Degree Works What If and Look Ahead Audits

Using these tools students and advisers alike will be able to see how a student's credits will fit into a degree plan for majors other than what they are currently enrolled in.

OBJECTIVES:

- To learn about the 2 other Audit types
- To learn the procedures for Running What If and Look Ahead Audits
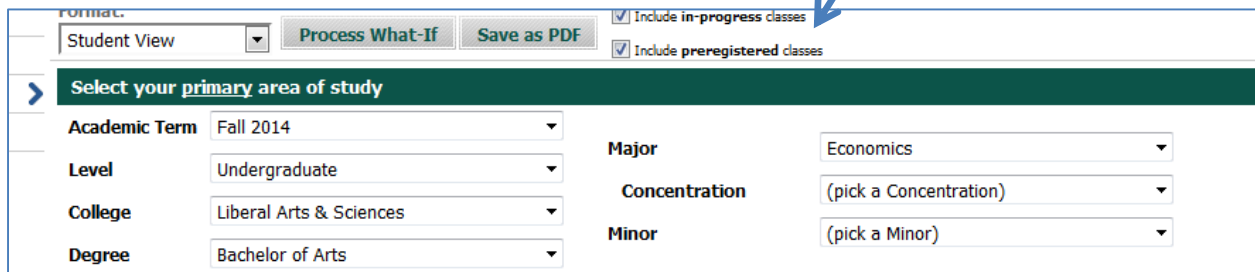- To learn how to remove Exceptions

AUDIT TYPES GLOSSARY:

- What If Audit: The student's currently completed and in progress courses used in a different major.
- Look Ahead Audit: Allows the student to input classes they are considering taking and see how they will fit into their current major.
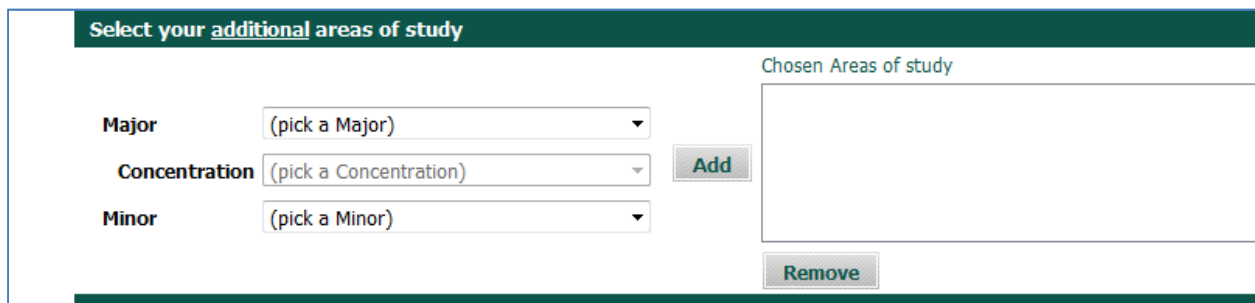
PERFORMING WHAT IF AUDIT:

1. Start by making sure you are on the Worksheets Tab for the student

2. Under the tab you will see What If and Look Ahead

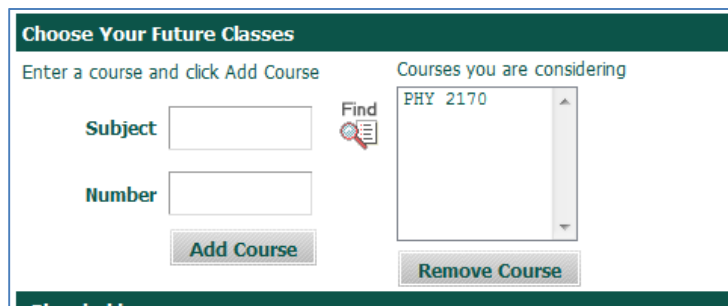3. Click on the Audit that you want to see
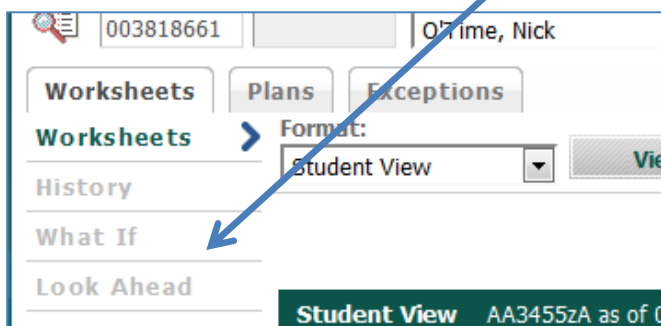
4. Use the drop down menus to select the College, Degree, Major, Concentration, Minor that you are interested in investigating as appropriate,
   a. Check or uncheck the Include in-progress classes
   b. Check or uncheck the Include preregistered classes boxes

5. You can also select additional areas of study (2nd major)

6. You can also add in courses that you plan to take, or are considering taking

7. Click on **Process What-If** button near the top of the page

8. You will then see the degree audit for the student with the selected criteria – you can view, and save this document as a PDF for reference

PERFORMING LOOK AHEAD AUDIT:

1. From under the Worksheets tab, click on Look Ahead

2. Enter the course Subject and Number, then click Add Course button

3. You can enter multiple classes and the full list will appear on the right side of the screen
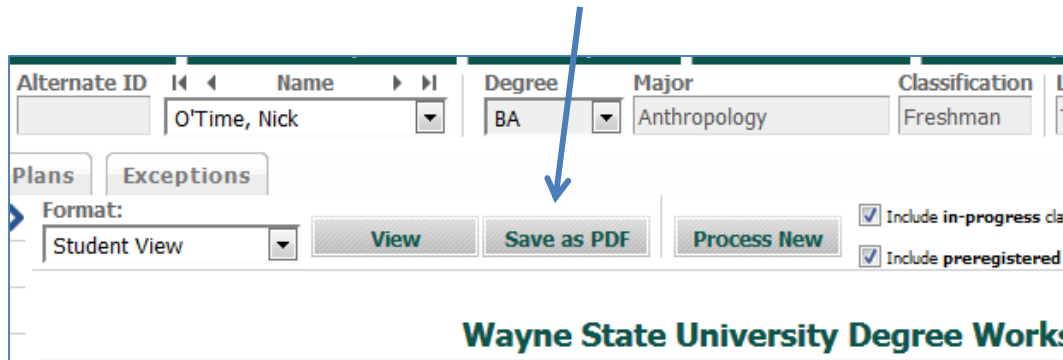
4. When all classes have been added click on **Process New** button to run the audit

5. You will then see the degree audit for the student with the classes added in as In Progress (wavy Blue line) – you can view and save this document as a PDF for reference

Degree Works: Saving an audit as a PDF

- While on the student's worksheet click on the **Save as PDF** button

- This will pop up another screen with the student's degree audit in PDF form
- Use your computer's settings to then save this document to your desktop, or place of your choosing as a PDF. You may need to "Download" the PDF first, then open it in a different viewer, and then save it from there. Each computer/ browser has different settings.