



“Look Ahead” Tool in Degree Works

The Degree Works¹ “Look Ahead” tool will let you see if and where a course fills a specific requirement in your current declared major and minor if applicable.

The “Look Ahead” tool allows you enter one or more course codes into the tool. It then plugs the course where it fits in your degree plan. The “Look Ahead” tool does not register you for the course.

To Use the “Look Ahead” 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

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.

² www.athens.edu/

- 5) When Degree Works opens, your current major and/or minor will be displayed
- 6) Select: “Look Ahead” (found in the top left corner)
- 7) Enter a course “Subject” code for a class in question (for example, enter “EC” for EC 320 International Econ and Trade)
- 8) Enter the course “Number” for a class in question (for example, enter “320” for EC 320 International Econ and Trade)
- 9) Click “Add Course,” the class will move to the right box
- 10) Repeat steps 8 and 9 for additional classes (note: it is usually best to do one class at a time)
- 11) Hit “Process New”
- 12) Degree Work will revert back to your degree plan. It plugs the course you entered into the degree plan. It will be in blue.

Where did the class fall? Does it fill the requirement(s) you thought it would? Don’t see it, did it go into your General Electives section?

Student Success Center

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

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

⁴ www.athens.edu/tssc/