



Degree Works: Official Plan of Study

Degree Works is a tool that enables a student and their success coach and faculty advisor to review past, present and future academic coursework to evaluate which degree requirements are complete and which degree requirements are still needed.

Key Reasons to View Your Often

1. Degree Works allows you to see how your transferrable credit hours/coursework has been allocated to degree requirements after your official transcript(s) from all previous institutions attended is/are **received** and **evaluated** by the university.
 - *All official transcripts should be sent to:
Athens State University, Office of Admissions
300 N. Beaty Street Athens, AL 35611*
2. Degree Works allows you to view and familiarize yourself with required core coursework and hours for your chosen bachelor's major, minor if applicable, and overall graduation requirements.

Planning Course Schedule

- a) Degree Works provides detailed course information for all courses that meet specific degree requirements. When you click on a hyperlinked **"Still Needed"** course in your plan, a pop-up gives brief information about the course and its availability in an upcoming semester.
- b) The day after your course registration, Degree Works "plugs" the course into your plan.
- c) It is important to review your Degree Works plan not only before course registration but also the day after course registration or after a schedule modification. This practice helps to ensure your

course selection meets the appropriate degree requirements.

How-to Access

- 1) Go to the [Athens State home page](#)¹ 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](#)² for ID and PIN access support)
- 3) Select: "Student" tab
- 4) Select: "Degree Works Advising" link

Tutorial videos can be found on the [Student Success Center's page](#).³

Utilize the Student Success Center

As the centralize advising location, new students should schedule an appointment to meet with a success coach prior to starting their first semester. It is common for new and returning students to have questions about coursework, requirements, procedure, Degree Works, next steps, financial aid, ETC. Success coaches can provide clear and appropriate direction.

Location: [Sandridge Student Center](#),⁴ 1st Floor

Office Hours: Mon. – Fri., 8 a.m. to 4:30 p.m.

[Make an appointment](#)⁵

Success Coaches:

- [Kelly Mathheus](#),⁶ Arts and Sci. Secondary Education majors & Collaborative K-12, 256-233-8277
- [Victoria Mould](#),⁷ Arts and Sci. majors, 256-233-8151
- [Kim Dunnavant](#),⁸ College of Business majors, 256-233-8276
- [D.J. Doorenbos](#),⁹ College of Business majors, 256-233-8132
- [Beth Jenkins](#),¹⁰ College of Education majors, 256-233-8159
- [Tricia Oleyte](#),¹¹ College of Education majors, 256-233-8173

Orientation Guide

Access the [Orientation Guide](#)¹² at the Student Success Center's web page under "New Student."

¹ [www.athens.edu/](#)

² [www.athens.edu/helpdesk](#); Mon.-Thurs 8 am-7pm, Fri. 8am-4:30pm; (p) 256-216-6698; (e) [helpdesk@athens.edu](#)

³ [www.athens.edu/tssc](#)

⁴ [www.athens.edu/tssc](#)

⁵ [www.athens.edu/tssc](#)

⁶ [Kelly.Mathheus@athens.edu](#)

⁷ [Victoria.Mould@athens.edu](#)

⁸ [Kimberly.Dunnavant@athens.edu](#)

⁹ [DJ.Doorenbos@athens.edu](#)

¹⁰ [Beth.Jenkins@athens.edu](#)

¹¹ [Tricia.Oleyte@athens.edu](#)

¹² [www.athens.edu/tssc](#)