



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/)¹ and scroll to the bottom of the page.
2. Select “myAthens Portal” and log in using your Athens State email and PIN (Contact the [Help Desk](http://www.athens.edu/helpdesk/)² for access support).
3. Select the “Degree Works Advising” link.
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 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](https://www.athens.edu/resources/academic/undergraduate-catalogs/)³.
 - If a minor is required for the major, your Degree Works plan will list “**Minor block not found but is required**” in the top block titled “Degree”.
9. To see the changes, click “Process What If” or “Save as PDF”.

¹ <https://www.athens.edu/>

² <http://www.athens.edu/helpdesk/>

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

- The “What If” is not stored. Students should take care when saving a “What If” or any audits as PDFs since their confidential academic information is included.
10. After viewing and/or saving your “What If”, click “Worksheets” to go back to your original degree plan.

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](#)⁴.

1. Go to the [Athens State home page](#)⁵ and scroll to the bottom of the page.
2. Select “myAthens Portal” and log in using your Athens State email and PIN (Contact the [Help Desk](#)⁶ for ID and PIN access support).
3. Select “Banner Self Service” in the “Get Connected” box on the left.
4. Log in using your Athens State Student ID and PIN.
5. Select the “Student” tab.
6. Select the “View Student Records” link.
7. Choose “Request for Change of Program”.
8. Complete and submit the form.

⁴ <https://www.athens.edu/academics/>

⁵ <https://www.athens.edu/>

⁶ <http://www.athens.edu/helpdesk/>

*** 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.



Utilize the Student Success Center

The [Student Success Center](#)⁷ is a central location to receive academic guidance, general support and degree advising.

⁷ <https://www.athens.edu/resources/student-services/successcenter/>