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

Sign in to your accour	t	
User Name	Password	Sign In
STUDENTS: Your Username is the first Your password is the sam If you need assistance with <u>FACULTY/STAFF:</u> Your username is the first	part of your CTC student email addre: e password you use to log into classre n issues relating to your account, you part of your CTC email address prece	·

- 3. Once you successfully logged in you will arrive at the Student Services & Financial Aid page.
- 4. Click on the Student Records page.
- 5. Click on the DegreeWorks Link.
- 6. If you have already logged in to Banner Web or Blackboard via SSO, you will not have to do it again for the same session.
- 7. Once you link to DegreeWorks you will arrive at the DegreeWorks Main Page.

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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 View	AB125031 as of 10/08/2012 at 14:06				
Student	Sample, Ima	Degree	Certificate	Major	Healthcare Assistant Cert
ID		Program	HA21	Intended Major	LPN
Earned Hours	102.95	Academic Standing	GOOD STANDING	Holds	LIBRARY FINE HOLD REGISTRAR HOLD
Cumulative GPA	3.510				

Legend

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

Legend			
🗹 Complete	Complete except for classes in-progress	(T)	Transfer Course
Not Complete	Nearly complete - see advisor	0	Any course number
* Course Has Prerequisites	IP Course in Progress. No grade has been applied.	Note	the number next to grade is the ethics grade

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

General Education Core AAS					
GENERAL EDUCATION CORE REQUIREMENTS					
Area I: Composition & Rhetoric	ENG 191	Composition & Rhetoric	B 2	3.33	Fall 2001
Area II: Social/Behavioral Sciences Elective	ECO 2105 Satisfied by	Principles of Macroeconomics - Mercer University In Atlanta	TRA	3.33	Spring 2009
🛛 Area III: Math Option	MAT 1111 Satisfied by	College Algebra - Mercer University In Atlanta	TRA	3.33	Spring 2009
Area IV: Humanities/Fine Arts	Stil Needed: 1 (lass in ARTS 1101" or ENGL 2130" or HUMN 1	101* or MUSC 1	101*	
PROGRAM-SPECIFIC GENERAL ED COURSE REQUIREMENTS					
General Core Elective	MAT 1113 Satisfied by	Precalculus - Mercer University In Atlanta	TRB	3.33	Spring 2009

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

General Education Core AAS					
GENERAL EDUCATION CORE REQUIREMENTS					
Area I: Composition & Rhetoric	ENG 191	Composition & Rhetoric	B 2	3.33	Fall 2001
Z Area II: Social/Behavioral Sciences Elective	ECO 2105 Satisfied by	Principles of Macroeconomics - Mercer University In Atlanta	TRA	3.33	Spring 2009
🗹 Area III: Math Option	MAT 1111 Satisfied by	College Algebra - Mercer University In Atlanta	TRA	3.33	Spring 2009
Area IV: Humanities/Fine Arts	Stil Needed: 1 C	Class in ARTS 1101* or ENGL 2130* or HUMN 1	101" or MUSC 11	101*	
PROGRAM-SPECIFIC GENERAL ED COURSE REQUIREMENTS					
General Core Elective	MAT 1113 Satisfied by	Precalculus - Mercer University In Atlanta	TRB	3.33	Spring 2009

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.

General Education Core AAS					
GENERAL EDUCATION CORE REQUIREMENTS					
Area E Composition & Rhetoric	ENG 191	Composition & Rhetoric	B 2	3.33	Fall 2001
Area II: Social/Behavioral Sciences Elective	ECO 2105 Satisfied by	Principles of Macroeconomics - Mercer University In Atlanta	TRA	3.33	Spring 2009
Area III: Math Option	MAT 1111 Satisfied by	College Algebra - Mercer University In Atlanta	TRA	3.33	Spring 2009
Area IV: Humanities/Fine Arts	Stil Needed: 1	Class in ARTS 1101" or ENGL 2130" or HUMN 1	101" or MUSC 11	101* 🔷	
PROGRAM-SPECIFIC GENERAL ED COURSE REQUIREMENTS					
General Core Elective	MAT 1113 Satisfied by	Precalculus - Mercer University In Atlanta	TRB	3.33	Spring 2009

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 row will be highlighted light blue and the grade section for the course will display (IP).

GENERAL EDUCATION CORE REQUIREMENTS					
Area I: Language Arts/Communications	ENG 191	Composition & Rhetoric	C 2	3.33	Fall 2003
Area II: Social/Behavioral Sciences	ECO 191	Principles of Economics	A 2	3.33	Fall 2003
Area III: Natural Sciences/Mathematics	MAT 191	College Algebra	A 2	3.33	Winter 2003
Area IV: Humanities/Fine Arts	MUSC 1101	Music Appreciation	IP	(3)	Fall 2012
PROGRAM-SPECIFIC GENERAL ED COURSE REQUIREMENTS					
General Core Elective	ENG 193	Composition & Rhetoric II	A 2	3.33	Winter 2004

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		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		
A minimum of 25% of your curriculum must be completed at CTC.		
You meet the min GPA req of a 2.0 for graduation.		
Learning Support		
General Education Core	Stil Needed:	See General Education Core AAS section
Major Requirements	Stil Needed:	See Major in Accounting section

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

General Education Core AAS					
GENERAL EDUCATION CORE REQUIREMENTS					
🗹 Area I: Composition & Rhetoric	ENG 191	Composition & Rhetoric	B 2	3.33	Fall 2001
Area II: Social/Behavioral Sciences Elective	ECO 2105 Satisfied by	Principles of Macroeconomics - Mercer University In Atlanta	TRA	3.33	Spring 2009
🗹 Area III: Math Option	MAT 1111 Satisfied by	College Algebra - Mercer University In Atlanta	TRA	3.33	Spring 2009
Area IV: Humanities/Fine Arts	Still Needed: 1	Class in ARTS 1101* or ENGL 2130* or HUMN 11	101* or MUSC 11	01*	
V PROGRAM-SPECIFIC GENERAL ED COURSE REQUIREMENTS					
🗹 General Core Elective	MAT 1113 Satisfied by	Precalculus - Mercer University In Atlanta	TRB	3.33	Spring 2009

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

🗹 Financial Accounting I	ACC 101 ACC 1101	Principles of Accounting I Principles of Accounting I	B 2 B 2	4	Winter 2003 Summer 2010
Document Production	BUS 1130	Document Processing	B 2	4	Summer 2010
Introduction to Computers	SCT 100	Introduction to Microcomputers	A 2	2	Summer 2003
Principles of Accounting II & III	ACC 1102 ACC 1103	Principles of Accounting II Principles of Accounting III	C 2 B 2	4 4	Winter 2010 Spring 2010
Managerial Accounting	Still Needed: 1	Class in ACCT 1110*			
Computerized Accounting	ACC 1104	Computerized Accounting	C 2	2	Spring 2010
Spreadsheet App and Advanced Spreadsheet	ACC 1106 ACC 2160	Spreadsheet Fundamentals Advanced Spreadsheet	B 2 B 2	2 3.33	Spring 2010 Summer 2010
Individual Tax Accounting	Still Needed: 1	Class in ACCT 1125			
Z Payroll Accounting	ACC 1152	Payroll Accounting	C 2	3.33	Winter 2010
Accounting Electives	ACC 154 Still Needed: 2	Personal Finance Classes in ACCT 2120* or 2135* or 2150* or 2155*	B 2	3.33	Spring 2002
Specific Occupational-Guided Electives	MKT 101 MSD 113 MKT 100	Principles of Management Ethical Management Introduction to Marketing	C 2 A 2 C 2	3.33 3.33 3.33	Summer 2002 Spring 2003 Winter 2003

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

SPECIALIZATION	Still Needed: Choose from 1 of the following:
Biomedical Instrumentation Technology Spec	(${\bf 5}$ Classes in ALHS 1011* and 1090* and BMET 1231* and 2242* and 2343*) or
Home Technology Integration Specialization	(${\bf 5}$ Classes in ELCR 2650* and 2660 and 2680* and 2690* and $@$) or
Field Occupation Specialization	(16 Credits in $CIST$ 1130 or 1305 or 1001 or 1122^{\ast} or 1401^{\ast} or 2411^{\ast} or 2412^{\ast} or $ELCR$ @ or $IDSY$ @ or $ELTR$ @)

Courses Not Applicable to Program Completion – 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.

Courses Not A	Applicable to Program Completion	Ci	redits Applied:	82.63 Classes Applied: 29
ACC 101	Principles of Accounting I	TRB	4	Fall 2010
Satisfied by:	- Appalachian Technical College			
ACC 102	Principles of Accounting II	TRB	4	Fall 2010
Satisfied by:	- Appalachian Technical College			
ACC 1101	Principles of Accounting I	EX	4	Fall 2010
Satisfied by:	- Appalachian Technical College			
ACC 1106	Spreadsheet Fundamentals	TRB	2	Fall 2010
Satisfied by:	- Appalachian Technical College			
ACC 2160	Advanced Spreadsheet	TRB	3.33	Fall 2010
Satisfied by:	- Appalachian Technical College			
ACCT 1125	Individual Tax Accounting	EX	3	Fall 2011
Satisfied by:	- Chattahoochee Technical Coll.			

Courses not Successfully Completed – This block will display all the courses that do not meet the minimum required grade for the program. This includes grades of a "D" and "F".

Courses not Successfu	ully Completed	Credits Applied: 0 Classes Applied: 1
ECCE 1121	EarlyChildhoodCare&Ed Practicu	W 0 Fall 2011

Learning Support Courses – Within this block will be all of the courses that are not counted towards your program. This will be all of your learning support courses.

Learning Sup	port Courses			Credits Applied: 0	Classes Applied: 1
MAT 0097	Learning Support MAT III	A*2	0	Summer 2009	

Note: Courses that appear in these 3 sections will not count towards your degree, but **may** still count in your 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 on the left-side of the audit screen under the "Worksheets" tab.

Back to Self-Ser	vice I I4 4 Name Sample, Ima	Portal FAQ + H Degree Major CRT1 • Healthcare Assistant	Cert Last Audit Today	Last Refresh Today at 2:06 pm	Print	Exception Ma	inagement	Log Out
orksheets	Planner Rotes Format: Student View	Patitions Exceptions GPA C		y Include to programs classes y Include proregistered classes	Class History			
tory			Chattah	oochee DegreeW	/orks			
	Student View	A8125031 as of 10/06/2012 at 14:06		The second second				
hat If	Stadenter .	Sample, Ima	Degree	Certificate		Major	Healthcare Assistant Cert	÷.
-	ID		Program	HA21		Intended Major	LPN	
ok Aheari	Earned Hours	102.95	Academic Standin	GOOD STANDING		Holds	LIBRARY FINE HOLD REGISTRAR HOLD	
	Cumulative GPA	3.510						

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.

	hattahoochee CHNICAL COLLEGE					
Back to Self-Ser	vice Portal	FAQ	Help	Print	Exception Management	Log Out
Find Student ID	I A Name ► ► Degree	Major	Last Audit Last Refresh	0		
900321009	Sample, Ima 🔹 CRT1 👻	Healthcare Assistant Cert	Today Today at 2:06 pm	V		
Worksheets		cceptions GPA Calc				
Worksheets	Format: Student View - Process	What-If Save as I	PDF Include in-progress classes			
	What-If		• • •			
History	Academic Term Fall 2012	•				
What If	Choose Your Different Areas of Stud	iy				
	Select an item to add it to your Chosen	n Area of Study Chos	sen Areas of study			
Look Ahead	Major Pick a Major	•				
	Concentration Pick a Concentration	•				
			Remove			
	Choose Your Future Classes					
	Enter a course and click Add Course	Cour	rses you are considering			
	Subject	Find				
	Number					
	Add Course					
			Remove Course			

3. Your selection for each area will be added to the list box on the right hand side. If you would like to remove any of your choices, select it from the list and click the "Remove" button located below the list box. After selecting the desired criteria, press the "Process What-If" button. DegreeWorks will then take your entire course history and apply it to an audit with the newly selected changes. *Note if you would like to print your What If scenario, please jump to the next page before your click "Process What-If"*

	hattaboochee CHINICAL COLLEGE
Back to Self-Serv Find Student ID	Kice Portal FAQ Help Print Exception Management Log Out 14 Name H Degree Hajor Last Audit Last Refresh Today at 6:15 am Image: CRT1 Healthcare Assistant Cert 10/08/2012 Today at 6:15 am Image: CRT1 Healthcare Assistant Cert Image: CRT1 Healthcare Assistant Cert Today at 6:15 am Image: CRT1 Image: CRT1<
Worksheets Worksheets	Planner Notes Petitions Exceptions GPA Calc Admin Format: Student View Process What-If Save as PDF Totols in progress dates Totols progress dates
History	What-If Academic Term Spring 2013 •
What If >	Choose Your Different Areas of Study Select an item to add it to your Chosen Areas of Study Major Pick a Major Occentration Pick a Concentration Remove
	Choose Your Future Classes
	Enter a course and click Add Course Environment of Find ACCT 2120
	Number Add Course
	Remove Course

4. 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".

	ice F H 4 Name Sample, Ima Notes	Portal H Degree Major CRT1 • Healt Petitions Exception	hcare Assistant Cert 10/08/2012	Last Refresh Today at 6:15 am	Exception Ma	nagement	Log Out				
Vorksheets	Back Sele	oted What-If Items:	· Look Ahead Courses	s Usedi 💌							
History Chattahoochee DegreeWorks											
	Student View	WA001372 as of 10/09/2012	at 14:52				What If A				
what If 💙 💙	Student	Sample, Ima	Degree	Certificate	Major	Accounting Diploma					
	ID		Program		Intended Major						
						LIBRARY FINE HOLD					
Look Ahead	Earned Hours	102.95	Academic Standing	GOOD STANDING	Holds	REGISTRAR HOLD					
Look Ahead			Academic Standing	GOOD STANDING	Holds						
Look Ahead	Earned Hours			GOOD STANDING	Holds						

Accounting Electives-1 Class Needed (ACCT 212	Business Tax Accounting	PL	(3)	PLANNED
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Printing a What If Audit:

1. Once all of your selections have been made on the What If parameter screen, you have the option to "Save as PDF". Clicking this 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.

	hattahoochee				
Back to Self-Service	No Portal FAQ H + Name H Degree Hajor Sample, Ima • ORT1 •	Help Last Audit Last Refresh Cert 10/08/2012 Today at 6:15 am	Print	Exception Management	Log Out
Worksheets Worksheets	Format:	calc Admin c as PDF c too coopress dases c too PDF c too			
History	What-If				
niscory	Academic Term Spring 2013 •				
what If	Choose Your Different Areas of Study				
	Select an item to add it to your Chosen Area of Study	Chosen Areas of study			
Look Ahead	Major Pick a Major +	MAJOR + Accounting Diploma			
	Concentration Pick a Concentration •				
		Remove			
	Choose Your Future Classes				
	Enter a course and click Add Course	Courses you are considering			
	Subject Call				
	Rumber				
	Add Course				
		Remove Course			

	hattahoochee									
Back to Self-Sen		Portal		AQ	Help		Print	Ð	xception Management	Log Out
Find Student ID 900321009	I4 4 Name Sample, Ima	► H 	CRT1 - Healthcar			ay at 6:15 am	0			
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Worksheets	Student View	- 2	ဓ https://ctcban4.chattal	loocheetech.edu/IRISL	Link.cgi - Windows Ii	nternet Explorer pr	0			
History	What-If Academic Tern	Covin	Chattaheochee				Page 1 of 3			
	Choose Your D		METHNAL COLORS							
What If 💙	Select an iten		Student View WA0013					=		
Look Ahead	Major	Pick a M	Student Sample, Ima ID 900321009	Program	tfcale	Major Accounting Dig Intended Major				
	Concentration	Pick a C	Earned Hours 102.95 Program GPA 3.510	Standing 000	OD STANDING	Holds REGISTRAR	HOLD			
			Require Progress be represents the rate of Legend Complete Not Complete	ments The number of blocks checked compared to Complete e	gree Progress 71% • unchacket, not recessely the period except for classes in-progress Progress. No grade has been at	(T) Transfer	Class			
	Choose Your F		Course Contains Preret	ulsites Note: the number	r next to grade is the ethics grad	le a Ywra - Sorina 2013				
	Enter a course	e and click		ulum must be completed at CTC.		GPA: 257				
	Subject		graduation.	nin GPA req of a 2.0 for						
	Number		General Educa	tion Core						
		Add	Dipioma Requ General Education Core		II Needed: See Diploma in A	a Yeer: Spring 2013				
				JCATION CORE		OPA: 4				
			Fundamentais		ENG 193 Literature and Co Satisfied by - Appalachian Tr		3.33 Fall 2010			
			Foundations o		AAT 191 College Algebra Satisfied by - Darton College		3.33 Spring 2011			
			Interpersonal P	Islations/Basic Psychology P	PSY 11D1 Introduction to Pe	sychology A.2	3.33 Fall 2010			
			8.20 × 10.00 in	A	ACC 101 Principles of Acc	g Year: Spring 2013 GPA: 3.33 cunting I TRB	4 Fall 2010	-		
		G								

Using Calculators

Graduation Calculator - allows you to calculate a selected graduation GPA. Click on the "**GPA Calc**" tab at the top of the worksheet. Select "**Graduation calculator**" on the left side. 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.

Chattahoo						
Back to Self-Service Find Student ID H 4 N Sample, Ima	Portal ame FH Degn CRT		Help Last Audit Last Refresh 10/08/2012 Today at 5:59 am	Print	Exception Management	Log Out
	Notes Petitions	Exceptions GPA Calc	Ada			
Graduation >				_	_	
Term Calculator			s Remaining s Required	3.51 8 35 3.5		
Advice Calculator		You need to average	e a 3.46 over your final 8 Credits t	o graduate with your o	desired GPA	_
			Recalculate			

Term Calculator – allows you to input a grade for this term and it will calculate your term GPA. Select the "**Term Calculator**" on the left side. 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.

Chattaboochee				
Back to Self-Service Portal FAQ Ind Student ID H Name H Degree Major CRT1 Heathcare Assists		fresh t 5:59 am	Exception Management	Log Out
GP4	A Calc Admin	3.51		
ferm >	Credits Earned So Far	32.65		
Advice Calculator	Cre			
	ENGL 1101 3 COMP 1000 2	A I(4.00) -		
	MATH 1111 3	A I[4.00] • C I[2.00] •		
	PSWC 1101 3	B I(3.00) -		
	Class 5	A I(4.00) -		
	Class 6	A I[4.00] -		
	Class 7	A I[4.00] *		
	Class 8	A I[4.00] -		
	Class 9	A I(4.00) -		
	Class 10	A I(4.00) -		

Back to Self-Servi	55		ortal		FA	Q	н	leip	Print	Exception Management	Log Ou
			F H	per	lajor		Last Audit	Last Refresh	0		
	Sample, Im	10	•	CRT1 • H	lealthcare /	Assistant Cert	10/08/2012	Today at 5:59 am			
Worksheets	lanner	Notes	Petitie	ons Exce	ptions	GPA Calc	Admin				
		ent GPA ts Earned	l So Far			3.51 32.65					
Calculator	Credi	ts Earned	l So Far			32.65					
Calculator	Credit	ts Earned S	l So Far	Credits		32.65 Grade	(Calculated GPA		3.42	
Calculator	Credi	ts Earned S	l So Far		AI	32.65 Grade		By achie	ving the grades I	sted here, your	
Calculator	Credit Class ENGL	ts Earned S	l So Far	Credits	AI	32.65 Grade	(By achie	ving the grades I the end of the te	sted here, your	
Term Calculator	Credi Clas EliGL COMP	ts Earned s 1101	l So Far	Credits 3	-	32.65 Grade	.00	By achie	ving the grades I the end of the te Recalculate	sted here, your rm will be 3.42	