Introduction to Degree Works
Topics

- Accessing Degree Works
- Essential Features of the Audit or “Plan of Study”
- Basic Navigation in Degree Works
To access Degree Works, log-in to Athens State Online by clicking on the icon on the Athens State homepage www.athens.edu.

Note: We recommend using Mozilla Firefox version 38 or higher for best performance when using Degree Works.
Accessing Degree Works

Log-in using your student ID (in 000xxxxx format) and 6-digit PIN.
Accessing Degree Works

Once you are logged-in to Athens State Online, select the “Student” tab.
Accessing Degree Works

Select the “Degree Works Advising” link.
Once you have selected Degree Works Advising, you will be taken directly to your degree audit report ("plan of study").

The Worksheets Tab – Student View Format is the default view format whenever you enter Degree Works.
Features of the Degree Works Audit

Your basic information appears in the audit header (ID and Name are masked here).

Your primary (and secondary, if applicable) advisor(s) are shown here. Click on the advisor’s name to send that advisor an email. Any message you send will also be sent to your Athens State student email address.
Features of the Degree Works Audit

Only your primary major appears here.

All the majors and minors (including any double majors or multiple minors) that you have declared in your official academic record will appear here. If something doesn’t appear here, you need to contact the Office of Student Records to make sure the major/minor option is officially declared using the Change of Major/Minor form.
Basic Navigation in Degree Works

This date shows the last time a new audit process ran.

The data used for your Degree Works audit is refreshed from your official record every night (around 4 a.m.). So changes that are processed **today** (like a change of grade, change of major, etc.) won’t be reflected in Degree Works until the next day. However, most of the time during the semester, your data is not changing from day-to-day.

You can always click the “**Process New**” button when you enter Degree Works to make sure your audit uses any data that was refreshed overnight. You can also remove in-progress or preregistered courses from the audit by “unchecking” one or both check boxes and clicking **Process New**.
Basic Navigation in Degree Works

Clicking the “Notes” tab allows you to view any advising notes added by your advisor(s). You can only view notes – you cannot add them.

Clicking the “GPA Calc” tab allows you to explore and get advice concerning your GPA for graduation or for a semester. These calculators are unofficial and are for informational purposes only.

Just click the Worksheets tab whenever you want to return to the audit from Notes or GPA Calc.
Basic Navigation in Degree Works

You can select other Worksheet views from the Format drop-down menu. The **Graduation Checklist** shows a more concise view of the audit without grades and other info. The **Registration Checklist** shows only the courses that are **Still Needed** in your audit. Once a different format is selected, click “**View**” to see the different format.
Basic Navigation in Degree Works

Selecting “Class History” will open a separate window showing all of your credit (transfer and institutional) in chronological order. This is for informational purposes only and does not represent either an unofficial or official transcript.
Basic Navigation in Degree Works

Other tutorials are available to explain how to read your audit, and how to use the "What If", "Look Ahead" and "Save as PDF" options.
Basic Navigation in Degree Works

The buttons at the top of the audit can take you back to Athens State Online log-in screen, to the Degree Works help pages, or log out of Degree Works and Athens State Online. Using the Print button is not recommended; printing audits will be discussed in a separate tutorial with the “Save as PDF” option.
End of Tutorial: Introduction to Degree Works

- Please view the other available tutorials that will help you make the most out of using Degree Works.

www.athens.edu/degreeworks