

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, <u>www.centralgatech.edu</u> and click **Single Sign On** at the top of the page.

		Sir	ngle Sign On Blackb	oard Stude	nt Portal Calendars	Catalog Jobs @	CGTC	MORE SHO	RTCUTS V
CENTRAL GEORGIA				0 MILITARY	STUDENT RESOURCES	FACULTY & STAFF	COMMUNITY	DIRECTORY	CONTACT US
	APPLY TO CGTC GET STARTED TODAY!					(Search Q			
ACADEMICS	ADMISSIONS & FINANCIAL AID	ADULT Education	ECONOMIC DEVELOPMENT	CONTINUI EDUCATIO	NG ATHLETICS	STUDENT SERVICES	ABOUT CGTC		

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.

FAQ	Exception Management	Template Management						
Find Student ID II 4	Name I I Degree Major	Last Audit Last Refresh						
Worksheets Plans Notes Petitions Exceptions GPA Calc Admin								

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