

# Student Guide to Degree Works

October 2020

COASTLINE  
COLLEGE



# What This Guide Covers:

Table of Contents

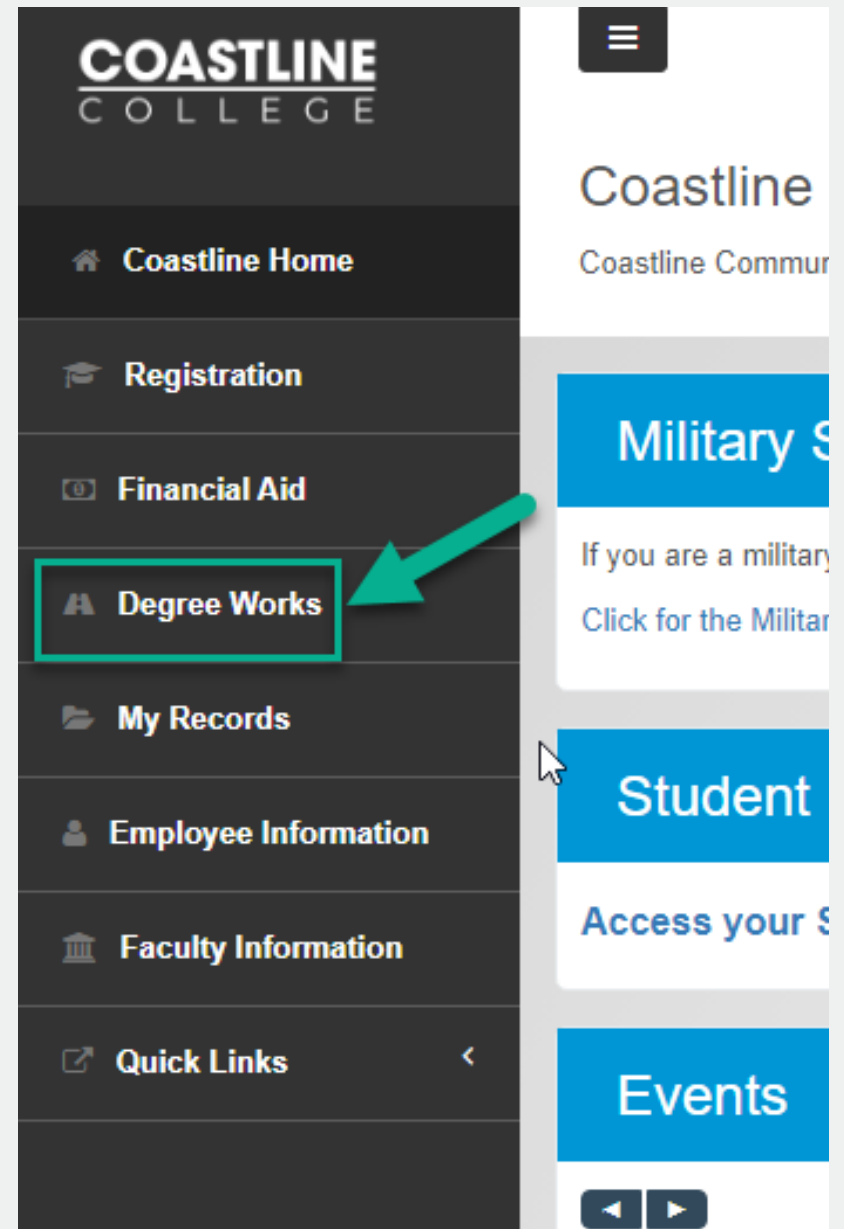
|  |         |
|--|---------|
| How to Access Degree Works .....                                     | Page 3  |
| Reading the Student Worksheet .....                                  | Page 4  |
| Resources to review prior creating Student Education Plan (SEP)..... | Page 10 |
| Creating a semester by semester plan .....                           | Page 13 |
| Auditing your plan .....   | Page 26 |
| What-If.....   | Page 27 |
| Meeting with your Counselor.....                                     | Page 28 |



It can be hard to know which courses to take to ensure you are on track to meeting your academic goals. With the help of your counselor, you can create a semester-by-semester plan and easily track your progress using Degree Works, saving you time and money!

# Accessing Degree Works

1. mycoast.cccd.edu
2. Log Into MyCCC
3. Click on Degree Works



# Student Information Header

## Worksheets Page

This area contains:

- Student ID & Name
- Program Information
- GPA Calculator
- Class History
- Overall (Coastline) GPA

If you believe some information is missing from your header or worksheet, please schedule an appointment with a Counselor.

**Tip:** To use the GPA Calculator or view your class history, click on the three vertical dots at the upper right corner of the screen

### Worksheets

Data refreshed 2/18/2020 10:05 PM

Student ID   Name  Degree

[Advanced search](#)

|             |                           |          |                           |             |                                |          |                             |            |               |
|-------------|---------------------------|----------|---------------------------|-------------|--------------------------------|----------|-----------------------------|------------|---------------|
| Level       | Coastline Undergraduate   | Major    | Psychology                | Program     | Associate in Arts for Transfer | College  | Coastline Community College | GE Pattern | Gen Ed CSU    |
| CCC English | <a href="#">See Below</a> | CCC Math | <a href="#">See Below</a> | GWC English | <a href="#">See Below</a>      | GWC Math | <a href="#">See Below</a>   | OCC        | Good Standing |
| OCC English | <a href="#">See Below</a> | OCC Math | <a href="#">See Below</a> |             |                                |          |                             | OCC        | Good Standing |

- GPA Calculator
- Class History
- Notes

Academic What-If

View historic audit

Format

Degree progress

Overall GPA **4.000**

In-progress classes  Registered classes



# Requirement Blocks

Requirements blocks contain the requirements specific to your program. The blocks will default as expanded. If you wish to view just one requirement block or avoid scrolling through all of them, select "Collapse all," and then click the "V" on the specific block to expand it.

Student data Save audit Collapse all

**CCC\_AAT Degree Requirements** INCOMPLETE

Credits required: 60 Credits applied: 21 Catalog year: 2019-2020

Unmet conditions for this set of requirements: 60 units are required. You currently have 21; you still need 39 more units.

- You meet the minimum GPA requirement
- CCC Major - Psychology (for Transfer) Requirements **Still needed:** See [CCC\\_Major Psychology \(for Transfer\) Requirements](#) section  
60 semester units are required for the Associate Degree for Transfer. A minimum 2.0 GPA is required in the major. Students are required to obtain a grade of 'C' or better in all required courses.
- CCC General Education - CSU **Still needed:** See [CCC\\_General Education - CSU](#) section

**CCC\_Additional Information** COMPLETE

Credits applied: 0 Catalog year: 2019-2020

Consult Counseling prior to enrollment in coursework as placement recommendations may have changed. Coastline College has restructured the English and Math placement process and course offerings in an effort to maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one-year timeframe. Before enrolling in classes, make an appointment with a Counselor, 714-241-6162.

- ENGLISH PLACEMENT RECOMMENDATION
  - ENGL C100 (Freshman Comp) or ENGL C135 (Business Writing)
  - No support recommended
- MATHEMATICS PLACEMENT RECOMMENDATION
  - Lib Art Pathway MATH C100, C103, C104, C106, C150, C160
  - Bus Pathway MATH C115, C160; STEM Pathway MATH C115, C120

**CCC\_Major Psychology (for Transfer) Requirements** INCOMPLETE

Credits required: 20 Credits applied: 3 Catalog year: 2019-2020

Student data Save audit Expand all

**CCC\_AAT Degree Requirements** INCOMPLETE

Credits required: 60 Credits applied: 21 Catalog year: 2019-2020

**CCC\_Additional Information** COMPLETE

Credits applied: 0 Catalog year: 2019-2020

**CCC\_Major Psychology (for Transfer) Requirements** INCOMPLETE

Credits required: 20 Credits applied: 3 Catalog year: 2019-2020

**CCC\_General Education - CSU** INCOMPLETE

Credits required: 39 Credits applied: 15 Catalog year: 2019-2020

**CSU American Institutions Requirement** INCOMPLETE

Credits applied: 0 Catalog year: 2019-2020

**Electives**























Credits applied: 6 Classes applied: 2

**Substandard**

Credits applied: 0 Classes applied: 1

**In-progress**

# Understanding the Worksheet

|   |                         |               |   |    |     |                 |
|---|-------------------------|---------------|---|----|-----|-----------------|
|  | B1: PHYSICAL SCIENCE    | GEOL C105     | General Geology   | -- | (3) | Fall 2020       |
|  | B2: LIFE SCIENCE        | MRSC C100     | Introduction to Marine Science  | B  | 3   | CCC Spring 2020 |
|  | B3: LABORATORY ACTIVITY | Still needed: | 1 Credit in <a href="#">ASTR C100L</a>  or <a href="#">BIOL C101</a> or <a href="#">C180</a>  or <a href="#">C185</a>  or <a href="#">C210</a>  or <a href="#">C220</a> or <a href="#">C225</a>  or <a href="#">CHEM C110</a> or <a href="#">C130</a> or <a href="#">C140</a>  or <a href="#">C180L</a>  or <a href="#">C185L</a>  or <a href="#">C220L</a>  or <a href="#">GEOL C105L</a>  or <a href="#">C185L</a>  or <a href="#">MRSC C100L</a>  or <a href="#">C105</a>  or <a href="#">PHYS C110L</a>  or <a href="#">C120</a>  or <a href="#">C125</a>  or <a href="#">C185</a>  or <a href="#">C280</a>  or <a href="#">C285</a>  |    |     |                 |

Requirements that have been completed are noted with a green circle with a check-mark.  
Requirements that are still needed are noted by a open red circle.  
Requirements that are in progress are noted by a blue, half-filled circle.

Requirements for your specific catalog year are displayed in the block. For example, if you start taking classes at Coastline College in Fall 2019, your catalog year is 2019-2020






# Major Block

## CCC\_Major Psychology (for Transfer) Requirements

INCOMPLETE

Credits required: 20 Credits applied: 3 Catalog year: 2019-2020

Unmet conditions for this set of requirements: 20 units are required. You currently have 3; you still need 17 more units.

|                                  | Course  | Title   | Grade   | Credits | Term          |
|----------------------------------|---|---|---|---------|---------------|
| <input type="radio"/>            | REQUIRED COURSES                                    | 20 semester units are required for the program. |   |         |               |
| <input type="radio"/>            | Introduction to Statistics                          | Still needed:                                   | 1 Class in MATH C160   |         |               |
| <input type="radio"/>            | Introduction to Psychology                          | Still needed:                                   | 1 Class in PSYC C100  |         |               |
| <input type="radio"/>            | Introduction to Research Methods                    | Still needed:                                   | 1 Class in PSYC C280   |         |               |
| <input type="radio"/>            | List A - Select one course from the following       | Still needed:                                   | 1 Class in BIOL C100 or PSYC C250    |         |               |
| <input checked="" type="radio"/> | List B - Select one course not used from List A     | SOC C100  | Introduction to Sociology   | --      | (3) Fall 2020 |
| <input type="radio"/>            | List C - Select one course not used from List A & B | Still needed:                                   | 1 Class in BIOL C100 or PSYC C116 or C118 or C165 or C170 or C250  or C255  or C260 or SOC C100 |         |               |

The major block contains the courses that are required for the major. In this example, the major is the Associate of Arts for Transfer (AAT) in Psychology. The blue, still needed courses may be clicked to see the course description and a list of scheduled sections for upcoming semesters. The small blue "clipboard" beside a course number indicates there is a prerequisite for the course. The courses do not have to be completed in the order listed.

# General Education Block

CCC\_General Education - CSU

INCOMPLETE

Credits required: 39

Credits applied: 15

Catalog year: 2019-2020

Unmet conditions for this set of requirements:

24 Credits needed

Minimum Credits unsatisfied

Students are required to obtain a grade of 'D' or better for CSU General Education courses except for Areas A1, A2, A3, and B4. Students must obtain a grade of 'C' or better in Areas A1, A2, A3, and B4.

|                                     | Course  | Title  | Grade   | Credits | Term |
|-------------------------------------|---|--|---|---------|------|
| <input checked="" type="checkbox"/> | CSU American Institution Requirements (Optional)  |  |   |         |      |
| <input type="checkbox"/>            | Verify Transfer Requirements                      | Still needed:  | Please see a CCC Counselor and check the ASSIST website ( <a href="http://www.assist.org">www.assist.org</a> ) or click here as transfer requirements may vary and can change frequently. |         |      |
| <input type="checkbox"/>            | FRESHMAN COMPOSITION REQUIREMENT                  | Still needed:  | 1 Class in <a href="#">ENGL C100</a>  |         |      |
| <input type="checkbox"/>            | MATHEMATICS REQUIREMENT BASED ON PLACEMENT        | Still needed:  | 1 Class in <a href="#">MATH C100</a> or <a href="#">C103</a> or <a href="#">C104</a> or <a href="#">C106</a>  |         |      |
| <input type="checkbox"/>            | AREA A: ENGLISH LANG. COMM. AND CRITICAL THINKING | Must complete 9 semester units with a minimum of one course in A1, A2, and A3. A grade of 'C' or better is required. |   |         |      |
| <input type="checkbox"/>            | A1: Oral Communication                            | Still needed:  | 3 Credits in <a href="#">CMST C100</a> or <a href="#">C101</a> or <a href="#">C110</a> or <a href="#">C140</a>  |         |      |

The General Education block displays the general education courses required for the GE pattern you have selected. The different classes that can satisfy the requirement are listed. For example, for Area A1, the requirement can be satisfied by completing CMST C100, CMST C101, CMST C110 or CMST C140



# Other Blocks on the Worksheet

## Electives

Credits applied: 6    Classes applied: 2



## Substandard

Credits applied: 0    Classes applied: 1



## In-progress

Credits applied: 9    Classes applied: 3



Other blocks in the worksheet include Additional Information (explains math and English placement), Electives (courses not applying to a specific requirement but counting towards degree-applicable units), Substandard (courses for which a D or F grade was received) and In-Progress (a list of courses that are in progress/registered in).

# Resources to Review Prior to Creating a Student Education Plan (SEP) in Degree Works

**STEP 1:** Review the pathways that are offered at Coastline:

- Behavior, Culture, and Society
- Business Operations and Management
- College Preparation and Career Development
- Education
- Health and Wellness
- Language and Literature
- Law and Safety
- Science and Mathematics
- Technology
- Visual and Performing Arts

**STEP 2:** Review the corresponding roadmaps and program requirements in the catalog.

**STEP 3:** Review the different general education options if you are pursuing a degree.

**STEP 4:** Review the class schedule to check when classes are offered.

# Example of a First Semester Plan

First semester plans typically include:



- English C100
- Introductory Major Course
- Arts or Humanities Course
- Counseling C105

Refer to the roadmaps for your area of interest for recommended coursework.


Full-time is 12 + units, Part-time is 6-9 units


One 3 unit course over 16 weeks is about 9 hours a week of work - plan wisely based on your other responsibilities like work and family!


**Tip:** Do not plan courses you have completed previously at other colleges or if you have credit through alternative means such as Advanced Placement.


Spring 2021  


Credits: 13.0





ENGL C100   
Credits: 4.0  
Minimum grade: C





PSYC C100   
Credits: 3.0  
Minimum grade: C



ART C105   
Credits: 3.0  
Minimum grade: C



COUN C105   
Credits: 3.0  
Minimum grade: C



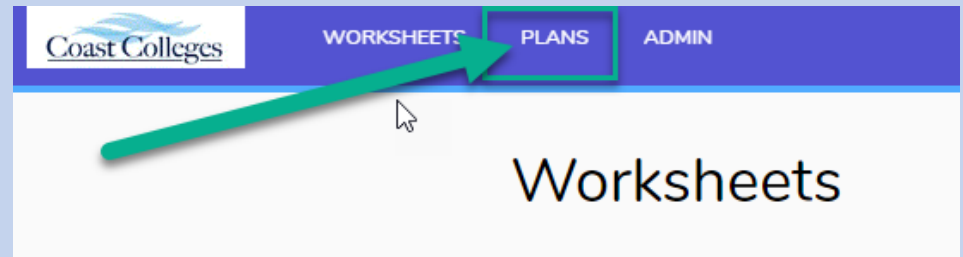
# Considerations for creating a Degree Works SEP

- A student created SEP is not official until a counselor reviews and approves it during a counseling appointment. Visit our counseling page to make an appointment.
- A counselor approved SEP will count towards meeting one of the steps required to received priority registration.
- You are encouraged to use Degree Works as a guide when planning your progress toward completion of requirements. Contact your counselor for assistance in interpreting Degree Works or regarding your official degree/certificate completion status.
- Please be advised that courses with the same number and the same title may not be equivalent across the three colleges in the district, and might not be the course you need for your major, general education, or transfer path. It is the student's responsibility to check with Counseling at your home college to confirm that this course meets your specific educational goals.

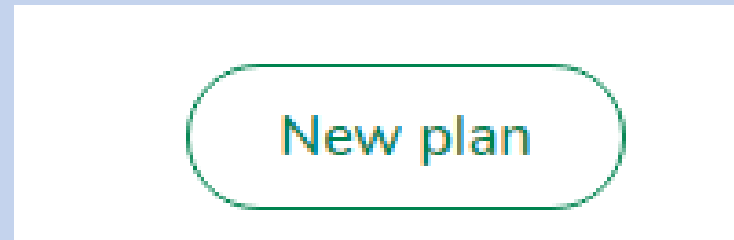


# How to create a plan in Degree Works

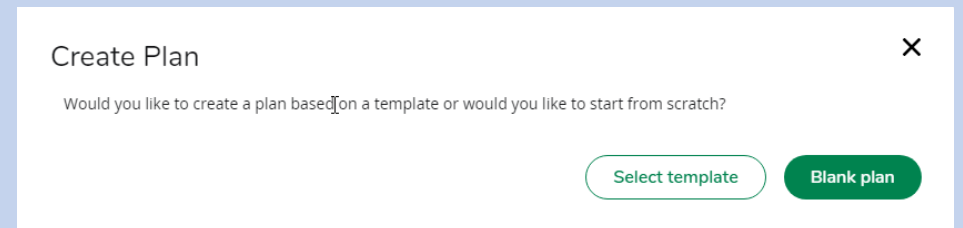
**STEP 1:** Click on the "Plans" tab at the top of the worksheet in Degree Works.



**STEP 2:** Once you've selected "Plans," then click the "new Plan" button.



**STEP 3:** Next, the "Create Plan" pop-up will appear



# How to create a plan in Degree Works (cont.)

## STEP 4: Click on "Blank Plan"

### Create Plan

Would you like to create a plan based on a template or would you like to start from scratch?

[Select template](#) [Blank plan](#)

If your counselor has already created a plan for you, a plan list will show. You can select the plan you would like to view from the list. You cannot modify a locked and active plan created by a counselor.

[Plan List](#) [New plan](#)

| Description  | Active                              | Modified ↓ | Who                       | Degree     | Level | Status                                     |
|--|-------------------------------------|------------|---------------------------|------------|-------|--|
| <a href="#">CCC AAT Psychology/SAC State Online/AEVANGELISTA</a>                       | <input checked="" type="checkbox"/> | 7/5/2020   | Evangelista, Amy Mary     | 3_AAT_PSYC | CL    | <input checked="" type="checkbox"/> Locked |
| <a href="#">CCC SEP/ AAT- Psychology/ CSU Transfer/ Compr/ LSalimi (Deactivate AE)</a> | <input type="checkbox"/>            | 7/5/2020   | Evangelista, Amy Mary     | 3_AAT_PSYC | CL    | Not locked                                 |
| <a href="#">AA SOCIOLOGY/CSUGE/MMENDOZA</a>  | <input type="checkbox"/>            | 7/1/2018   | Mendoza-Escobedo, Maria G | 3_AA_SOC   | CL    | Locked                                     |

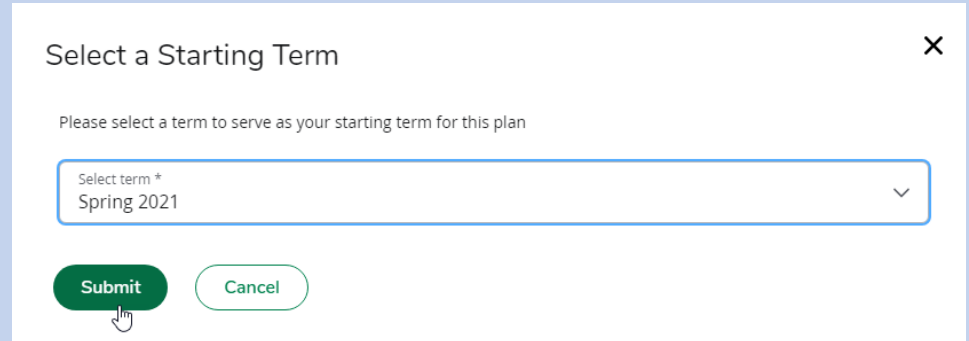
Page 1 of 1 Total results: 3

# Building a Student Education Plan (SEP), part 1

**STEP 1:** Select the starting term for the plan from the drop-down menu, then click “submit”

**STEP 2:** Name the plan in the Description box. Consider using the name of your major (like “Psychology”). Abbreviated should be selected for Plan Type.

**STEP 3:** Select Abbreviated for Plan Type. Click Save.



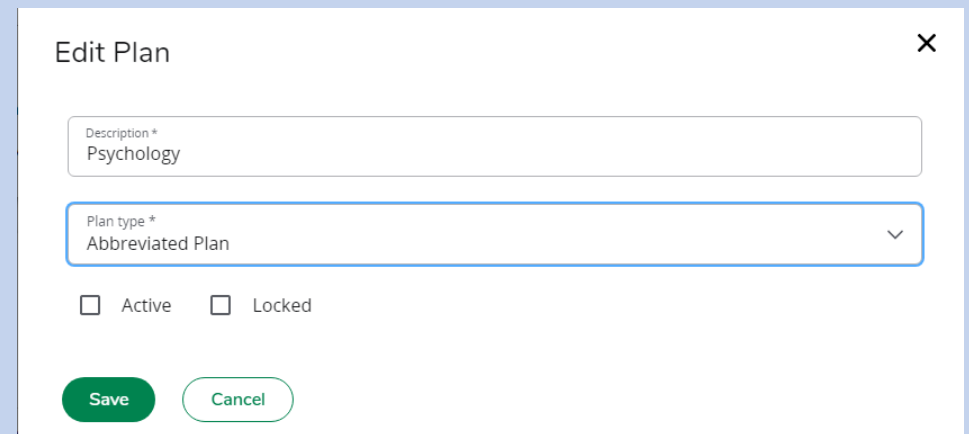
Select a Starting Term

Please select a term to serve as your starting term for this plan

Select term \*  
Spring 2021

Submit Cancel

This screenshot shows a dialog box titled "Select a Starting Term" with a close button (X) in the top right corner. Below the title is a prompt: "Please select a term to serve as your starting term for this plan". There is a dropdown menu labeled "Select term \*" with "Spring 2021" selected. At the bottom, there are two buttons: "Submit" (a dark green button with a white mouse cursor over it) and "Cancel" (a light green button).



Edit Plan

Description \*  
Psychology

Plan type \*  
Abbreviated Plan

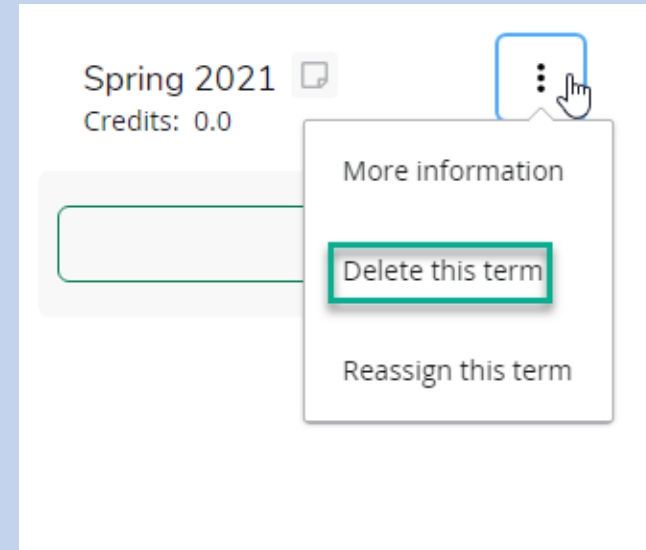
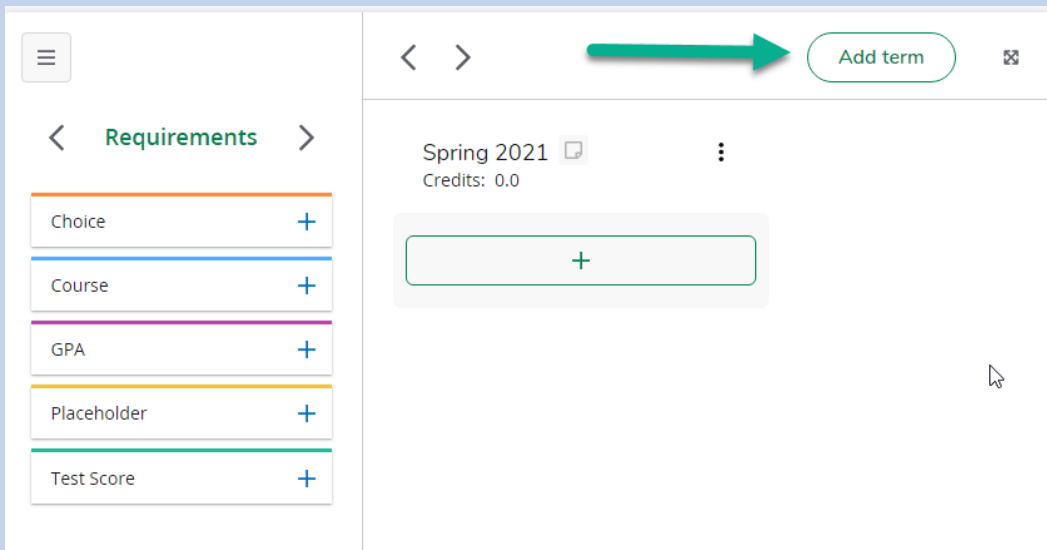
Active  Locked

Save Cancel

This screenshot shows a dialog box titled "Edit Plan" with a close button (X) in the top right corner. It contains a text input field for "Description \*" with the text "Psychology". Below that is a dropdown menu for "Plan type \*" with "Abbreviated Plan" selected. There are two checkboxes: "Active" and "Locked", both of which are unchecked. At the bottom, there are two buttons: "Save" (a dark green button) and "Cancel" (a light green button).

# Building a Student Education Plan (SEP), part 2

To add additional semesters to the plan, click on the "Add Term" button at the far right. If you need to delete a semester, click on the 3 vertical dots to the right of the semester you want to delete, then select "Delete this term."



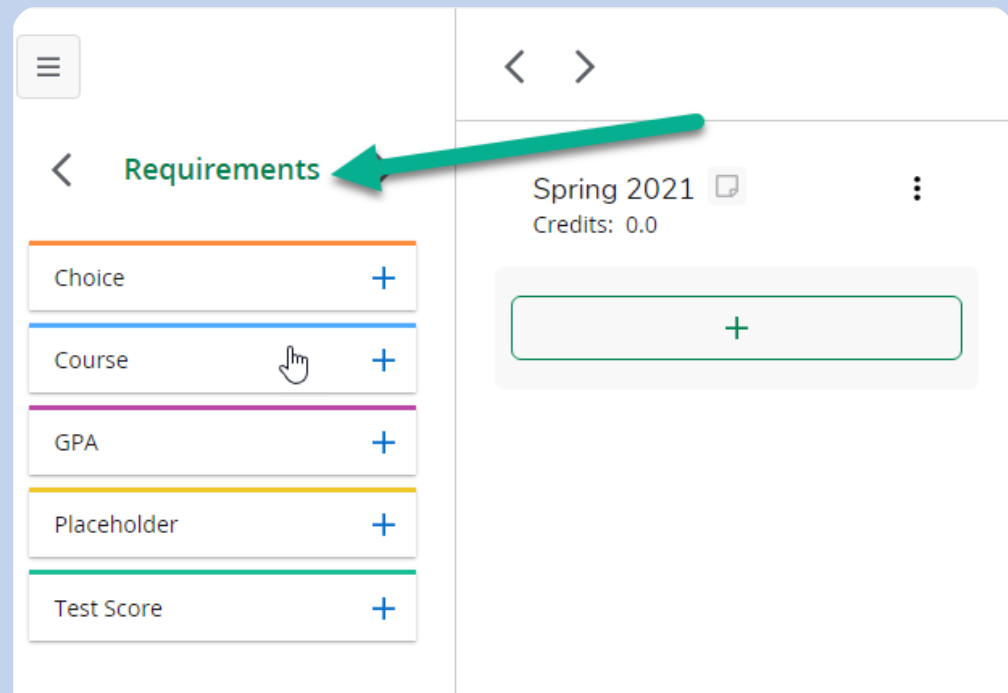


# Building a Student Education Plan (SEP), part 3

Once you have the semesters entered, you can add the planned classes. There are several requirement options to choose from under the heading "Requirements."

You won't need to use all of these options. Most plans on use:

- Choice
- Course
- Placeholder



# Requirement Options

**Choice:** use this when there are several course options that can fulfill a requirement.

- For example: Student can take CMST C100, CMST C101, CMST C110 or CMST C140 for Area A1 of CSU (Option 2) General Education.

**Course:** A single course can be planned for with this requirement. **\*You will use this requirement option the most.**

**GPA:** Do not use - this is not enabled.

**Placeholder:** These requirements are informational only and not included in tracking.

- If you choose placeholder, you will have to type information in the field such as "elective."

**Test Score:** Do not use - this is not enabled.

**Note:** Some requirements may be input several ways into a plan, so find out what works best for you and your Counselor.

The screenshot shows a mobile application interface for selecting requirements. At the top, there is a hamburger menu icon on the left and a title 'Requirements' in green text with left and right navigation arrows. Below the title is a list of five requirement options, each in a white box with a colored border and a plus sign on the right:

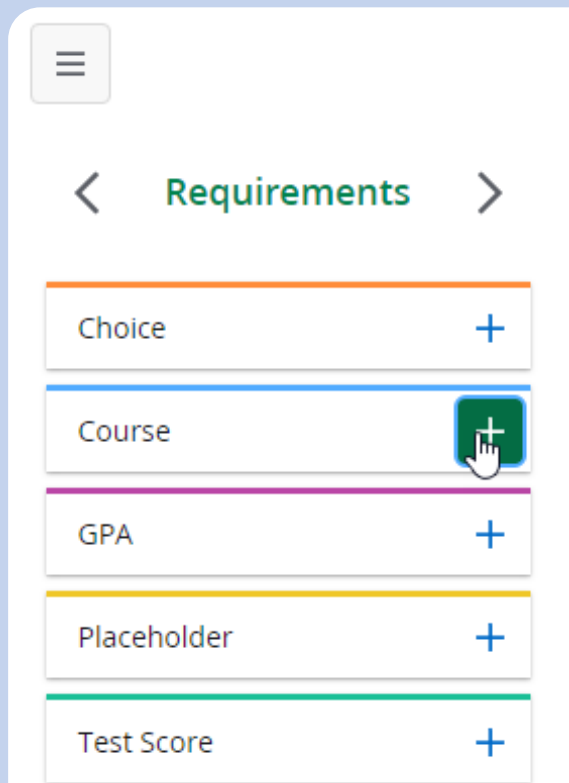
- Choice (orange border)
- Course (blue border, with a hand cursor icon over the text)
- GPA (purple border, with the plus sign in a blue-bordered box)
- Placeholder (yellow border)
- Test Score (green border)

# Adding a Course to Your Plan, part 1

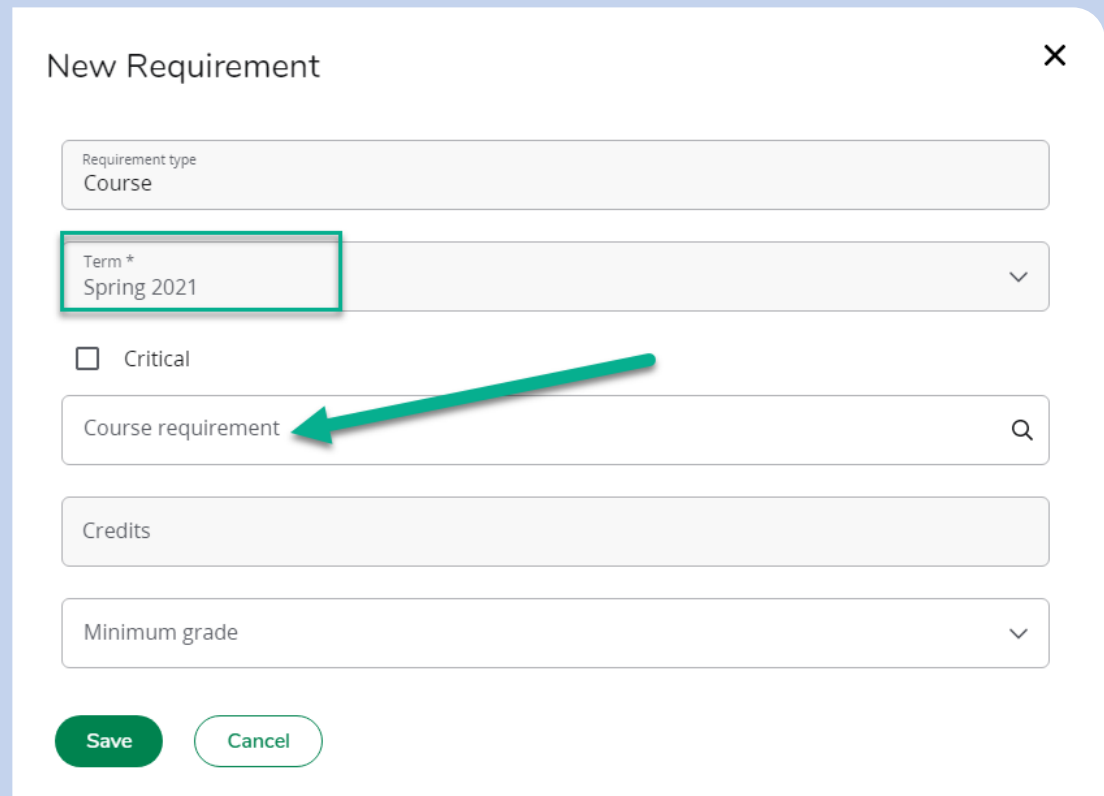
**"Course"** will allow you to add a specific course to your plan.

**STEP 1:** Select the "+" beside the word "Course."

**STEP 2:** Select the term to add the course to from the drop-down menu.



A screenshot of a mobile application interface showing a list of requirement types. The list includes Choice, Course, GPA, Placeholder, and Test Score, each with a plus sign to its right. The 'Course' option is highlighted with a blue border, and a green square with a white plus sign and a hand cursor is overlaid on it, indicating it is the selected option.



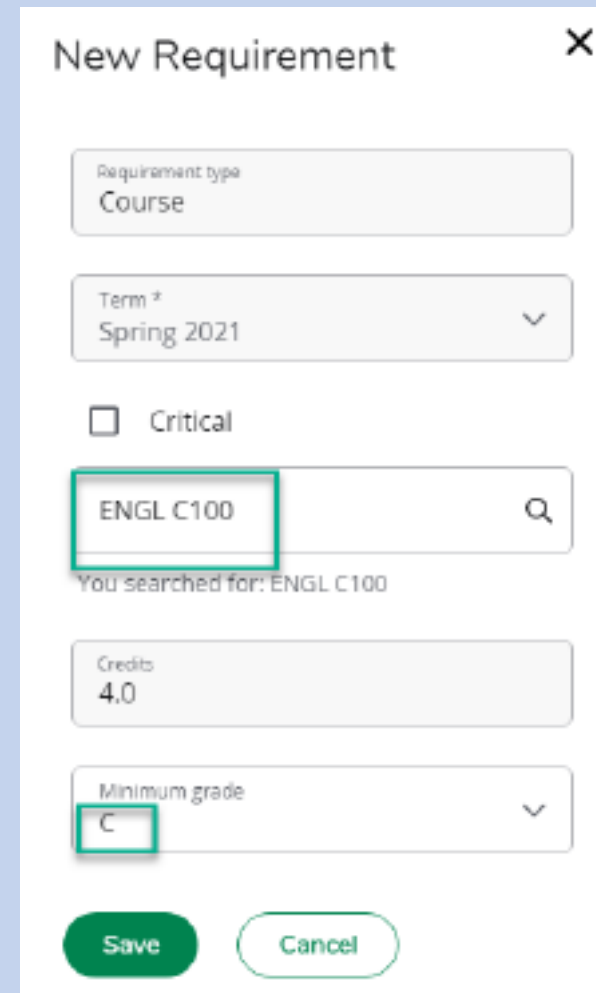
A screenshot of the 'New Requirement' form. The form has a title bar with 'New Requirement' and a close button (X). It contains several input fields: 'Requirement type' (set to 'Course'), 'Term\*' (set to 'Spring 2021'), 'Critical' (checkbox), 'Course requirement' (text input with a search icon), 'Credits' (text input), and 'Minimum grade' (dropdown menu). A green arrow points to the 'Course requirement' field. At the bottom, there are 'Save' and 'Cancel' buttons.

# Adding a Course to Your Plan, part 2

**STEP 3:** Type the course prefix and course number in the “Course requirement” box. Wait a moment for the course to appear. Select the course. (In this example, we used English C100 which requires a minimum grade of “C”).

**STEP 4:** There are other options that can be added to the planned course that are not required but helpful. For example, you can specify a minimum grade you must receive in the course. In this example, we specified that English C100 requires a minimum grade of “C”.

**STEP 5:** Click “Save” to save this course to the semester.



The screenshot shows a 'New Requirement' dialog box with the following fields and options:

- Requirement type:** Course
- Term:** Spring 2021
- Critical
- Course search:** ENGL C100 (highlighted with a green box). Below the search bar, it says "You searched for: ENGL C100".
- Credits:** 4.0
- Minimum grade:** C (highlighted with a green box).
- Buttons:** Save (green) and Cancel (white with green border).



# Other Options for Adding Courses, part 1

**Option 1:** Click on the “+” at the top or bottom of a specific term

From there you can add a single course or multiple courses by:

- Type the course subject in the “Subjects” box. This will bring up a list of course subjects.
- Select the subject that corresponds to the course department (i.e. English = ENGL). This will bring up a list of all courses in the selected subject/department.
- Click the box besides any/all courses that you want to add. You can add multiple course subjects to the term before clicking on “Add to plan” at the bottom left. You can easily uncheck a course or click the “x” beside the course if you change your mind.
- Courses will be added to the term you are working in and will be displayed in the order they are selected.
- “Still needed” is an option in this screen whereby you can select to choose courses that display on your worksheet as not fulfilled.

Add requirements to Spring 2021

Courses Still needed

Subjects English

Search by title

English (ENGL)

|                          |                  |
|--------------------------|------------------|
| <input type="checkbox"/> | Course ENGL C100 |
| <input type="checkbox"/> | Course ENGL C102 |
| <input type="checkbox"/> | Course ENGL C103 |
| <input type="checkbox"/> | Course ENGL C109 |
| <input type="checkbox"/> | Course ENGL C111 |
| <input type="checkbox"/> | Course ENGL C131 |
| <input type="checkbox"/> | Course ENGL C133 |
| <input type="checkbox"/> | Course ENGL C135 |
| <input type="checkbox"/> | Course ENGL C136 |
| <input type="checkbox"/> | Course ENGL C140 |

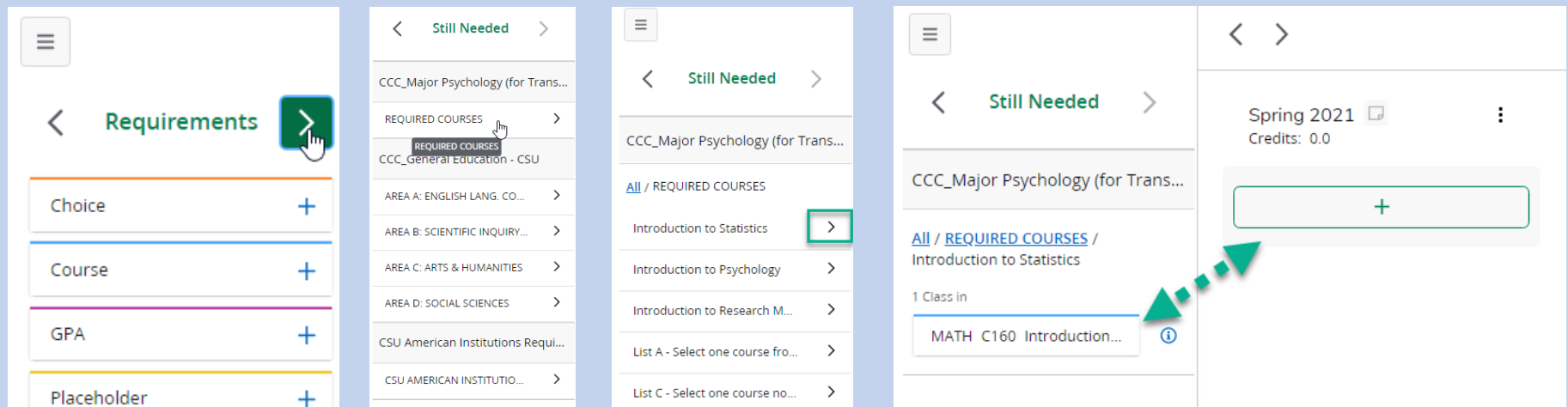
Page 13 of 17

Add to plan Cancel

# Other Options for Adding Courses, part 2

**Option 2:** Click on the left arrow beside “Requirements” in the side bar to reach “Required Courses”

- Click the arrow to the right of “Requirements”
- Click on the area from which you would like to add the course requirements such as “Required Courses” (major courses)
- Click the arrow to the right of the required course to show the course number.
- Drag the course to the term that you would like to add it to.



# Adding a Choice

Choice requirements are similar to adding planned courses, but this options allows you to add several choices to choose from in that semester.

- **Step 1:** Select the “+” beside the word “Choice.”
- Select the term to add the course to from the drop-down menu.
- **Step 2:** Type the course prefix (department) and course number in the “Choice Requirement” box. Wait a moment for the course to appear. Select the course.
- **Step 3:** Click on “Add” to the far right. This will allow you to add an additional course choice (or several choices to the semester.
- **Step 4:** Next, type in the other course option as you did the first.
- **Step 5:** You can also specific the number of credits that you will take from one of these courses.
- **Step 6:** Click “Save” to save this course to the semester.

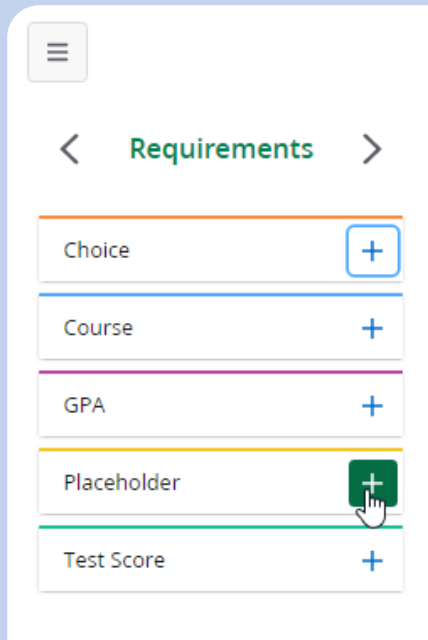
**Note** - do not use “Add a paired course or lab” unless there is a class that can be taken concurrently (i.e. Biology C100 and Biology C100L)

The screenshot shows the 'Requirements' interface. At the top, there is a header with a left arrow, the word 'Requirements' in green, and a right arrow. Below this is a section labeled 'Choice' with a green plus icon and a hand cursor pointing to it. The main part of the screenshot is the 'New Requirement' form. It has a 'Term\*' dropdown menu set to 'Spring 2021'. There is a checkbox for 'Critical'. Below that is a 'Choice requirement' section with an 'Add' button and a green arrow pointing to it. There are two rows of course selection, each with a radio button, a search box containing 'CMST C110' and 'CMST C101' respectively, a dropdown menu set to 'Attribute', and a trash icon. Below each row is a link that says 'Add a paired course or lab'. At the bottom of the form is a 'Clear selection' button. Below the form is a text input field containing the number '3'. Below that is a 'Minimum grade' dropdown menu set to 'C'. At the very bottom are 'Save' and 'Cancel' buttons, with a green arrow pointing to the 'Save' button.

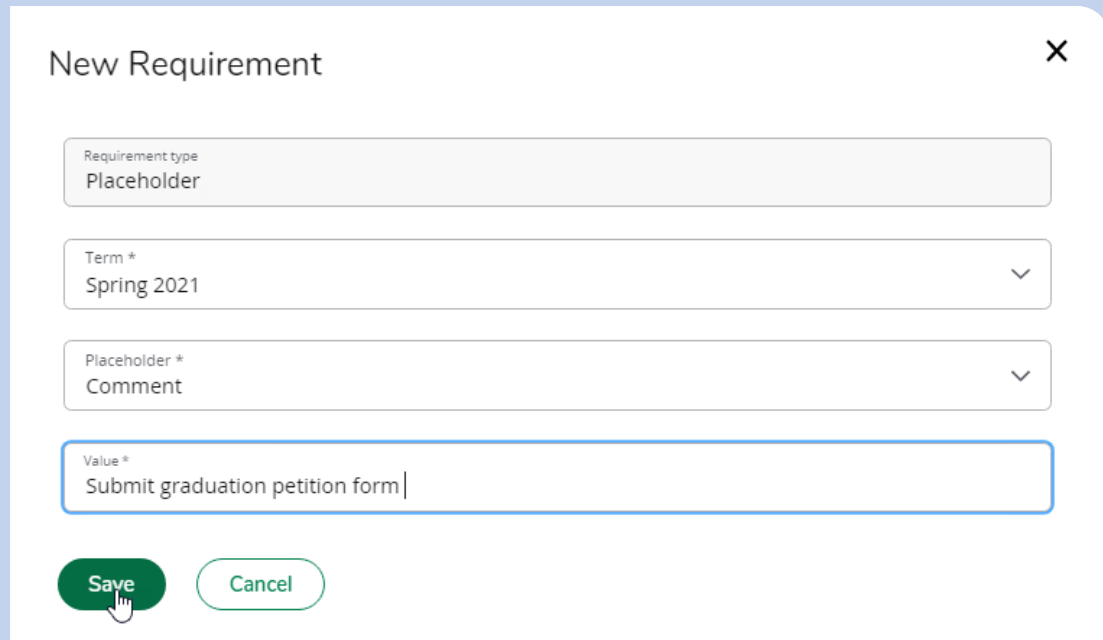
# Adding a Placeholder

Placeholder requirements are informational only. Many Counselors and students find these beneficial because important information can be typed in the comments field for a specified semester.

- **Step 1:** Select the "Placeholder", then select the term from the drop-down menu.
- **Step 2:** Select Comment (this is the only selection available)
- **Step 3:** Type the relevant comment in the "Value" box.
- **Step 4:** Click "Save" to save this comment to the semester.



A screenshot of a mobile application interface showing a list of requirement types. The list includes Choice, Course, GPA, Placeholder, and Test Score. Each item has a plus sign icon to its right. The 'Placeholder' item is highlighted with a green background, and a hand cursor is pointing at its plus sign icon.

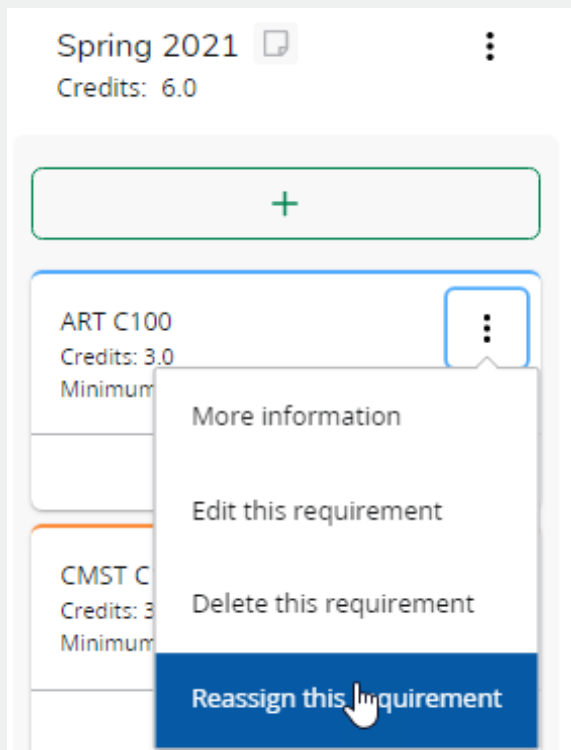


A screenshot of a mobile application interface showing a 'New Requirement' form. The form has a title 'New Requirement' and a close button (X) in the top right corner. It contains four input fields: 'Requirement type' (Placeholder), 'Term \*' (Spring 2021), 'Placeholder \*' (Comment), and 'Value \*' (Submit graduation petition form). At the bottom, there are two buttons: 'Save' and 'Cancel'.

# Other Tools

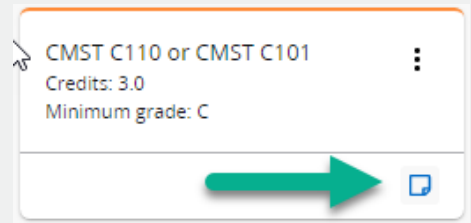
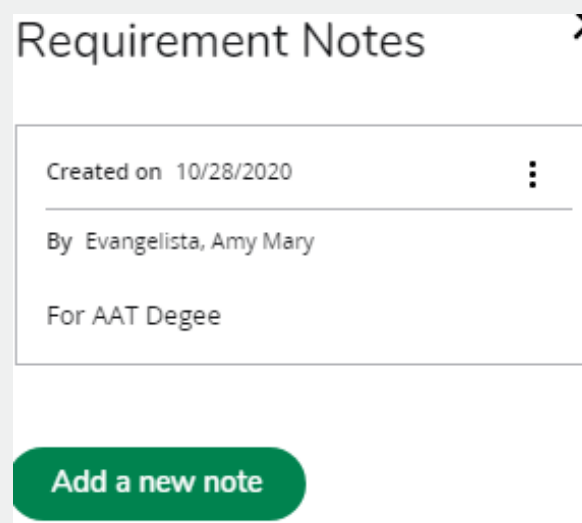
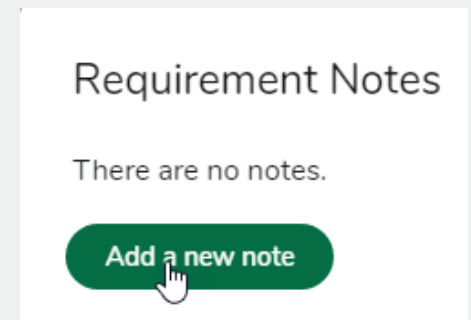
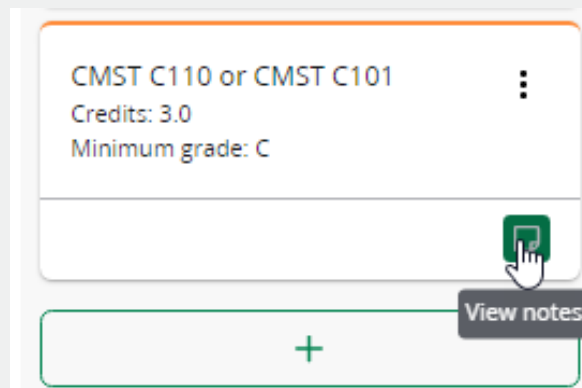
## Moving a Course to Another Term

If needed, you can drag and drop requirements to different semesters. The course (or other requirement like a placeholder comment) may also be reassigned to a different semester via the ellipses on the top right hand corner of the class.



## Adding a Note to a Course

To add a note to a requirement, click on the paper icon at the bottom right-hand corner of the class. Once the note is saved, the small note icon will be outlined in blue.



# Audit View of the Plan

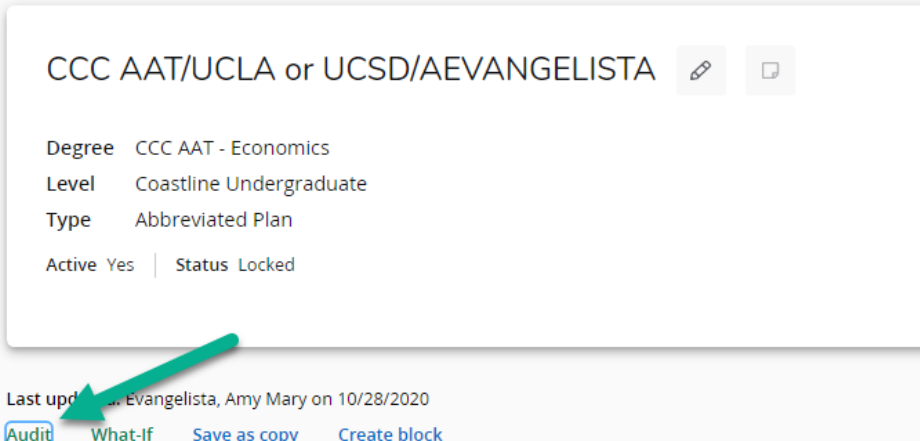
The **audit view** displays your plan as an audit in a separate browser tab. Click "Audit" after you have completed your plan.

The audit view can help you verify the completeness of the plan.

If a course has been taken, the course will be listed on the left in the respective block (major, general education etc.)

If the course has not been taken but is found in the student plan, the course will list "PLAN" and the term planned. In this example, ENGL C100 and ART C100 are planned in the Spring 2021 semester.

If the course is listed as "Still Needed" then it has not been taken or added to your plan.



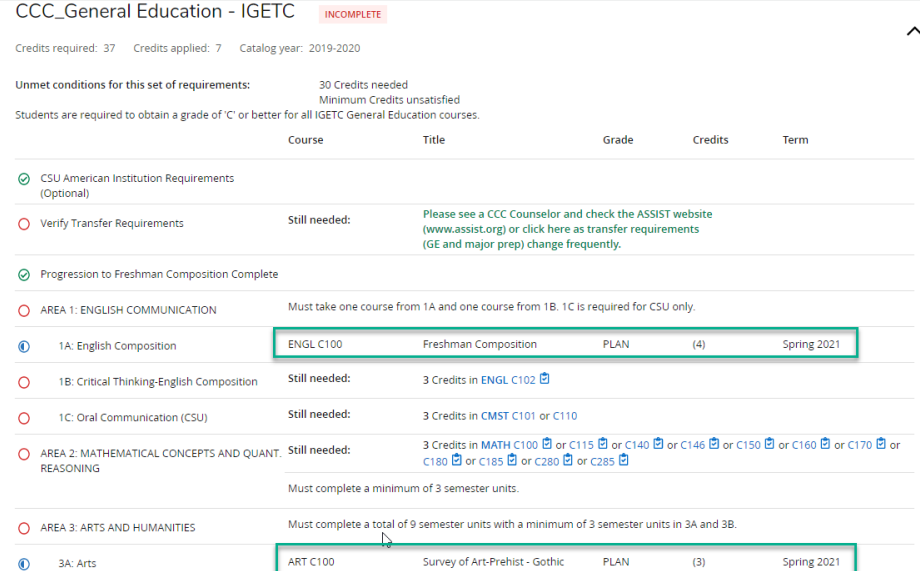
CCC AAT/UCLA or UCSD/AEVANGELISTA

Degree CCC AAT - Economics  
Level Coastline Undergraduate  
Type Abbreviated Plan  
Active Yes | Status Locked

Last updated by: Evangelista, Amy Mary on 10/28/2020

[Audit](#) [What-If](#) [Save as copy](#) [Create block](#)

A red arrow points to the "Audit" button.



CCC\_General Education - IGETC INCOMPLETE

Credits required: 37 Credits applied: 7 Catalog year: 2019-2020

Unmet conditions for this set of requirements: 30 Credits needed  
Minimum Credits unsatisfied  
Students are required to obtain a grade of 'C' or better for all IGETC General Education courses.

| Course   | Title  | Grade  | Credits  | Term        |
|--|--|--|----------|-------------|
| <input checked="" type="checkbox"/> CSU American Institution Requirements (Optional) |  |  |          |             |
| <input type="checkbox"/> Verify Transfer Requirements                                | Still needed:  | Please see a CCC Counselor and check the ASSIST website ( <a href="http://www.assist.org">www.assist.org</a> ) or click here as transfer requirements (GE and major prep) change frequently. |          |             |
| <input checked="" type="checkbox"/> Progression to Freshman Composition Complete     |  |  |          |             |
| <input type="checkbox"/> AREA 1: ENGLISH COMMUNICATION                               | Must take one course from 1A and one course from 1B. 1C is required for CSU only.          |  |          |             |
| <input checked="" type="checkbox"/> 1A: English Composition                          | ENGL C100  | Freshman Composition   | PLAN (4) | Spring 2021 |
| <input type="checkbox"/> 1B: Critical Thinking-English Composition                   | Still needed:  | 3 Credits in ENGL C102   |          |             |
| <input type="checkbox"/> 1C: Oral Communication (CSU)                                | Still needed:  | 3 Credits in CMST C101 or C110   |          |             |
| <input type="checkbox"/> AREA 2: MATHEMATICAL CONCEPTS AND QUANT. REASONING          | Still needed:  | 3 Credits in MATH C100 or C115 or C140 or C146 or C150 or C160 or C170 or C180 or C185 or C280 or C285   |          |             |
|  | Must complete a minimum of 3 semester units.   |  |          |             |
| <input type="checkbox"/> AREA 3: ARTS AND HUMANITIES                                 | Must complete a total of 9 semester units with a minimum of 3 semester units in 3A and 3B. |  |          |             |
| <input checked="" type="checkbox"/> 3A: Arts   | ART C100   | Survey of Art-Prehist - Gothic   | PLAN (3) | Spring 2021 |

# What-If Tool

The **What-If** tool allows you to run a sample degree audit using your current class history. It will allow you to hypothetically change your major or add a minor and show how the classes you have already taken will apply.

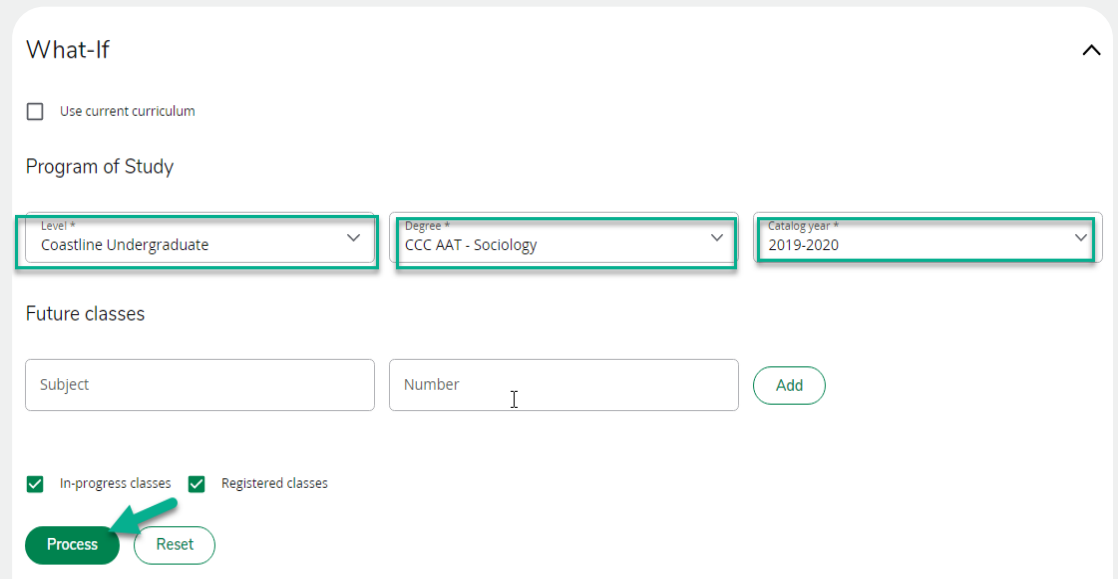
To access the What-If tool, click on the “What-If” link on the left side of the audit screen under the “Worksheet” tab (next to “Academic”) below the student header.

Once on the What-If screen, you will be able to use the drop-down menu boxes to select the desired Level, Degree, and Catalog Year.

After selecting the desired criteria, press the “Process” button. Degree works will then take your entire course history and apply it to an audit with the newly selected options.

Once the new audit has been generated, you will notice that all of the selections will appear as it were a real audit on the worksheet page, including completed coursework applied to the prospective program and the courses that would still be needed.

To run a What-if with different options, click “Reset” at the bottom of the selection box. When you are done reviewing the What-If, simply select “Academic” to return to your normal worksheet.



The screenshot shows the 'What-If' tool interface. At the top, there is a title 'What-If' and a close button. Below the title, there is a checkbox labeled 'Use current curriculum'. Underneath, the 'Program of Study' section contains three dropdown menus: 'Level \*' set to 'Coastline Undergraduate', 'Degree \*' set to 'CCC AAT - Sociology', and 'Catalog year \*' set to '2019-2020'. Below these is the 'Future classes' section, which includes two input fields for 'Subject' and 'Number', and an 'Add' button. At the bottom, there are two checked checkboxes: 'In-progress classes' and 'Registered classes'. Finally, there are two buttons: 'Process' (highlighted with a red arrow) and 'Reset'.



# Final Step: Meeting with a Counselor

Once you have created your plan in Degree Works, schedule an appointment to meet with a Counselor to review your plan, and to activate/lock it.

Schedule an appointment by visiting:

Coastline Counseling

