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) Once you have logged into DegreeWorks, the first screen you’ll see is the Audit “Worksheet” section.

3) In the audit section your name, ID number, degree and major are listed across the top, followed by other helpful information.

4) The Class History link directs you to a cumulative record of all coursework completed. This is also where you can view your Transfer Coursework Evaluation.

5) Degree Works groups similar information together on this page in sections referred to as “blocks”.

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*Step By Step Instructions: Audit Section For Students*

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*Degree Works*
6) In the next section you will see a block which contains additional student information. If your Advisor’s name is listed here, you may email that advisor by clicking on their name in this block.

7) Below the first block, a legend is provided to show you what each symbol on the page means, such as courses which are currently in progress, complete, or not complete.

8) The next block shows a simple summary of your degree requirements and indicates the fulfillment status of each requirement or refers you to other blocks.

9) The next block shows a summary of General Education requirements. Each course that has satisfied a Gen. Ed. requirement is clearly marked. You can also see when the course was taken and other information about the course, including the grade received.
10) There may be a block after the Gen Ed Block that shows special requirements for your major. This example shows a “Foreign Language Requirements” block.

11) The next block is the major summary. Courses which have satisfied major requirements are displayed as well as major courses currently in progress.

12) In addition to major requirements, you may see a block with requirements specific to certain majors or minors. (This would show concentration requirements and/or your minor course requirements, if you have a specific major concentration, or if you have a minor.)

Here is a Minor Block:
13) The next block lists all general elective courses that do not count in General Education, Major, Concentration, Minor or any other requirement. In DegreeWorks, these are called “Fallthrough Courses.”

14) You may see a block shows courses that cannot apply to degree requirements next. These courses are insufficient due to grades, repeats, or other reasons.

15) The next block shows all courses currently in progress. This includes registered courses for future terms. Note that the course term is listed on the right.