

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 account

User Name Password Sign In

BannerWeb is not compatible with Microsoft Edge. If you are using Edge, please close this browser and open Internet Explorer, Firefox or Chrome.

STUDENTS:
 Your Username is the first part of your CTC student email address preceding @students.chattahoocheetech.edu.
 Your password is the same password you use to log into classroom computers and your Student email account.
 If you need assistance with issues relating to your account, you can [Access the Student Help Desk](#)

FACULTY/STAFF:
 Your username is the first part of your CTC email address preceding @chattahoocheetech.edu
 Your password is the same password you use to log into your office computer and CTC email account.

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.



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		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Course
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ 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						
<input type="checkbox"/> GENERAL EDUCATION CORE REQUIREMENTS						
<input checked="" type="checkbox"/> Area I: Composition & Rhetoric	ENG 191	Composition & Rhetoric	B 2	3.33	Fall 2001	
<input checked="" type="checkbox"/> Area II: Social/Behavioral Sciences Elective	ECO 2105	Principles of Macroeconomics	TRA	3.33	Spring 2009	
	Satisfied by - Mercer University In Atlanta					
<input checked="" type="checkbox"/> Area III: Math Option	MAT 1111	College Algebra	TRA	3.33	Spring 2009	
	Satisfied by - Mercer University In Atlanta					
<input type="checkbox"/> Area IV: Humanities/Fine Arts	Still Needed: 1 Class in ARTS 1101* or ENGL 2130* or HUMN 1101* or MUSC 1101*					
<input checked="" type="checkbox"/> PROGRAM-SPECIFIC GENERAL ED COURSE REQUIREMENTS						
<input checked="" type="checkbox"/> General Core Elective	MAT 1113	Precalculus	TRB	3.33	Spring 2009	
	Satisfied by - Mercer University In Atlanta					

- 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.

DEGREEWORKS TRAINING – STUDENT OVERVIEW

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	Principles of Macroeconomics - Mercer University In Atlanta	TRA	3.33	Spring 2009	
✓ Area III: Math Option	MAT 1111	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 1101* or MUSC 1101*					
PROGRAM-SPECIFIC GENERAL ED COURSE REQUIREMENTS						
✓ General Core Elective	MAT 1113	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 I: Composition & Rhetoric	ENG 191	Composition & Rhetoric	B 2	3.33	Fall 2001	
✓ Area II: Social/Behavioral Sciences Elective	ECO 2105	Principles of Macroeconomics - Mercer University In Atlanta	TRA	3.33	Spring 2009	
✓ Area III: Math Option	MAT 1111	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 1101* or MUSC 1101*					
PROGRAM-SPECIFIC GENERAL ED COURSE REQUIREMENTS						
✓ General Core Elective	MAT 1113	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	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 @				
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In this example the requirements could be fulfilled by any IDSY or ELTR course.

DEGREEWORKS TRAINING – STUDENT OVERVIEW

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.	
<input checked="" type="checkbox"/>	You meet the min GPA req of a 2.0 for graduation.
<input checked="" type="checkbox"/>	Learning Support
<input type="checkbox"/>	General Education Core Still Needed: See General Education Core AAS section
<input type="checkbox"/>	Major Requirements Still 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						
<input type="checkbox"/> GENERAL EDUCATION CORE REQUIREMENTS						
<input checked="" type="checkbox"/>	Area I: Composition & Rhetoric	ENG 191	Composition & Rhetoric	B 2	3.33	Fall 2001
<input checked="" type="checkbox"/>	Area II: Social/Behavioral Sciences Elective	ECO 2105	Principles of Macroeconomics - Mercer University In Atlanta	TRA	3.33	Spring 2009
<input checked="" type="checkbox"/>	Area III: Math Option	MAT 1111	College Algebra - Mercer University In Atlanta	TRA	3.33	Spring 2009
<input type="checkbox"/>	Area IV: Humanities/Fine Arts	Still Needed: 1 Class in ARTS 1101* or ENGL 2130* or HUMN 1101* or MUSC 1101*				
<input checked="" type="checkbox"/> PROGRAM-SPECIFIC GENERAL ED COURSE REQUIREMENTS						
<input checked="" type="checkbox"/>	General Core Elective	MAT 1113	Precalculus - Mercer University In Atlanta	TRB	3.33	Spring 2009

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

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

DEGREEWORKS TRAINING – STUDENT OVERVIEW

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

SPECIALIZATION	Still Needed: Choose from 1 of the following:
<input type="checkbox"/> Biomedical Instrumentation Technology Spec	(5 Classes in ALHS 1011* and 1090* and BMET 1231* and 2242* and 2343*) or
<input type="checkbox"/> Home Technology Integration Specialization	(5 Classes in ELCR 2650* and 2660 and 2680* and 2690* and @) or
<input type="checkbox"/> 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 @)

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 Applicable to Program Completion		Credits 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 Successfully 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 Support 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.

The screenshot shows the DegreeWorks interface for a student named Sample, Irma. The 'Worksheets' tab is selected, and the 'What If' link is highlighted with a red arrow. The main content area displays student information and audit details:

Student View	AB125031 as of 10/09/2012 at 14:06
Student	Sample, Irma
ID	900321009
Earned Hours	102.95
Cumulative GPA	3.510
Degree	Certificate
Program	HA21
Academic Standing	GOOD STANDING
Major	Healthcare Assistant Cert
Intended Major	LPN
Holds	LIBRARY FINE HOLD REGISTRAR HOLD

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.

The screenshot shows the 'What-If' screen in DegreeWorks. The 'Academic Term' is set to 'Fall 2012'. The 'Major' is set to 'Pick a Major' and the 'Concentration' is set to 'Pick a Concentration'. The 'Choose Your Future Classes' section is visible, allowing the user to enter a subject and number to add a course.

What-If

Academic Term: Fall 2012

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major: Pick a Major

Concentration: Pick a Concentration

Choose Your Future Classes

Enter a course and click Add Course

Subject:

Number:

Add Course

DEGREEWORKS TRAINING – STUDENT OVERVIEW

- 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”**

The screenshot shows the 'What-If' configuration page in DegreeWorks. Under 'Chosen Areas of Study', the 'Major' is set to 'Accounting Diploma'. Under 'Courses you are considering', the course 'ACCT 2120' is selected. Red arrows highlight these two selections.

- 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”**.

The screenshot shows the audit results for the student. The 'Major' and 'Intended Major' are both 'Accounting Diploma'. The 'Degree Progress' bar indicates that 78% of requirements are completed.

Student View	WA091372 as of 10/09/2012 at 14:52	What If Audit
Student	Sample, Ima	Degree
ID		Program
Earned Hours	102.95	Academic Standing
Cumulative GPA	3.510	GOOD STANDING
		Holds
		LIBRARY FINE HOLD REGISTRAR HOLD

Degree Progress

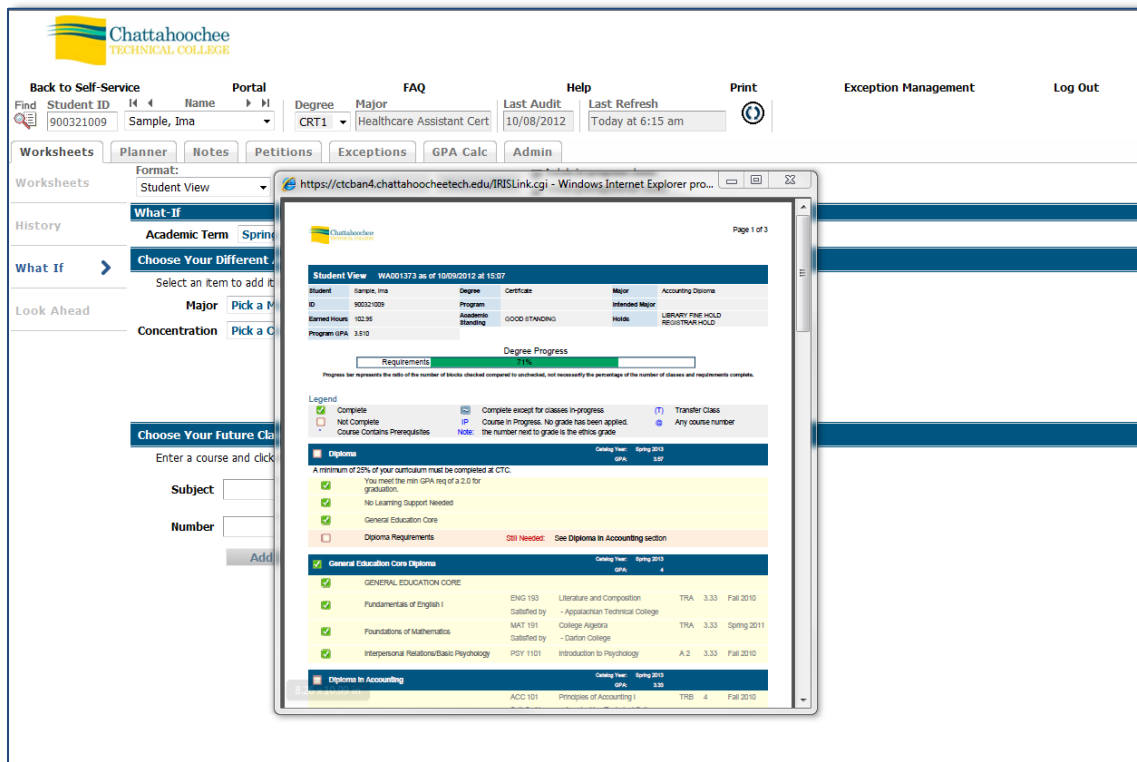
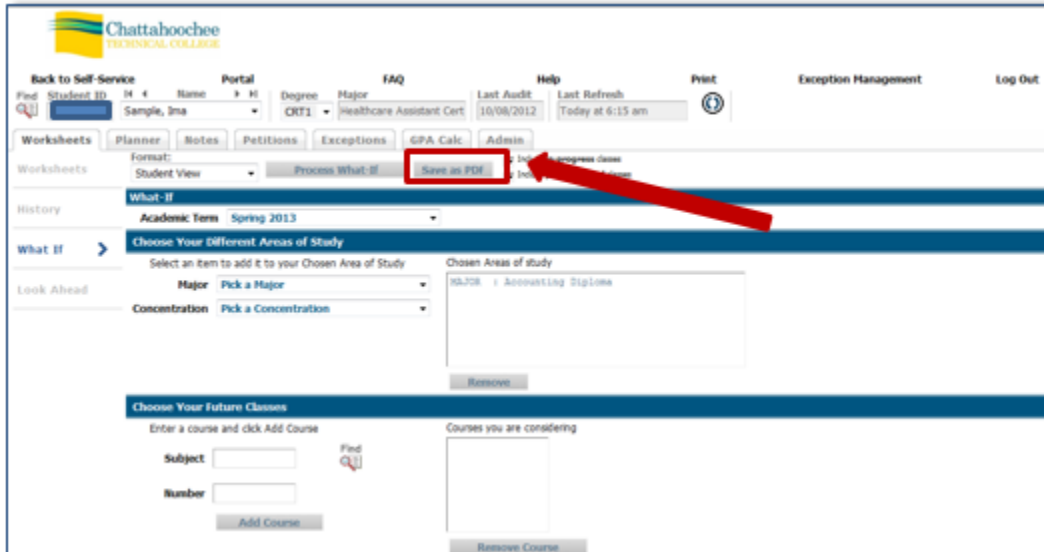
Requirements 78%

Progress bar represents the ratio of the number of blocks checked compared to unchecked, not necessarily the percentage of the number of classes and requirements complete.

Accounting Electives-1 Class Needed (ACCT 2120) Business Tax Accounting PL (3) PLANNED

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.



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.

Chattahoochee TECHNICAL COLLEGE

Back to Self-Service Portal FAQ Help Print Exception Management Log Out

Find Student ID Name Degree Major Last Audit Last Refresh
 Sample, Jma CRT1 Healthcare Assistant Cert 10/08/2012 Today at 5:59 am

Worksheets Planner Notes Petitions Exceptions **GPA Calc** Admin

Graduation Calculator

Term Calculator
Advice Calculator

Current GPA 3.51
 Credits Remaining 8
 Credits Required 35
 Desired GPA 3.5

You need to average a 3.46 over your final 8 Credits to graduate with your 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.

Chattahoochee TECHNICAL COLLEGE

Back to Self-Service Portal FAQ Help Print Exception Management Log Out

Find Student ID Name Degree Major Last Audit Last Refresh
 Sample, Jma CRT1 Healthcare Assistant Cert 10/08/2012 Today at 5:59 am

Worksheets Planner Notes Petitions Exceptions GPA Calc Admin

Graduation Calculator
Term Calculator
Advice Calculator

Current GPA 3.51
Credits Earned So Far 32.65

	Credits	Grade
ENGL 1101	3	A I [4.00]
COMP 1000	2	A I [4.00]
MATH 1111	3	C I [2.00]
PSYC 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]

Calculate

DEGREEWORKS TRAINING – STUDENT OVERVIEW

Chattahoochee
TECHNICAL COLLEGE

Back to Self-Service Portal FAQ Help Print Exception Management Log Out

Find Student ID: [Redacted] Name: Sample, Ima Degree: CRT1 Major: Healthcare Assistant Cert Last Audit: 10/08/2012 Last Refresh: Today at 5:59 am

Worksheets Planner Notes Petitions Exceptions GPA Calc Admin

Graduation Calculator

Term Calculator > Current GPA: 3.51 Credits Earned So Far: 32.65

Advice Calculator

Class	Credits	Grade	
ENGL 1101	3	A I	4.00
COMP 1000	2	A I	4.00
MATH 1111	3	C I	2.00
PSYC 1101	3	B I	3.00

Calculated GPA: 3.42

By achieving the grades listed here, your GPA at the end of the term will be 3.42

Recalculate