



DEGREE WORKS INSTRUCTIONS

Guidelines to receive TAP

In order to receive your TAP award each semester, you must follow this rule:

You must be registered for a minimum of 12 credits that are applicable to your declared major. You can take general education and major requirements. If you registered for courses that do NOT apply to your major, we are required to return the award and revise your tuition account with the college.

Once it is determined that you are registered for 12 degree credits that apply to your major on file with the Registrar's Office, the award will be certified. To review your academic transcript and degree requirements online with Degree Works, please follow the instructions below.

PLEASE NOTE: Not every student's major allows for elective courses.
Register for classes STILL NEEDED.

- Go to www.cuny.edu
- Click PORTAL Log-in/Blackboard/eSIMS
- Click Portal Log-in
- Click REGISTER NOW (if you do not already have user id)
- Type in your user id and password
- SSO Applications: Click student advisement/degree audit
- Type in your ss# and enter, click audit, click view audit, you can view or print the audit. Select classes STILL NEEDED.

You may contact the Financial Aid Office at finaid@jjay.cuny.edu to review your academic eligibility for TAP. All TAP awards that are credited towards a student's bill are estimated awards and will be reviewed for degree requirements in addition to the rate of progress and program pursuit academic guidelines that are published in John Jay College's bulletin.