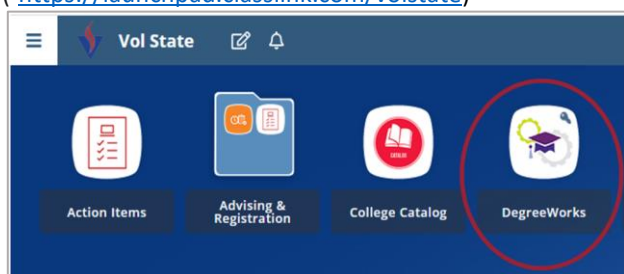


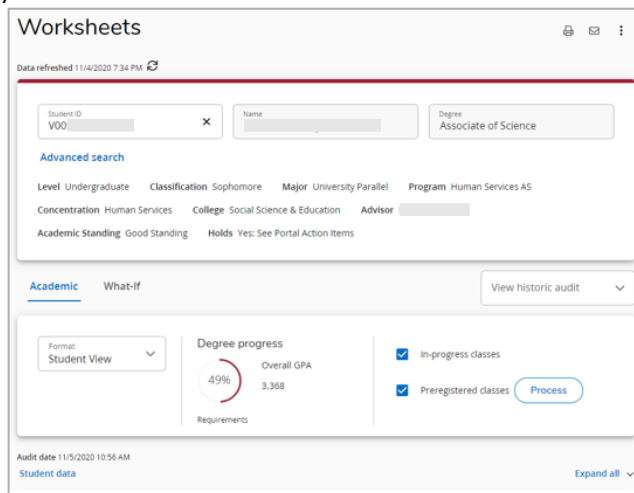
# Using DegreeWorks: Your Guided Path to Graduation

**1.** Log into [My Vol State](#)<sup>1</sup> and click on the DegreeWorks app. You may be prompted to log in using your Vol State email and password. DegreeWorks is a web-based, degree-auditing and tracking tool which enables students and advisors to evaluate academic progress towards graduation in accordance with College and major requirements outlined in the College Catalog.

(<sup>1</sup><https://launchpad.classlink.com/volstate>)



**2.** DegreeWorks is divided into sections. The top section is the Student Information section. View your classification, V#, current major, assigned advisor and other information. Easily email your assigned advisor by clicking the envelope icon (top right).



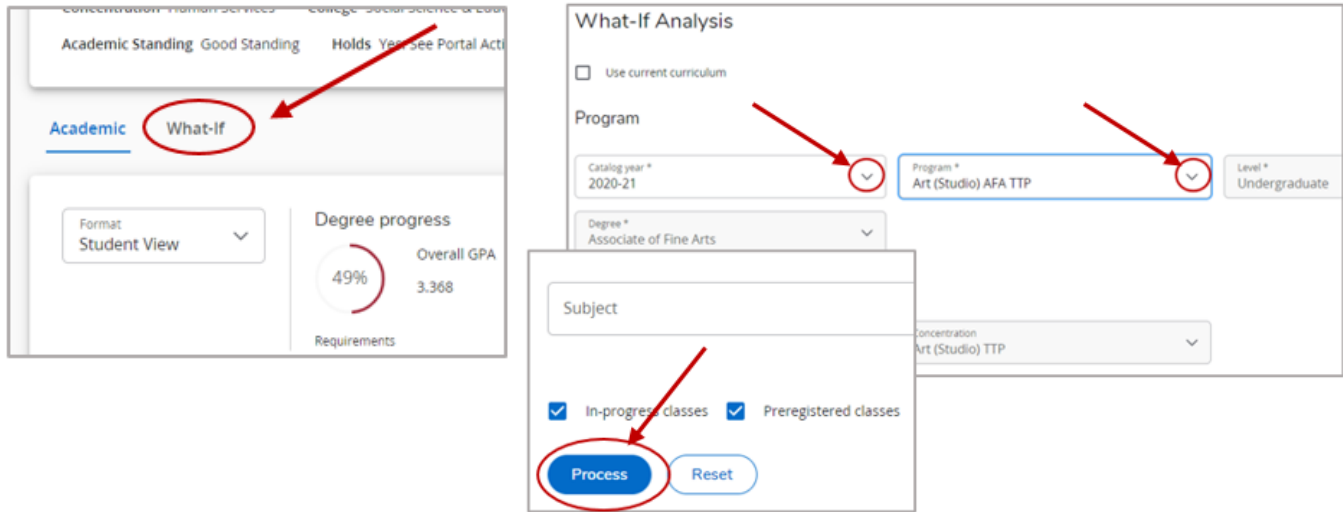
**3. The DegreeWorks worksheet is divided into sections.** These sections may differ from student to student, based on the major and other unique requirements. The most common sections are:

- Student Information
- Degree Summary
- Learning Support
- Prerequisite Requirements
- General Education
- Concentration Requirements
- Unused Courses
- Insufficient Courses.

**4. The Course Requirements** are listed in CATEGORIES, (*distinguished by all caps*). Below the categories may be Sub-Categories (*indented*) which list the required course or course options. Click the blue course hyper-link to see course details and schedule options.

|   | Course   | Title                | Grade  | Earned Credits | Term |                  |
|---|--|----------------------|--|----------------|------|------------------|
| ○ | COMMUNICATIONS REQUIREMENT                       |                      |  |                |      |                  |
| ✓ | Fundamentals of Communication or Public Speaking | COMM 2025            | Fundamentals of Communication  | C              | 3    | Summer Term 2020 |
| ○ | English Comp I and II                            | ENGL 1010            | English Composition I  | D              | 3    | Spring Term 2018 |
|   |  | <b>Still needed:</b> | 1 Class in <a href="#">ENGL 1020</a>   |                |      |                  |
| ○ | HUMANITIES AND/OR FINE ARTS REQUIREMENT          |                      |  |                |      |                  |
| ○ | Intro to Art or Intro to Music                   | <b>Still needed:</b> | 1 Class in <a href="#">ART 1035</a> or <a href="#">MUS 1030</a>  |                |      |                  |
| ✓ | Humanities and/or Fine Arts                      | PHIL 1040            | Introduction to Ethics   | B              | 3    | Spring Term 2020 |
| ○ | Literature                                       | <b>Still needed:</b> | 1 Class in <a href="#">ENGL 2045</a> or <a href="#">2055</a> or <a href="#">2110</a> or <a href="#">2120</a> or <a href="#">2310</a> or <a href="#">2320</a> |                |      |                  |

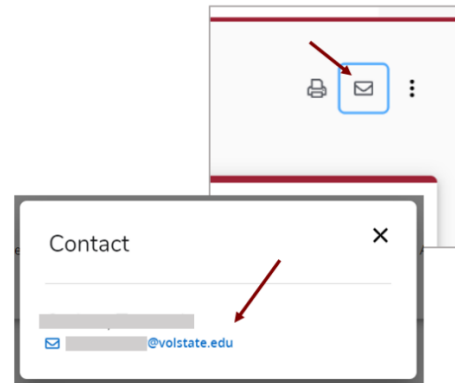
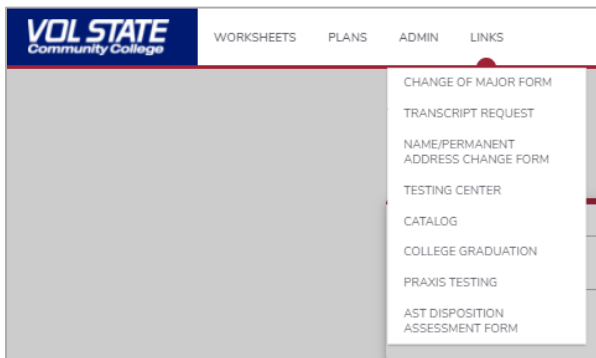
**5. Thinking about changing your major?** The **“What If”** feature allows you to see what your degree plan would look like if you changed your major. Select the current Catalog Year, Program of choice, and then scroll to the bottom and click on Process.



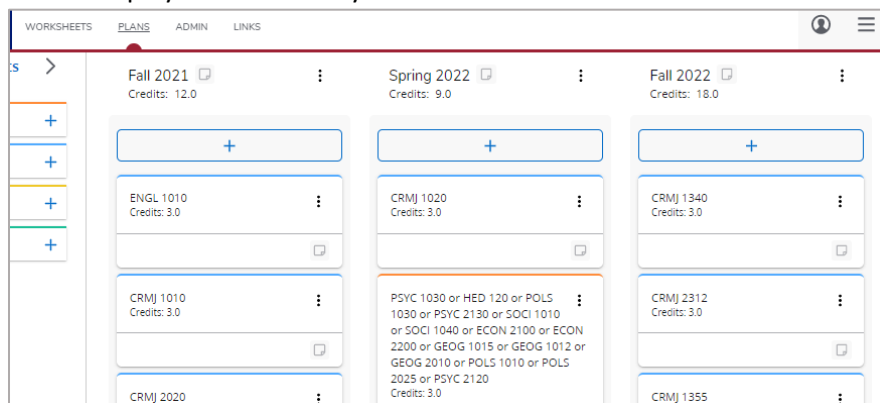
**A What-If Analysis DOES NOT officially change your major.** To change your major, use the **“LINKS”** button at the top of DegreeWorks, select the **“Change of Major Form,”** complete the form and submit.

**6. “LINKS”** in the top toolbar allows quick access to Change of Major, Transcript Request, and other forms and links.

**7. The envelope icon** at the top right lets you easily email your assigned advisor.



**8. “PLANS”** in the top toolbar displays a semester-by-semester recommended schedule created by an advisor.



Revised: 6/11/2021

**15723-82:** Volunteer State Community College, a Tennessee Board of Regents institution, is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, Affirmative Action Officer, Title IX Coordinator, 1480 Nashville Pike, Gallatin, TN 37066, 615-230-3592.