



Change Your Program & How-to Use the Degree Works' "What If" Tool to Review Options

Step 1: Review Degree Consideration First

It is strongly suggested students review degree requirements for any new major/minor consideration before submitting an official Change of Program form.

The Degree Works¹ "What If" tool lets you explore different degree option to see how degree requirements change and how your completed courses are allocated to different degree options before you submit an official change of program.

¹ Degree Works is a web-based tool that enables students and their advisors to review past, present and future academic coursework to evaluate which degree requirements are complete and which degree requirements are still needed remain.

How to Use the "What If" Tool

- 1) Go to the [Athens State home page](#)² and scroll to the top or bottom of the page
- 2) Select: "Athens State Online," log in using your Athens State ID and PIN
 - Contact the [Help Desk](#)³ for ID and PIN access support
- 3) Select: "Student" tab
- 4) Select: "Degree Works Advising" link
- 5) Once Degree Works opens, it will display your current major and/or minor
- 6) Select: "What If" (found in the top left corner)
- 7) Select a year from the: "Catalog Term" dropdown
- 8) Select a degree from the "Program" dropdown
- 9) Select a major from the "Major" dropdown
- 10) Select a minor from the "Minor" dropdown, if applicable
 - To double major and/or minor, use the "Additional areas of study" block and be sure to click "Add" after selecting
- 11) To see changes, click "Process What-If" or "Save as PDF"
 - The What-If is not stored. Students should take care when saving a What-If or any audits as PDFs since their confidential academic information is included.

To get back to your original degree, click "Worksheets."

² www.athens.edu/

³ www.athens.edu/helpdesk; Mon.-Thurs 8 am-7pm, Fri. 8am-4:30pm; (p) 256-216-6698; (e) helpdesk@athens.edu

Does a Major Require a Minor?

There are some majors that require a minor. To confirm if your major requires a minor, review degree requirements in the current [Academic Catalog](#).⁴

Also, if a minor is required for the major, your Degree Works plan will list **MINOR block was not found but is required** in the top block titled “Degree.”

Step 2: How-to Officially Change Your Program

When submitting the form, be sure to use the correct titles for the program(s). Visit the Athens State website for a [list of undergraduate majors and minors](#).⁵

- 1) Go to the [Athens State home page](#)⁶ and scroll to the top or bottom of the page
- 2) Select: “Athens State Online”
- 3) Log in using your Athens State ID and PIN
 - Contact the [Help Desk](#)⁷ for ID and PIN access support
- 4) Select: “Student” tab
- 5) Select: “View Student Records” link
- 6) Select: “Request for Change of Program” link
- 7) Complete and submit the form

⁴ www.athens.edu/academics/catalogs/

⁵ www.athens.edu/majors-and-minors/

⁶ www.athens.edu

***Important Note:** Any change of major requires moving to the catalog in effect at the time of the change, and adding a minor MAY require this if the minor does not exist under the student’s current catalog.

Student Success Center

[Sandridge Student Center](#)⁸ 1st Floor, Monday – Friday 8 a.m. to 4:30 p.m.



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⁸ www.athens.edu/tssc/