1. To access DegreeWorks, go to appalnet.appstate.edu. Click on DegreeWorks and login with your Appalachian State University username and password. You may also access DegreeWorks directly by going to dw.appstate.edu.

2. Click on the Plans Tab

3. This will show you the four year plan for your major in a calendar view.

4. If you want to modify your plan, add courses, delete courses, etc. go to the Edit View. For example: you want to take UCO 1200 in the Spring 2017 term instead of Fall 2016.

To move courses from one term to the next, you click on the course and once it’s highlighted in blue, drag and drop in the appropriate term. You are also able to type in the subject and course number.
5. To remove a course or placeholder, highlight the course and use the minus sign in the appropriate term. To add a course, you use the plus sign in the term. You can also use the subjects on the right hand side to drill down and drag and drop the course into the term.

6. Make sure to save your changes.

   Important Note: Placeholders are not courses. They are a placeholder for a requirement that you have to choose a specific course. For example: Gen Ed Quantitative Literacy Course placeholder has many courses that can fulfill that requirement. As the student, you need to select the specific course that meets that requirement and add it to the term as a course.

7. There are several other SEP view in addition to the calendar view.

   The Audit View Shows the degree works audit on the left with planned courses in the appropriate terms. The right side shows a calendar view.
The Edit View Allows you to move courses to other terms, add courses, delete courses, etc.

The Notes View Shows you any notes that are associated with a course that might be helpful when planning out your four years.