

**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.

1. Visit <http://www.bridgew.edu> to reach Bridgewater State University's home page.
2. From the BSU home page, click on **Quicklinks** located at the top righthand side of the home page. Then click **MyBSU**. This will bring you to the page, **Student Portal**
3. Click on **Enter Secure Area**.
4. Enter your **Banner ID**
5. Enter your **PIN** (typically six digits). Your PIN was created by you when you accessed your BSU user account in steps 1 and 2 on the Transfer Student Checklist.
6. Click LOGIN
7. From Main Menu - Click on **Student**.
8. From **Student** - Click on **Student Records**.
9. From **Student Records** - Click on **DegreeWorks**.
10. Your DegreeWorks Audit will now launch automatically.

Running a What-If Function from your DegreeWorks:

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

The screenshot shows the DegreeWorks interface for a student named 'Sample, Student 1' with Banner ID K12345678. The student is a Sophomore in the Communication Studies major, pursuing a Bachelor of Arts degree. The 'Student View' block displays the following information:

Field	Value	Field	Value	Field	Value
Student	Sample, Student 1	Classification	Sophomore	Level	Undergraduate
ID	K12345678	Overall GPA	2.850	College	Humanities and Social Sciences
Advisor		Advisor Type	Primary MAJ 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
		MaxTransfer	No		

Below the student information is a 'Test Scores' table:

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	28-AUG-14
OMEA Mathematics Test-Elem Algebra	056	28-AUG-14
ORRC Reading-Reading Comprehension	114	28-AUG-14
OWRT Writing Placement	3	21-AUG-14

The 'Degree Progress' bar shows 60% completion of requirements for the Bachelor of Arts program. The catalog year is 2014-2015, with 120 credits required and 63 credits applied.

- Go to the Worksheets menu and select the What If option

The screenshot shows the DegreeWorks interface with the 'Worksheets' menu open. The 'What If' option is highlighted in the left sidebar. The main content area remains the same as in the previous screenshot, showing the student's profile and test scores.

- 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.

Back to InfoCenter | Template Management | Change Password | Print | Log Out

Find Banner ID H 4 Name H Degree Major Level Classification Last Audit
 X12345678 Sample, Student 1 BA Communication Studies U Sophomore Today

Worksheets | Plans | Notes | Petitions | GPA Calc

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

Select your primary area of study

Catalog Year: 2016-2017
 Program: Comm Studies-Theater Educ Coec
 Level: Undergraduate
 Degree: Bachelor of Arts
 College: Humanities and Social Sciences

Major: Communication Studies
 Minor: [pick a Minor]

Select your additional areas of study

Program for additional areas: [pick a Program]
 Major: [pick a Major]
 Minor: [pick a Minor]

Choose Your Future Classes
 Enter a course and click Add Course | Courses you are considering

Subject:
 Number:
 Add Course | Remove Course

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

Back to InfoCenter | Template Management | Change Password | Print | Log Out

Find Banner ID H 4 Name H Degree Major Level Classification Last Audit
 X12345678 Sample, Student 1 BA Communication Studies U Sophomore Today

Worksheets | Plans | Notes | Petitions | GPA Calc

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

What If

Look Ahead

Select your primary area of study

Catalog Year: 2016-2017
 Program: Biology BA
 Level: Undergraduate
 Degree: Bachelor of Arts
 College: Science & Mathematics-Bartlett

Major: [pick a Major]
 Minor: [pick a Minor]

Select your additional areas of study

Program for additional areas: [pick a Program]
 Major: [pick a Major]
 Minor: [pick a Minor]

Choose Your Future Classes
 Enter a course and click Add Course | Courses you are considering

Subject:
 Number:
 Add Course | Remove Course

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

Back to InfoBear Template Management Change Password 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

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

Link Ahead Student View as of 06/10/2017 at 17:48 What If Audit

Legend	Student	Sample, Student 1	Classification	Sophomore	Level	Undergraduate	
<input checked="" type="checkbox"/> Complete	ID	X12345678	Overall GPA	2.850	College	Science & Mathematics-Bartlett	
<input checked="" type="checkbox"/> Complete except for classes in-progress	Advisor		Advisor Type	Primary MAJ Advisor - Primary Program	Department	Not Available for What If Audit	
<input checked="" type="checkbox"/> Nearly Complete - see Advisor	Cleared for Web Registration	Not Cleared	Academic Standing	Good Standing	Degree	Bachelor of Arts	
<input type="checkbox"/> Not Complete	Registration Holds	No Registration Holds	Transfer Hours	6	Program	Biology-BA	
(T) Transfer Class	Phone		Institutional Hours	45	Minor	No Minor	
<input type="checkbox"/> Any course number	Mass Transfer						No

Test Scores

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

Degree Progress: Requirements 63%

Bachelor of Arts Catalog Year: 2016-2017 Credits Required: 120 Credits Applied: 63

Minimum 2.0 GPA Requirement

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

Back to InfoBear Template Management Change Password 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

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

United States and Massachusetts Constitutions Requirement POLI 172 Intro to American Government A 3 FALL

Biology - BA Catalog Year: 2016-2017 Required: 42 Applied: 0 As well as

- 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 407*
 - 300 Level Biology Still Needed: 6 Credits and 2 Classes in BIOL 300
 - 400 Level Biology Still Needed: 6 Credits and 2 Classes in BIOL 400
 - 200 Level or Above Biology Still Needed: 6 Credits and 2 Classes in BIOL 200 or 300 or 400
- 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.

Catalog Year: 2016-2017 Major GPA: 0.000

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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