



## Degree Works: Official Plan of Study

Degree Works is a tool that enables a student, their success coach and faculty advisor to review past, present and future academic coursework to evaluate which degree requirements are complete and which degree requirements are still needed.

### Key Reasons to View Your Often

- Degree Works allows you to see how your transferrable credit hours/coursework has been allocated to degree requirements after your official transcript(s) from all previous institutions attended is/are **received** and **evaluated** by the university.
  - *All official transcripts should be sent to:  
Athens State University, Office of Admissions  
300 N. Beaty Street Athens, AL 35611*
- Degree Works allows you to view and familiarize yourself with required core coursework and hours for your chosen bachelor's major, minor if applicable, and overall graduation requirements.

### Planning Course Schedule

- a) Degree Works provides detailed course information for all courses that meet specific degree requirements. When you click on a hyperlinked **"Still needed"** course in your plan, a pop-up gives brief information about the course and its availability in an upcoming semester.
- b) The day after your course registration, Degree Works "plugs" the course into your plan.

- c) It is important to review your Degree Works plan not only before course registration but also the day after course registration or after a schedule modification. This practice helps to ensure your course selection meets the appropriate degree requirements.

### How-to Access

- 1) Go to the [Athens State home page](#)<sup>1</sup> and scroll to the top or bottom of the page
- 2) Select: "myAthens Portal," log in using your credentials (contact the [Help Desk](#)<sup>2</sup> for access support)
- 3) Under "Tools" select: "Degree Works" link

Tutorial videos can be found on the [Student Success Center's page](#).<sup>3</sup>



**STUDENT SUCCESS CENTER**  
ATHENS STATE UNIVERSITY

### Utilize the Student Success Center

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

**Location:** Sandridge Student Center,<sup>4</sup> 1st Floor

**Office Hours:** Mon. – Fri., 8 a.m. to 4:30 p.m.

### Get Connected

- [Download the student Navigate App](#)<sup>5</sup>
  - ✓ Allows you to make an appointment with your success coach, among other helpful items for your student journey.
- [Join a virtual New Student Info Session](#)<sup>6</sup>
- [View the Orientation Guide](#)<sup>7</sup>

<sup>1</sup> [www.athens.edu/](http://www.athens.edu/)

<sup>2</sup> [www.athens.edu/helpdesk](http://www.athens.edu/helpdesk); Mon.-Thurs 8 am-7pm, Fri. 8am-4:30pm; (p) 256-216-6698; (e) [helpdesk@athens.edu](mailto:helpdesk@athens.edu)

<sup>3</sup> [www.athens.edu/tssc](http://www.athens.edu/tssc)

<sup>4</sup> [www.athens.edu/tssc](http://www.athens.edu/tssc)

<sup>5</sup> <https://www.athens.edu/resources/student-services/successcenter/navigate-student/>

<sup>6</sup> <https://myathens.athens.edu/pages/student-success-center>

<sup>7</sup> <https://myathens.athens.edu/pages/student-success-center>