

Introduction to Degree Works



Topics

- Accessing Degree Works
- Essential Features of the Audit or “Plan of Study”
- Basic Navigation in Degree Works



Accessing Degree Works

I'm interested in...

Majors & Minors

Online Degrees

Scholarships

To access Degree Works, log-in to Athens State Online by clicking on the icon on the Athens State homepage www.athens.edu.

Stay Connected

Blackboard

Email

Athens State Online

Technology Helpdesk

Academic Catalog

Academic Schedule

Tuition and Fees

Important Dates

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

Right to Know
Policy Library
Non-Discrimination Policy

ATHENS STATE
UNIVERSITY

Accessing Degree Works



ATHENS STATE ONLINE

A SELF SERVICE TOOL

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

Please enter your User Identification Number (**this is NOT your Social Security number and your Social Security number will not work**) and your Personal Identification Number (PIN). When finished, select Login. Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

 **Forgot your ID?** [Click Here](#) and we will send it to your Athens State email account.

 [See the estimated cost of books by term and class.](#)

User ID: 000xxxxx

PIN:

Login

Forgot PIN?

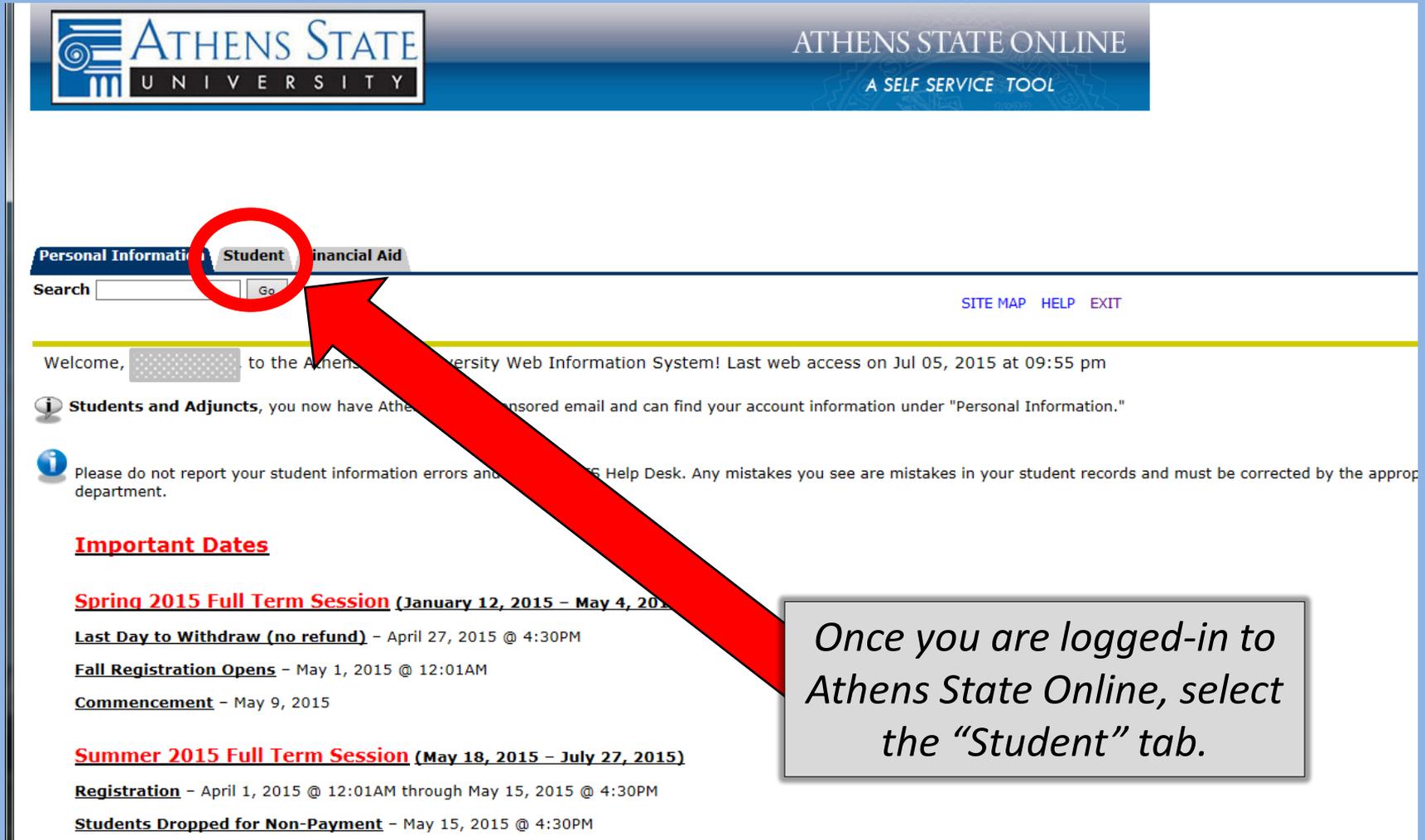
RELEASE: 8.7

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Accessing Degree Works



ATHENS STATE UNIVERSITY

ATHENS STATE ONLINE
A SELF SERVICE TOOL

Personal Information **Student** Financial Aid

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, [redacted] to the Athens State University Web Information System! Last web access on Jul 05, 2015 at 09:55 pm

Students and Adjuncts, you now have Athens State University sponsored email and can find your account information under "Personal Information."

Please do not report your student information errors and omissions to the Athens State University Help Desk. Any mistakes you see are mistakes in your student records and must be corrected by the appropriate department.

Important Dates

Spring 2015 Full Term Session (January 12, 2015 – May 4, 2015)

Last Day to Withdraw (no refund) – April 27, 2015 @ 4:30PM

Fall Registration Opens – May 1, 2015 @ 12:01AM

Commencement – May 9, 2015

Summer 2015 Full Term Session (May 18, 2015 – July 27, 2015)

Registration – April 1, 2015 @ 12:01AM through May 15, 2015 @ 4:30PM

Students Dropped for Non-Payment – May 15, 2015 @ 4:30PM

Once you are logged-in to Athens State Online, select the "Student" tab.

Accessing Degree Works

Student Information

Athens State Payment Plans

An affordable way to pay for college.

[Click here to learn more.](#)

IMPORTANT - If you are registering for a class that requires a **prerequisite** course and encounter an error, you must contact your College for resolution. The contact numbers are:

College of Arts and Sciences - (256) 233-6500

College of Business - (256) 216-5350

College of Education - (256) 233-8159

IMPORTANT - If you experience **other difficulties registering for a class**, please contact the Registrar's Office at registrar@athens.edu or (256) 233-8131.

IMPORTANT - If you have holds on your account, please contact Admissions for assistance at admissions@athens.edu or 256-233-8130.

[Register for Classes](#)

Register or add/drop classes; check registration status; view class schedules.

[Pay Tuition and Fees](#)

Tuition and fees may be paid online using **American Express, Discover, MasterCard, VISA, or eCheck.**

[View Course Materials](#)

Select course; view books and other materials required; view purchase/rent options.

[Pay for Books and Course Materials](#)

Books and course materials may be purchased online using **American Express, Discover, MasterCard, Visa, or eCheck.**

[View Student Records](#)

Review holds; Display grades; Display transcript; Review charges and payments; Apply for Graduation/Take Graduation Exit Survey.

[Student Accounts](#)

[Student Advising Module \(SAM\)](#)

View requirements and progress for declared major.

[National Student Clearinghouse Self-Service \(external link\)](#)

Order transcripts; track transcript orders; obtain enrollment certificates; view student loan deferment notifications; view...

[Teacher Education Program \(TEP\) Application](#)

Complete and submit TEP applications and requests for Interview Panel.

[Request for Field Experience Placement](#)

Complete and submit Field Experience Placement requests.

[Request for Internship Application](#)

Complete and submit student teaching applications; view student teach...

[View Education, TEP, and Alacourt Requirements](#)

View status of submitted applications and other C...

[Student Training Registration Center](#)

Sign up for specialized training (IE: AMS...

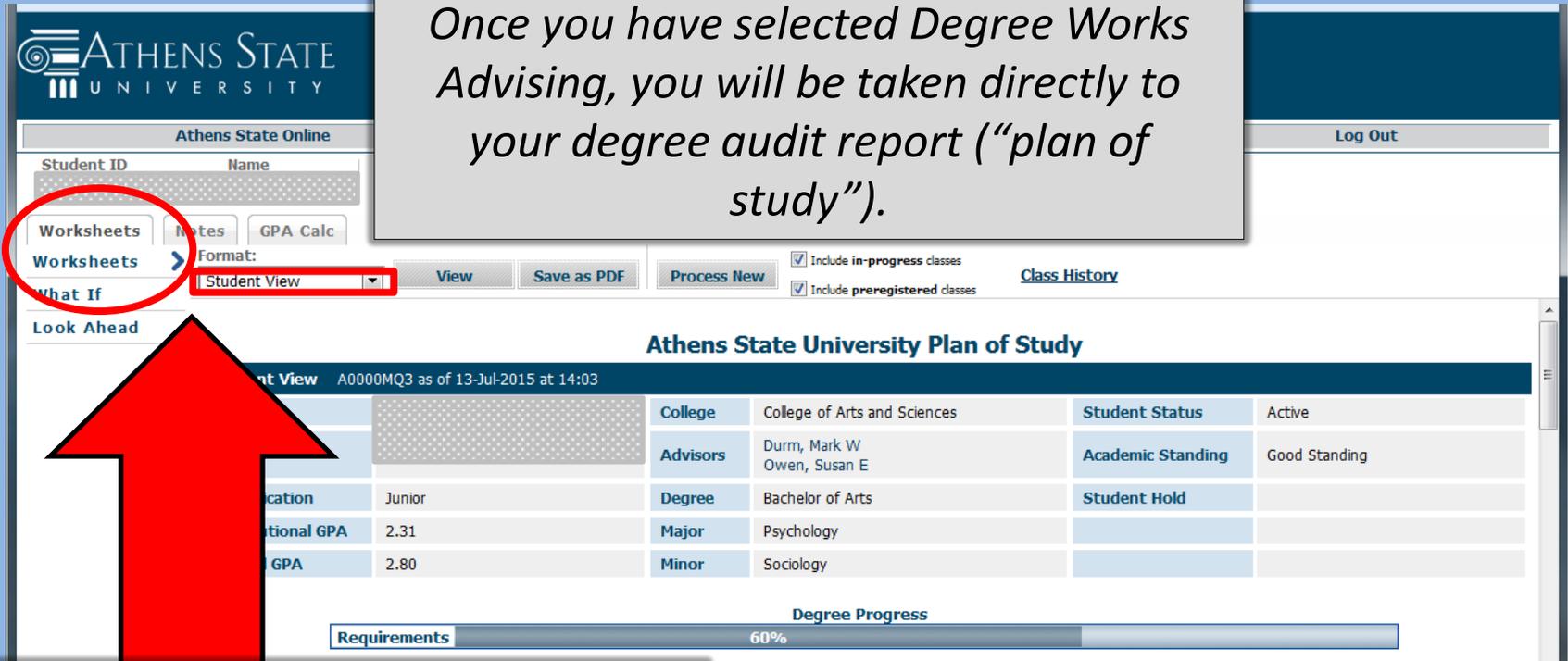
[Degree Works Advising](#)

RELEASE: 8.7

Select the
"Degree Works
Advising" link.

Degree Works

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



Athens State Online

Student ID: [redacted] Name: [redacted]

Worksheets | Notes | GPA Calc

Worksheets > Format: Student View

View | Save as PDF | Process New

Include in-progress classes
Include preregistered classes

Class History

Athens State University Plan of Study

Student View A0000MQ3 as of 13-Jul-2015 at 14:03

College	College of Arts and Sciences	Student Status	Active
Advisors	Durm, Mark W Owen, Susan E	Academic Standing	Good Standing
Education	Junior	Student Hold	
Institutional GPA	2.31		
Overall GPA	2.80		
Degree	Bachelor of Arts		
Major	Psychology		
Minor	Sociology		

Requirements 60%

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

Catalog Term: Fall 2014 Hours Required: 124
Hours Applied: 91

33 of the last 39 hours or 25% of degree requirements, whichever is larger, must be taken at Athens State.

Still Needed: A minimum of 60 semester hours of upper level college/ university credit (300-400 level) is required. You have 19 but still need a minimum of 41 hours.

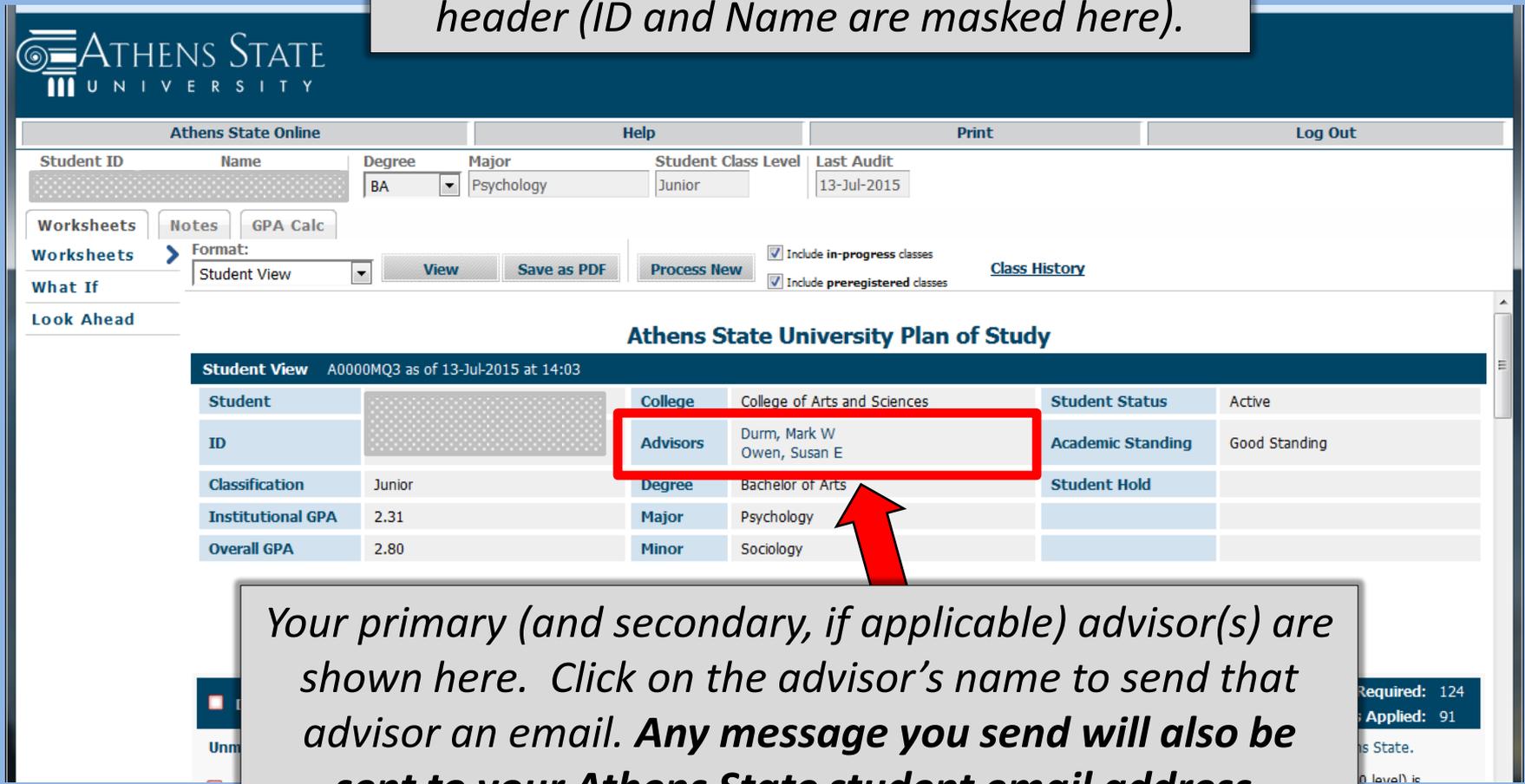
Still Needed: A minimum of 124 Hours is required. You currently have have 91, you still need 33 more hours.

Still Needed: You have 19 but still need a minimum of 12 hours.

- Minimum 124 hours required
- Minimum 31 hours (25% of degree requirements) at Athens State
- You meet the minimum institutional 2.00 GPA requirement
- COLLEGE OF ARTS AND SCIENCES AREA I-V REQUIREMENTS
- College of Arts and Sci General Education (Areas I-IV)

Features of the Degree Works Audit

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



Athens State University Plan of Study

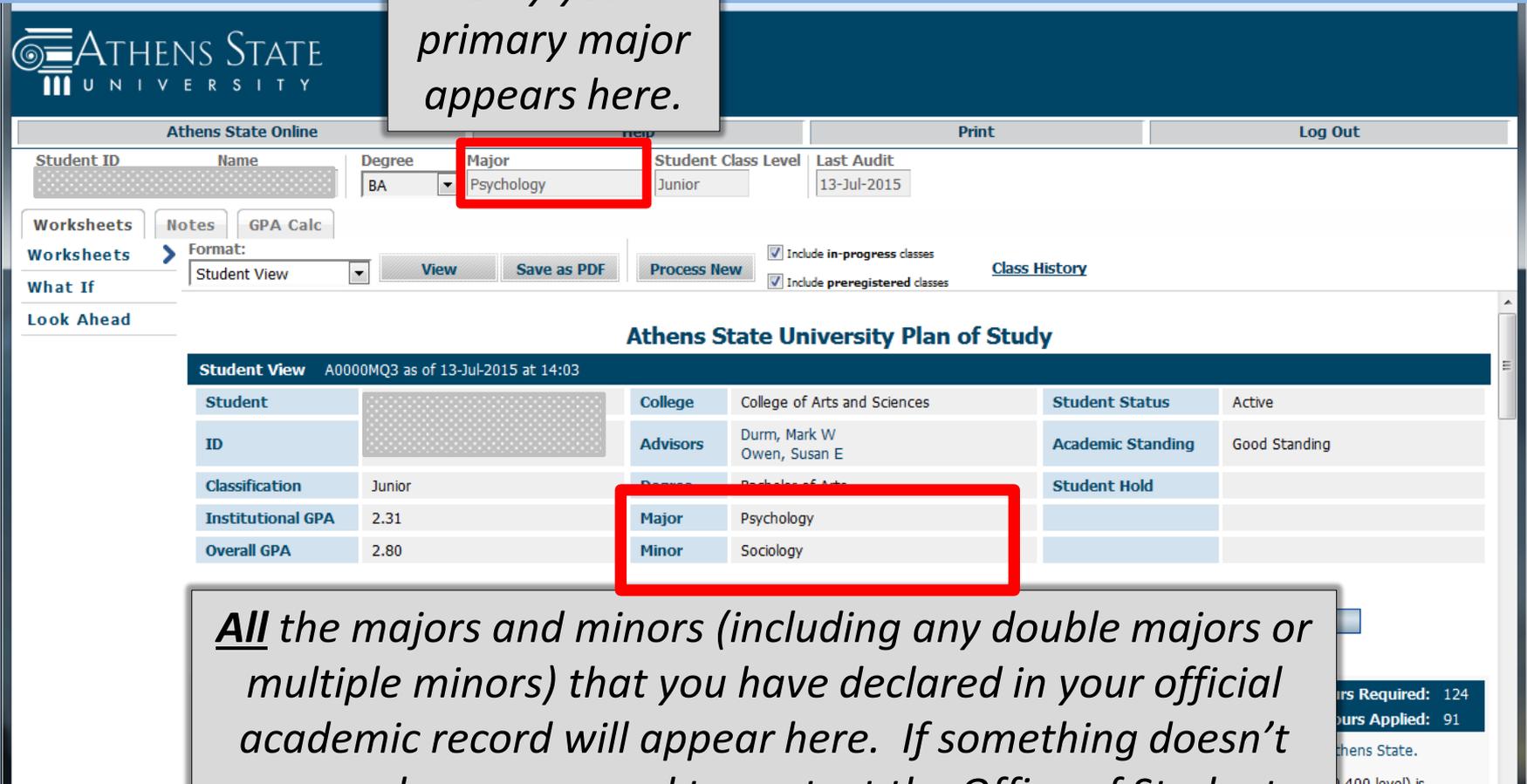
Student View A0000MQ3 as of 13-Jul-2015 at 14:03

Student	[Masked]	College	College of Arts and Sciences	Student Status	Active
ID	[Masked]	Advisors	Durm, Mark W Owen, Susan E	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Arts	Student Hold	
Institutional GPA	2.31	Major	Psychology		
Overall GPA	2.80	Minor	Sociology		

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.



Athens State Online

Student ID: [Redacted] Name: [Redacted] Degree: BA Major: Psychology Student Class Level: Junior Last Audit: 13-Jul-2015

Worksheets | Notes | GPA Calc

Worksheets | Format: Student View | View | Save as PDF | Process New | Include in-progress classes | Include preregistered classes | Class History

Athens State University Plan of Study

Student View A0000MQ3 as of 13-Jul-2015 at 14:03

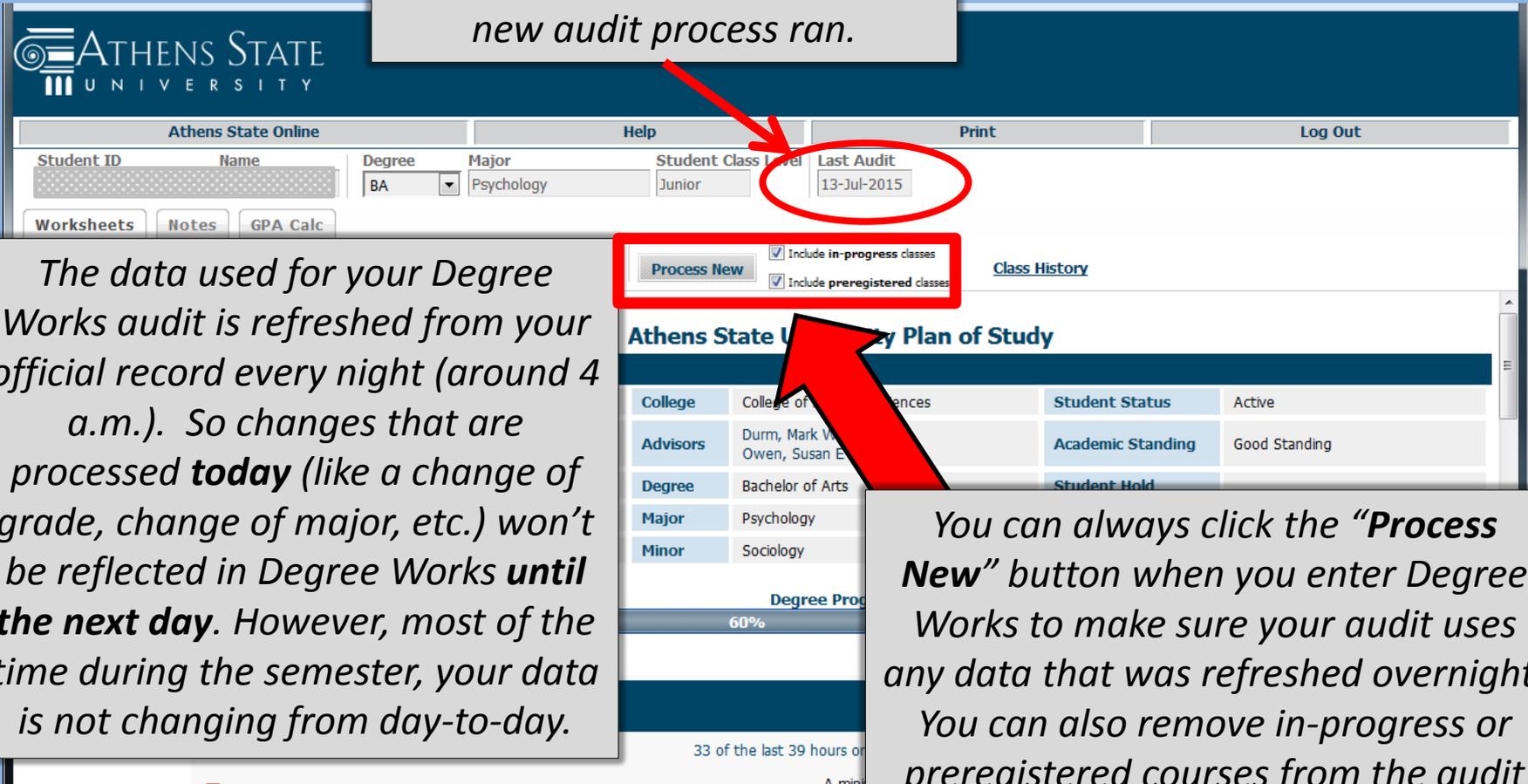
Student	[Redacted]	College	College of Arts and Sciences	Student Status	Active
ID	[Redacted]	Advisors	Durm, Mark W Owen, Susan E	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Arts	Student Hold	
Institutional GPA	2.31	Major	Psychology		
Overall GPA	2.80	Minor	Sociology		

Hours Required: 124
Hours Applied: 91
Athens State.
400 level is

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 screenshot shows the Athens State Online Degree Works interface. At the top, there are navigation links for 'Athens State Online', 'Help', 'Print', and 'Log Out'. Below this is a form with fields for 'Student ID', 'Name', 'Degree' (set to BA), 'Major' (set to Psychology), 'Student Class Level' (set to Junior), and 'Last Audit' (set to 13-Jul-2015). The 'Last Audit' field is circled in red. Below the form is a 'Process New' button, also circled in red, with two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. A 'Class History' link is visible to the right. Below the form is a 'Plan of Study' section with a table showing student details:

College	College of Business and Economics	Student Status	Active
Advisors	Durm, Mark V. Owen, Susan E.	Academic Standing	Good Standing
Degree	Bachelor of Arts	Student Hold	
Major	Psychology		
Minor	Sociology		

Below the table, there is a 'Degree Progress' section showing '60%' completion and a note '33 of the last 39 hours or more completed'. A red arrow points from the 'Process New' button to the 'Last Audit' field.

*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.*

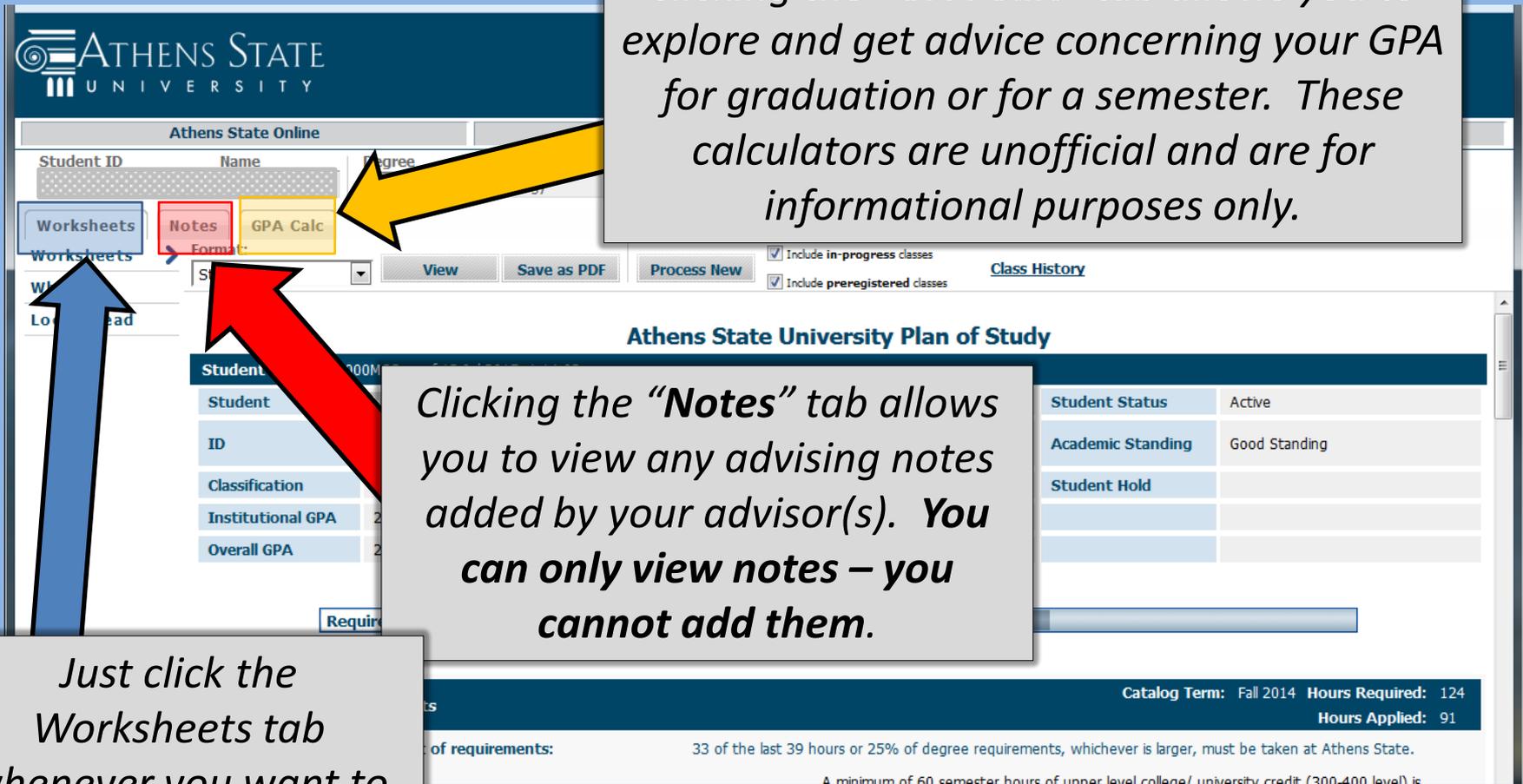
*You can always click the "Process New" button when you enter Degree Works to make sure your audit uses any data that was refreshed overnight. You can also remove in-progress or preregistered courses from the audit by "unchecking" one or both check boxes and clicking **Process New**.*

Basic Navigation in Degree Works

Clicking the “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.

*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.***

*Just click the Worksheets tab whenever you want to return to the audit from **Notes** or **GPA Calc**.*



Athens State Online

Student ID Name Degree

Worksheets Notes GPA Calc

Format: View Save as PDF Process New

Include in-progress classes [Class History](#)

Include preregistered classes

Athens State University Plan of Study

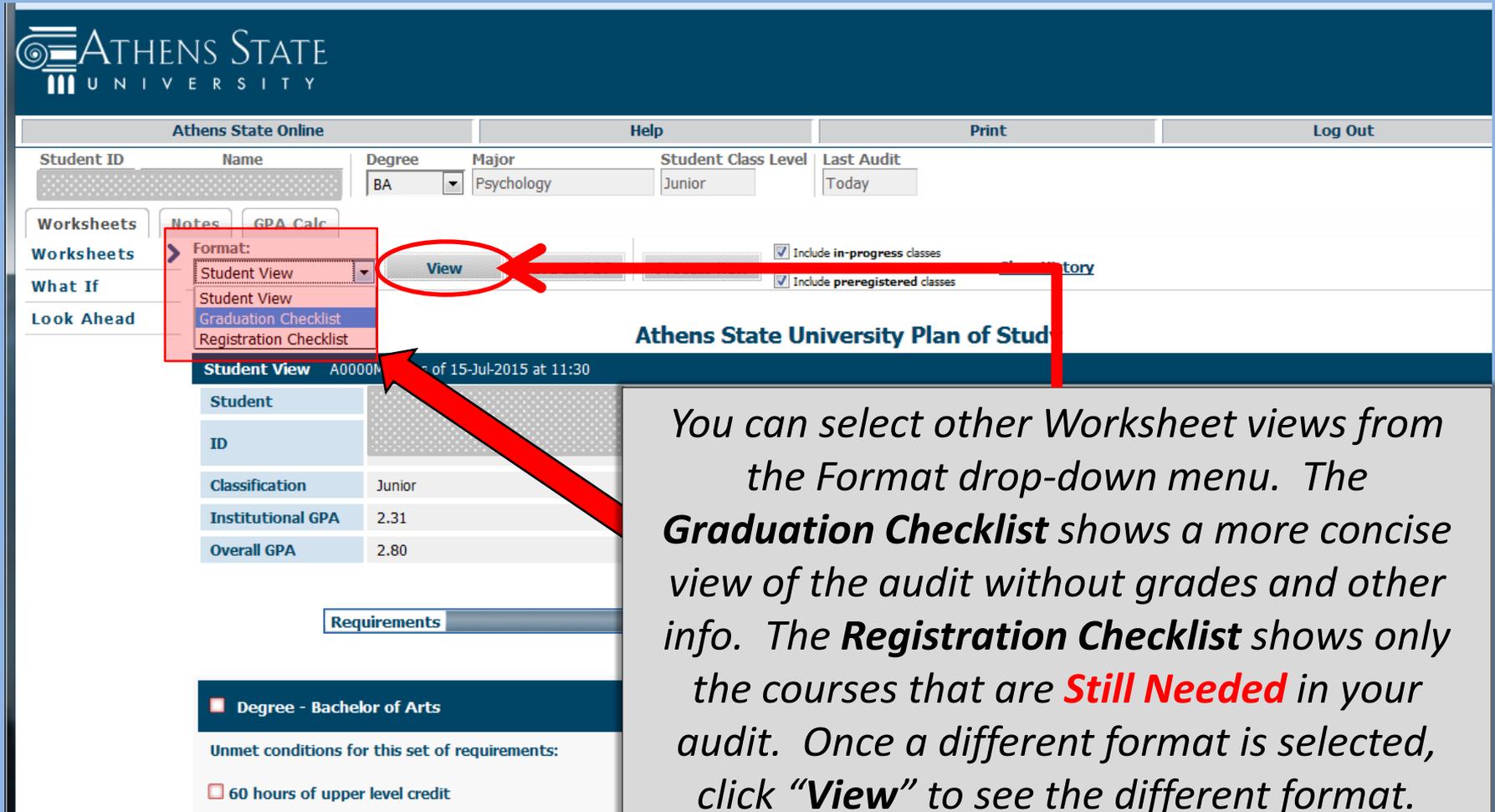
Student Status	Active
Academic Standing	Good Standing
Student Hold	

Catalog Term: Fall 2014 Hours Required: 124
Hours Applied: 91

of requirements: 33 of the last 39 hours or 25% of degree requirements, whichever is larger, must be taken at Athens State.

A minimum of 60 semester hours of upper-level college/university credit (300-400 level) is

Basic Navigation in Degree Works



Athens State Online Help Print Log Out

Student ID Name Degree: BA Major: Psychology Student Class Level: Junior Last Audit: Today

Worksheets Notes GPA Calc

Worksheets **Format:** Include in-progress classes Include preregistered classes

What If **View** **View** **View**

Look Ahead Student View Student View Graduation Checklist Registration Checklist

Athens State University Plan of Study

Student View A0000M of 15-Jul-2015 at 11:30

Student ID	
Classification	Junior
Institutional GPA	2.31
Overall GPA	2.80

Requirements

Degree - Bachelor of Arts

Unmet conditions for this set of requirements:

60 hours of upper level credit

*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

Class History - Mozilla Firefox

https://degreeworks.athens.edu/IRISLink.cgi

MUL	181	Chorale	A	2	
<i>Transferred from</i> MUL181 - Chorale - Calhoun Community College					
MUS	101	Music Appreciation	A	3	
<i>Transferred from</i> MUS101 - Music Appreciation - Calhoun Community College					
ORI	100EL	UNI101-New Student Seminar	P	1	
<i>Transferred from</i> UNI101 - New Student Seminar - Marshall University					
ORI	101	Orientation	A	1	
<i>Transferred from</i> ORI101 - Orientation to College - Calhoun Community College					
PHL	106	Intro to Philosophy	B	3	
<i>Transferred from</i> PHL106 - Intro to Philosophy - Calhoun Community College					
PHS	111	Physical Science I	A	4	
<i>Transferred from</i> PHS111 - Physical Science I - Calhoun Community College					
POL	211	American National Government	B	3	
<i>Transferred from</i> POL211 - Amer National Gov - Calhoun Community College					
PS	330	Educational Psychology	C	3	
PS	331	Social Psychology	C	3	
PSY	200	General Psychology	A	3	
<i>Transferred from</i> PSY200 - General Psychology - Calhoun Community College					
PSY	210	Human Growth and Development	A	3	
<i>Transferred from</i> PSY210 - Human Growth and Dev - Calhoun Community College					
PSY	230	Abnormal Psychology	B	3	
<i>Transferred from</i> PSY230 - Abnormal Psychology - Calhoun Community College					
REL	152	Survey of the New Testament	A	3	
<i>Transferred from</i> REL152 - Sry New Testament - Calhoun Community College					
SOC	200	Intro to Sociology	B	3	
<i>Transferred from</i> SOC200 - Intro to Sociology - Calhoun Community College					
SOC	247	Marriage and the Family	C	3	
<i>Transferred from</i> SOC247 - Marriage & The Family - Calhoun Community College					
SPH	107	Fund of Public Speaking	A	3	
<i>Transferred from</i> SPH107 - Fund of Public Speak - Calhoun Community College					
THR	120	Theatre Appreciation	B	3	
<i>Transferred from</i> THR120 - Theatre Appreciation - Calhoun Community College					
Spring 2015					
PS	334	Adolescent Psychology	W	0	
PS	335	Adult Psychology	C	3	
PS	406	Physiological Psychology	B	3	
Fall 2015					
PS	332	Child Psychology	NA	3	
PS	334	Adolescent Psychology	NA	3	
Disclaimer					
This is an unofficial class history and is not an official transcript. Please contact the Registrar's Office concerning your official degree/certificate completion status, or to obtain a copy of your official academic transcript.					

Print Log Out

Last Audit Today

in-progress classes

preregistered classes

Class History

University Plan of Study

Arts and Sciences

W an E

Arts

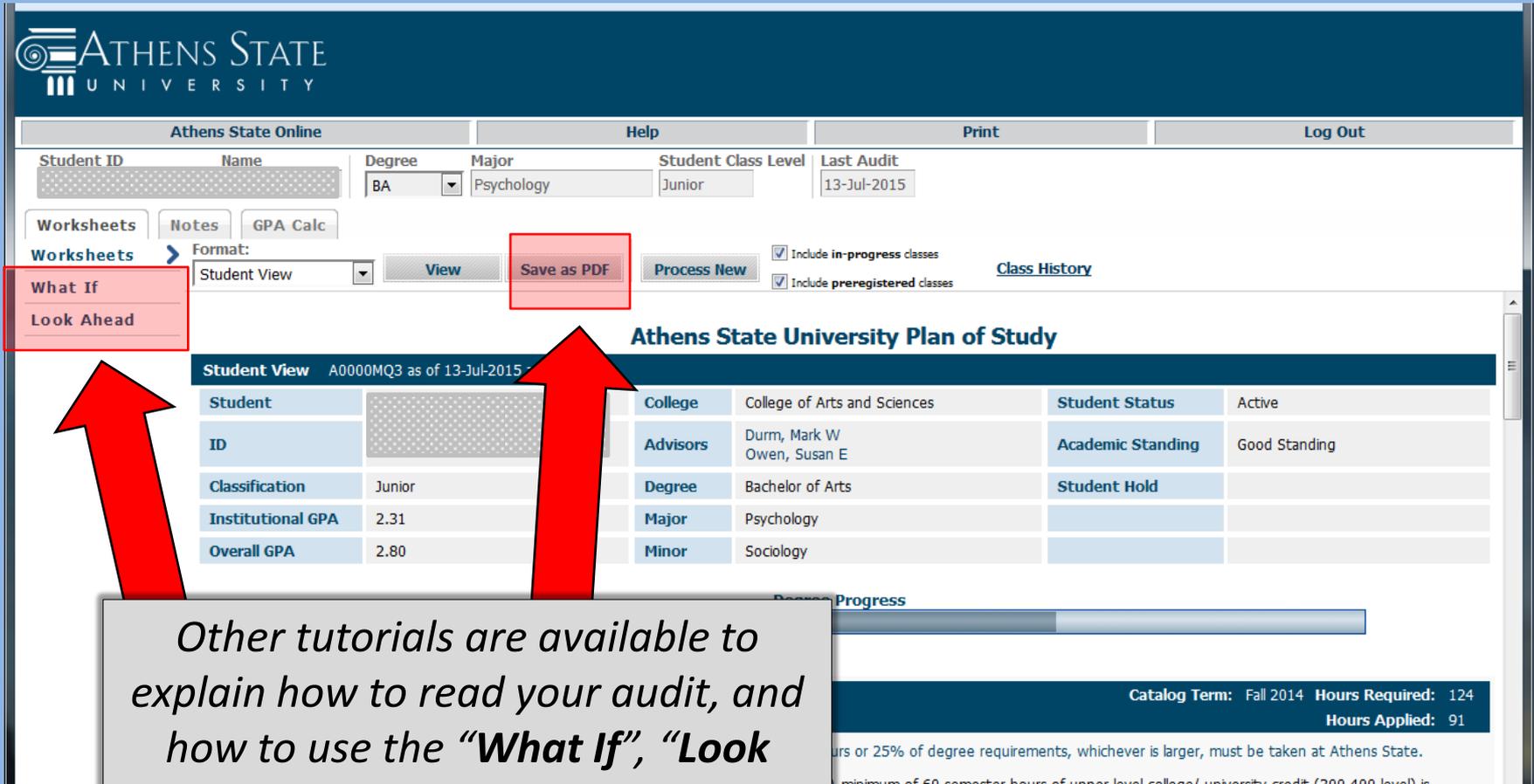
Progress

hours or 25% of

A minimum of required. You

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



Athens State University Plan of Study

Student View A0000MQ3 as of 13-Jul-2015

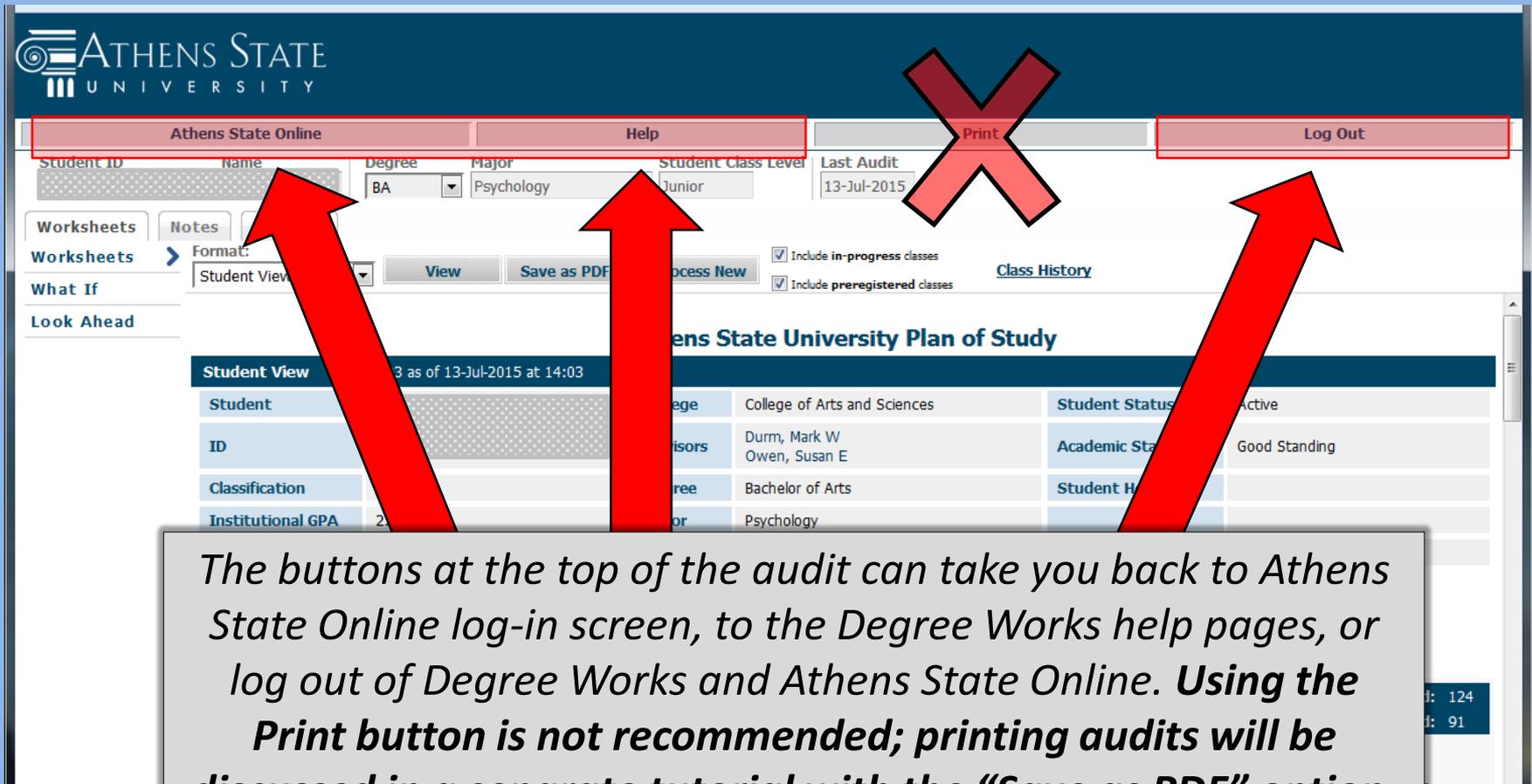
Student	[Redacted]	College	College of Arts and Sciences	Student Status	Active
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Classification	Junior	Degree	Bachelor of Arts	Student Hold	
Institutional GPA	2.31	Major	Psychology		
Overall GPA	2.80	Minor	Sociology		

Progress

Catalog Term: Fall 2014 **Hours Required:** 124
Hours Applied: 91

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 screenshot shows the top navigation bar of the Degree Works system. The bar contains several buttons: 'Athens State Online', 'Help', 'Print', and 'Log Out'. The 'Print' button is crossed out with a large red 'X'. Three red arrows point from a text box at the bottom to the 'Athens State Online', 'Help', and 'Log Out' buttons. The background shows a student's audit page with fields for Student ID, Name, Degree (BA), Major (Psychology), Student Class Level (Junior), and Last Audit (13-Jul-2015). There are also buttons for 'Worksheets', 'Notes', 'Format', 'View', 'Save as PDF', and 'Process New'. A table below shows student information: Student ID, Degree (College of Arts and Sciences), Student Status (Active), ID, Advisors (Durm, Mark W; Owen, Susan E), Academic Status (Good Standing), Classification (Bachelor of Arts), Student History, and Institutional GPA (2.0).

*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

 **DEGREEWORKS**

ATHENS STATE UNIVERSITY