What is Degree Works?

Degree Works is a web based advising and degree audit tool designed to help students and advisors monitor student’s progress toward degree completion. Degree Works provides you with a “checklist” or audit of classes taken and classes remaining to complete your declared degree/major.

What are the benefits in using Degree Works?

Degree Works will help you:

- Determine what requirements you need to fulfill in order to complete your degree.
- View individual course grades, cumulative grade point average, core grade point average, major grade point average and academic standing.
- Determine what courses you have previously taken at Gordon State College or transferred into our institution and how each of those courses applied to your degree at Gordon State College.
- Learn how certain courses that you are considering taking in a future semester will apply toward your degree/major using the Look Ahead option.
- See how your coursework could be applied toward another major and/or minor using the What If option.
- Estimate how many semesters it will take you to graduate with your desired degree.
- View Waivers and Exemptions applied toward your degree.
- Learn the prerequisites and corequisites and upcoming schedule offerings for a course by clicking on the course numbers.

How do I access Degree Works?

Students access Degree Works via their Banner Web Accounts. Please see the reverse side of this flyer for detailed instructions on accessing your Degree Works Audit.

Who do I contact if I have questions or concerns regarding Degree Works?

Please send all questions/concerns regarding Degree Works to degreeworks@gordonstate.edu. All emails will be addressed and responded to within 2 business days of receipt.

Where can I receive additional training on the use of Degree Works?

Training Sessions will be provided each semester for students. In addition, you may access a degree works tutorial and tutorial video on the Gordon State College website at http://www.gordonstate.edu/departments/computerservices/degreeworks/.
1. Login to your Banner Web Account

2. Select the Student link

3. Select the Degree Works link
4. View your remaining degree requirements by selecting the *Registration Checklist* from the Format drop down menu on the Worksheet.

5. Once you have made note of your remaining requirements, select the *Look Ahead* option from the menu on the left hand side of your screen.
6. On the Look Ahead page, you will have the option to enter the subject abbreviation and the course number of the course you are considering taking in the upcoming semester. Once you have entered the subject and number, you will click on Add Course. You may add multiple courses to your record. Please note that by clicking Find you will open a separate window containing the course description and appropriate subject abbreviations and course numbers if needed. Once you have selected all of your desired courses, you will click Process New to run an update Degree Works Audit.

7. Once the new audit has been created, you will notice the planned courses in bright blue font with a grade of (PL) for planned and a term of Planned Term. You will want to pay special attention to your selected courses to ensure that the courses will satisfy a requirement within your Degree Works audit. Courses which are not required for your particular major will be reflected in the Fallthrough block on the audit.
Please direct any questions/concerns to degreeworks@gordonstate.edu