

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:

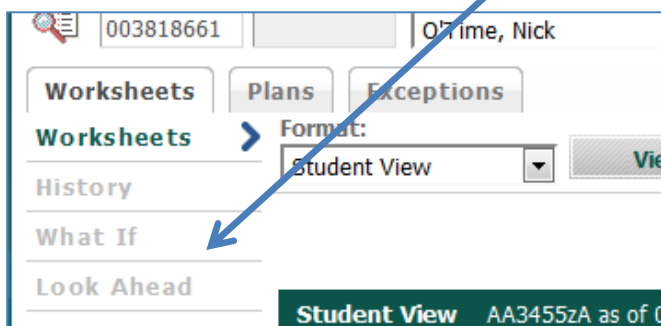
- To learn about the 2 other Audit types
- To learn the procedures for Running What If and Look Ahead Audits
- To learn how to remove Exceptions

AUDIT TYPES GLOSSARY:

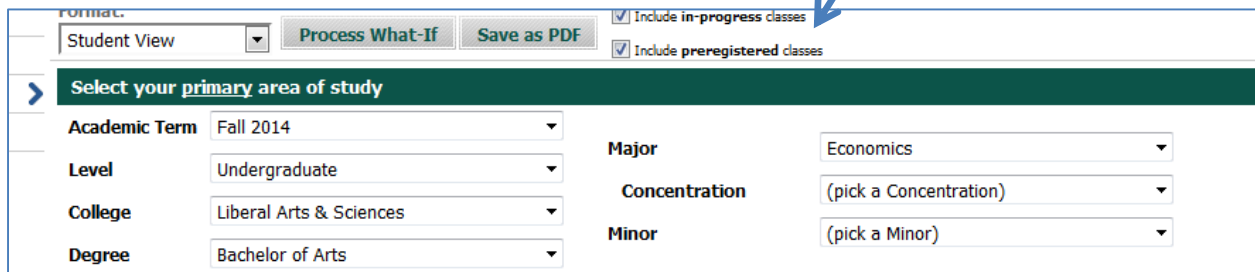
- What If Audit: The student's currently completed and in progress courses used in a different major.
- Look Ahead Audit: Allows the student to input classes they are considering taking and see how they will fit into their current major.

PERFORMING WHAT IF AUDIT:

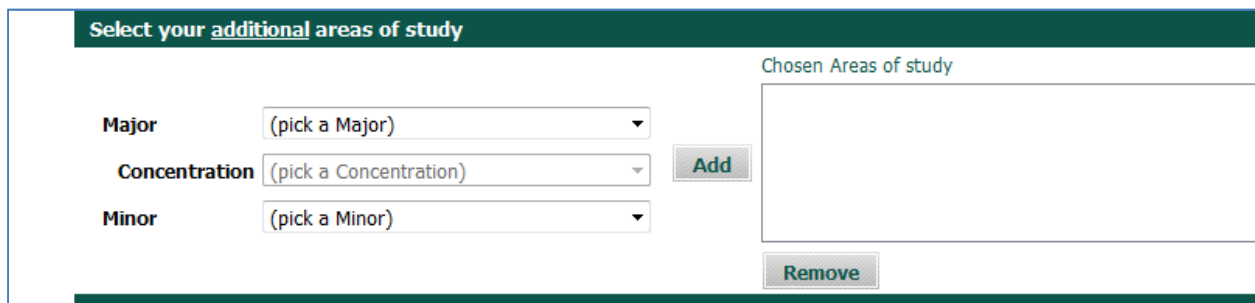
1. Start by making sure you are on the Worksheets Tab for the student
2. Under the tab you will see What If and Look Ahead
3. Click on the Audit that you want to see



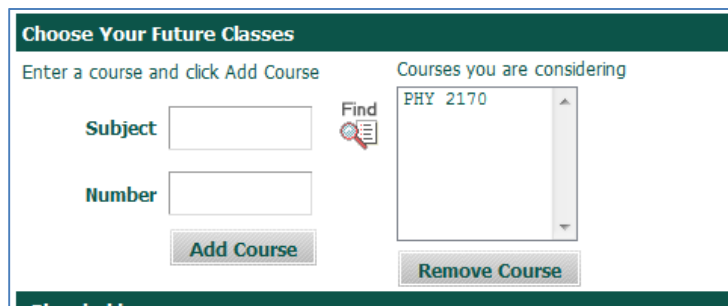
4. Use the drop down menus to select the College, Degree, Major, Concentration, Minor that you are interested in investigating as appropriate,
 - a. Check or uncheck the Include in-progress classes
 - b. Check or uncheck the Include preregistered classes boxes



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

Format: Student View Include in-progress classes
 Include preregistered classes

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject

Number

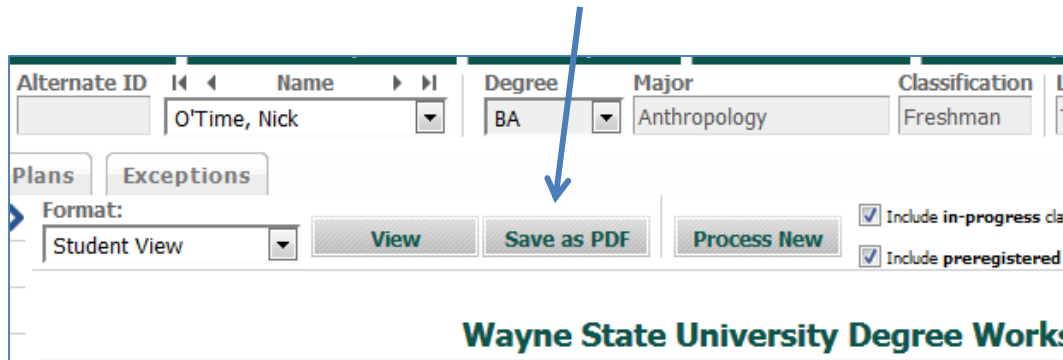
Courses you are considering

- HIS 1300
- BIO 1500

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



The screenshot shows the Wayne State University Degree Works interface. At the top, there are fields for 'Alternate ID', 'Name' (O'Time, Nick), 'Degree' (BA), 'Major' (Anthropology), and 'Classification' (Freshman). Below these fields are tabs for 'Plans' and 'Exceptions'. Under the 'Plans' tab, there is a 'Format:' dropdown menu set to 'Student View', and three buttons: 'View', 'Save as PDF', and 'Process New'. To the right of these buttons are two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. A blue arrow points to the 'Save as PDF' button. At the bottom of the interface, the text 'Wayne State University Degree Works' is displayed.

- 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.