Degree Works Frequently Asked Questions for Distance Education students

Can I see a list of all of the classes that I've taken and how many classes I have left to fulfill my requirements?

Yes, to see a printable list of your transfer credit evaluation, go to the Audit Worksheet and click on the Class History link at the top. To identify requirements that you still need to complete, look for unchecked boxes on the audit worksheet. The words “Still Needed” will appear in red. Degree Works is laid out in block format displaying degree, major, minor, and concentration requirements information. There is a legend at the top and bottom on the worksheet that helps to explain the various icons. More information about the General Education block of requirements follows in the next question.

Some audits don’t have the General Education block. Why not?

Some students have met this requirement in a different way. Second degree seeking students, students with their Associate in Arts or Associate in Science degree from a NC Community College, students who have met the Transfer Core Diploma (44 hour core) etc., will be excluded from this requirement.

If you have indicated to your Program Manager that you intend to complete an Associate of Arts, Associate of Science degree, or the Transfer Core Diploma (44 hour core) through a NC community college, the General Education block will not appear. A notation that you have one of the aforementioned options in progress will be notated in your General Education block.

Why do my transfer courses in progress with grades of (TRTP) not appear in my General Education or Major blocks?

Courses in progress will appear in the Attempted block of your degree audit until final transcripts have been received. Once a final transcript is received and final grades have been updated, courses will be appropriately placed in your degree audit. Courses with grades of C- and below are not accepted.

There are a lot of courses in the Fallthrough Courses block. Why?

This can be for a number of reasons. If you have changed majors, courses that once counted may no longer be required by the new major. You may have taken more elective courses than required by the major. You may be pursuing a minor you need to officially declare. Additionally, students who have fulfilled General Education in some way will typically have courses in this section.

What do I do with courses in the Fallthrough Courses block?

It is important to review courses in this section. If you find a course in the Fallthrough block that may satisfy a General Education or major requirement, or an elective credit that you feel should warrant
equivalent credit, then you can complete the Petition For Undergraduate Transfer Credit Form and submit to the Office of Transfer Articulation.

How do I find my advisor?

Please visit your Orientation and Program Information webpage. Here you will find contact information for your Program Manager and Academic Coordinator/Advisor.

How current will my information be in DegreeWorks?

The information in DegreeWorks is refreshed each night. Any changes made today (e.g., courses in progress, final transcripts, petition approvals, etc) will be seen in DegreeWorks tomorrow.

Can I register for classes in DegreeWorks?

No. DegreeWorks is a snapshot of your academic record including courses in progress and completed courses. Registration instructions can be found here.

Are my grades visible in DegreeWorks?

Yes, once transcripts are received and grades have been processed, they are viewable in DegreeWorks following the nightly refresh. However, your GPA from previous institutions is not transferrable and you will begin a new GPA at Appalachian.

Why isn't my information up-to-date?

There could be several reasons.

- DegreeWorks may not have refreshed since a change was made (the information is refreshed nightly).
- There could be some paperwork that needs to be completed. For example, if you have completed transfer courses, it is possible that the university has not received an official transcript or the coursework is pending departmental review. Check with the Office of Transfer Articulation if your transcript or audit does not reflect transfer work you have completed.

What if the major or minor is listed incorrectly or if the minor is not listed?

Please contact your Program Manager.

Is DegreeWorks my official degree audit?

This degree audit report is a tool or guide that you may use for assessing your progress toward your degree and for planning your future course work. Please visit your Orientation and Program Information webpage for information about which courses will be delivered through the Distance Education program and which courses you will need to fulfill through transfer credit (typically at a NC Community College).
Although we endeavor to assure that the information in the degree audit report is accurate, it is not an official transcript of your academic record and it is not an official notification of completion of degree or certificate requirements. You should contact the Registrar's Office to obtain a copy of your academic transcript. If you need assistance in interpreting this report, please contact your Program Manager or Academic Coordinator/Advisor. Meeting graduation requirements is YOUR responsibility.

**What is the What If Tab?**

The What If tab is a DegreeWorks feature that allows you to select a program that you might be interested in pursuing to see how your completed and registered coursework would fulfill the requirements for a possible program. *Note: Visit the Undergraduate Program page for a listing of programs offered through Distance Education.*

**What is the GPA Calculator?**

There are three different GPA calculators in DegreeWorks. The Graduation Calculator and Advice Calculator help you to determine how to reach a desired GPA. The Term Calculator helps you to predict what your GPA will be for the current semester based on the grades you think you will earn in each class. You can find tutorials for how to use these calculators on the Tutorials page.

Please note that the GPA is computed only on the basis of coursework taken at Appalachian. Also, some grades, such as “S” (Satisfactory), “U” (Unsatisfactory) and “P” (Pass), are not counted in the GPA. In addition, courses for which a grade replacement has been or will be allowed when a repeat form is filed will also not count in the cumulative GPA. It is important that you read the instructions on each GPA calculator carefully to be sure you are entering the credits that will actually count in your GPA. If repeats for a grade replacement are involved, we recommend that you check your results with your advisor.

**What if I have issues accessing DegreeWorks on my computer?**

Try switching to another browser. Then try to clear cache and cookies. If you are unsure how to do this, click on the Help menu on your browser. If you are still having trouble contact the Help Desk at 828-262-6266.