

Using *What If* and *Look Ahead* in Degree Works



February 2015

Topics

- Processing *What If* Audits
 - Selecting *What If* Items
 - Saving *What If* as a PDF
 - Viewing *What If* on Screen
- Using the *Look Ahead* Option





“What If” in Degree Works

- One of the most powerful tools in Degree Works is the ability to run audits on majors other than the student’s declared major – the “What If” option.
- This is extremely useful for advising prospective students or students who are considering changing their major.
- Students who are considering changing their major and/or minor can see the consequences of the change in real time – which completed courses will fulfill requirements in the new major (**and which ones won’t**).
- Running a What If does **not** actually change the student’s major – this must still be done through the official Records Office process.

Processing *What If* Audits

To begin the What If process, select What If from the left-hand menu.

Ellucian Degree Works - Athens State DWTEST Environment - Mozilla Firefox
 https://degreeworksadmin.athens.edu/IRISLink.cgi

ATHENS STATE UNIVERSITY

Athens State Online Help Print

Find Student ID Name Degree Major Student Class Level Last Audit
 [] [] BS Acquisition & Contract M Junior []

Worksheets Notes GPA Calc

Worksheets Format: Student View View Save as PDF Process New
 Include in-progress classes
 Include preregistered classes [Class History](#)

What If ←

Look Ahead

Athens State University Plan of Study

Student View A0000ACw as of 29-Oct-2014 at 11:49

Student	[]	College	College of Business	Student Status	Active
ID	[]	Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
Institutional GPA	2.25	Major	Acquisition & Contract Mgmt		
Overall GPA	2.93	Minor			

Degree Progress

Requirements 53%

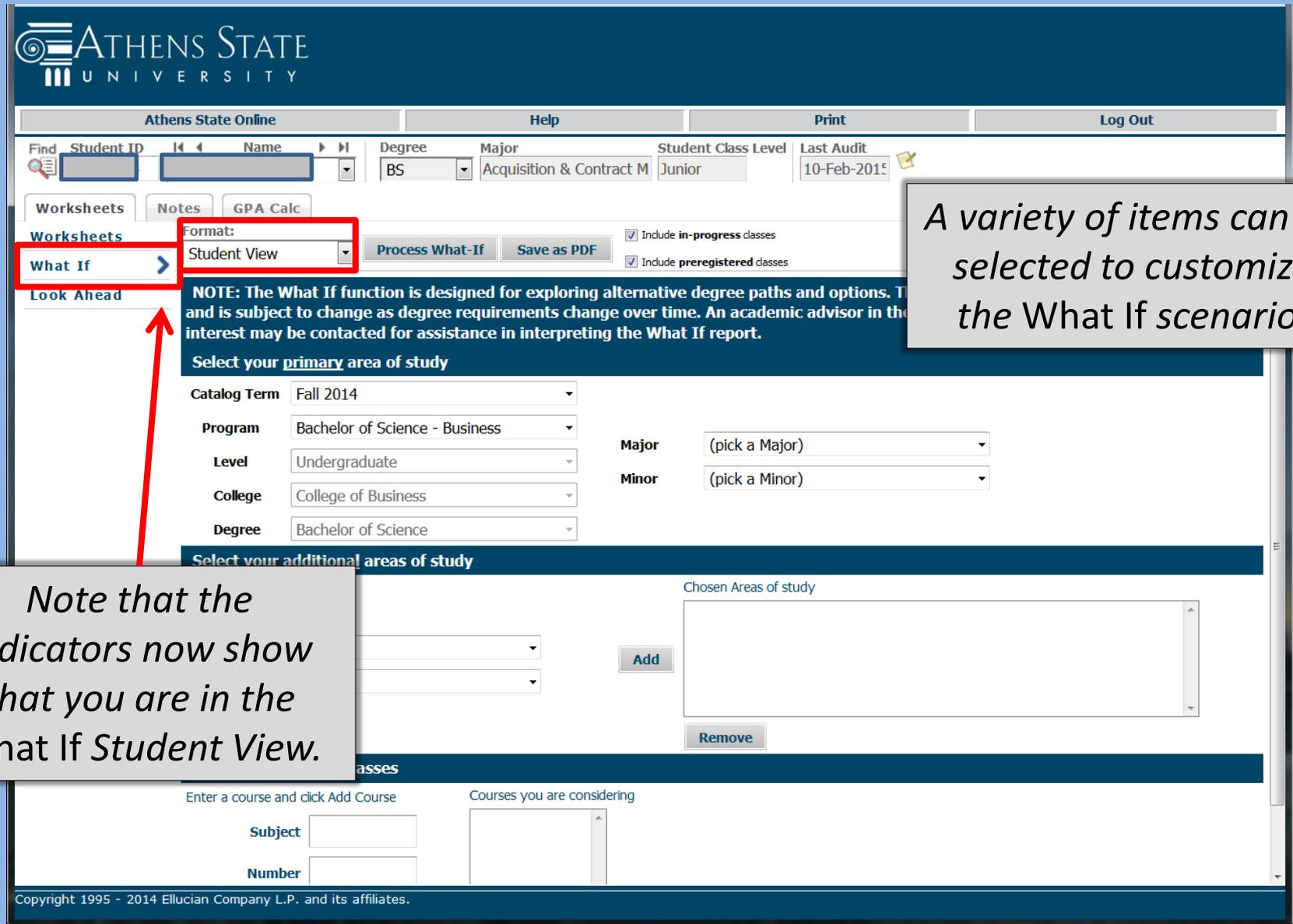
Degree - Bachelor of Science Catalog Term: Fall 2013 Hours Required: 124
Hours Applied: 84

- 60 hours of upper level credit** Still Needed: A minimum of 60 semester hours of upper level college/ university credit (300-400 level) is required. You have 18 but still need a minimum of 42 hours.
- Minimum 31 hours at Athens State** Still Needed: You have 18 but still need a minimum of 13 hours.

Complete 33 of the last 39 semester hours of study or 25% of the degree requirements, whichever is larger, at Athens State University.

You meet the minimum institutional 2.00 GPA

Selecting *What If* Items



Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit

Worksheets Notes GPA Calc

Worksheets

What If Student View Process What-If Save as PDF Include in-progress classes Include preregistered classes

Look Ahead

NOTE: The What If function is designed for exploring alternative degree paths and options. This function is subject to change as degree requirements change over time. An academic advisor in the department of interest may be contacted for assistance in interpreting the What If report.

Select your primary area of study

Catalog Term Fall 2014

Program Bachelor of Science - Business

Level Undergraduate

College College of Business

Degree Bachelor of Science

Major (pick a Major)

Minor (pick a Minor)

Select your additional areas of study

Chosen Areas of study

Add

Remove

Enter a course and click Add Course Courses you are considering

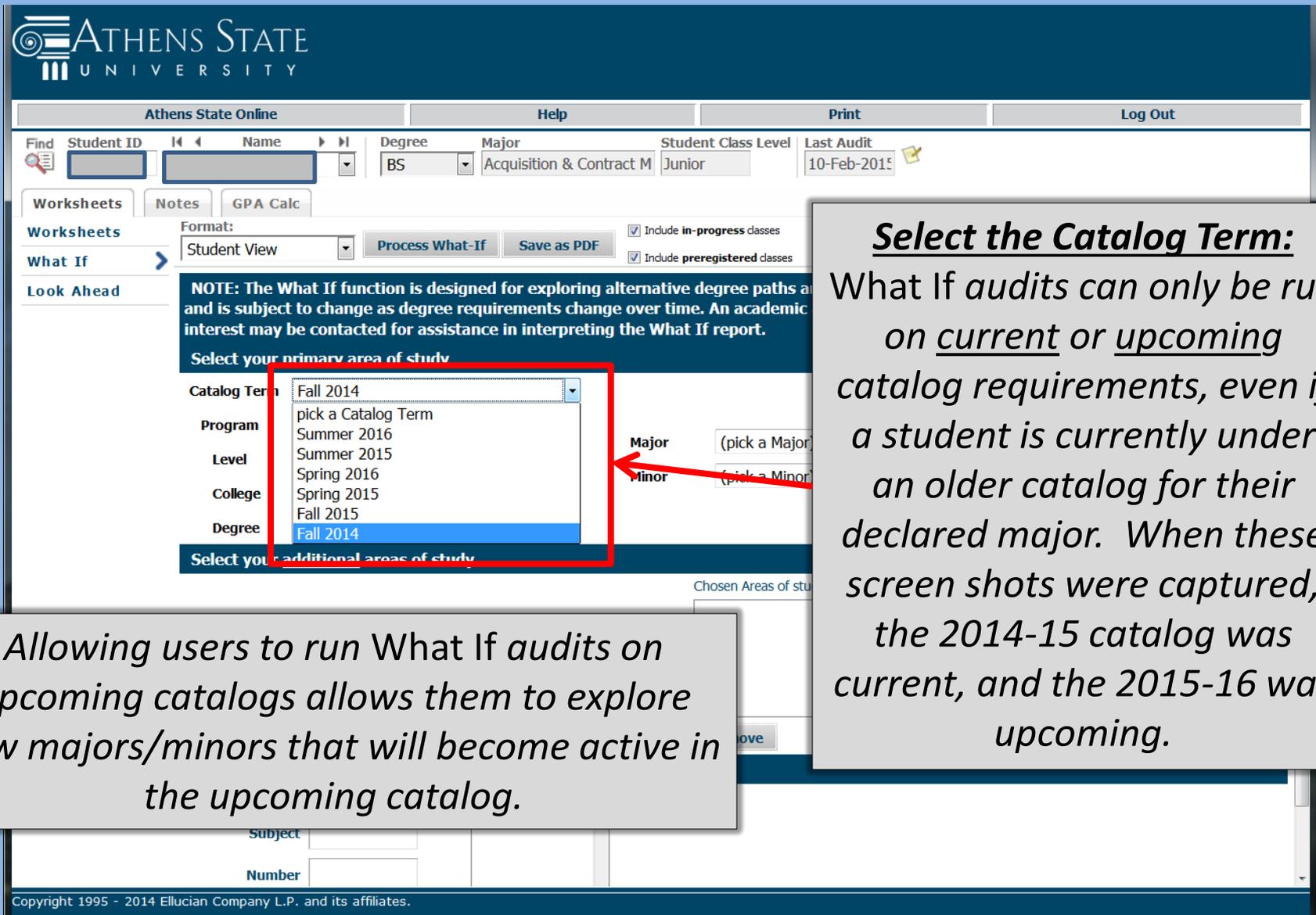
Subject Number

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A variety of items can be selected to customize the What If scenario.

Note that the indicators now show that you are in the What If Student View.

Select *What If* Catalog Term



Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit

Worksheets Notes GPA Calc

Format: Student View Process What-If Save as PDF Include in-progress classes Include preregistered classes

NOTE: The What If function is designed for exploring alternative degree paths and is subject to change as degree requirements change over time. An academic interest may be contacted for assistance in interpreting the What If report.

Select your primary area of study

Catalog Term pick a Catalog Term

Program Summer 2016

Level Summer 2015

College Spring 2016

Degree Spring 2015

 Fall 2015

 Fall 2014

Select your additional areas of study

Chosen Areas of study

Subject

Number

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Select the Catalog Term:

What If audits can only be run on current or upcoming catalog requirements, even if a student is currently under an older catalog for their declared major. When these screen shots were captured, the 2014-15 catalog was current, and the 2015-16 was upcoming.

Allowing users to run What If audits on upcoming catalogs allows them to explore new majors/minors that will become active in the upcoming catalog.



Select *What If* Program

Athens State Online Help

Find Student ID Name Degree Major Student Class Level

Worksheets Notes GPA Calc

Worksheets

What If

Look Ahead

Format: Student View Process What-If Save as PDF Include in-progress classes Include preregistered classes

NOTE: The What If function is designed for exploring alternative degree paths and is subject to change as degree requirements change over time. An academic advisor may be contacted for assistance in interpreting the What If report.

Select your primary area of study

Catalog Term Fall 2014

Program Bachelor of Science - Business (pick a Program)

Level Bachelor of Arts

College Bachelor of Arts (Lic & Cert) Bachelor of Science (Lic & Cert)

Degree Bachelor of Science - Arts & Sciences Bachelor of Science - Business Bachelor of Science in Education Business Certification Seeking Education Certification Seeking

Major (pick a Major)

Minor (pick a Minor)

Add

Chosen Areas of study

Remove

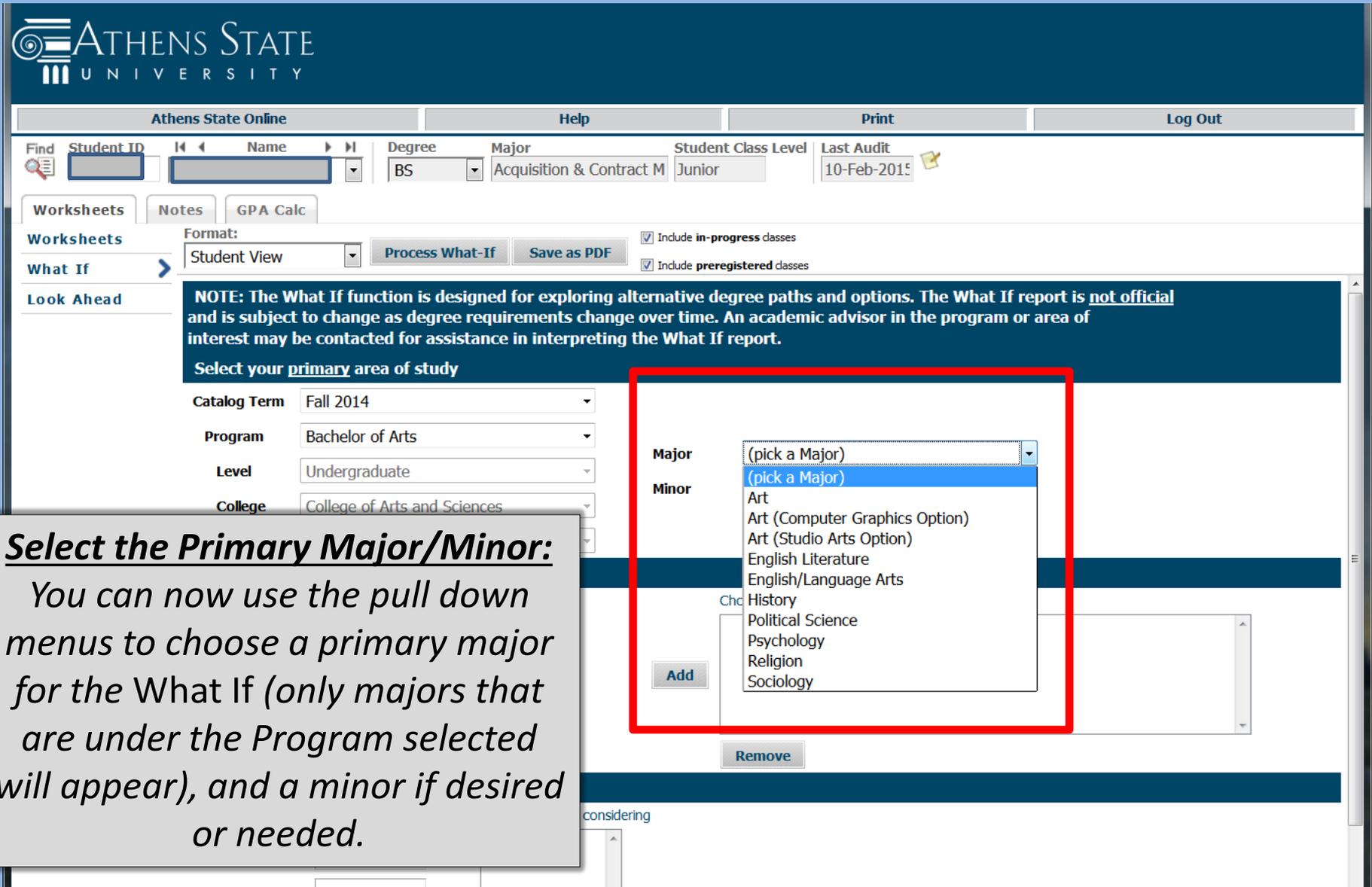
Choose Your Future Classes

Enter a course and click Add Course Courses you are considering

Subject

Select the Program:
Since a user may wish to run a What If on a degree program different from the current declared program, the next step is to select the program from the Program pull down menu. Choices are listed by type of degree and College (when needed).

Select *What If* Primary Major/Minor



Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit
[] [] BS Acquisition & Contract M Junior 10-Feb-2015

Worksheets Notes GPA Calc

Worksheets Format: Student View Process What-If Save as PDF Include in-progress classes
What If Include preregistered classes

Look Ahead

NOTE: The What If function is designed for exploring alternative degree paths and options. The What If report is not official and is subject to change as degree requirements change over time. An academic advisor in the program or area of interest may be contacted for assistance in interpreting the What If report.

Select your primary area of study

Catalog Term Fall 2014
Program Bachelor of Arts
Level Undergraduate
College College of Arts and Sciences

Major (pick a Major)
Minor (pick a Major)
Art
Art (Computer Graphics Option)
Art (Studio Arts Option)
English Literature
English/Language Arts
History
Political Science
Psychology
Religion
Sociology

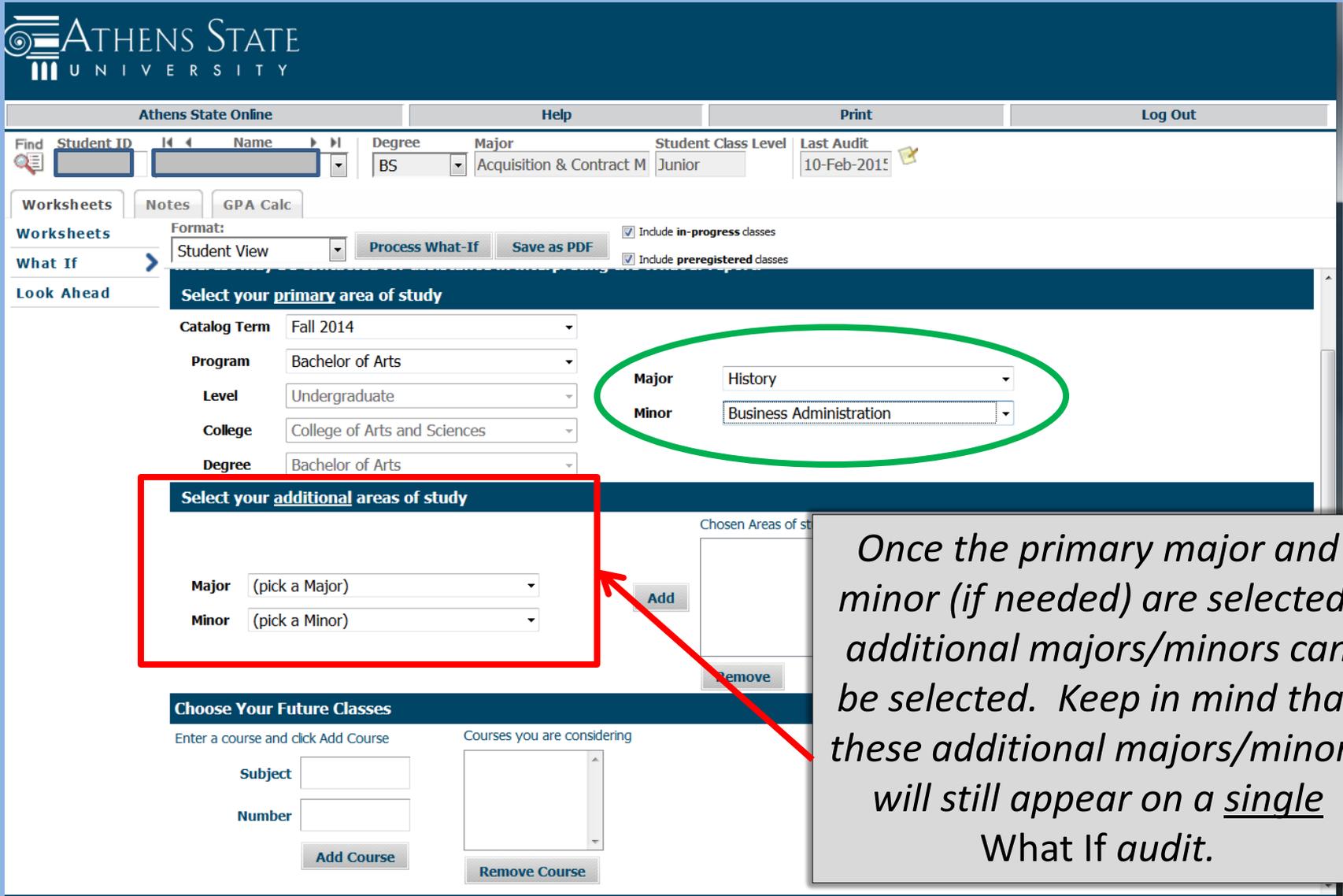
Add Remove

considering

Select the Primary Major/Minor:

You can now use the pull down menus to choose a primary major for the What If (only majors that are under the Program selected will appear), and a minor if desired or needed.

Select *What If* Additional Items



Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit
10-Feb-2015

Worksheets Notes GPA Calc

Worksheets Format: Student View Process What-If Save as PDF Include in-progress classes Include preregistered classes

What If Look Ahead

Select your primary area of study

Catalog Term: Fall 2014
Program: Bachelor of Arts
Level: Undergraduate
College: College of Arts and Sciences
Degree: Bachelor of Arts

Major: History
Minor: Business Administration

Select your additional areas of study

Major: (pick a Major)
Minor: (pick a Minor)

Chosen Areas of Study

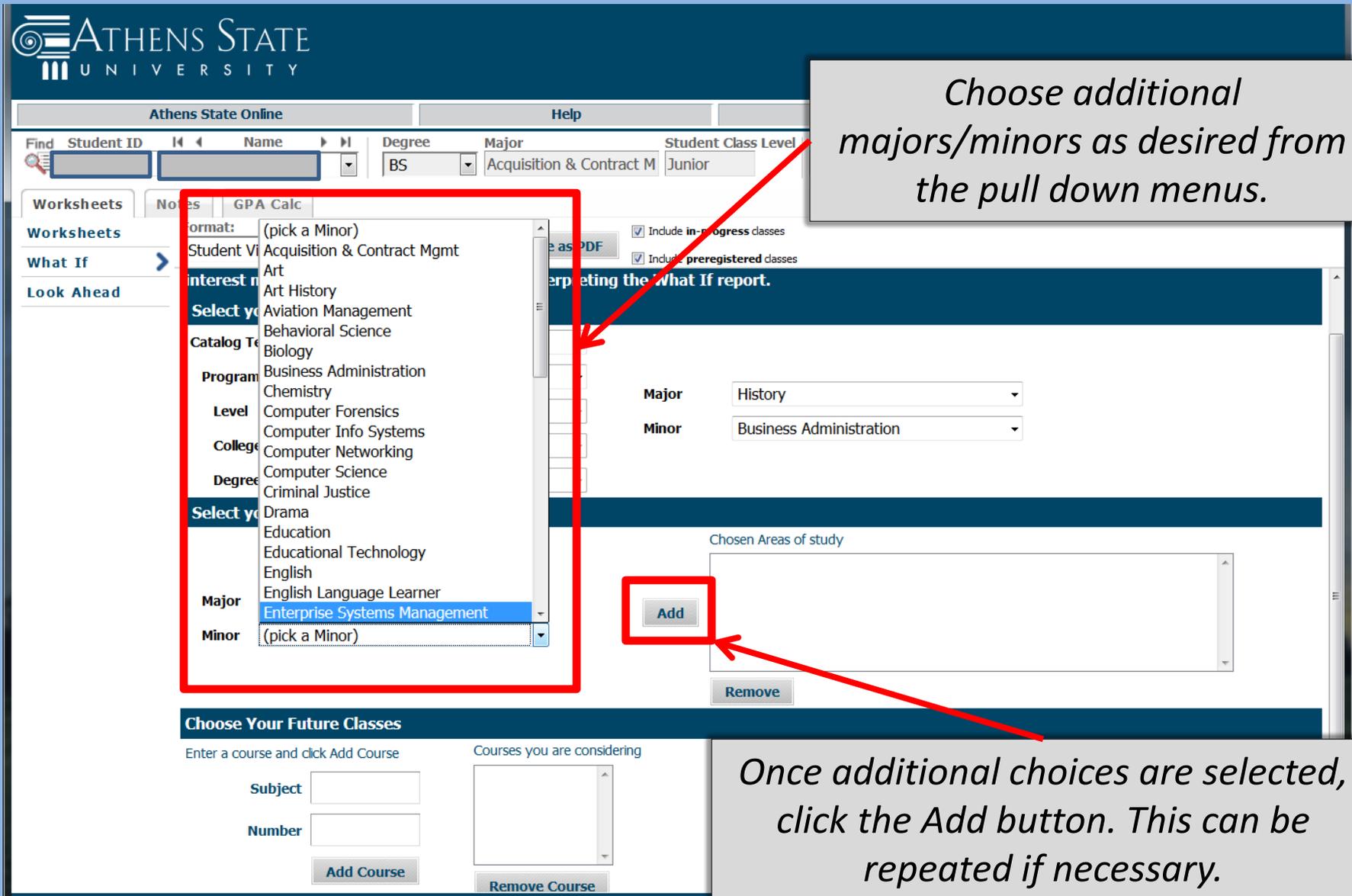
Choose Your Future Classes

Enter a course and click Add Course Courses you are considering

Subject: Number: Add Course Remove Course

Once the primary major and minor (if needed) are selected, additional majors/minors can be selected. Keep in mind that these additional majors/minors will still appear on a single What If audit.

Select *What If* Additional Items



Choose additional majors/minors as desired from the pull down menus.

Once additional choices are selected, click the Add button. This can be repeated if necessary.

Select *What If* Additional Items

Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit
Student ID Name BS Acquisition & Contract M Junior 10-Feb-2015

Worksheets Notes GPA Calc

Worksheets Format: Process What-If Save as PDF Include in-progress classes Include preregistered classes
Student View

Look Ahead

Select your primary area of study

Catalog Term Fall 2014
Program Bachelor of Arts
Level Undergraduate
College College of Arts and Sciences
Degree Bachelor of Arts
Major History
Minor Business Administration

Select your additional areas of study

Chosen Areas of study
MINOR : Enterprise Systems Management

Major (pick a Major)
Minor (pick a Minor)

Add Remove

Choose Your Future Classes

Enter a course and click Add Course Courses you are considering

Subject Number Add Course Remove Course

To remove an additional area of study choice, click on the area name to highlight it, and then click Remove.

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Select *What If* Additional Items

Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit

BS Acquisition & Contract M Junior 10-Feb-2015

Worksheets Notes GPA Calc

Worksheets Format: Student View Process What-If Save as PDF Include in-progress classes

What If Include preregistered classes

Look Ahead

Select your primary area of study

Catalog Term: Fall 2014

Program: Bachelor of Arts

Level: Undergraduate

College: College of Arts and Sciences

Degree: Bachelor of Arts

Major: History

Minor: Business Administration

Select your additional areas of study

Chosen Areas of study

MINOR : Enterprise Systems Management

Major: (pick a Major)

Minor: (pick a Minor)

Choose Your Future Classes

Enter a course and click Add Course

Subject: HY

Number: 325

Add Course

Remove Course

Once areas of study are selected, users can also add specific courses that are being considered to the What If. Just enter the course prefix and number, and then click Add Course. This can be repeated as desired.

Choose *What If* Type

Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit
BS Acquisition & Contract M Junior 10-Feb-2015

Worksheets Notes GPA Calc

Worksheets
What If
Look Ahead

Format: Student View **Process What-If** Save as PDF Include in-progress classes Include preregistered classes

Select your primary area of study

Catalog Term Fall 2014
Program Bachelor of Arts
Level Undergraduate

Major History
Minor Business Administration

Chosen Areas of study
MINOR : Enterprise Systems Management
Add Remove

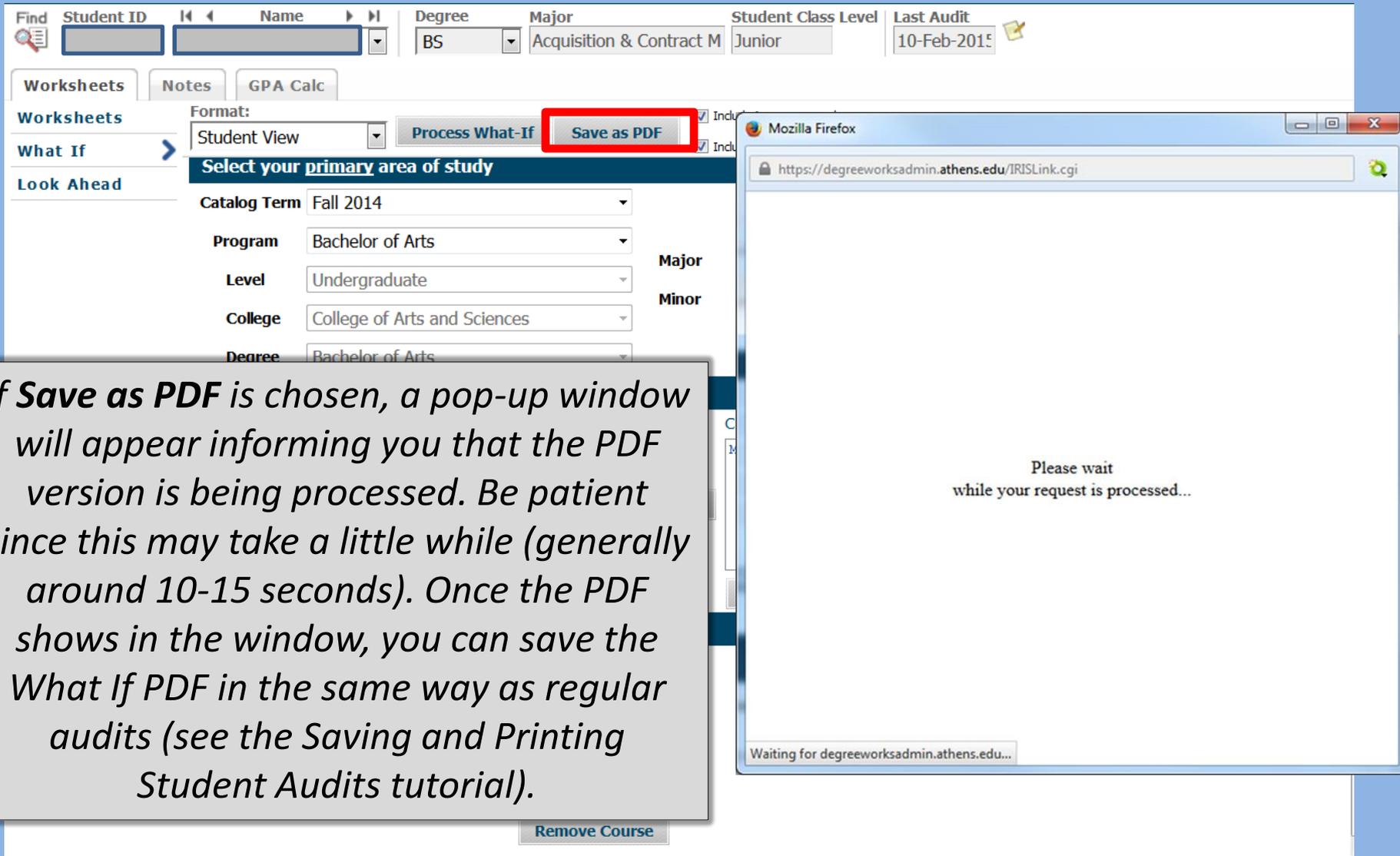
Courses you are considering
HY 325
Remove Course

Now that all selections are entered, you can choose the type of What If to run.

*Clicking on **Process What-If** will run an audit with the selected parameters and display the What If audit on-screen.*

*Clicking **Save as PDF** will immediately process the What If audit into a PDF document.*

What If – Save as PDF



The screenshot shows the 'What If' tool interface. At the top, there are search fields for Student ID, Name, Degree (BS), Major (Acquisition & Contract M), Student Class Level (Junior), and Last Audit (10-Feb-2015). Below these are tabs for Worksheets, Notes, and GPA Calc. The 'Worksheets' tab is active, showing a 'Format:' dropdown set to 'Student View'. A red box highlights the 'Save as PDF' button. Below the button, there is a section titled 'Select your primary area of study' with several dropdown menus: Catalog Term (Fall 2014), Program (Bachelor of Arts), Level (Undergraduate), College (College of Arts and Sciences), and Degree (Bachelor of Arts). To the right of these menus are labels for 'Major' and 'Minor'. In the foreground, a Mozilla Firefox window is open, displaying a 'Please wait while your request is processed...' message. The address bar shows the URL 'https://degreeworksadmin.athens.edu/IRISLink.cgi'. At the bottom of the Firefox window, a status bar reads 'Waiting for degreeworksadmin.athens.edu...'. A 'Remove Course' button is visible at the bottom of the 'What If' tool interface.

*If **Save as PDF** is chosen, a pop-up window will appear informing you that the PDF version is being processed. Be patient since this may take a little while (generally around 10-15 seconds). Once the PDF shows in the window, you can save the What If PDF in the same way as regular audits (see the Saving and Printing Student Audits tutorial).*



View *What If* On-Screen

Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit

Worksheets Notes GPA Calc

Worksheets

What If Back Selected What-If Items: Look Ahead Courses Used:

Look Ahead

(not frozen)

Save Save this audit with this new description and freeze status

Athens State University Plan of Study

1:58

College	College of Arts and Sciences	Student Status	Active
Advisor	Cox, Scott R	Academic Standing	Good Standing
Degree	Bachelor of Arts	Student Hold	
Major	History		
Minors	Business Administration Enterprise Systems Management		

What If Audit

Degree Progress

40%

Degree - Bachelor of Arts Catalog Term: Fall 2014 Hours Required: 124 Hours Applied: 85

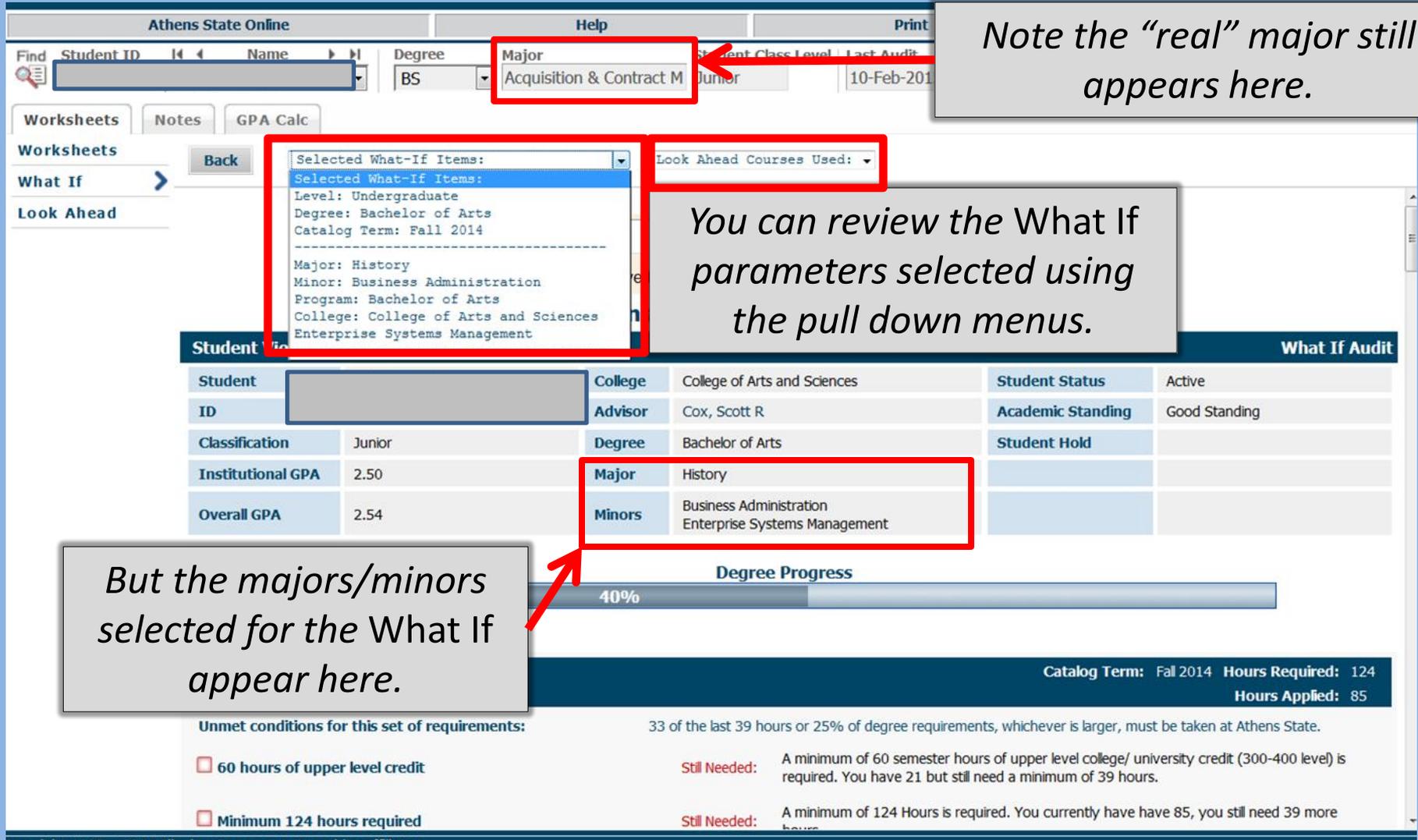
Unmet conditions for this set of requirements:

- 60 hours of upper level credit **Still Needed:** A minimum of 60 semester hours of upper level college/ university credit (300-400 level) is required. You have 21 but still need a minimum of 39 hours.
- Minimum 124 hours required **Still Needed:** A minimum of 124 Hours is required. You currently have have 85, you still need 39 more hours.

*If you choose **Process What-If** you will see the What If on-screen once it is processed.*

Note that several items remind you that a What If audit is being viewed.

View *What If* On Screen



Athens State Online Help Print

Find Student ID Name Degree Major Student Class Level Last Audit
 [Search Box] BS Acquisition & Contract M Junior 10-Feb-2014

Worksheets Notes GPA Calc

Worksheets Back

What If Look Ahead

Selected What-If Items:
 Selected What-If Items:
 Level: Undergraduate
 Degree: Bachelor of Arts
 Catalog Term: Fall 2014

 Major: History
 Minor: Business Administration
 Program: Bachelor of Arts
 College: College of Arts and Sciences
 Enterprise Systems Management

Student Information

Student ID	[Redacted]	College	College of Arts and Sciences	Student Status	Active
ID	[Redacted]	Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Arts	Student Hold	
Institutional GPA	2.50	Major	History		
Overall GPA	2.54	Minors	Business Administration Enterprise Systems Management		

What If Audit

Degree Progress
 40%

Catalog Term: Fal 2014 Hours Required: 124
 Hours Applied: 85

Unmet conditions for this set of requirements:

- 60 hours of upper level credit
- Minimum 124 hours required

Still Needed: 33 of the last 39 hours or 25% of degree requirements, whichever is larger, must be taken at Athens State.
 A minimum of 60 semester hours of upper level college/ university credit (300-400 level) is required. You have 21 but still need a minimum of 39 hours.
 A minimum of 124 Hours is required. You currently have have 85, you still need 39 more hours.

Note the "real" major still appears here.

You can review the What If parameters selected using the pull down menus.

You can review the What If parameters selected using the pull down menus.

But the majors/minors selected for the What If appear here.



View *What If* On Screen

Any future (“Look Ahead”) courses selected as part of the What If will appear in the appropriate slot if they fulfill a requirement, and in General Electives if they don’t.

Athens State Online Help

Find Student ID Name Degree Major Student Class Level
BS Acquisition & Contract M Junior

Worksheets Notes GPA Calc

Worksheets

What If

Look Ahead

Back Selected What-If Items: Look Ahead Courses Use

	Satisfied by
<input type="checkbox"/> Research Skills	Still Needed: 1 Hour
<input checked="" type="checkbox"/> General Electives	AC 302 ACM 394 MG 353 Project Management C 3 Spring 2014

Major in History Catalog Term: Fall 2014 Hours Required: 33
GPA: 0.00 Hours Applied: 3

33 hours are required. You currently have 3, you still need 30 more hours.

Unmet conditions for this set of requirements: Your GPA is 0; a GPA of 2.0 is required.
A minimum of 15 hours must be taken at Athens State

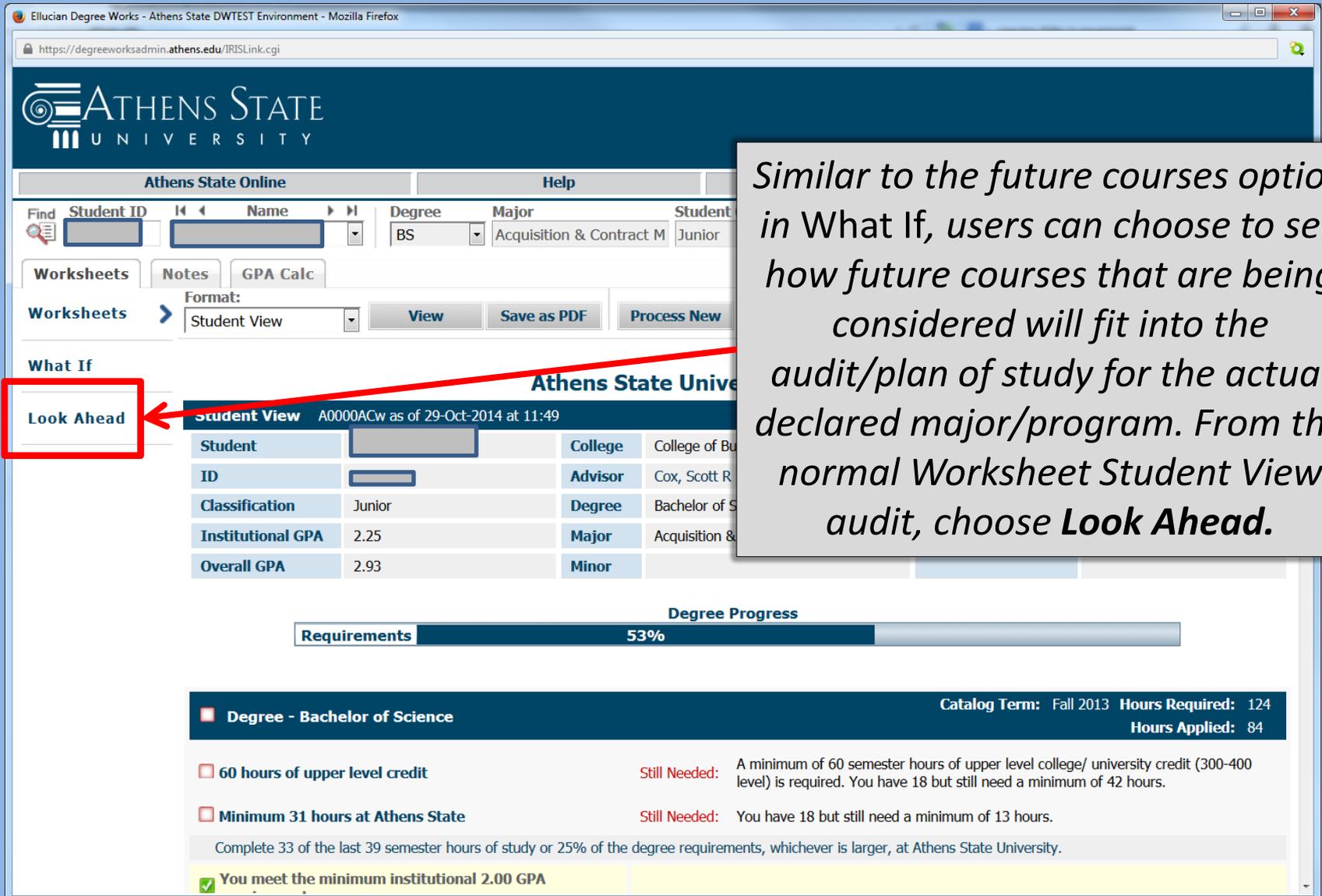
<input type="checkbox"/> American History Courses	HY 325 Vietnam PLAN (3) Planned Term Still Needed: 9 Hours in HY 303 or 304 or 305 or 306 or 309 or 310 or 351 or 401 or 443
<input type="checkbox"/> European History Courses	Still Needed: 12 Hours in HY 311 or 312 or 313 or 314 or 315 or 321 or 322 or 323 or 324 or 335 or 342 or 350 or 351 or 402 or 415 or 443
<input type="checkbox"/> Non-Western History Courses	Still Needed: 6 Hours in HY 325 or 334 or 340 or 342 or 351 or 443
<input type="checkbox"/> Senior History Seminar	Still Needed: 3 Hours in HY 451

Minor in Business Administration Catalog Term: Fall 2014 Hours Required: 24
GPA: 2.25 Hours Applied: 12

Unmet conditions for this set of requirements: 24 hours are required. You currently have 12, you still need 12 more hours.

<input type="checkbox"/> MINOR REQUIREMENTS	
<input type="checkbox"/> Fundamentals of Accounting	Still Needed: 3 Hours in AC 300

Look Ahead



The screenshot shows the Ellucian Degree Works interface for Athens State University. The 'What If' section is active, and the 'Look Ahead' option is highlighted with a red box. A red arrow points from the 'Look Ahead' box to the 'Student View' tab. The interface displays student information for a student with ID A0000ACw as of 29-Oct-2014 at 11:49. Below this, there is a 'Degree Progress' section with a progress bar showing 53% completion. The 'Degree - Bachelor of Science' section is expanded, showing requirements and progress.

Student	College
[Redacted]	College of Business
ID	Advisor
[Redacted]	Cox, Scott R
Classification	Degree
Junior	Bachelor of Science
Institutional GPA	Major
2.25	Acquisition & Contract M
Overall GPA	Minor
2.93	

Degree Progress

Requirements **53%**

Degree - Bachelor of Science Catalog Term: Fall 2013 Hours Required: 124
Hours Applied: 84

- 60 hours of upper level credit** Still Needed: A minimum of 60 semester hours of upper level college/ university credit (300-400 level) is required. You have 18 but still need a minimum of 42 hours.
- Minimum 31 hours at Athens State** Still Needed: You have 18 but still need a minimum of 13 hours.

Complete 33 of the last 39 semester hours of study or 25% of the degree requirements, whichever is larger, at Athens State University.

You meet the minimum institutional 2.00 GPA

*Similar to the future courses option in What If, users can choose to see how future courses that are being considered will fit into the audit/plan of study for the actual declared major/program. From the normal Worksheet Student View audit, choose **Look Ahead**.*

Look Ahead

Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit

BS Acquisition & Contract M Junior 10-Feb-2015

Worksheets Notes GPA Calc

Worksheets Format: Student View Process New Include in-progress classes Include preregistered classes

What If

Look Ahead

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. *Please Note: this function DOES NOT register you for courses, but simply shows how future courses may affect your audit.*

Enter a course and click Add Course

Subject: ACM

Number: 395

Add Course

Courses you are considering

Remove Course

Once in the Look Ahead view, users can enter a course prefix and number for a future course being considered. Click Add Course to put a course on the Look Ahead list. This can be repeated as needed.

Look Ahead

Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit

BS Acquisition & Contract M Junior 10-Feb-2015

Worksheets Notes GPA Calc

Worksheets Format: **Process New** Include in-progress classes
What If Student View Include preregistered classes

Look Ahead >

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER 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.
Please Note: this function DOES NOT register you for courses, but simply shows how future courses may affect your audit.

Enter a course and click Add Course

Subject Number Add Course

Courses you are considering

- ACM 395
- MG 350
- LSM 301

Remove Course

Once all courses have been added, click "Process New" to run the Look Ahead audit.

Look Ahead

Athens State Online Help Print Log Out

Find Student ID Name Degree Major Student Class Level Last Audit

BS Acquisition & Contract M Junior 10-Feb-2015

Worksheets Notes GPA Calc

Worksheets Back Look Ahead Courses Used:

What If

Look Ahead >

Athens State University Plan of Study

Student View W000002h as of 18-Feb-2015 at 14:39 **Look Ahead Audit**

Student		College	College of Business	Student Status	Active
ID		Advisor	Cox, Scott R	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Science	Student Hold	
		Major	Acquisition & Contract Mgmt		
		Minor			

Degree Progress

57%

Catalog Term: Fall 2013 Hours Required: 124 Hours Applied: 91

requirements: 33 of the last 39 hours or 25% of degree requirements, whichever is larger, must be taken at Athens State.

Still Needed: A minimum of 60 semester hours of upper level college/ university credit (300-400 level) is required. You have 27 but still need a minimum of 33 hours.

Still Needed: 124 hours are required. You currently have 91, you still need 33 more hours.

Still Needed: You have 27 but still need a minimum of 4 hours.

Minimum 31 hours (25% of degree requirements) at Athens State

You meet the minimum institutional 2.00 GPA requirement

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Once the Look Ahead audit is processed, it will display on the screen. Note that several items remind you that a Look Ahead audit is being viewed.

Look Ahead

Any future courses selected for the Look Ahead will appear in the appropriate slot if they fulfill a requirement, and in General Electives if they don't.

Athens State Online		Help	
Find	Student ID	Name	Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	BS
			Acquisition & Contract M
			Student Class Level
			Junior
<input type="button" value="Worksheets"/> <input type="button" value="Notes"/> <input type="button" value="GPA Calc"/>			
<input type="button" value="Back"/> <input type="text" value="Look Ahead Courses Used:"/>			
<input checked="" type="checkbox"/>	Introduction to Acquisition and Contract Management	ACM 394	Intro to
<input checked="" type="checkbox"/>	Management Information Systems - should be taken 1st term	AC 302	Manag
<input checked="" type="checkbox"/>	Principles of Management & Leadership - should be taken 1st term	MG 346	Prin. of Mgmt. & Leadership
<input checked="" type="checkbox"/>	Project Management	MG 355	Project Management
<input checked="" type="checkbox"/>	Acquisition and Contract Management Pricing	ACM 395	ACM Pricing
<input type="checkbox"/>	Management Decision Support Systems	Still Needed:	3 Hours in MG 303*
<input checked="" type="checkbox"/>	Financial Management	MG 350	Financial Management
<input type="checkbox"/>	Acquisition and Contract Management Administration	Still Needed:	3 Hours in ACM 396
<input checked="" type="checkbox"/>	Enterprise Sys/Bus. Processes or Logistics/Supply Chain Mgmt.	LSM 301	Intro to Logistics & SCM
<input type="checkbox"/>	Operations Management	Still Needed:	3 Hours in MG 390*
<input checked="" type="checkbox"/>	Marketing Principles	MK 331	Marketing Principles
<input type="checkbox"/>	Acquisition and Contract Management Negotiations	Still Needed:	3 Hours in ACM 397*
<input type="checkbox"/>	Government Contract Law	Still Needed:	3 Hours in ACM 398*
<input type="checkbox"/>	International Econ & Trade or International Business	Still Needed:	3 Hours in EC 320 or MG 352
<input type="checkbox"/>	Management of Change	Still Needed:	3 Hours in MG 417*
<input type="checkbox"/>	Advanced ACM Research/Project	Still Needed:	3 Hours in ACM 400*
<input type="checkbox"/>	Business Policy (70% average required)-should be taken last	Still Needed:	3 Hours in MG 400*

End of Tutorial: Using *What If* and *Look Ahead* in Degree Works

- Please view the other available tutorials that will help you make the most out of using Degree Works.

www.athens.edu/degreeworks

