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.
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.

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.
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”.

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.
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”.

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”.

DegreeWorks
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.