



## Change Your Program & How to Use the Degree Works “What If” Tool

It is strongly suggested students review degree requirements before submitting an official Change of Program form.

The Degree Works “What If” tool lets you explore different degree options to see how degree requirements change and how your completed courses are applied to different degree options before you submit an official change of program request.

### How to Use the “What If” Tool

1. Go to the [Athens State home page](https://www.athens.edu/)<sup>1</sup> and scroll to the top or bottom of the page.

2. Select “myAthens Portal” and log in using your credentials (contact the [Help Desk](#)<sup>2</sup> for access support).
3. Select the “Degree Works” link on the left menu items.
4. Once Degree Works opens, it will display your current major and/or minor.
5. Select the “What If” tab found in the upper left corner.
6. Choose a current year from the “Catalog Term” dropdown menu.
7. Choose a degree from the “Program” dropdown menu.
8. Choose a minor from the “Minor” dropdown menu, if applicable.
  - To double major and/or minor, use the “Additional areas of study” block. Be sure to click “Add” after making your selection.
  - There are some majors that require a minor. To confirm if a minor is required for a specific major, review degree requirements in the current [Academic Catalog](#)<sup>3</sup>.
  - If a minor is required for the major and there is not one, your Degree Works will list “**Minor block not found but is required**” in the top block titled “Degree.”
9. To see the changes, click “Process.”
  - The “What If” is not stored. Students should take care when saving a PDF “What If” since it is their confidential academic information.
10. After viewing or creating a PDF “What If,” click “Academic” to go back to your current, official degree plan.

<sup>1</sup> <https://www.athens.edu/>

<sup>2</sup> <http://www.athens.edu/helpdesk/>

<sup>3</sup> <https://www.athens.edu/resources/academic/undergraduate-catalogs/>

## How to Officially Change Your Program

When submitting the form, be sure to use the correct titles for the program(s). Visit the Athens State website for a [list of undergraduate majors and minors](#)<sup>4</sup>.

1. Go to the [Athens State home page](#)<sup>5</sup> and scroll to the top or bottom of the page.
2. Select “myAthens Portal” and log in using your credentials (contact the [Help Desk](#)<sup>6</sup> for access support).
3. Select the “MyAthens Self Service” card at the top of the page or under “Tools.”
4. Select “Student.”
5. From the “Student Profile” select “Request for Change of Program.”
6. Complete and submit the form.

**\* Important Note:** Any change of major requires moving to the catalog in effect at the time of the change. Adding a minor MAY require this if the minor does not exist under the student’s current catalog.

**Timeline:** A change to a major or minor will only be processed during an active registration period. The last date in the current term to submit a change will be the last day of Late Registration (Add/Drop) as published on the [Important Dates](#).<sup>7</sup>

---

<sup>4</sup> <https://www.athens.edu/academics/>

<sup>5</sup> <https://www.athens.edu/>

<sup>6</sup> <http://www.athens.edu/helpdesk/>



## Utilize the Student Success Center

The Student Success Center is a central location to receive academic guidance, general support and degree advising. Use the Student Navigate App or desktop version to find and schedule an appointment with your success coach.

- [Download the Student Navigate App or use the desktop version](#)<sup>8</sup>

<sup>7</sup> <https://www.athens.edu/academics/calendars/>

<sup>8</sup> <https://www.athens.edu/resources/student-services/successcenter/navigate-student/>