


# BRIDGEWATER STATE UNIVERSITY DEGREEWORKS

## DEGREEWORKS WORKS USER GUIDE




### How to Run a WHAT IF Audit in DegreeWorks

The What If audit allows you to run an audit based on changes of criteria; such as catalog year, academic program (major/concentration) and minor to determine how requirements will change. The audit will show you the requirements for a different academic program and how courses already taken will apply to the programs you are investigating.

Advisors follow the steps below:

1. Go to <http://www.bridgew.edu/> and select  link.
2. Select **BSU Intranet**.
3. Select **Web for Faculty** and then the **Click Here to Enter** link
4. Login using your Banner ID and PIN or select the **Single Sign On** option and enter your BSU username and password.
5. Select the **Faculty Services** tab and then **Advisor Menu**.
6. Select the **DegreeWorks** option.

Students follow these steps:

1. Go to <http://www.bridgew.edu/> and select  link.
2. Select **BSU Student Portal** and log in using your username and password.
3. At the student portal page, select  **InfoBear** and then  **BSU Self Service Login**.
4. Select the **Enter Secure Area** link and then **Log in using the Single Sign-on** option.
5. At the Student Information Page select the **Student Tab** and then **Student Records**.
6. Select the **DegreeWorks** option and you will be redirected to your degree audit.

## Running a What If Audit:

1. Once logged into DegreeWorks, go to the **Student View** block to view and confirm all declared academic program(s).

**Student View** as of 08/04/2017 at 09:21

Student	Sample, Student 1	Classification	Sophomore	Level	Undergraduate
ID	X12345678	Overall GPA	2.850	College	Humanities and Social Sciences
Advisor		Advisor Type	Primary MAJ1 Advisor - Primary Program	Department	Theater&Dance (now THET&DANC)
Cleared for Web Registration	Not Cleared	Academic Standing	Good Standing	Degree	Bachelor of Arts
Registration Holds	No Registration Holds	Transfer Hours	6	Program	Comm Studies-Theater Educ Conc
Phone		Institutional Hours	45	Minor	No Minor
				MassTransfer	No

Test Description	Highest Score	Date Taken
S01 SAT Verbal	550	07-DEC-13
S02 SAT Mathematics	470	07-DEC-13
OMAR Mathematics Test-Arithmetic	091	16-AUG-14
OMEA Mathematics Test-Elem Algebra	056	16-AUG-14
ORRC Reading-Reading Comprehension	114	16-AUG-14
OWRT Writing Placement	3	21-AUG-14

**Requirements** 60%

**Bachelor of Arts** Catalog Year: 2014-2015 Credits Required: 120  
Credits Applied: 63

Minimum 2.0 GPA Requirement

2. Go to the **Worksheets** menu and select the **What If** option.

**Worksheets** Print Log Out

Find Banner ID X12345678 Name Sample, Student 1 Degree BA Major Communication Studies Level U Classification Sophomore Last Audit Today

Worksheets Plans Notes Petitions GPA Calc

Worksheets Format: Student View View Save as PDF Class History

History

**What If**

**Student View** as of 08/04/2017 at 09:21

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**Requirements** 60%

**Bachelor of Arts** Catalog Year: 2014-2015 Credits Required: 120  
Credits Applied: 63

Minimum 2.0 GPA Requirement

- At the What If screen, go to the **Primary Area of Study** block to select your search criteria. You may choose to change the catalog year, program (major/concentration), and minor.

The screenshot shows the 'What If' screen in DegreeWorks. The 'Primary Area of Study' section is highlighted with a blue arrow pointing to the 'Process What-If' button. Another blue arrow points to the 'Major' dropdown menu. The 'Primary Area of Study' section includes fields for Catalog Year (2016-2017), Program (Comm Studies-Theater Educ Conc), Level (Undergraduate), Degree (Bachelor of Arts), and College (Humanities and Social Sciences). The 'Additional Areas of Study' section includes fields for Program, Major, and Minor. The 'Choose Your Future Classes' section includes fields for Subject and Number.

- Once you have selected the appropriate criteria, click the Process **What If** button and you will be directed to a new degree audit.

The screenshot shows the 'What If' screen in DegreeWorks. A blue arrow points to the 'Process What-If' button. Another blue arrow points to the 'Program' dropdown menu. The 'Primary Area of Study' section includes fields for Catalog Year (2016-2017), Program (Biology-BA), Level (Undergraduate), Degree (Bachelor of Arts), and College (Science & Mathematics-Bartlett). The 'Additional Areas of Study' section includes fields for Program, Major, and Minor. The 'Choose Your Future Classes' section includes fields for Subject and Number.

5. Go to the **Student View** block to confirm that the academic program has changed.

The screenshot shows the 'Student View' page for 'Sample, Student 1'. The 'What If Audit' table is expanded, showing the following details:

Field	Value
Student	Sample, Student 1
Classification	Sophomore
Level	Undergraduate
ID	X12345678
Overall GPA	2.850
College	Science & Mathematics-Bartlett
Advisor	
Advisor Type	Primary MAJ1 Advisor - Primary Program
Department	Not Available for What If Audit
Cleared for Web Registration	Not Cleared
Academic Standing	Good Standing
Degree	Bachelor of Arts
Registration Holds	No Registration Holds
Transfer Hours	6
Program	Biology-BA
Phone	
Institutional Hours	45
Minor	No Minor
MassTransfer	No

Below the table, the 'Degree Progress' bar shows 63% completion. At the bottom, the 'Bachelor of Arts' program is selected, with 'Minimum 2.0 GPA Requirement' checked. The 'Catalog Year' is 2016-2017, with 120 credits required and 63 applied.

6. Scroll down to the **Major** block to view the new program requirements

The screenshot shows the 'Major Requirements' page for 'Biology - BA'. The requirements are listed as follows:

- United States and Massachusetts Constitutions Requirement (POLI 172) - Intro to American Government (A, 3 credits)
- 42 Minimum Credits Required - Still Needed: You have completed or have in progress 0 credits - a minimum of 42 additional credits are the completion of all specific graduation requirements detailed in this advising worksheet.
- BIOLOGY REQUIREMENTS
  - General Biology I - Still Needed: 1 Class in BIOL 121\*
  - General Biology II - Still Needed: 1 Class in BIOL 122\*
  - Cell Biology - Still Needed: 1 Class in BIOL 200\*
  - General Ecology - Still Needed: 1 Class in BIOL 225\*
  - Upper Level Writing Designated in Major - Still Needed: 1 Class in BIOL 328\* or 333\* or 341\* or 360\* or 371\* or 374\* or 395\* or 408\* or 423\* or 425\* or 436\* or 441\* or 497\*
  - 300 Level Biology - Still Needed: 6 Credits and 2 Classes in BIOL 3@
  - 400 Level Biology - Still Needed: 6 Credits and 2 Classes in BIOL 4@
  - 200 Level or Above Biology - Still Needed: 6 Credits and 2 Classes in BIOL 2@ or 3@ or 4@
- COGNATE REQUIREMENTS
  - Survey of Chemistry I or Chemical Principles I - Still Needed: 1 Class in CHEM 131 or 141\*
  - Survey of Chemistry II or Chemical Principles II - Still Needed: 1 Class in CHEM 132\* or 142\*
- Biology - Major GPA and Residency Requirements
  - Minimum 2.00 GPA in Major Requirement (BIOL-BA) - Still Needed: Your current GPA for all courses required in this major is 0.000.
  - Residency-Minimum 17 Credits at BSU (BIOL-BA) - Still Needed: You currently have 0, you still need 17 more.

The 'Catalog Year' is 2016-2017, and the 'Major GPA' is 0.000.

The What If audit is for **review only** and does not mean that a permanent change has been made to the academic program or student record.

**Undergraduate Students:** To change your major or minor, complete the Program of Study Declaration form, which can be downloaded from the Registrar's website.

**Graduate Students:** To change academic program, complete the Graduate Change of Program form which can be downloaded from the College of Graduate Studies website.

Remember to exit DegreeWorks by selecting the **LOG OUT** button at the top of the audit.



Visit <https://my.bridgew.edu/departments/AAC/SitePages/degreeworks.aspx> to access DegreeWorks tutorials, videos and other helpful materials.