If you’ve met with an advisor to develop a completion plan for your program, you can access this through “Planner” to be sure you’re taking courses in the best sequence.

Everything is at your fingertips 24 hours a day! Follow these easy steps to access the system:

1. Go to www.yc.edu and log onto the website using your Username and Password
2. Once you are logged in, menus will appear at the top of the browser window. Click on My Services and DegreeWorks.

“Worksheets” combine program of study requirements with the coursework you have completed (including in-progress and transferred credits) to show you where you stand toward earning your degree and/or certificate.

Additional helpful tools in DegreeWorks:

- Clickable course numbers give you easy access to course descriptions.
- “What-If” allows you to explore your potential progress on alternative programs of study.
- The “GPA Calc” tab helps you run scenarios to calculate your potential GPA by entering hypothetical grades for current term classes (using the Term Calculator).

Need help?
Check out the FAQ’s or Help Files within DegreeWorks, or call the Academic and Career Advising office:
928.776.2106/ Prescott area
928.634.6510/ Verde Valley area

Step-by-step instructions are also available on the Academic Planning page: www.yc.edu/v5content/advising/planning.htm

See the drop down toggle entitled “Using DegreeWorks.”