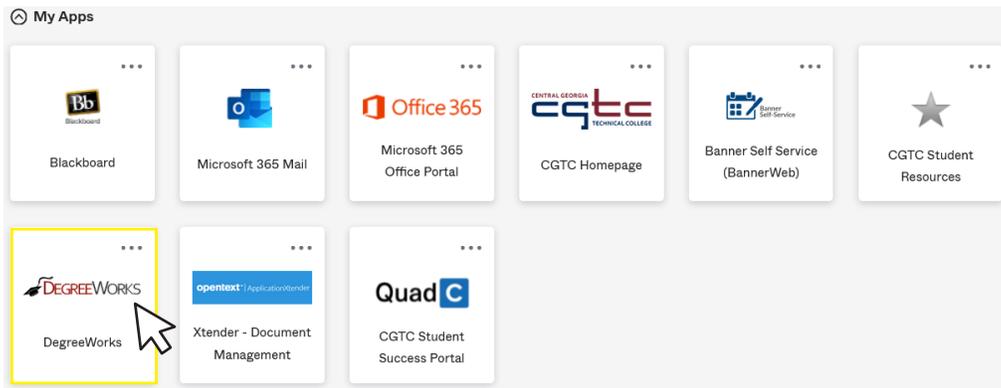


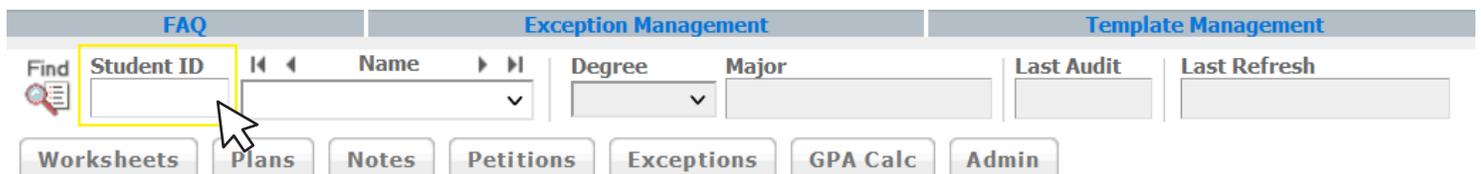
DegreeWorks is a web-based tool for students to monitor their academic progress toward program completion. DegreeWorks allows students and their advisors to plan future academic course work. We recommend accessing DegreeWorks using the **Mozilla Firefox** web-browser. Navigate to CGTC's homepage, [www.centralgatech.edu](http://www.centralgatech.edu) and click **Single Sign On** at the top of the page.



Once you have logged in, click the **DegreeWorks** tile.



Enter your Student ID Number and press Enter. A list of classes required for your program of study will be displayed.



## Notes

The note section is located near the bottom of the Degree Audit. Information that advisors need to convey to the student will be located here. Students should check the note section for advisement information.

### To view an added note:

- Click the Worksheets tab
- Click Process New
- Scroll to the bottom of the Degree Audit and view the note

## Plans

The student plan is an electronic copy of an advisement sheet. It displays the order in which courses should be taken and in which semesters.

### To view plans:

- Click the Plans tab

## What-If Scenarios

If you are considering other degrees, diplomas, or technical certificates, the What-If function will display the courses you have taken and apply them to the new program of study. Because the system starts with a blank slate, you must select degree, diploma, or technical certificate. Current program declaration does not feed over from the audit worksheet.

- Click What-If
- Select the Academic Year
- Select the Major
- Click the Process What-If button

## Frequently Asked Questions (FAQ):

The FAQ and Help Guide link is located at the top left section of the Degree screen.

### To view FAQ and Help Guide:

- Click FAQ link
- Open DegreeWorksFAQ PDF document