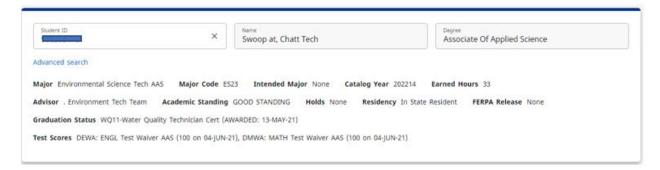## Logging into DegreeWorks

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.
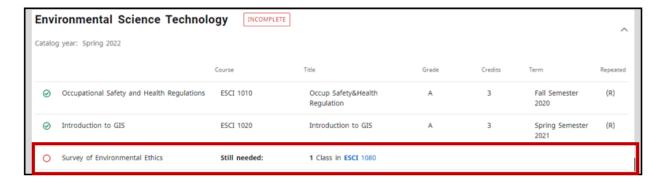
| Student ID | × | Name | Swoop at, Chatt Tech | Degree | Associate Of Applied Science |

Advanced search

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

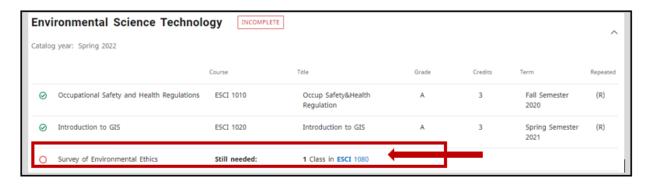|			
⊘	Complete	○	Not complete
◐	Complete (with classes in-progress)	ⓘ	Nearly complete - see advisor
☑	Prerequisite	@	Any course number
(R)	Repeated class		

☑ **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.
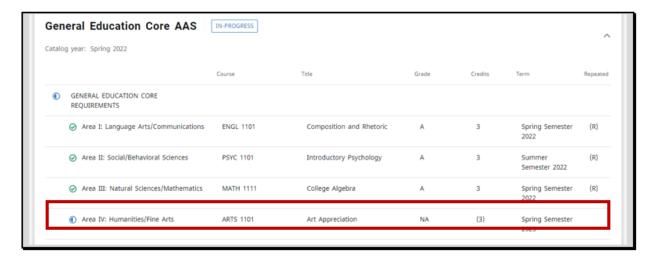

☐ **Not Completed –** This symbol will appear beside all requirements that have not yet been completed and will also indicate the course(s) that will be required to complete the requirement.

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.

⊟ **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).

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
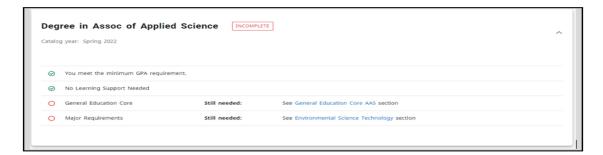number for that prefix can be used to fulfill the requirement.

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.

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

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

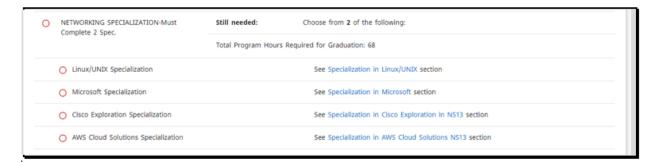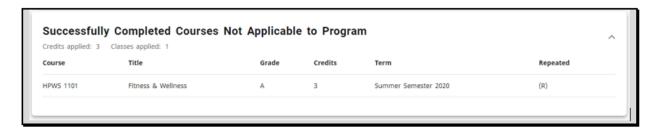|		Course	Title	Grade	Credits	Term	Repeated
⊘	Occupational Safety and Health Regulations	ESCI 1010	Occup Safety&Health Regulation	A	3	Fall Semester 2020	(R)
⊘	Introduction to GIS	ESCI 1020	Introduction to GIS	A	3	Spring Semester 2021	(R)
○	Survey of Environmental Ethics	**Still needed:**	**1 Class in ESCI 1080**				
○	Introduction to Environmental Engineering & Science	**Still needed:**	**1 Class in ESCI 1100**				
⊘	Water Treatment Processes & Distribution Sys	ESCI 1150	Water Treat Process&Distr Sys	A	4	Fall Semester 2020	(R)
⊘	Intro to Wastewater Treatment	ESCI 1160	Intro to Wastewater Treatment	A	4	Spring Semester 2021	(R)
○	Watershed Hydrology	**Still needed:**	**1 Class in ESCI 2000** 🗐				
⊘	Ecology Fundamentals	ESCI 2010	Ecology Fundamentals	C	3	Spring Semester 2021	(R)
⊘	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				
○	Environmental Impact Analysis	**Still needed:**	**1 Class in ESCI 2140** 🗐				

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

○	NETWORKING SPECIALIZATION-Must Complete 2 Spec.	**Still needed:**	Choose from **2** of the following:
			Total Program Hours Required for Graduation: 68
○	Linux/UNIX Specialization		See Specialization in Linux/UNIX section
○	Microsoft Specialization		See Specialization in Microsoft section
○	Cisco Exploration Specialization		See Specialization in Cisco Exploration in NS13 section
○	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.
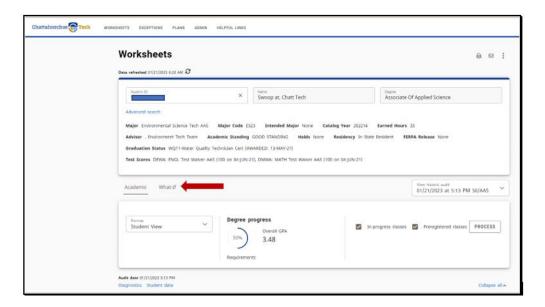
Learning Support-Repeat Courses (Including In-Progress Courses That Are Repeated)

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.
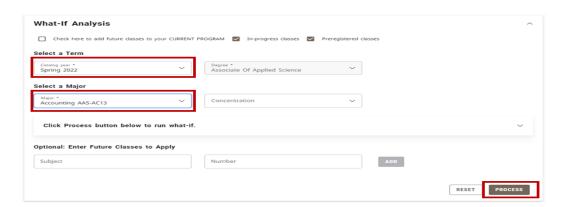
Performing a What If Scenario

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

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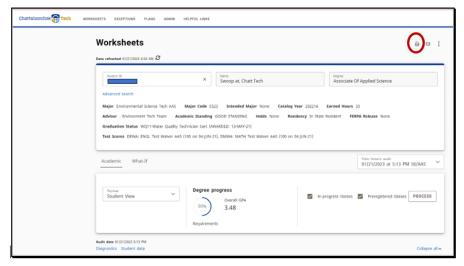
3. Once the new audit has been generated, you will notice that all of your selections will appear as if it were a real audit. Any future courses that were added will display with blue text and will have a grade of **"PL"** and a term of **"Planned Term"**.

Major in Accounting [INCOMPLETE]

Catalog year: Spring 2022

		Course	Title	Grade	Credits	Term	Repeated
○	Financial Accounting I	Still needed:	1 Class in **ACCT** 1100				
○	Document Production or Keyboard Document Formatting	Still needed:	1 Class in **BUSN** 1440 or 1460				
○	Introduction to Computer Lit	Still needed:	1 Class in **COMP** 1000				
○	Financial Accounting II	Still needed:	1 Class in **ACCT** 1105				
○	Managerial Accounting	Still needed:	1 Class in **ACCT** 2000				
○	Computerized Accounting	Still needed:	1 Class in **ACCT** 1115				
○	Spreadsheet Applications	Still needed:	1 Class in **ACCT** 1120				
○	Individual Tax Accounting	Still needed:	1 Class in **ACCT** 1125				
○	Payroll Accounting	Still needed:	1 Class in **ACCT** 1130				
○	Accounting Simulation	Still needed:	1 Class in **ACCT** 2110				
○	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				

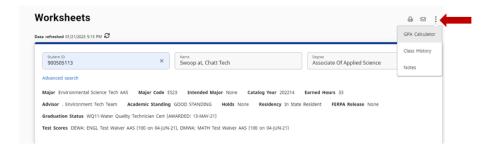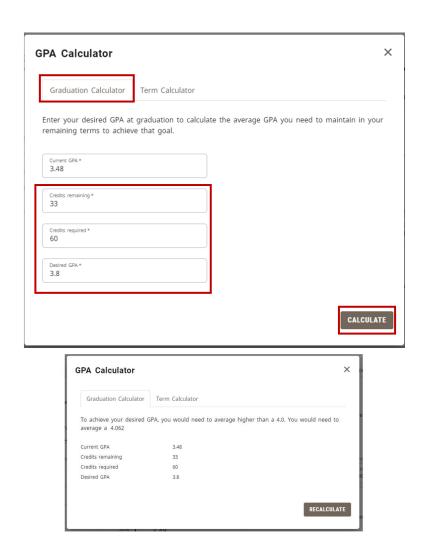| Financial Accounting I		ACCT 1100	Financial Accounting I	PLAN	(4)	PLANNED

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.

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.

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 *	Credits earned *
3.48	33.0

Add Course

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