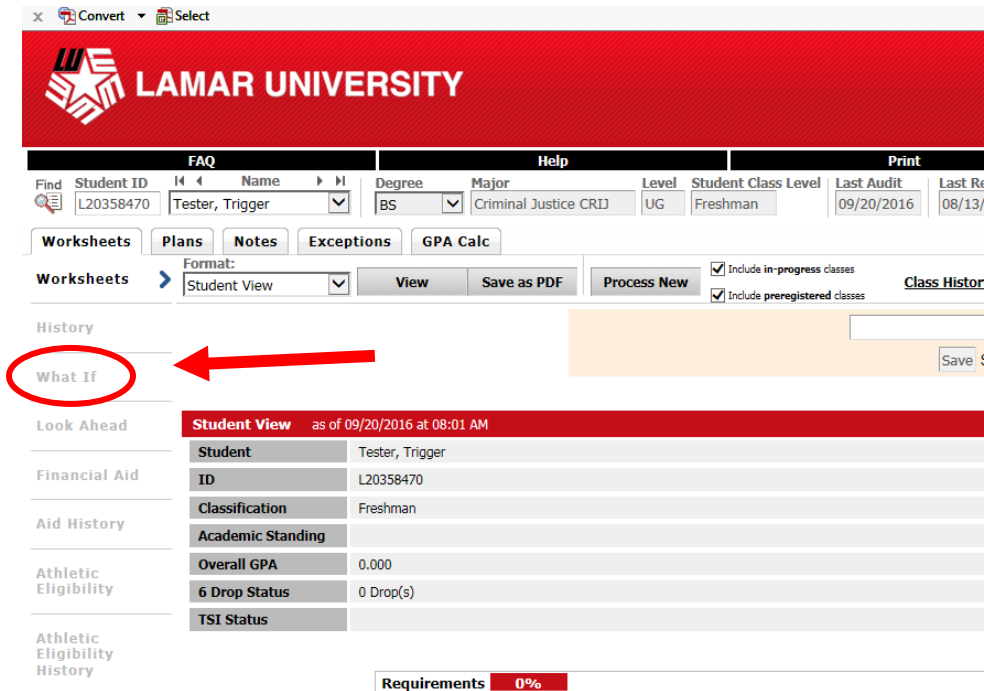


# Performing a What-If Audit

If you are thinking of changing your degree, major, minor or even concentration, DegreeWorks has provided the What-If tool to enable you and/or your advisor to apply your course history to a sample audit with any of these changes. This tool will also allow you to enter future courses to see how they will apply using the Look Ahead feature.

1. To access the What-If option, click on “What If” link on the left-side of the audit screen under the “Worksheets” tab.

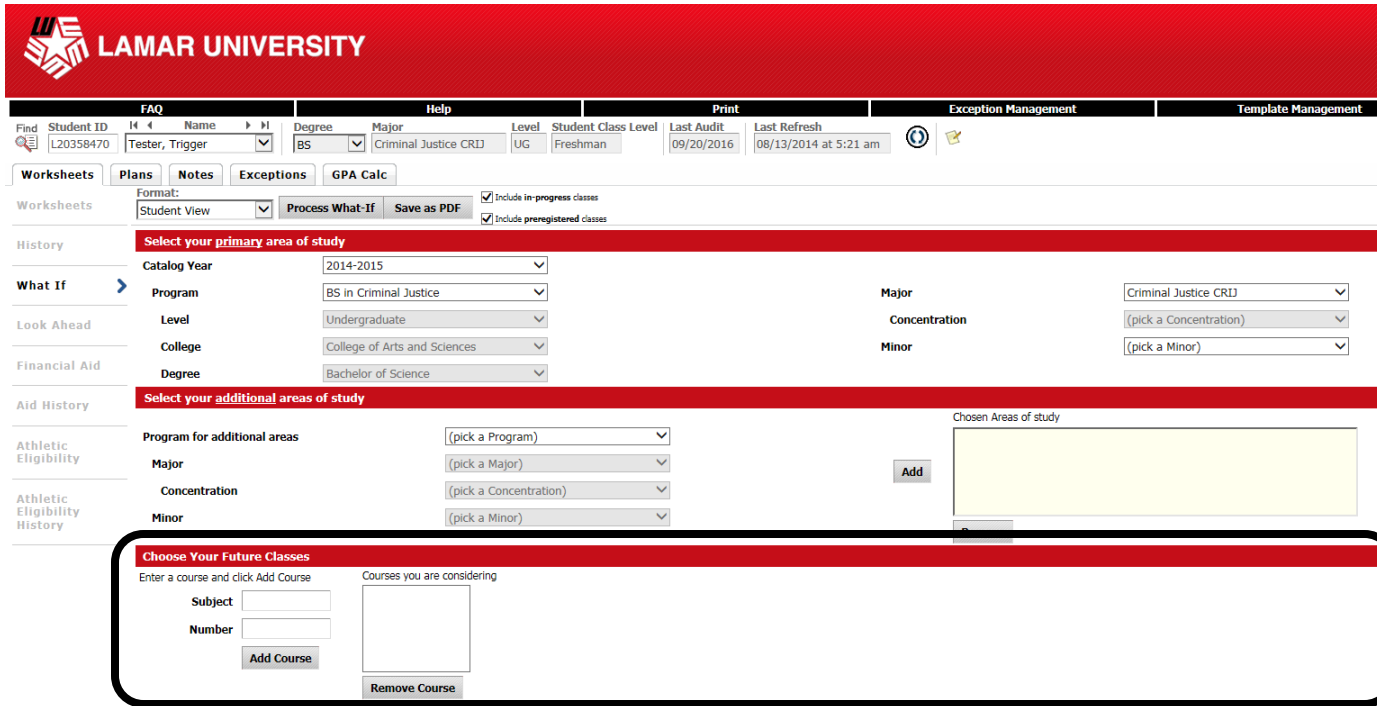


The screenshot shows the DegreeWorks interface for a student named Tester, Trigger (ID: L20358470). The interface includes a navigation menu on the left with options like 'Worksheets', 'Plans', 'Notes', 'Exceptions', and 'GPA Calc'. The 'Worksheets' tab is active, and the 'What If' link is circled in red with a red arrow pointing to it. The main content area displays a 'Student View' summary for the student, including their classification (Freshman), overall GPA (0.000), and drop status (0 Drop(s)). A progress bar at the bottom indicates 'Requirements 0%'.



2. Once the What-If screen loads, you will be able to use the drop-down boxes to select the following in your primary area of study:
  - Catalog Year (default 2014-2015)
    - *Catalog year only moves you 2014 forward*
  - Program
  - Major
  - Concentration (if applicable)
  - Minor
3. You can also select an additional area of study in the second block featured on the What-If tool.

4. In addition, you can add additional future classes to the audit scenario.



The screenshot shows the Lamar University DegreeWorks interface. The top navigation bar includes 'FAQ', 'Help', 'Print', 'Exception Management', and 'Template Management'. The main content area is divided into several sections: 'Worksheets', 'Plans', 'Notes', 'Exceptions', and 'GPA Calc'. The 'What If' section is active, showing a 'Select your primary area of study' section with dropdowns for Catalog Year (2014-2015), Program (BS in Criminal Justice), Level (Undergraduate), College (College of Arts and Sciences), and Degree (Bachelor of Science). To the right, there are dropdowns for Major (Criminal Justice CRJ), Concentration ((pick a Concentration)), and Minor ((pick a Minor)). Below this is a 'Select your additional areas of study' section with dropdowns for Program, Major, Concentration, and Minor for additional areas. A 'Chosen Areas of study' box is also present. The 'Choose Your Future Classes' section is highlighted with a red box and contains a form with 'Subject' and 'Number' input fields, an 'Add Course' button, and a 'Remove Course' button.

5. Your selection for your primary area of study will change based on what you choose. For instance, in the below example the catalog year was changed to 2016-2017, the program was changed to Applied Arts and Sciences and a minor in Criminal Justice was added.



The screenshot shows the Lamar University DegreeWorks interface with the 'Select your primary area of study' section highlighted in yellow. The dropdowns are: Catalog Year (2016-2017), Program (BAAS Applied Arts and Sciences), Level (Undergraduate), College (College of Arts and Sciences), and Degree (Bach Appld Arts and Sciences). To the right, the 'Major' dropdown is set to 'Applied Arts and Sciences BAAS', the 'Concentration' dropdown is set to '(pick a Concentration)', and the 'Minor' dropdown is set to 'Criminal Justice CRJ'.



6. If you decide to add an additional area of study and choose your program, major and, if applicable, a concentration and/or minor you will click “Add”. The chosen areas of study will be added to the empty box. If you decide you do not want what was chosen, you can highlight it and click on “Remove”.

Select your additional areas of study

Program for additional areas	BA in Political Science
Major	(pick a Major)
Concentration	(pick a Concentration)
Minor	(pick a Minor)

Add

Chosen Areas of study

MAJOR : Political Science PSCA  
PROGRAM: BA in Political Science

Remove

Select your additional areas of study

Program for additional areas	BA in Political Science
Major	Political Science PSCA
Concentration	(pick a Concentration)
Minor	(pick a Minor)

Add

Chosen Areas of study

PROGRAM: BA in Political Science

Remove

7. Choosing future classes is simple. Enter in the Subject (i.e. CRIJ) and course Number (i.e. 4313). Click add course and it will populate in the Courses you are considering box. If you decide you want to remove a course, you can highlight it and click Remove Course.

**Choose Your Future Classes**

Enter a course and click Add Course

Subject

Number

Add Course

Courses you are considering

Remove Course



8. After selecting the desired criteria, press the “Process What-If” button. DegreeWorks will then take your entire course history and apply it to an audit with the newly selected changes. Any wrong combination of degree, major, minor, or concentration will result in an error.

*\*Note: if you would like to print your What-If audit scenario, please jump to page 6 before you click “Process What-If”.*

The screenshot shows the DegreeWorks interface with several tabs: Worksheets, Plans, Notes, Exceptions, and GPA Calc. The 'Worksheets' tab is active, showing a 'Format:' dropdown menu set to 'Student View'. A red box highlights the 'Process What-If' button. To the right of the button are two checkboxes: 'Include in-progress classes' and 'Include preregistered classes', both of which are checked. Below the button is a 'Save as PDF' button. At the bottom of the interface, a red banner reads 'Select your primary area of study'.

9. Once the new audit has been generated, you will notice that all of your selections will appear as if it were a real audit. Any future courses that were added will display with blue text and will have a grade of **PLAN** and a term of “**Planned**”.

Still Needed: 1 Class in CRJ 1310 of 2313 of 2326				
<b>CRJ 4313</b>	Contemp Issues in Crim Justice	PLAN	(3)	PLANNED



## Printing a What-If Audit:

1. Once all of your selections have been made on the What-If parameter screen, you have the option to “Save as PDF”. Clicking this at the top of the screen will run the What-If scenario and insert it into a PDF document that you can either save or print out.

