# DegreeWorks Frequently Asked Questions

**Q. What is DegreeWorks?**

A.  DegreeWorks is a computerized degree audit program and academic advising tool designed to assist you and advisors in reviewing your program progress.  A Web-based program, DegreeWorks re-organizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your program requirements.

**Q. What is an audit?**

A.  DegreeWorks audit is a review of past, current and "planned" coursework that provides information on completed and outstanding requirements necessary to complete a program.

**Q. What are the benefits in using DegreeWorks?**

A.  DegreeWorks will help you:

- Determine what requirements you need to fulfill in order to complete your program.
- View individual course grades, cumulative grade-point average (GPA), and major average.
- Determine which courses you have taken or transferred, and which ones count as electives.
- View transfer credits, waivers, and exemptions applied toward  program requirements.
- See how your coursework could be applied toward another major using the What If option.
- Confirm your academic standing.
- Estimate how many semesters it will take you to graduate.
- Learn the prerequisites and  co-requisites for courses by clicking on the course numbers

**Q. Who can use DegreeWorks?**

A. Advisors and students both will be able to use the system as an advising tool to better follow the student's progress and determine which requirements are still needed.

**Q.  When should I look at my degree audit?**

A. The degree audit should be viewed at these times:

- Prior to registering for courses
- After registration to ensure courses apply to program requirements.
- After grades **are posted** for each semester.
- Prior to applying for graduation
- After any changes to major

**Q. How do I access DegreeWorks?**

A. DegreeWorks can be accessed by going to your BannerWeb account and will be located under Student Records.

**Q. How current is my information in DegreeWorks?**

A. The information in DegreeWorks is refreshed each night. Any changes made today (e.g., grade changes, program changes or classes added/dropped) will be seen in DegreeWorks the next day.

**Q. Can I register for classes in DegreeWorks?**

A. No. DegreeWorks is a snapshot of courses in-progress, planned, and in your academic history.

**Q. Can I see how many classes I have left to fulfill my program requirements?**

A. Yes. DegreeWorks is laid out in a block format displaying degree and major requirements. Look for unchecked boxes to identify requirements that you still need to complete.

**Q. Is DegreeWorks the same as my transcript?**

A. No, DegreeWorks is an unofficial audit of your coursework, as well as an outline of requirements still needed to complete your program of study.

**Q. Are my grades visible in DegreeWorks?**

A. Yes. Once grades have been processed at the end of the semester, they are viewable in DegreeWorks.

**Q. What should I do if I believe my academic information is incorrect?**

A. You should consult your academic advisor for a review of your audit.

**Q. Why isn't my transfer work meeting a requirement?**

A. There could be two reasons. The course did not meet either the minimum number of credits and/or minimum grade requirement for use in your program of study, or all the requirements have been met and this course is simply not needed.

**Q. What is the 'What If' feature?**

A. The 'What If' function allows you to hypothetically change your major. The 'What If' audit will show you what coursework is required for the new major, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

**Q. I've seen the @ symbol in several places on my worksheet. What does this mean?**

A. This is a wild card in DegreeWorks. If it appears after a subject prefix (i.e., HIST @), it means that you can take any History course.

**Q. If all of the boxes are checked, does this mean I am graduating?**

A. Not necessarily. If you have applied to graduate, the graduation specialist will perform a final audit after all final grades have been submitted to determine if you are eligible to graduate. Missing requirements will be communicated to you.

**Q. Who should I contact if I still have questions?**

A. Your academic advisor is your primary contact for questions concerning your program of study, course selections, change of major, academic achievement, and degree requirements.

If you have problems running your audit or receive an error, please send an email to the DegreeWorks help email at [Degree.Works@chattahoocheetech.edu](mailto:Degree.Works@chattahoocheetech.edu)