

DegreeWorks FAQ

What is Degree Works?

Degree Works is a web based tool to help students and advisors monitor students' progress toward the completion of their degree or program requirements. The audit helps to track degree or program progress, prepare for course registration, and plan for graduation. With the click of a tab (the 'What If' feature), you will also be able to see how your academic requirements might change if you were to change your major.

What is a degree audit?

A Degree Works audit worksheet is a review of past, current and "planned" coursework that provides information on completed and outstanding requirements necessary to complete a degree or program.

When should I look at my degree audit?

- **Before** you meet with your academic advisor to discuss registration for an upcoming term.
- **Before** registration, use it to plan your course selection for the term.
- **After** you register to ensure that the courses you selected applied to your requirements.
- **After** your grades for each term are posted.
- **Before** you file for graduation, review your academic record. Contact your advisor if anything shows unmet.
- **Any time** you make a change to your schedule.

How do I benefit from using Degree Works?

With Degree Works you can:

- Determine what requirements you need to fulfill in order to complete your degree.
- View individual course grades and cumulative grade-point average (GPA).
- Determine which courses you have taken or transferred, and which ones count as electives.
- View transfer credits, waivers, and exemptions applied toward degree requirements.
- See how your coursework could be applied toward another major, minor, certificate or major concentration using the 'What If' option.
- Confirm your academic standing.
- Estimate how many semesters it will take you to graduate.

How do I access Degree Works?

Login to Packportal .pack.astate.edu and access your Self Service and select Degree Works from the menu.

Can I access Degree Works on any computer?

Yes. Degree Works is accessed through the web. Anywhere you can log in to Self Service will allow you access to Degree Works.

Is my information confidential?

Yes. Like other processes you use through Self Service, Degree Works is accessed through your secure log in. Remember that your advisor, faculty, and select staff will be able to view the information contained in Degree Works.

Who can access Degree Works?

Currently, Degree Works is available to all degree-seeking students. Advisors, faculty, and select staff will also have access for the purpose of supporting your progress through your academic career.

How current will my information be in Degree Works?

The information in Degree Works is refreshed every night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in Degree Works tomorrow.

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

There could be several reasons. One is that Degree Works may not have refreshed since a change was made (the information is refreshed nightly). Second, 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 your academic advisor if your transcript or audit does not reflect transfer work you have completed.

What do I do if I believe my academic information is incorrect?

You should consult your academic advisor for a review of your audit. If errors are found, your advisor can work with the appropriate office(s) to correct the mistakes.

How can I update information?

You cannot update course information in Degree Works. To change your major/minor/concentration, please work with your academic advisor.

Can I register for classes in Degree Works?

No. Degree Works is a snapshot of courses in-progress, planned, and in academic history. Registration will continue to be handled through Self Service.

Are my grades visible in Degree Works?

Yes. Once grades have been processed they are viewable on your degree audit following the nightly refresh. Courses in-progress are listed with a "REG" grade.

Can I see how many classes I have left to fulfill my requirements?

Yes. Degree Works is laid out in block format displaying degree, general education, major, minor, and concentration requirements information. Look for unchecked boxes to identify requirements that you still need to complete.

What should I do if I have a question about my requirements?

Please contact your academic advisor for assistance.

Can I see a list of all of the classes I've taken?

Yes. On the Worksheets tab, click on the 'Unofficial Transcript' link at the top for a printable list of both courses taken at A-State and transfer courses that were accepted.



Revision #4

Created 2025-12-18 17:55:08 UTC by Himaja Balakrishnan

Updated 2026-01-08 19:56:04 UTC by Himaja Balakrishnan