

# 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

Worksheets Notes GPA Calc

Format: Student View View Save as PDF Process New

☒ Include in-progress classes [Class History](#)

☒ Include preregistered classes

**What If**

Look Ahead

### Athens State University Plan of Study

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

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

### Degree Progress

**Requirements** 53%

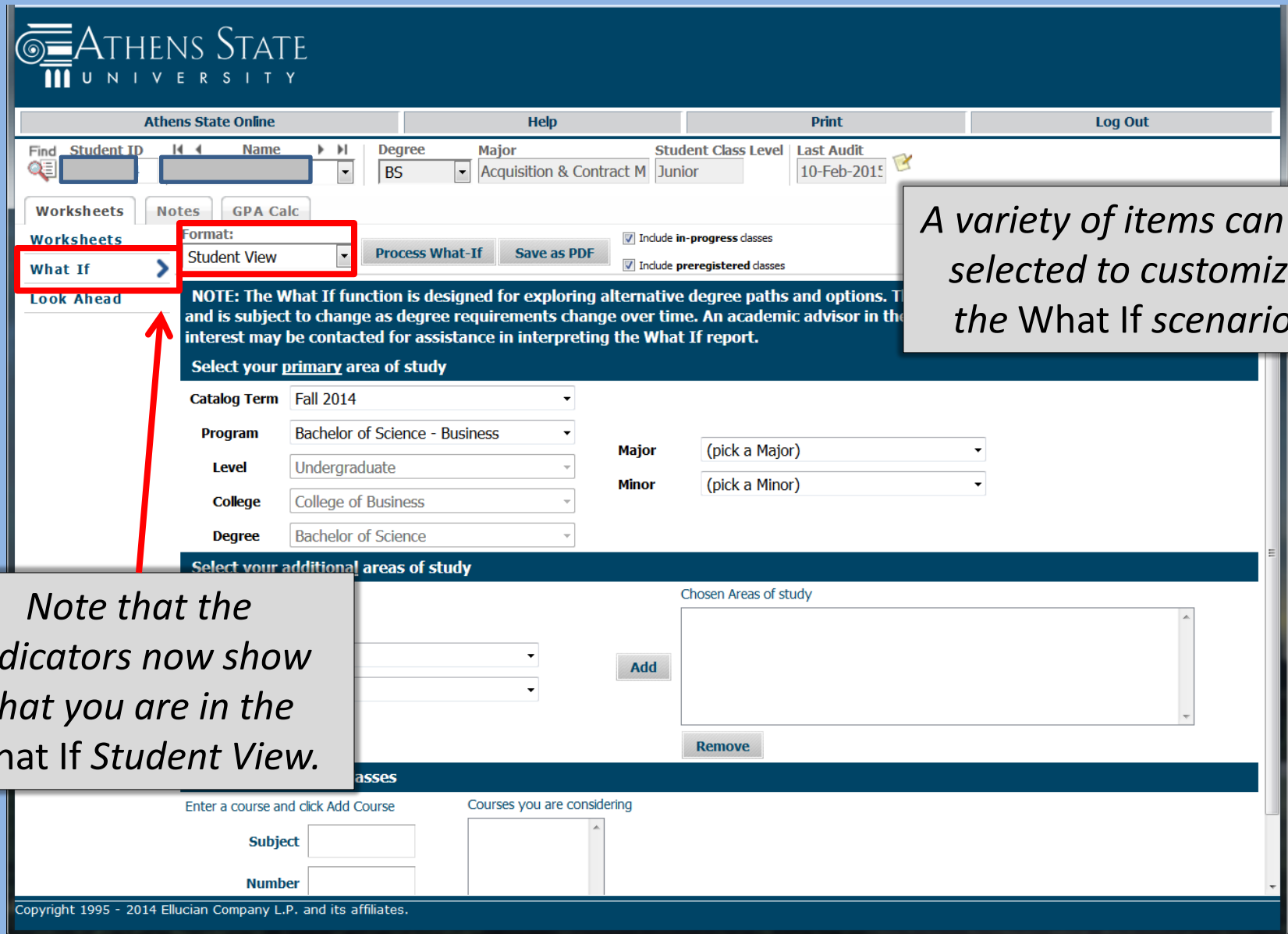
<b>Degree - Bachelor of Science</b>	<b>Catalog Term:</b> Fall 2013	<b>Hours Required:</b> 124
		<b>Hours Applied:</b> 84

- ☐ **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 BS      Major Acquisition & Contract M      Student Class Level Junior      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

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 Business Administration 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

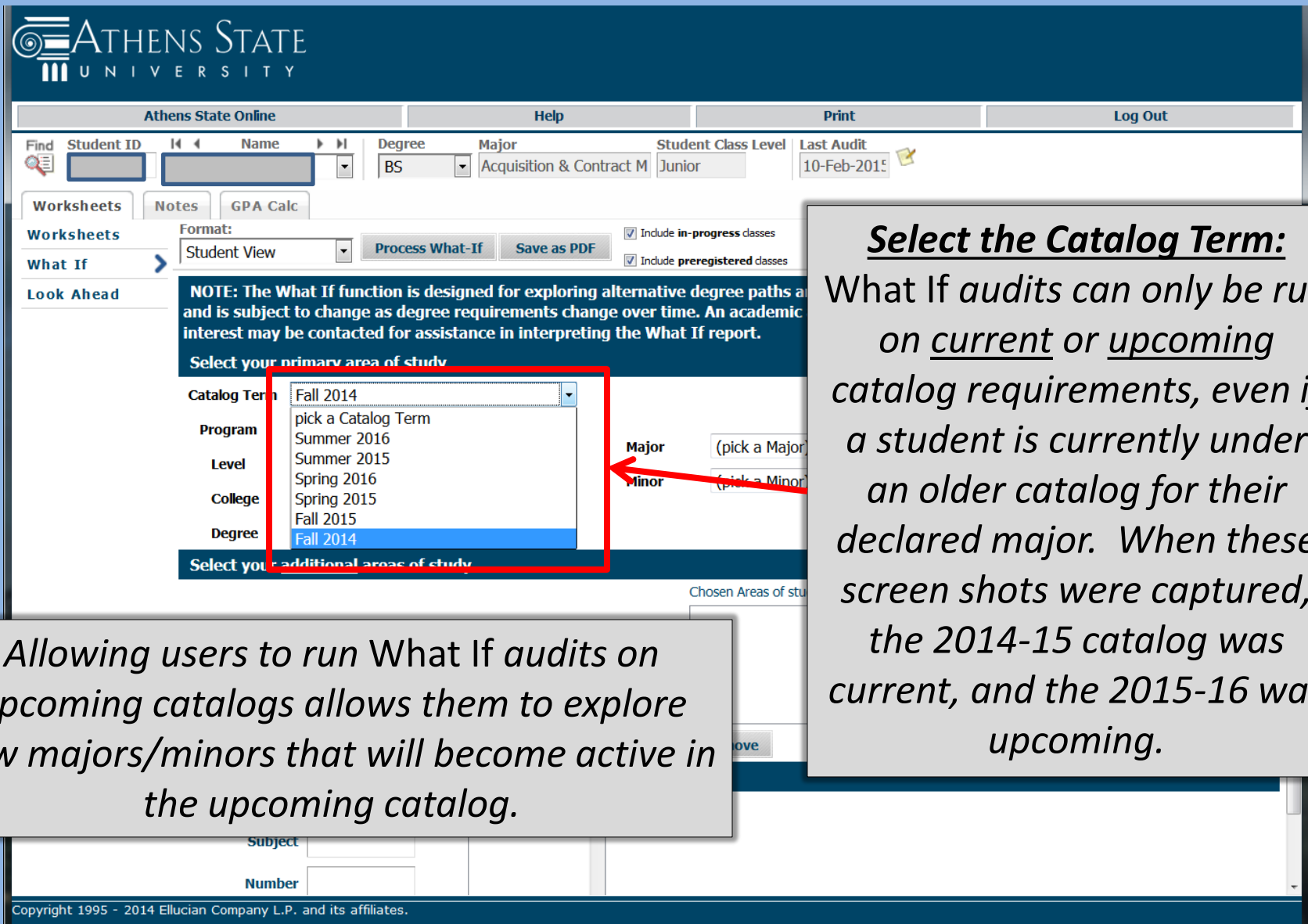
Subject      Number

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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  
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

**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  
Summer 2016  
Summer 2015  
Spring 2016  
Spring 2015  
Fall 2015  
Fall 2014

Program   Level   College   Degree

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  Last

Worksheets Notes GPA Calc

Worksheets What If Look Ahead

Format: Student View   ☒ 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

Level  (pick a Program)

College  Bachelor of Arts

Degree  Bachelor of Arts (Lic & Cert)

Select your area of study  Bachelor of Science (Lic & Cert)

Major  Bachelor of Science - Arts & Sciences

Minor  Bachelor of Science - Business

Major  (pick a Major)

Minor  (pick a Minor)

Chosen Areas of study

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject

Courses you are considering

**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

Worksheets      Notes      GPA Calc

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

What If      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

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

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

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)

Add

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject

Number

Add Course

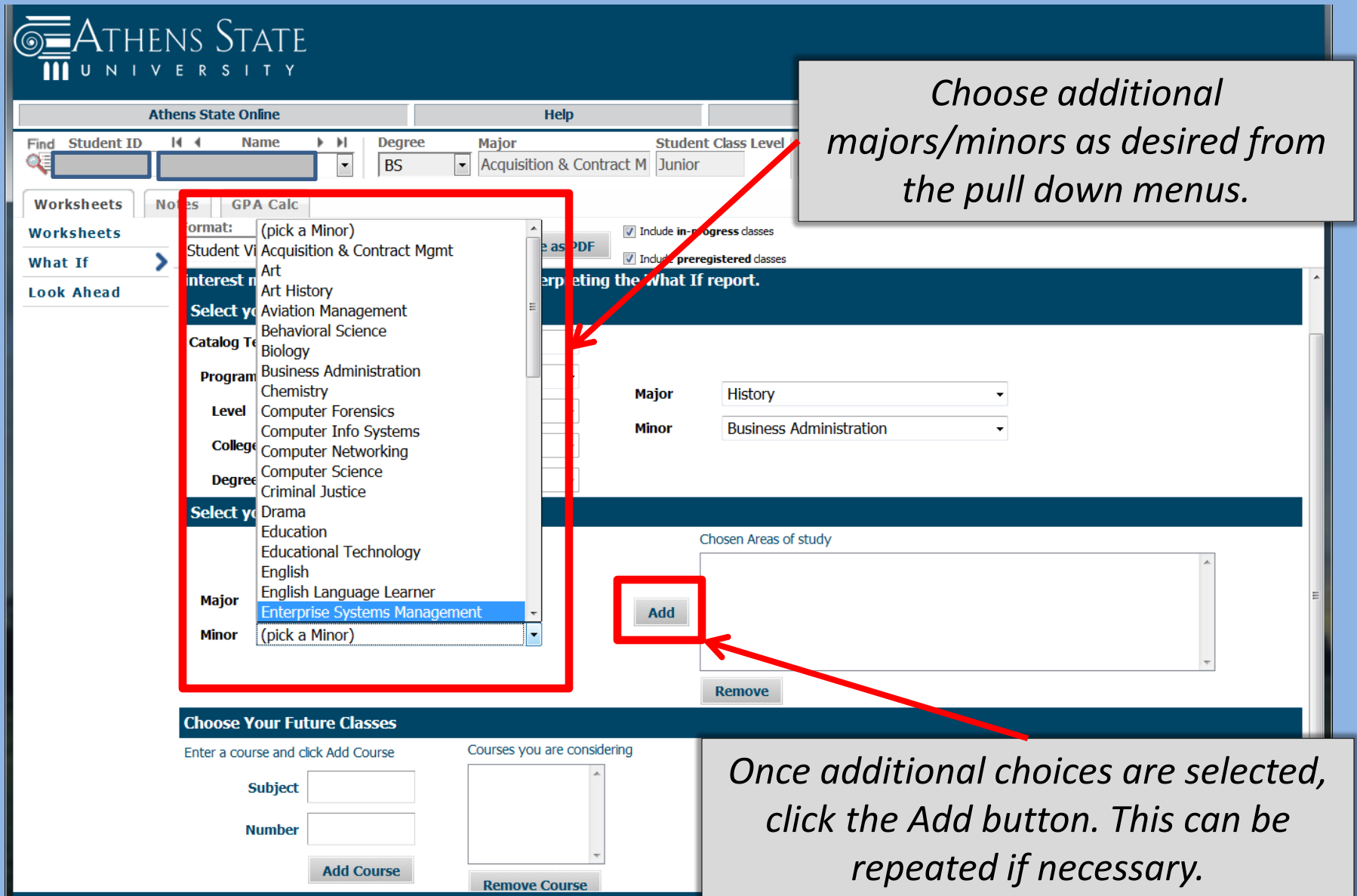
Courses you are considering

Remove Course

Chosen Areas of st

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



**Athens State Online** Help

Find Student ID Name Degree Major Student Class Level

Worksheets Notes GPA Calc

Worksheets What If Look Ahead

Format: (pick a Minor)  
Student View Acquisition & Contract Mgmt  
Interest in Art  
Select your Major Aviation Management  
Catalog Title Behavioral Science  
Program Biology  
Level Business Administration  
College Chemistry  
Degree Computer Forensics  
Select your Major Computer Info Systems  
Major Computer Networking  
Minor Computer Science  
(pick a Minor) Criminal Justice  
Drama  
Education  
Educational Technology  
English  
English Language Learner  
Enterprise Systems Management  
(pick a Minor)

Include in-progress classes  
Include preregistered classes

Interpreting the What If report.

Major History  
Minor Business Administration

Chosen Areas of study

Add Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject  
Number  
Add Course

Courses you are considering

Remove Course

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

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

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)

Add

Chosen Areas of study

MINOR : Enterprise Systems Management

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject

Number

Add Course

Courses you are considering

Remove Course

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

# 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    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

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

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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

**Save as PDF**

*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).*

Please wait while your request is processed...

Waiting for degreeworksadmin.athens.edu...



# View *What If* On-Screen

Athens State Online      Help      Print      Log Out

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

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  
 BS Acquisition & Contract M Junior 10-Feb-201

Worksheets Notes GPA Calc

Worksheets  
 What If  
 Look Ahead

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

Look Ahead Courses Used:

**Student Information**

Student		College	College of Arts and Sciences	Student Status	Active
ID		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: Fall 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: 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.

Still Needed: A minimum of 124 Hours is required. You currently have have 85, you still need 39 more hours.

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

*Note the "real" major still appears here.*

*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 Used

Satisfied by

☐ Research Skills Still Needed: 1 Hour

☒ General Electives AC 302 Ma  
ACM 394 Int  
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

☐ 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

☐ 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

☐ Non-Western History Courses Still Needed: 6 Hours in HY 325 or 334 or 340 or 342 or 351 or 443

☐ 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.

☐ MINOR REQUIREMENTS

☐ Fundamentals of Accounting Still Needed: 3 Hours in AC 300

# Look Ahead

Ellucian Degree Works - Athens State DWTEST Environment - Mozilla Firefox

https://degreeworksadmin.athens.edu/IRISLink.cgi

**ATHENS STATE UNIVERSITY**

Athens State Online Help

Find Student ID Name Degree Major Student

Worksheets Notes GPA Calc

Worksheets Format: Student View View Save as PDF Process New

What If

**Look Ahead**

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

Student		College	College of Bu
ID		Advisor	Cox, Scott R
Classification	Junior	Degree	Bachelor of S
Institutional GPA	2.25	Major	Acquisition &
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

*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

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

Courses you are considering

*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   What If   Look Ahead

Format:   **Process New**   ☒ Include in-progress classes   ☒ Include preregistered classes

**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

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

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

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.

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# 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  Major  Student Class Level

**Worksheets**

Look Ahead Courses Used:

**What If**

**Look Ahead**

<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	Manage			
<input checked="" type="checkbox"/>	Principles of Management & Leadership - should be taken 1st term	MG 346	Prin. of Mgmt. & Leadership	D	3	Spring 2014
<input checked="" type="checkbox"/>	Project Management	MG 355	Project Management	C	3	Spring 2014
<input checked="" type="checkbox"/>	Acquisition and Contract Management Pricing	ACM 395	ACM Pricing	PLAN	(3)	Planned Term
<input type="checkbox"/>	Management Decision Support Systems	Still Needed:	3 Hours in MG 303*			
<input checked="" type="checkbox"/>	Financial Management	MG 350	Financial Management	PLAN	(3)	Planned Term
<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	PLAN	(3)	Planned Term
<input type="checkbox"/>	Operations Management	Still Needed:	3 Hours in MG 390*			
<input checked="" type="checkbox"/>	Marketing Principles	MK 331	Marketing Principles	B	3	Summer 2014
<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](http://www.athens.edu/degreeworks)

