

**Q: What is DegreeWorks?**

A: DegreeWorks is a web based tool to help students and advisors monitor student's progress toward degree completion. DegreeWorks combines Georgia College's degree requirements and the coursework you have completed with easy-to-read worksheet worksheet that helps you see how courses that you have completed count toward degree requirements, and that helps you see what courses and requirements you still need to complete.

**Q: Who can use DegreeWorks?**

A: All currently enrolled undergraduate students who first attended Georgia College after Fall 1998 and who are using the 2004-2006 or later catalog to fulfill their degree requirements can use DegreeWorks.

**Q: Why is the system only available to students who are using catalogs published since Fall 2004?**

A: Honestly, because we have very, very few students still using earlier catalogs. The majority of our current students matriculated in or after the Fall 2004 semester, and most of those students who started earlier than this date have moved up to newer catalogs and requirements. If you are a student who is currently using an earlier catalog, please be assured that we will continue to help you track your progress and apply for graduation. You might also want to talk to your advisor about the implications of moving up to a newer catalog. If you choose to do so, you will be able to begin using this system.

**Q: Why can't students who attended Georgia College before Fall 1998 use DegreeWorks?**

A: Before Fall 1998, the University System of Georgia used the quarter system. While our students' records and grades have been converted, the number of potential issues for bringing those courses into DegreeWorks involved more risk than we were willing to take with something as important as degree requirements. These students will need to continue working with their advisors and department offices to check their requirements using department check sheets, and the Registrar's Office will check these students by hand when they apply for graduation.

**Q: I think my audit is incorrect. What should I do?**

A: Please ask for help from your advisor or the Registrar's Office immediately! While we have done everything we could to make sure that your worksheet is correct, it would have been impossible for us to predict every unique situation or problem. We want to work with you to correct any issues as soon as possible. The first step is to clarify what information you believe is wrong. These are the most common problems and solutions:

**My major is wrong and/or my concentration doesn't appear on my worksheet.** If this is the case, you need to contact your department office and update your major and

concentration information. Once the department office enters the change, your correct information should appear on your worksheet.

**The requirements for my major are wrong.** Look at the catalog term that appears on each of the blue bars that separate the sections of your worksheet. This is the catalog that we believe you're using to complete your requirements. If you're actually using older or newer requirements, contact your department office to update your catalog information. Once the changes are entered, the correct information will appear on your worksheet.

**My transfer courses don't appear in the right place.** If you're concerned about a course that should be used for Core Areas A-E, contact the Registrar's Office at [degreeworks@gcsu.edu](mailto:degreeworks@gcsu.edu) (you need to send this from your eCats e-mail address so we can securely respond back to you by e-mail) or stop by our office in Parks Hall 107. If it's a course that should be used in Area F or your major, contact your advisor. He or she will help you either file a [Change in Degree Course Substitution](#) form or a petition to update this information. The change will be made after we receive your approved form.

**My advisor or department chair gave me permission to substitute a course, but it's not showing on my audit.** Talk with your advisor. Since departments approve student's graduation applications, most changes related to your major have not been sent to the Registrar's Office. We're working with the department offices to collect these exceptions and record them in our system. We'll gladly make the change as soon as we receive permission to do so from your advisor and department chair.

If none of these problems describes your situation, or if you need additional help identifying what's wrong, contact the Registrar's Office at [degreeworks@gcsu.edu](mailto:degreeworks@gcsu.edu) (send this from your eCats e-mail address so we can securely respond back to you by e-mail) or stop by our office in Parks Hall 107. Because some issues will require some research and possibly some reprogramming, please understand that we may not be able to correct your issue immediately. We do promise, though, that we will address it as quickly as possible and that we'll contact you by e-mail as soon as we're done.

**Q: My graduation application has been accepted, but DegreeWorks says that I haven't completed all my requirements. Does this mean that I won't be able to graduate?**

A: First, don't panic. If you have done everything you said that you would do when you submitted your graduation application, and if you have followed through on any requirements we told you that you still needed to complete, you should still be on track for graduation. Contact the Registrar's Office at [degreeworks@gcsu.edu](mailto:degreeworks@gcsu.edu) (you need to send this from your eCats e-mail address so we can respond back to you by e-mail) or stop by our office in Parks Hall 107, and we will work with you and your department to get the information we need to update your worksheet.

**Q: How is DegreeWorks different from the degree audit program we already have (CAPP)?**

A: DegreeWorks provides information in a more user-friendly and readable format. During later phases of our DegreeWorks implementation, this program will also allow you and

your advisor to develop long-range plans for degree completion. This program will also help the University gather critical information to help us with planning and reporting needs. With the release of DegreeWorks, CAPP will be taken off-line and will no longer be used or maintained.

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

A: At least four times a semester. You should always review this information:

*~Before you meet with your academic advisor to discuss registration for an upcoming semester.*

*~After you register to ensure that the courses you selected applied to your requirements like you thought they would.*

*~After your grades for each semester are posted.*

*~Any time you make a change to your schedule.*

**Q: How is my degree evaluation different from my transcript?**

A: Your degree evaluation is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. Your transcript is your official university record and provides a chronological list of courses completed and other academic information. Your official transcript must be requested from the University Registrar.

**Q: How does DegreeWorks decide where to place courses that I've completed?**

A: DegreeWorks looks at your program holistically, and places each course using a “best fit” scenario. We've also programmed priorities so that courses will be used in some areas before they will be used in others. When multiple possibilities exist, we've worked with department chairs to determine how most students will use a particular course. This process will not always be perfect, particularly when multiple possibilities exist, so if you have a course that does not appear in the area in which you wanted to use it, please contact your advisor or the Registrar's Office for assistance.

**Q: DegreeWorks placed one of my courses in two different places. Is that okay?**

A: In most cases, yes. DegreeWorks is programmed to recognize that some courses can fulfill more than one requirement. Be sure to look through requirements for your major in the [University Catalog](#) to make sure that this duplicate placement is appropriate. If you have any questions, contact your advisor or the Registrar's Office at [degreeworks@gcsu.edu](mailto:degreeworks@gcsu.edu).

**Q: What should I do if DegreeWorks placed a course in one section, and I want to use it in another?**

A: Please contact the Registrar's Office at [degreeworks@gcsu.edu](mailto:degreeworks@gcsu.edu) or stop by our office in Parks Hall 107. As long as the course is approved for the other area, we will be glad to move it for you.

**Q: I earned an Associate's Degree before I came to Georgia College. How does this appear on my worksheet?**

A: In most cases, your classes were coded during the Admissions process so they would be placed in the correct place on your worksheet. We have been reviewing each student with an AA or AS degree to make sure this worked as planned, and to make adjustments as necessary. If your worksheet does not look like you expected it to, please contact us at [degreeworks@gcsu.edu](mailto:degreeworks@gcsu.edu) from your eCats e-mail and we'll review your records.

**Q: Are there requirements for graduation that DegreeWorks doesn't check?**

A: A few. While DegreeWorks has been designed to check almost everything that you must complete to qualify for graduation, there may be additional requirements for your major that must be completed as well. You should use DegreeWorks *in conjunction* with the [University Catalog](#) and with any information that your major department provides to ensure that you remain on track for graduation. If you have questions about any additional requirements for your major, talk with your advisor during your next advising appointment.

**Q: My degree progress bar says that I'm 90% complete, but I'm only a sophomore. What's wrong?**

A: The degree progress bar is a tool that takes the total number of check boxes on your audit, and calculates a percentage based on the number of boxes that are checked. Therefore, if you're a pre-major or are missing a major concentration emphasis area, you may have fewer boxes on your audit that need to be checked. As this information is added to your audit, your degree progress bar will reflect your progress more accurately.

**Q: Everything on my worksheet is checked, but the degree progress bar only says that I'm 97% done. What's wrong?**

A: The degree progress bar will not show 100% completion until you finish all of your in-progress courses and earn acceptable grades in them.

**Q: The worksheet says that my wellness courses were excluded. What does this mean?**

A: If you have taken a wellness course, a line will appear on your worksheet in the Additional Requirements section that states that your wellness courses have been

excluded. The University System of Georgia does not allow wellness or orientation courses to be counted toward the total hours required for graduation. We are putting these courses in this section so you are aware that these courses cannot be used toward the 120 hours required for most degrees. If you took wellness courses that appear in your elective section rather than in this special section, please let us know immediately so we can code them correctly.

**Q: I petitioned to waive/substitute a course. How will that course appear on DegreeWorks?**

A: Your petition will be programmed after it is approved by your advisor, department chair, and, if necessary, dean. The course you completed will fulfill the requirement, and, in most cases, an additional line will appear under it that explains why the exception was entered. If you have a petition related to a transfer course, we will often make an adjustment to the course equivalency to ensure that it appears in the correct spot on your audit. In those cases, there may not be an explanation related to the change on your worksheet, but the course will be moved to the correct location.

**Q: I had permission from my department to take different courses for my major. Why doesn't that show?**

A: Since departments approved student's graduation applications, most changes related to your major have not been sent to the Registrar's Office. We're working with the department offices to collect these exceptions and record them in our system. If you have this kind of issue with your audit, please talk with your advisor.

**Q: I want to change my major. How can I see what would be required if I made this change?**

A: You can use the "what-if" tab to do an audit using criteria you select. Please note, though, that what-if audits are unofficial and do not guarantee that you will be able to major in the area you select. If you decide you'd like to change your major, you should visit the department office for your intended major for information on major change procedures. Students will not be able to use the what-if feature to investigate a major in Mathematics because of some programming that we had to do to allow the major to function correctly.

**Q: How do I check to see if I'm eligible for a minor?**

A: Use the "what-if" tab. After choosing a major program, continue through the concentration select to the minor selection area. Enter the minor you're interested in earning, and run an audit. You can do the same thing if you're checking for another major, or thinking about changing your degree program.

**Q: Why do foreign language courses appear in Electives? I thought I had to take a foreign language for my degree?**

A: For most majors, we are only looking for the course that satisfies your requirement. For most students earning a BS degree, this is the 1002 or second-level language course. For most students earning a BA degree, this is the 2002 or fourth-level language course. Anything you have to complete before that course will appear in your elective category *unless* those courses can also be used for Area F or another requirement in your audit.

**Q: My worksheet says that you will enter courses for my minor or major after you've received them from the department. How will that work?**

A: A small number of our majors and minors have requirements that vary for each student. In these situations, your department will approve the coursework for the area, and then forward the list of approved courses to the Registrar's Office. At that time, we will program your courses into your degree worksheet, and they will appear when you view your worksheet after that time. We will contact you by e-mail when we've completed that programming.

**Q: My major requires me to complete a concentration or emphasis area, but it didn't appear on the audit. What's wrong?**

A: Either you haven't declared your concentration yet, or you ran a "what-if" without adding a concentration. If you need to declare your concentration, stop by your department office for assistance.

**Q: I'm getting two degrees (a BBA and a BA, a BA and BS, etc). Only one appears on the worksheet. How can I check the requirements for my other program of study?**

A: Look at the degree information next to your name at the top of the screen. You'll notice that the degree box has a drop-down arrow. Use this to select your second program.

**Q: I repeated a course, and I don't understand how it appears on the degree audit. Can you explain this to me?**

A: If you repeat a course, your last attempt counts toward degree requirements. This will be the attempt that appears on your worksheet. After your second attempt is complete, the first attempt will be placed in an "insufficient" category at the bottom of your worksheet. The courses in this area do not count toward your total hours, and they cannot be used to fulfill requirements.

**Q: Some courses on my degree audit are hyperlinked to an on line catalog, and some are not. How can I see the descriptions for all the courses in my program?**

A: Most of the classes should be hyperlinked. In a few cases, we had to trick the system to provide the best advice possible for you. In these cases, you won't be able to use a hyperlink to see the course description. This is the case with ENGL 1102 English Composition II.

**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 the @ sign appears with course numbers after it (*i.e.*, @ 1000:4999), it means that you can take a 1000-4000 level course from any subject area. If it appears after a subject prefix (*i.e.*, PSYC @), it means that you can take any Psychology course.

**Q: I'm a "pre" major. How can I be sure that I'm keeping up with all of my degree requirements?**

A: For the programs that have a pre-major for students preparing for admission to their programs (Education, Nursing, Health Education, Outdoor Education, Psychology), DegreeWorks will only review your core and Area F requirements. To complete an audit as an actual major, use the "what-if" tab and select the major you hope to enter. Please note that running a what-if audit will not change your major or guarantee you admission to the program. This feature is available for information purposes only, and is unofficial.

**Q: Where can I get more information about how to use DegreeWorks?**

A: If you have questions or suggestions after reviewing that material, please email the Registrar's Office at [degreeworks@gcsu.edu](mailto:degreeworks@gcsu.edu), or stop by our office in Parks Hall 107.

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

A: Your first point of contact should be your academic advisor. If you still have questions after that meeting, contact the Registrar's Office at [degreeworks@gcsu.edu](mailto:degreeworks@gcsu.edu) (send this from your eCats e-mail address so we can securely respond back to you by email) or stop by our office in Parks Hall 107.