)	Fall 2012
<b>STAGE 3 - FOCUSED EXPOSURE</b>					
<b>Still Needed:</b> Courses offered by the first major department and courses cross-listed with that department's courses cannot be used to fulfill Stage 3.					
<input type="checkbox"/> 3A Humanities or Visual & Performing Arts	ARTH 24500	RLSM IMPR&PST IMPR	IP	(3)	Fall 2012
<input type="checkbox"/> 3B Social or Natural Science or Math					

The Remaining Core Stages are: Stage 2 Broad Exposure and Stage 3 Focused Exposure. Please read the Core Requirements from the previous slide in order to better understand Core regulations. In addition, you can also refer to your Catalog for more information.

# Section 5 – DIG Sample Block

## > GER Graduation Requirements: Writing

GER: Writing Requirement		Catalog Year:	2009-2010 Undergraduate	Credits Applied:	6
<b>Unmet conditions for this set of requirements:</b> 9 credits of Writing Intensive Courses are required; you still need 3 more.					
Any Writing Intensive course section identified by a 'W' 'I' 'Q' 'HONS' 'CHC' or 'MHC' will apply to this requirement. <b>IMPORTANT NOTE IF YOU HAVE RETURNED TO HUNTER FOR A 2nd DEGREE:</b> Second degree students who transferred 'W' courses from their first degree at Hunter will not see these courses applying on DIG at this time.					
<input type="checkbox"/> Writing Requirement					
<input type="checkbox"/> Matriculating with fewer than 31 Transfer Credits	POLSC 11000 POLSC 20000	AM GOVT:HIST INTRO(W) INTRO POL IDEAS(W)	A B+	3 3	Fall 2011 Spring 2012
	<b>Still Needed:</b> Nine credits of Writing Intensive are required. Please see the online class schedule to identify the eligible Writing Intensive sections being offered.				

Hunter is pleased to offer special sections of courses designated as **Writing Intensive** or “W”. These sections\* are specially designed to ensure that all students have significant writing experiences. All “W” course sections must be completed at Hunter and selection varies by semester. The maximum number of writing intensive, W-designated course sections a student must take is three (3).

The number of W-designated course sections a student must complete depends on the total number of earned credits at the time of matriculation at Hunter:

- Transfer students matriculating with 31-59 transfer credits must take at least two (2) “W” sections
- Transfer students matriculating with 60+ transfer credits must take at least one “W” section
- All other students (including Transfer students with less than 30 transfer credits) must take three (3) “W” sections.

\***CRITICAL INFORMATION:** This requirement is not course-specific, meaning while several sections of a specific course might be offered during a semester, only one section may have the “W” designation. **It is critical that students register for sections with the “W” designation to fulfill this requirement. NOTE: You can check your eSIMS record in order to confirm that a “W” appears on the section you are registered for, otherwise the section you plan to take may not be applied towards this requirement.**



## Section 5 – DIG Sample Block

### > GER Graduation Requirements: Foreign Language

GER: Foreign Language Requirement		Catalog Year: 2009-2010 Undergraduate				
Courses taken in preparation for an advanced language course will appear here. NOTES: Foreign language courses are not always required. This is determined by successful completion of high school courses, competency demonstrated through proficiency exams or exemption. Foreign language courses that are not needed to fulfill a College requirement will appear in the Electives block. NOTE: All Foreign Language 101 courses without the collateral 102 are deducted for credits and grade prior to graduation. Please refer to the Undergraduate Catalog for more information.						
<input type="checkbox"/> Foreign Language Courses	Still Needed:	SPAN 10100	ELEMENTARY SPANISH 1	C	3	Spring 2012
		SPAN 10200	ELEMENTARY SPANISH 2	IP	(3)	Fall 2012
		( 3 Credits and 1 Class in SPAN 10300 or 20000 or 20100 or 20700 )				
<input type="checkbox"/> Required Course	Still Needed:	1 Class in ARB 20200 or 24800 or 30100 or 30200 or CHIN 20200 or 30100:30400 or 30600 or 30700 or 401@ or 40200 or FREN 20200 or 20300 or 20800 or 21100 or 27500 or 31200 or 32100 or 33100 or 33500:33700 or 34100:34400 or 34600 or 34800:35100 or 35300 or GERMN 20200 or 20300 or 30100 or 30200 or 31200 or 31300 or 32000:32300 or 32700 or 32800 or 33400:33600 or 33900 or 34100 or 34200 or 34500 or 34700 or 34800 or 35000 or 35300 or 38100 or 38300 or 44400 or 385@ or GRK 20200 or 20300 or 30100:30500 or 30700 or 30900:31100 or HEBR 20200 or 20600 or 31000 or 31100 or				

All students must demonstrate foreign language proficiency at the 12cr level or its equivalent in the same language.

Students must complete four semesters of language courses or an equivalent combination of college and high school courses in the same language.

*Please be aware that, although they appear on the DIG system, foreign language 101-level courses are not officially credited without their 102 companion course.*

**IMPORTANT: All BA, BFA and BMus students must fulfill a graduation requirement of intermediate (fourth semester) foreign language proficiency.** BS students should consult their programs regarding specific requirements. It is recommended that students begin the first two semesters of foreign language within their first 30 credits. Gaps in language instruction can make advanced language courses more difficult, thus it is strongly recommended that students complete language courses in consecutive semesters when possible.

*NOTE: One Foreign Language course at the 202-level or higher is needed to fulfill the Foreign Language Requirement. The exceptions are courses for native speakers. These must be at the 208-level or higher.*

# Section 5 – DIG Sample Block

## > GER Graduation Requirements: Pluralism & Diversity

GER: Pluralism & Diversity Requirement		Catalog Year: 2010-2011 Undergraduate			
<input checked="" type="checkbox"/> Group A: Non-European Societies	ARB 25200	LIT ISLAMIC WRLD (W)	C+	3	Spring 2011
<input type="checkbox"/> Group B: Groups in the U.S.A.	Still Needed:	1 Class in <b>AFPRL</b> 10100 or 10000 or 10200 or 10300 or 14100 or 20300 or 20400 or 20500 or 22000 or 23600 or 23700 or 23800 or 24300 or 24400 or 25500 or 29001 or 29020 or 29030 or 29035 or 29041 or 29053 or 29066 or 30400 or 30900 or 31300 or 31800 or 31900 or 32000 or 32100 or 35100 or 35600 or 36200 or 38700 or 39025 Term > 2012A or 42858 or 42859 or <b>ANTHC</b> 21100 or 21500 or 21800 or 32089 or 42659 or <b>ASIAN</b> 210@ or 220@ or 230@ or 320@ or 330@ or 340@ or 351@ or 390@ or 49000 or 49100 or <b>ENGL</b> 25080 or 25088 or 25092 or 25096 or 25552 or 256@ or 25852 or 25856 or 318@ or 32000 or 321@ or 323@ or 32400 or 38967 or 39053 or 49469 or 34700 or <b>FILM</b> 21451 Term >= 2012A or 32700 or <b>GEOG</b> 24100 or 34200 or <b>LACS</b> 43423 or 43414 or 43415 or 43448 or 43483 or 43491 or <b>MEDIA</b> 32700 or 39921 or <b>MUSHL</b> 21700 or 22100 or 26156 or <b>NURS</b> 34600 or 38400 or <b>PHILO</b> 22600 or <b>POLSC</b> 22100 or 31701 or 32000 or 22800 or <b>REL</b> 25400 or 25600 or <b>SOC</b> 21700 or 30700 or 22506 or 22507 or 22508 or <b>THEA</b> 21400 or 21500 or <b>URBS</b> 40365 or 40367 or <b>WGSL</b> 20017 or 20600 or <b>WGS</b> 20017 or 20058 or 20068 or 20092 or 30036 or 30048 or 30073 or 31851 or 31954 or 32900			
<input type="checkbox"/> Group C: Women, Gender & Sexual Orientation	SOC 20100	SOC OF THE FAMILY	IP	(3)	Fall 2012
<input checked="" type="checkbox"/> Group D: European Societies	BIOL 100 & 102/160 may satisfy Group C or D only if both courses are taken at Hunter.				
	PHILO 10600	PHILO,POLTCS & SOCTY	B+	3	Spring 2012

This graduation requirement is comprised of four groups (A,B,C,D) each with their own designated courses. A course can satisfy only one of these four groups, though it may also satisfy a requirement in the Core, major and minor.

NOTE: This requirement applies to all students entering Hunter college in Fall 1993 or later.

# Section 6 – DIG Sample Block

## > Major Requirements

Major in Political Science		Catalog Year:	2012-2013 Undergraduate	Credits Required:	30
		Major GPA:	4.000	Credits Applied:	18
<b>Unmet conditions for this set of requirements:</b>		30 credits are required; you still need 12 more. Three 300-level or POLSC 492 Honors courses are required. You still need 3 credits.			
<input type="checkbox"/> American Government & Politics Subfield		POLSC 31721 is not allowed toward the American Government & Politics requirement.			
<input type="checkbox"/> American Gov't Courses	<b>Still Needed:</b>	3 Credits and 1 Class in <b>POLSC</b> 21100 or 21200 or 21300 or 21400 or 21500 or 217@ or 21800 or 21900 or 22600 or 23000 or 23500 or 23800 or 24000 or 24400 or 26300 or 27400 or 30100 or 317@ or 32000 or 32100 or 34000 or 34100 or 34200 or 34300 or 34800 or 48008 or 48018 or 48252 or 48253 or 48657 or 49211 or 49212 or 49213 or 49221 or 49222 or 49223 <u>Except</u> <b>POLSC</b> 31721			
<input checked="" type="checkbox"/> Political Theory Subfield					
<input checked="" type="checkbox"/> Theory Courses	<b>POLSC 30100</b>	AMER. POL THOUGHT	A	3	Summer 2012
<input type="checkbox"/> Comparative Politics Subfield					
<input type="checkbox"/> Comparative Courses	<b>Still Needed:</b>	3 Credits and 1 Class in <b>POLSC</b> 11700 or 22000 or 250@ or 25100 or 25200 or 25300 or 25400 or 25500 or 25600 or 25700 or 26000 or 26200 or 26300 or 26400 or 26500 or 26700 or 26900 or 272@ or 27900 or 31000 or 31500 or 31721 or 35100 or 35200 or 353@ or 372@ or 37800 or 48012 or 49231 or 49232 or 49233			
<input checked="" type="checkbox"/> International Politics Subfield					
<input checked="" type="checkbox"/> International Politics Courses	<b>POLSC 27800</b>	INT'L ORGNIZATION	IP	(3)	Fall 2012
<input type="checkbox"/> Political Science Electives		Internship, independent study and experiential courses will not satisfy any of the four required subfields. POLSC 492 Honors courses may be used toward their designated subfields.			
<input type="checkbox"/> Elective Courses	<b>POLSC 11100</b> <b>Satisfied by</b> <b>POLSC 27000</b> <b>POLSC 27500</b> <b>POLSC 32000</b>	INRO AMER GOV'T - BORO OF MANHATTAN COMMUNITY INT'L RELATIONS POL OF GLOBAL ECO ETHNIC POLITICS	TR IP IP IP	3 (3) (3) (3)	Transfer Fall 2012 Fall 2012 Fall 2012
		<b>Still Needed:</b> 6 Credits in <b>POLSC</b> 1@ or 2@ or 3@ or 4@			

This section lists all of the specific courses required for your major.

**“Still Needed”** identifies requirements that still need to be completed for your major and will provide you with the details of what courses/credits can fulfill the requirement. Students must declare a major no later than the semester in which the combination of credits earned and currently registered for totals 61 or greater.

NOTE: These requirements can be identified as a specific class (or the ability to choose from the courses listed) or as the number of credits required within a specific discipline. REMINDER: The “@” sign indicates any course number within the discipline listed (i.e.: HIST @ = any HIST course).

# Section 6 – DIG Sample Block

## > Minor Requirements

### ✓ Minor in Anthropology

Catalog Year: 2011-2012 Undergraduate

GPA: 0.000

As of Summer 2009 the declaration of a minor became optional for BA students. NOTE: This block is automatically checked off . See your Minor advisor to confirm that you have met all of your minor requirements. The requirements for a minor in Anthropology is 13 credits in the following courses: ANTHC 101, 126, 151, and ANTHP 101 or 102. A grade of C grade or higher in all courses is required. Please see the minor department for more information.

As of Summer 2009, the declaration of a minor is optional. The average minor consists of a minimum of 12 credits and must be approved by the minor department. NOTE: Courses in the minor may be used without limit to satisfy Core Stages 1, 2, 3, the Writing and Pluralism & Diversity requirements.

**IMPORTANT:** Since the minor is no longer required, and **DIG** is used for Financial Aid purposes, required courses for the minor cannot be pre-programmed into the system. Thus, they often fall under the “Electives” on the **DIG** worksheet.

Students can use the What-If tab, located on the left of the **DIG** worksheet, to review minor requirements. NOTE: These courses cannot double count for both minor and elective. This should not be a cause for concern, as all courses will be properly applied during the official graduation review by Degree Audit.

# Section 6 – DIG Sample Block

## > Minor Requirements

<input type="checkbox"/> W-IF Minor in Anthropology		Catalog Year:	2011-2012 Undergraduate	Credits Required:	13
		GPA:	0.000	Credits Applied:	10
<b>Unmet conditions for this set of requirements:</b>		13 credits are required; you still need 3 more. A minimum of 7 credits must be taken in residence; you still need 4 more. Minimum Credits unsatisfied Your GPA is 0; a GPA of 2.0 is required.			
<input checked="" type="checkbox"/>	Introduction to Cultural Anthropology	ANTHC 10100	INTRO TO CULT ANTHRO - LEHMAN	TR	3 Transfer
<input type="checkbox"/>	Introduction to Prehistoric Archeology	<b>Still Needed:</b> 3 Credits and 1 Class in ANTHC 12600			
<input type="checkbox"/>	Introduction to Linguistics	ANTHC 15100	INTRO TO LINGUISTICS	IP	(3) Fall 2012
<input checked="" type="checkbox"/>	Human Evolution or Human Variation	ANTHP 10100	INTRO:HUMAN EVOL - LEHMAN	TR	4 Transfer
A grade of C grade or higher in all courses is required.					

When using “What-If,” it is very important that you select the correct Catalog-year from the drop down menu in order to view the correct and corresponding requirements.

**REMINDER:** Major and/or minor requirements may vary based on Catalog-Year. For Major/Minor requirements, students follow the Catalog-Year that corresponds to the semester when Major/Minor is declared or changed.

**NOTE:** “WHAT-IF” audits are not “saved” in the DIG system. Students must complete the appropriate forms, and obtain the necessary permissions, in order to officially declare or change major/minor selections.

# Section 7 – DIG Sample Block

## > Electives

Once student reaches total number of estimated Elective Credits Needed, DIG will place any additional electives courses into the not allowed category

DIG will estimate a total of Elective Credits needed

<b>Elective classes allowed: 33.5 Credits allowed</b>			<b>Credits Applied: 15 Classes Applied: 6</b>		
ARTCR 22100	DRAWING	A+	3	Spring 2012	
ARTCR 23500	PAINTING	IP	3	Fall 2012	
ARTCR 25100	SCULPTURE	IP	3	Fall 2012	
ARTLA 10100	INTRO:STDY VIS EXPER	MX	0	Fall 2011	
Satisfied by: - Exempt					
ECO 10000	INTRO TO ECONOMICS	A	3	Fall 2010	
ECO 28000	BUSINESS LAW 1	IP	3	Fall 2012	
<b>Elective classes not allowed</b>			<b>Credits Applied: 15 Classes Applied: 5</b>		
ELECT 00000	HUMANKIND EMERGING	TR	3	Transfer	
Satisfied by: - NORTHERN ARIZONA U					
ELECT 00000	THE MIDDLE AGES	TR	3	Transfer	
Satisfied by: - NORTHERN ARIZONA U					
ELECT 00000	INTRO TO HUMANITIES	TR	3	Transfer	
Satisfied by: - NORTHERN ARIZONA U					
ELECT 00000	ALGEBRA FOR PRECALC	TR	3	Transfer	
Satisfied by: - NORTHERN ARIZONA U					
PSYCH 15000	HUMAN DEVELOPMENT	A+	3	Spring 2009	

DIG will count the credits and classes applied to Elective Classes allowed (above) and not allowed (below)

Elective courses are used for credits needed to complete the degree beyond those credits taken to fulfill the GER Core, major/minor courses, graduation requirements (along with the prerequisites for these requirements).

These courses are often chosen by the student (provided the prerequisites are met) to complete the total number of credits required for their degree. **It is important that students track the number of elective credits needed and avoid over-registering for elective courses.** Better to select most of these toward your last remaining semesters.

NOTE: ELECT 00000 is a course placeholder for transfer credits that can be applied as electives.

## Section 8 / 9 – DIG Sample Block

> Insufficient  
> In Progress

Insufficient					8
ENGL 002SL	READING 2	NC	0 -->	Fall 2008	
ECO 27100	PRIN OF ACCOUNTING 1	D	0 -->	Fall 2011	
ENGL 12000	EXPOSITORY WRITING	W	0 -->	Fall 2010	
HIST 15200	U.S. CIV WAR-PRES(W)	W	0 -->	Fall 2010	
MATH 16000	MATRIX ALGEBRA	F	0 -->	Spring 2010	
PHILO 10100	INTRO TO PHILOSOPHY	INC	0 -->	Spring 2012	
PSYCH 10000	INTRO TO PSYCHOLOGY	*B-	0 -->	Spring 2011	
In-progress			Credits Applied: 15	Classes Applied: 5	9
ECO 22100	ECO STATISTICS	IP	3	Fall 2012	
ECO 37200	INTERM ACCOUNTING 2	IP	3	Fall 2012	
ECO 37300	FED INC TAXATION	IP	3	Fall 2012	
ECO 48000	BUSINESS LAW 3	IP	3	Fall 2012	
HIST 15200	U.S. CIV WAR-PRES	IP	3	Fall 2012	

- The Insufficient section lists all of the courses you have not successfully completed. Grades of “F”, “FIN”, “NC”, and “WU” are counted in your GPA. NOTE: Some courses may require a minimum grade. Grades that do not meet the minimum required or are not repeatable (such as in the example above) will also appear in this “Insufficient” section.
- In-Progress section is a summary of all of the courses you are registered for (including future semesters). It provides a quick overview of your current enrollment. It may also list courses from previous terms when a grade has not been posted.

Review this section to ensure that it reflects your current enrollment and pre-registered courses. NOTE: Generally changes made to a student’s official Hunter record **will take at least 24-48 hours to be reflected in DIG.**

**IMPORTANT:** It is the “In-Progress” courses that often results in the system conducting a “best fit” algorithm, matching courses to requirements which will result in changes that were not the student’s original intention. As students continue to register, courses should return to fulfill the remaining requirements. The more you familiarize yourself with the requirements, the better you can spot these changes and continue to register accordingly.

# Section 10 / 11 – Sample Block

- > Not Counted
- > Disclaimer

**Not Counted**

PHYS 101LB BAS CONC OF PHYS LB 0 --> Transfer

Satisfied by: - BORO OF MANHATTAN COMMUNITY

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**Legend**

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	(TR) Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	(@) Any course number
	(MX) Administrative Grade, Not in GPA	(IP) In-Progress

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**Disclaimer**

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the graduation requirements at Hunter College. This audit is not an official notification of completion of degree or certificate requirements. In order to graduate from Hunter, you must complete a Degree Audit Application Form (DAAF). This form must be submitted to the OASIS, Room 217 North. Please read the instructions on the form for appropriate submission dates. The Degree Audit division of the Office of the Registrar will keep you informed as to the status of your Degree Audit Application.

10. The Not Counted block will only appear when course place holders need a place to reside on **DIG**. In the example above, students who seek a permit (prior permission to complete an equivalent Hunter course elsewhere) have a “dummy” course placed on their transcript until such time that completion of the course and grade are confirmed and then placed on the student record. As stated, these courses are “not counted” into the GPA and are generally listed as “0” credits.
11. The Disclaimer section provides general information on the degree advisement program. NOTE: Changes made to your official Hunter record (such as a change in your schedule) will take at least 24 hours to be reflected in **DIG**.

Remember to send your questions by clicking on “Report a Problem” located at the top of **DIG**.



# What is a “What If” Audit?

Doing a “What If” analysis gives a student, and an advisor, the opportunity of seeing how a student’s current credits and passed requirements would meet different degree, major or minor requirements before officially changing majors/minors.

“What If audits” may be printed, but are not saved to the system.

**VERY IMPORTANT:** When selecting the requirement criteria for a “What If” audit, it is important to make sure that you select the Degree Program first (ex. Bachelor of Arts). Only then will the DIG selection be limited to valid and existing degree/major combinations from the drop-down lists. ***Even if the Degree and Major combination is wrong, the “What If” Audit will still show you an advisement that is incorrect and thus invalid.***

RECOMMENDATION: Students with undeclared majors can utilize this function to see how their coursework might be applied to prospective degree programs.

# How can the three GPA Calculators help students and advisors?

There are **three** different GPA calculators:

1. Graduation Calculator
2. Term Calculator
3. Advice Calculator

These calculators, in conjunction with other current **DIG** functions, can help students in many ways:

- Realistic goal-setting at the beginning of the term or academic career
- Calculation of their end-of-term GPA using a student's actual academic information
- Accurate mapping of a student's path for achieving honors, avoiding probation, or satisfying personal academic aspirations

# How does the Graduation Calculator work?

## 1. Graduation Calculator

The purpose of this calculator is to give students a general view of what average GPA they will need to achieve over their final "X" credits in order to reach their desired GPA.

Field	Value
Current GPA	3.500
Credits Remaining	36
Credits Required	120
Desired GPA	3.6

In some cases, this calculator will be useful to inform the student that their desired GPA is not possible to achieve (considering their number of credits remaining). In short, this calculator helps students to set long-term general goals. The results will show what GPA students will need to attain their desired results.

NOTE: The "Current GPA" field will be automatically displayed from the student record, so the only fields that need to be completed are "Credits Remaining," "Credits Required" and "Desired GPA."

# How does the Term Calculator work?

## 2. Term Calculator

This calculator is perhaps the best one for students to use when they have questions about how different grades in their currently enrolled (or remaining) courses could impact their current GPA.

The screenshot shows the 'Term Calculator' section of a software interface. At the top, there are navigation tabs: Worksheets, Planner, Plans, Notes, and GPA Calc. Below these, there are three main sections: 'Graduation Calculator', 'Term Calculator', and 'Advice Calculator'. The 'Term Calculator' section is active and contains a purple-bordered box with the text 'Current GPA and Credits Earned So Far will display automatically.' Below this box, there are two input fields: 'Current GPA' with the value '3.500' and 'Credits Earned So Far' with the value '24'. Below these fields is a table with three columns: 'Course', 'Credits', and 'Grade'. The table lists several courses: ECO 22100, ECO 38000, ECO 47100, ECO 47300, Class 5, Class 6, Class 7, and Class 8. Each course has a corresponding 'Credits' input field and a 'Grade' dropdown menu. The 'Calculate' button is located at the bottom right of the form.

Course	Credits	Grade
ECO 22100	3	A+ [4.000]
ECO 38000	3	A+ [4.000]
ECO 47100	3	A+ [4.000]
ECO 47300	3	A+ [4.000]
Class 5		A+ [4.000]
Class 6		A+ [4.000]
Class 7		A+ [4.000]
Class 8		A+ [4.000]

This screenshot shows the same 'Term Calculator' interface as the previous one, but with the 'Grade' dropdown menu for the first course, ECO 22100, expanded. The dropdown menu lists various grade options with their corresponding GPA values in parentheses. The 'B+' option is highlighted in blue. The 'Calculate' button is visible at the bottom of the form.

Course	Credits	Grade
ECO 22100	3	B+ [3.300]
ECO 38000	3	
ECO 47100	3	
ECO 47300	3	
Class 5		
Class 6		
Class 7		
Class 8		

The student need only list the course(s), number of academic credits (by course), and possible grade(s) for each course listed (see left). This information is used to figure out how a student can raise/lower their current, overall GPA.

# How does the Term Calculator work?

(continued)

The screen that opens after the course(s), number of academic credits (by course), and possible grade(s) for each course have been inputted (and you click “Calculate”) will produce the new calculated GPA. This is the most specific calculator. If you wish to change class or grade information, simply click “Recalculate” and the original screen will again be presented for you to make changes. When you click on the “Calculate” button, the revised information will appear. This information can be used for goal-setting as well as mapping paths to achieve honors, avoid probation, etc.

In addition, this calculator is the best tool for providing students with an idea of how different grades impact their GPA.

The screenshot shows a web interface with a navigation bar at the top containing tabs for Worksheets, Planner, Plans, Notes, and GPA Calc. The GPA Calc tab is active. On the left side, there are three menu items: Graduation Calculator, Term Calculator (highlighted with a blue arrow), and Advice Calculator. The main content area displays the following information:

- Current GPA: 3.500
- Credits Earned So Far: 24
- A table with 4 columns: Class, Credits, Grade, and a calculated GPA value.
- Calculated GPA: 3.500
- A note: "By achieving the grades listed here, your GPA at the end of the term will be 3.500"
- A Recalculate button.

Class	Credits	Grade	
ECO 22100	3	A+	4.000
ECO 38000	3	A-	3.700
ECO 47100	3	B	3.000
ECO 47300	3	B+	3.300

Students on probation, in honors programs or enrolled in programs where GPA is critical are especially recommended to use this calculator.

# How does the Advice Calculator work?

## 3. Advice Calculator

This calculator is perhaps the easiest to use. You need only provide the desired GPA. It is used to figure out how students can raise their GPA using actual grades as advice.

Worksheets | Planner | Plans | Notes | GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA and Credits Earned will display automatically.

Current GPA	3.500
Credits Earned	24
Desired GPA	3.6

Calculate

Worksheets | Planner | Plans | Notes | GPA Calc

Graduation Calculator

Current GPA	3.500
Credits Earned	24
Desired GPA	3.6

Term Calculator

To achieve your desired GPA, you need one of the following:

- 6 Credits at 4.000 ( A+ ) grade average
- 6 Credits at 4.000 ( A ) grade average
- 6 Credits at 4.000 ( &A+ ) grade average
- 6 Credits at 4.000 ( &A ) grade average
- 24 Credits at 3.700 ( A- ) grade average
- 24 Credits at 3.700 ( &A- ) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

Recalculate

While it is fairly general, it is more specific than the Graduation Calculator. The Advice shown lists the number of credits and specific grades needed to achieve the desired GPA.

**NOTE: Grades beginning with & in drop down menus or results can be ignored.**

# If I have any questions about my DIG results, whom should I contact?

Report a Problem

You should utilize “Report a Problem” on the **DIG** system and also speak to your advisor for clarification regarding your degree requirements.

Remember, the Office of Advising Services and your major department are there to answer your questions and assist you in understanding your requirements.

<RETURN TO SLIDE ONE>