

Logging into DegreeWorks

1. To access DegreeWorks, you will need to navigate to [Chattahoochee Technical Website](#)
2. Go to me@CTC and Click BannerWeb to login
3. Once you successfully logged in, click on the Student Services & Financial Aid page.
4. Click on the DegreeWorks Link.
5. Once you link to DegreeWorks you will arrive at the DegreeWorks Main Page.

Audit Overview

Student Header

The first section of the audit, the Student Header, contains key elements of your student record such as Degree, Major, Academic Standing, GPA, Holds, etc.

The screenshot displays the Student Header section of the DegreeWorks audit. It includes the following information:

- Student ID:** [Redacted]
- Name:** Swoop at, Chatt Tech
- Degree:** Associate Of Applied Science
- Advanced search** link
- Major:** Environmental Science Tech AAS
- Major Code:** ES23
- Intended Major:** None
- Catalog Year:** 202214
- Earned Hours:** 33
- Advisor:** Environment Tech Team
- Academic Standing:** GOOD STANDING
- Holds:** None
- Residency:** In State Resident
- FERPA Release:** None
- Graduation Status:** WQ11-Water Quality Technician Cert (AWARDED: 13-MAY-21)
- Test Scores:** DEWA: ENGL Test Waiver AAS (100 on 04-JUN-21), DMWA: MATH Test Waiver AAS (100 on 04-JUN-21)

Legend

The legend (bottom of audit) contains all of the unique symbols that are important for interpreting the DegreeWorks audit.

Legend	
	Complete
	Complete (with classes in-progress)
	Prerequisite
(R)	Repeated class
	Not complete
	Nearly complete - see advisor
@	Any course number

✔ **Complete** - This symbol will appear beside all requirements that have been completed within the audit and will display the course(s) that fulfilled the requirement along with the grade and the term in which the course was taken.

Environmental Science Technology INCOMPLETE							
Catalog year: Spring 2022							
	Course	Title	Grade	Credits	Term	Repeated	
✔	Occupational Safety and Health Regulations	ESCI 1010	Occup Safety&Health Regulation	A	3	Fall Semester 2020	(R)
✔	Introduction to GIS	ESCI 1020	Introduction to GIS	A	3	Spring Semester 2021	(R)
○	Survey of Environmental Ethics	Still needed:		1 Class in ESCI 1080			

□ **Not Completed** – This symbol will appear beside all requirements that have not yet been completed and will also indicate the course(s) that will be required to complete the requirement.

Environmental Science Technology INCOMPLETE							
Catalog year: Spring 2022							
	Course	Title	Grade	Credits	Term	Repeated	
✔	Occupational Safety and Health Regulations	ESCI 1010	Occup Safety&Health Regulation	A	3	Fall Semester 2020	(R)
✔	Introduction to GIS	ESCI 1020	Introduction to GIS	A	3	Spring Semester 2021	(R)
○	Survey of Environmental Ethics	Still needed:		1 Class in ESCI 1080			

Course Links – When a requirement has not yet been completed, the audit will display courses that are required to complete the requirement. These courses are also hyperlinks, that when clicked, will display catalog information about the course. Course numbers that are followed by an * indicate that the course contains prerequisites.

Environmental Science Technology INCOMPLETE							
Catalog year: Spring 2022							
	Course	Title	Grade	Credits	Term	Repeated	
✔	Occupational Safety and Health Regulations	ESCI 1010	Occup Safety&Health Regulation	A	3	Fall Semester 2020	(R)
✔	Introduction to GIS	ESCI 1020	Introduction to GIS	A	3	Spring Semester 2021	(R)
○	Survey of Environmental Ethics	Still needed:		1 Class in ESCI 1080			

- In-Progress** – This symbol will appear for requirements where the classes needed to fulfill the requirement are currently being taken or are registered to be taken for a future term. The grade section for the course will display (IP).

General Education Core AAS IN-PROGRESS

Catalog year: Spring 2022

	Course	Title	Grade	Credits	Term	Repeated
GENERAL EDUCATION CORE REQUIREMENTS						
Area I: Language Arts/Communications	ENGL 1101	Composition and Rhetoric	A	3	Spring Semester 2022	(R)
Area II: Social/Behavioral Sciences	PSYC 1101	Introductory Psychology	A	3	Summer Semester 2022	(R)
Area III: Natural Sciences/Mathematics	MATH 1111	College Algebra	A	3	Spring Semester 2022	(R)
Area IV: Humanities/Fine Arts	ARTS 1101	Art Appreciation	NA	(3)	Spring Semester 2022	(R)

DegreeWorks Wildcard (@) – This “@” symbol in DegreeWorks is a wildcard. This means that it represents all classes when used as a prefix, and can also be used to represent all course numbers. When a course prefix is followed by the @ symbol (IDSY @) this means any course number for that prefix can be used to fulfill the requirement.

Field Occupation Specialization

Still Needed: 16 Credits in CIST 1130 or 1305 or 1001 or 1122* or 1401* or 2411* or 2412* or ELCR @ or **IDSY @ or ELTR @**

In this example the requirements could be fulfilled by any IDSY or ELTR course.

Blocks

Each section in a DegreeWorks audit is called a “Block”. Each block header will contain a title for the block and will also display specific course information for that block such as credits applied and classes applied for that block. Like individual requirements, the block header will also contain a symbol stating the status of all requirements within this block.

Degree Requirements – This is the main block that houses all of the global rules that apply to all other blocks within the audit. This block will never have the “Complete” symbol until all other blocks have been completed. Within this block you will also find “Unmet Conditions” which are requirements that must be met in order to graduate.

Degree in Assoc of Applied Science INCOMPLETE

Catalog year: Spring 2022

- ✔ You meet the minimum GPA requirement.
- ✔ No Learning Support Needed
- General Education Core **Still needed:** See [General Education Core AAS section](#)
- Major Requirements **Still needed:** See [Environmental Science Technology section](#)

Core Requirements – In this block you will find all the core classes that are required for your degree.

General Education Core AAS INCOMPLETE

Catalog year: Spring 2022

	Course	Title	Grade	Credits	Term	Repeated
○ GENERAL EDUCATION CORE REQUIREMENTS						
✔ Area I: Language Arts/Communications	ENGL 1101	Composition and Rhetoric	A	3	Fall Semester 2020	(R)
○ Area II: Social/Behavioral Sciences	Still needed:	1 Class in ECON 1101 or 2105 or 2106 or HIST 1111 or 1112 or 2111 or 2112 or POLS 1101 or 2401 or PSYC 1101 or SOC1 1101 or 2600				
○ Area III: Natural Sciences/Mathematics	Still needed:	1 Class in MATH 1103 or 1111				
✔ Area IV: Humanities/Fine Arts	THEA 1101	Theater Appreciation	A	3	Fall Semester 2020	(R)
○ PROGRAM-SPECIFIC GENERAL ED COURSE REQUIREMENTS	Still needed:	Choose from 1 of the following:				
○ Biology I & Lab		2 Classes in BIOL 1111 and 1111L				
○ Biological Principles I & Lab		2 Classes in BIOL 2107 and 2107L				

Major Requirements – This block will house all of the major requirements for your degree.

Environmental Science Technology INCOMPLETE							
Catalog year: Spring 2022							
	Course	Title	Grade	Credits	Term	Repeated	
<input checked="" type="checkbox"/>	Occupational Safety and Health Regulations	ESCI 1010	Occup Safety&Health Regulation	A	3	Fall Semester 2020	(R)
<input checked="" type="checkbox"/>	Introduction to GIS	ESCI 1020	Introduction to GIS	A	3	Spring Semester 2021	(R)
<input type="checkbox"/>	Survey of Environmental Ethics	Still needed:	1 Class in ESCI 1080				
<input type="checkbox"/>	Introduction to Environmental Engineering & Science	Still needed:	1 Class in ESCI 1100				
<input checked="" type="checkbox"/>	Water Treatment Processes & Distribution Sys	ESCI 1150	Water Treat Process&Distr Sys	A	4	Fall Semester 2020	(R)
<input checked="" type="checkbox"/>	Intro to Wastewater Treatment	ESCI 1160	Intro to Wastewater Treatment	A	4	Spring Semester 2021	(R)
<input type="checkbox"/>	Watershed Hydrology	Still needed:	1 Class in ESCI 2000				
<input checked="" type="checkbox"/>	Ecology Fundamentals	ESCI 2010	Ecology Fundamentals	C	3	Spring Semester 2021	(R)
<input checked="" type="checkbox"/>	Water Distribution Sys, Backflow Prev & Cross-Connection	ESCI 2020	Water Distribution&Backflow	TRA	4	Spring Semester 2021	(R)
Satisfied by:			ESCI2020 - Water Distribution&Backflow - Georgia Northwestern Tech				
<input type="checkbox"/>	Environmental Impact Analysis	Still needed:	1 Class in ESCI 2140				

Specializations – Within this block will be all the required specializations for your degree.

<input type="checkbox"/>	NETWORKING SPECIALIZATION-Must Complete 2 Spec.	Still needed:	Choose from 2 of the following:				
Total Program Hours Required for Graduation: 68							
<input type="checkbox"/>	Linux/UNIX Specialization	See Specialization in Linux/UNIX section					
<input type="checkbox"/>	Microsoft Specialization	See Specialization in Microsoft section					
<input type="checkbox"/>	Cisco Exploration Specialization	See Specialization in Cisco Exploration in NS13 section					
<input type="checkbox"/>	AWS Cloud Solutions Specialization	See Specialization in AWS Cloud Solutions NS13 section					

Successfully Completed Courses Not Applicable to Program – This block will display all completed courses that are not currently being used to fulfill a requirement within the audit. The content of this block will fluctuate as more and more courses are taken.

Successfully Completed Courses Not Applicable to Program						
Credits applied: 3 Classes applied: 1						
Course	Title	Grade	Credits	Term	Repeated	
HPWS 1101	Fitness & Wellness	A	3	Summer Semester 2020	(R)	

Courses not Successfully Completed-Courses with Grades of D – This block will display all the courses that do not meet the minimum required grade for the program. This includes grades of a “D”, “W” and “F”.

Courses not Successfully Completed-Courses With Grades of D					
Credits applied: 3		Classes applied: 1			
Course	Title	Grade	Credits	Term	Repeated
MATH 1111	College Algebra	D	3	Spring Semester 2021	(R)

Learning Support-Repeat Courses – Within this block will be all of the courses that are not counted towards your program and repeated courses. This will include courses that are being retaken and show as in progress. Once the in-progress course has been completed with a grade, DegreeWorks will apply the higher of the two grades.

Learning Support-Repeat Courses (Including In-Progress Courses That Are Repeated)						
Credits applied: 0		Classes applied: 2				
Course	Title	Reason	Grade	Credits	Term	Repeated
ENGL 0090	Learning Support English	Max of zero classes/credits exceeded	A*	0	Summer Semester 2020	(R)
MATH 0090	Learning Support Math	Max of zero classes/credits exceeded	B*	0	Summer Semester 2020	(R)

Note: Courses that appear in these 3 sections will not count towards your degree, but **may** still count in your overall GPA.

Performing a What If Scenario

If you are thinking of changing your major, DegreeWorks has provided the What If tool to enable you to apply your course history to a sample audit with any of these changes. This tool will also allow you to enter future courses to see how they will apply using the Look Ahead feature.

1. To access the What If option, click on the **“What If”** link

The screenshot shows the 'Worksheets' page in DegreeWorks. At the top, there are navigation links: WORKSHEETS, EXCEPTIONS, PLANS, ADMIN, and HELPFUL LINKS. The main content area displays student information for 'Swoop at, Chatt Tech' with a degree of 'Associate Of Applied Science'. Below this, there are tabs for 'Academic' and 'What-If', with a red arrow pointing to the 'What-If' tab. The 'What-If' section includes a 'Degree progress' indicator showing 50% completion and an Overall GPA of 3.48. There are also checkboxes for 'In-progress classes' and 'Preregistered classes', and a 'PROCESS' button.

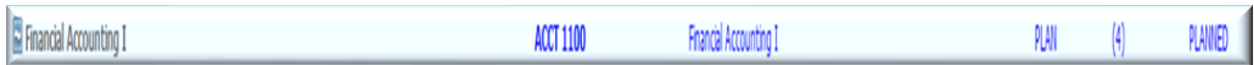
2. Once at the What if screen, you will be able to use the drop-down boxes to select the desired Academic Term and Major. If you would like to remove your choice, click the **“RESET”** button. After selecting the desired criteria, press the **“Process”** button. DegreeWorks will then take your entire course history and apply it to an audit with the newly selected changes.

The screenshot shows the 'What-If Analysis' form. At the top, there are checkboxes for 'Check here to add future classes to your CURRENT PROGRAM', 'In-progress classes', and 'Preregistered classes'. Below this, there are two sections: 'Select a Term' and 'Select a Major'. In the 'Select a Term' section, the 'Catalog year' dropdown is set to 'Spring 2022' and the 'Degree' dropdown is set to 'Associate Of Applied Science'. In the 'Select a Major' section, the 'Major' dropdown is set to 'Accounting AAS-AC13' and the 'Concentration' dropdown is set to 'Concentration'. Below these sections, there is a 'Click Process button below to run what-if.' instruction. At the bottom, there is an 'Optional: Enter Future Classes to Apply' section with 'Subject' and 'Number' input fields and an 'ADD' button. At the very bottom right, there are 'RESET' and 'PROCESS' buttons, with the 'PROCESS' button highlighted in red.

DEGREEWORKS RESPONSIVE DASHBOARD – STUDENT OVERVIEW

- Once the new audit has been generated, you will notice that all of your selections will appear as if it were a real audit. Any future courses that were added will display with blue text and will have a grade of “**PL**” and a term of “**Planned Term**”.

Major in Accounting		INCOMPLETE
Catalog year: Spring 2022		
Course	Title	Grade Credits Term Repeated
<input type="radio"/> Financial Accounting I	Still needed:	1 Class in ACCT 1100
<input type="radio"/> Document Production or Keyboard Document Formatting	Still needed:	1 Class in BUSN 1440 or 1460
<input type="radio"/> Introduction to Computer Lit	Still needed:	1 Class in COMP 1000
<input type="radio"/> Financial Accounting II	Still needed:	1 Class in ACCT 1105
<input type="radio"/> Managerial Accounting	Still needed:	1 Class in ACCT 2000
<input type="radio"/> Computerized Accounting	Still needed:	1 Class in ACCT 1115
<input type="radio"/> Spreadsheet Applications	Still needed:	1 Class in ACCT 1120
<input type="radio"/> Individual Tax Accounting	Still needed:	1 Class in ACCT 1125
<input type="radio"/> Payroll Accounting	Still needed:	1 Class in ACCT 1130
<input type="radio"/> Accounting Simulation	Still needed:	1 Class in ACCT 2110
<input type="radio"/> Accounting Electives- 2 Classes Needed	Still needed:	2 Classes in ACCT 2120 or 2140 or 2145 or 2150 or 2155 or 2100 or 2115 or MKTG 1130



Printing a What If Audit:

Once your selection has been made on the What If parameter screen, you have the option to “**Save as PDF**”. Clicking the print button at the top of the screen will run the What If scenario and insert it into a PDF document that you can either save or print out. To return to your academic audit, click the “**Academic**” button.

Worksheets

Data refreshed 01/21/2023 6:20 AM

Student ID: [Redacted] Name: Swoop at, Chatt Tech Degree: Associate Of Applied Science

Advanced search

Major: Environmental Science Tech AAS Major Code: E523 Intended Major: None Catalog Year: 202214 Earned Hours: 33

Advisor: Environment Tech Team Academic Standing: GOOD STANDING Holds: None Residency: In State Resident FERPA Release: None

Graduation Status: WQ11-Water Quality Technician Cert (AWARDED: 13-MAY-21)

Test Scores: DENIA: ENGL Test Waiver AAS (100 on 04-JUN-21), DMWA: MATH Test Waiver AAS (100 on 04-JUN-21)

Academic What-if View historic audit: 01/21/2023 at 5:13 PM 50/AAS

Formal Student View

Degree progress

50% Overall GPA: 3.48

In-progress classes Preregistered classes **PROCESS**

Audit date: 01/21/2023 5:13 PM

Diagnosics Student data Collapse all

Using Calculators

Graduation Calculator - allows you to calculate a selected graduation GPA. Click on the three dots at the top of the audit and select **“GPA Calc”** tab at the top of the worksheet. Select **“Graduation calculator”**. Enter the credits remaining in the program, the total required credits for program and the desired GPA. Click the **“Calculate”** button. The system will then tell you what grades you need to make to reach your desired graduation GPA.

The screenshot shows the 'Worksheets' section of the dashboard. At the top right, there is a menu with three dots, which is highlighted with a red arrow. The menu options are 'GPA Calculator', 'Class History', and 'Notes'. Below the menu, the student's profile is displayed with fields for Student ID (900505113), Name (Swoop at, Chatt Tech), and Degree (Associate Of Applied Science). Below the profile, there is a table of student information including Major, Major Code, Intended Major, Catalog Year, and Earned Hours.

The screenshot shows the 'GPA Calculator' form. The 'Graduation Calculator' tab is selected and highlighted with a red box. The form contains the following input fields, all of which are highlighted with a red box:

- Current GPA *: 3.48
- Credits remaining *: 33
- Credits required *: 60
- Desired GPA *: 3.8

A 'CALCULATE' button is located at the bottom right of the form, also highlighted with a red box.

The screenshot shows the 'GPA Calculator' form after the calculation. The 'Graduation Calculator' tab is selected. The result is displayed as follows:

To achieve your desired GPA, you would need to average higher than a 4.0. You would need to average a 4.062

Current GPA	3.48
Credits remaining	33
Credits required	60
Desired GPA	3.8

A 'RECALCULATE' button is located at the bottom right of the form.

Term Calculator – allows you to input a grade for this term and it will calculate your term GPA. Select the “**Term Calculator**”. Enter each course that the student is taking for this term, enter credit hours and select a grade from the dropdown box. Click the “**Calculate**” button. The system will tell you what your estimated GPA will be for that term.

GPA Calculator ✕

Graduation Calculator
Term Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA *
3.48

Credits earned *
33.0

Add Course

Course * BIOL 1111L	Credits * 1	Grade * A	▼	🗑️
Course * BIOL 1111	Credits * 3	Grade * B	▼	🗑️
Course * COMP 1000	Credits * 3	Grade * A	▼	🗑️

CALCULATE

GPA Calculator ✕

Graduation Calculator
Term Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.496

Current GPA	3.48		
Credits earned	33.0		
Course	Credits	Grade	
BIOL 1111L	1	A	
BIOL 1111	3	B	
COMP 1000	3	A	

RECALCULATE