

Using the *What If,*
Look Ahead, and *Save*
as PDF Options
in Degree Works



Topics

- The *What If* Process
 - Selecting *What If* Items
 - Viewing *What If* on Screen
 - Saving *What If* as PDF
- Using the *Look Ahead* Option
- Using *Save as PDF* with Normal Audits



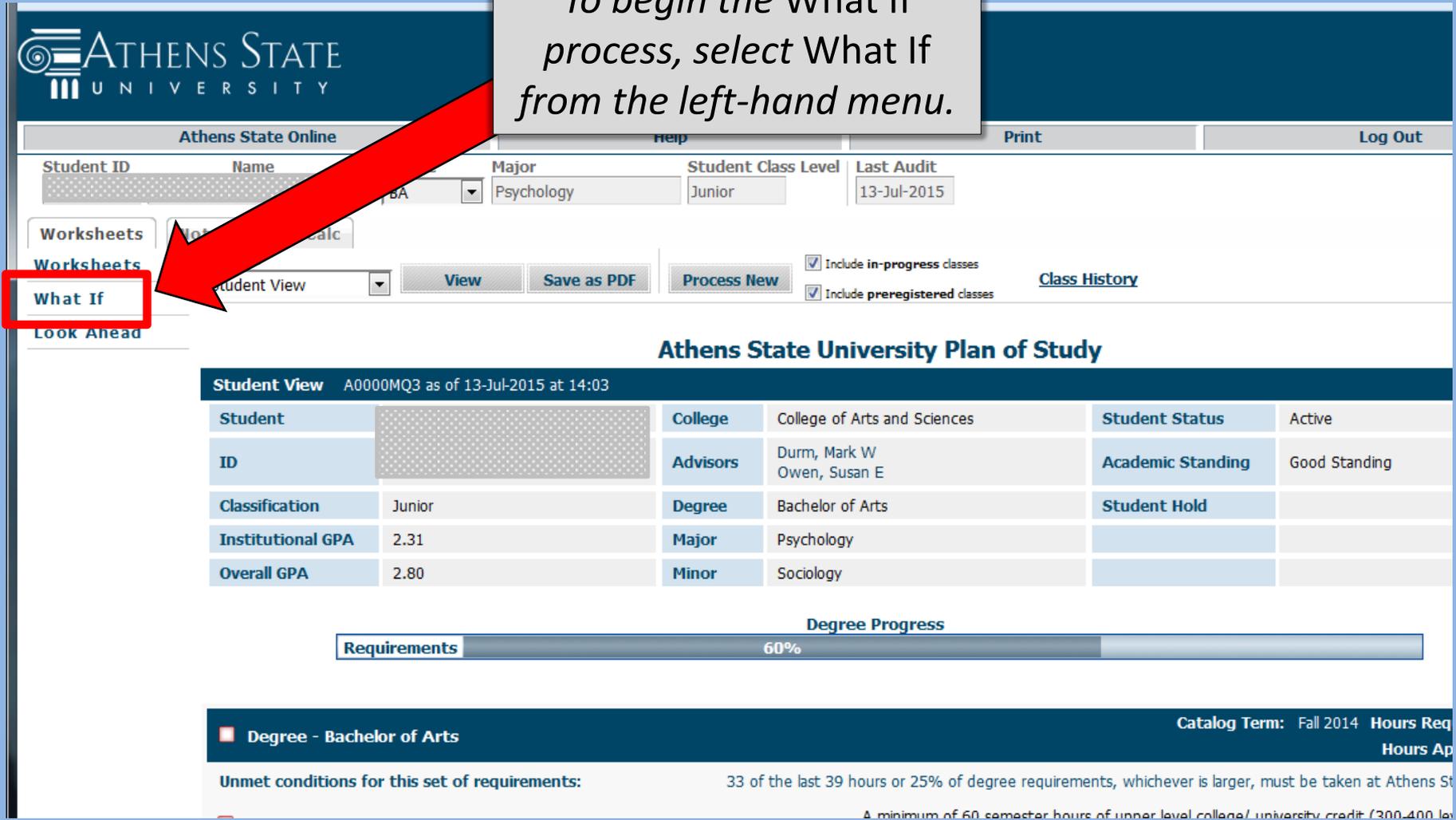


“*What If*” in Degree Works

- One of the most powerful tools in Degree Works is the ability to run audit scenarios on majors other than your officially declared major – the “*What If*” option. This is extremely useful for exploring the consequences of a change of major **before** taking any official action.
- The potential consequences of the change can be seen in real time – which completed courses will fulfill requirements in a new major (**and which ones won’t**).
- Running a What If **does not** actually change your major – this must be done through the official Records Office process using the online [**Change of Major/Minor/Catalog Year**](#) form.
- **You should always consult your advisor before any official changes are made. Students receiving veteran’s benefits or financial aid should consult the Veterans Affairs or Financial Aid offices prior to making any official changes.**

Starting the *What If* Process

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



Athens State Online [Help](#) [Print](#) [Log Out](#)

Student ID: [Redacted] Name: [Redacted] Major: Psychology Student Class Level: Junior Last Audit: 13-Jul-2015

Worksheets [What If](#) [Class History](#)

Athens State University Plan of Study

Student View A0000MQ3 as of 13-Jul-2015 at 14:03

Student	[Redacted]	College	College of Arts and Sciences	Student Status	Active
ID	[Redacted]	Advisors	Durm, Mark W Owen, Susan E	Academic Standing	Good Standing
Classification	Junior	Degree	Bachelor of Arts	Student Hold	
Institutional GPA	2.31	Major	Psychology		
Overall GPA	2.80	Minor	Sociology		

Degree Progress

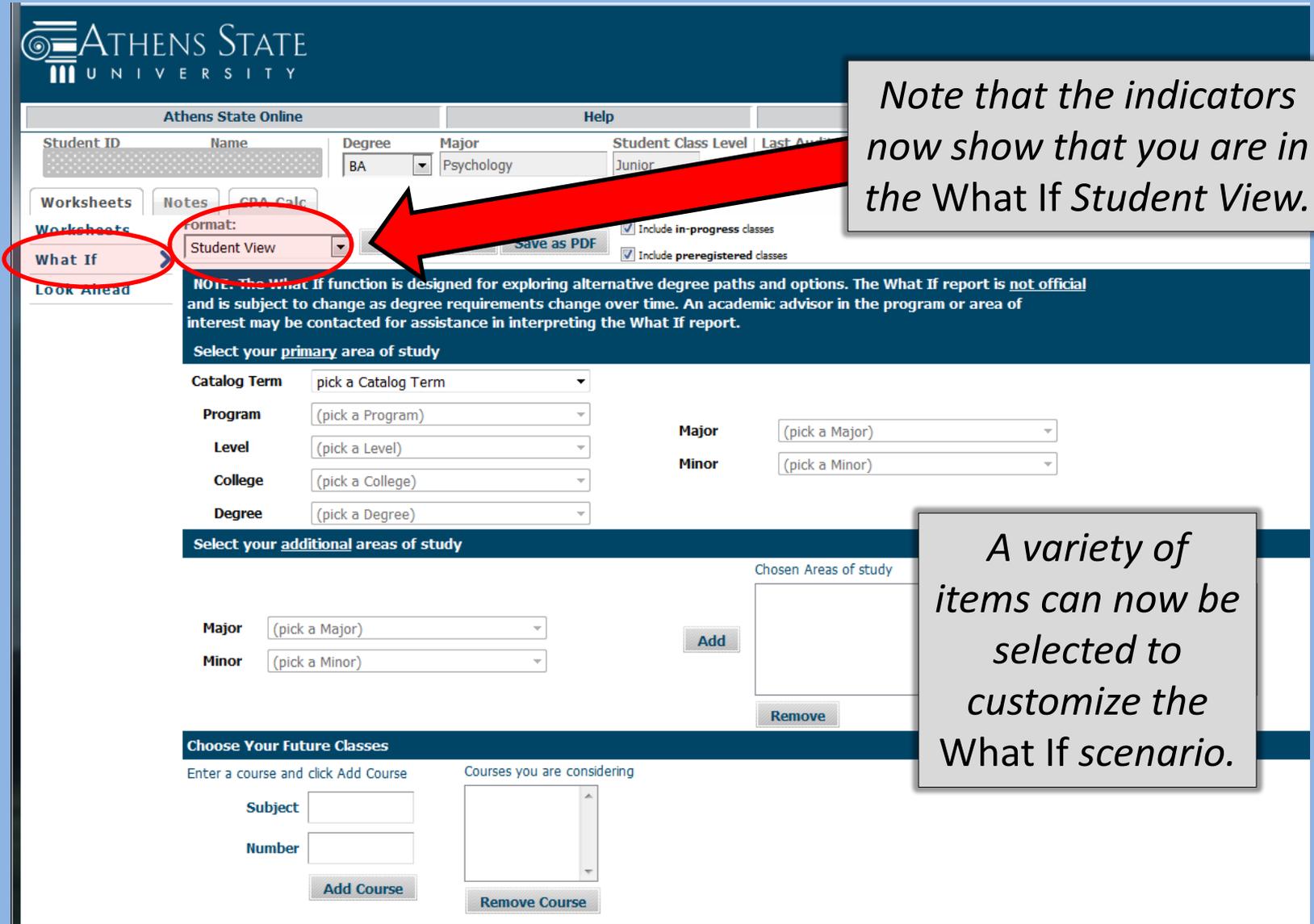
Requirements 60%

Degree - Bachelor of Arts **Catalog Term:** Fall 2014 **Hours Req**

Unmet conditions for this set of requirements: 33 of the last 39 hours or 25% of degree requirements, whichever is larger, must be taken at Athens St

A minimum of 60 semester hours of upper-level college/ university credit (300-400 lev

Selecting *What If* Items



Athens State Online

Help

Student ID: [redacted] Name: [redacted] Degree: BA Major: Psychology Student Class Level: Junior

Worksheets | Notes | GPA Calc

Format: Student View

Include in-progress classes | Include preregistered classes

Save as PDF

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: (pick a Catalog Term)

Program: (pick a Program)

Level: (pick a Level)

College: (pick a College)

Degree: (pick a Degree)

Major: (pick a Major)

Minor: (pick a Minor)

Select your additional areas of study

Major: (pick a Major)

Minor: (pick a Minor)

Chosen Areas of study

Add

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject: [input]

Number: [input]

Add Course

Courses you are considering

[input]

Remove Course

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

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

Select *What If* Catalog Term

Worksheets | Notes | GPA Calc

Worksheets

What If >

Look Ahead

Format: Student View [v] 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 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 [pick a Catalog Term] [v]

Program [pick a Catalog Term]

Level Summer 2016

Level Spring 2016

Level Fall 2015

College [pick a College] [v]

Degree [pick a Degree] [v]

Select your additional areas of study

Major [pick a Major] [v]

Minor [pick a Minor] [v]

Remove

Select the Catalog Term: What If audits can only be run on current or upcoming catalog requirements, even if you are currently under an older catalog for your declared major. When these screen shots were captured, the 2015-16 was current, and 2016-17 had not been published.

Please Note: an official change in your major generally requires that your official catalog term be changed to the **newest catalog**. Running What If scenarios on upcoming catalogs allows you to explore majors and minors that will become active in the upcoming catalog.

Select *What If* Program

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 options. The What If report is not official and is subject to change as degree requirements change over time. If you have any questions or areas of interest may be contacted for assistance in interpreting the What If report.

Select your **primary** area of study

Catalog Term: Fall 2015

Program: Bachelor of Arts (pick a Program)

- Bachelor of Arts
- Bachelor of Arts (Lic & Cert)
- Bachelor of Science (Lic & Cert)
- Bachelor of Science - Arts & Sciences
- Bachelor of Science - Business
- Bachelor of Science in Education
- College of Business Certificate
- College of Education Certificate
- Education Certification Seeking

Major: (pick a Major)

Minor: (pick a Minor)

Choose Your Future Classes

Enter a course and click Add Course

Subject:

Number:

Add Course

Courses you are considering

Remove Course

Select the Program:

If you want to run a What If on a degree program different from your declared program, the next step is to select the program from the Program pull down menu. Otherwise the What If defaults to your current program. Choices are listed by type of degree and College (when applicable).

Select *What If* Primary Major/Minor

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 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 2015
Program: Bachelor of Arts
Level: Undergraduate
College: College of Arts and Sciences
Degree: Bachelor of Arts

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

- Art
- Art (Computer Graphics Option)
- Art (Studio Arts Option)
- English Literature
- English/Language Arts
- History
- History - Public History Option
- Political Science
- Psychology
- Religion
- Sociology

Add | Remove

Number: Add Course | Remove Course

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 you selected will appear), and a minor if required or desired.



Select *What If* Additional Items

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 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 2015

Program: Bachelor of Arts

Level: Undergraduate

College: College of Arts and Sciences

Degree: Bachelor of Arts

Major: Sociology

Minor: Psychology

Select your additional areas of study

Major: (pick a Major)

Minor: (pick a Major)

- Art
- Art (Computer Graphics Option)
- Art (Studio Arts Option)
- English Literature
- English/Language Arts
- History
- History - Public History Option
- Political Science
- Psychology
- Religion
- Sociology

Choose Your Additional Areas of Study

Enter a course number and name

Add Course | Remove Course

are considered

Once the primary major and minor are selected, you have the option to select additional majors/minors. The additional majors can only be chosen from those that are under the degree selected, and will appear with the primary major on a single What If audit.



Select *What If* Additional Items

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 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 2015
Program: Bachelor of Arts
Level: Undergraduate
College: College of Arts and Sciences
Degree: Bachelor of Arts

Major: Sociology
Minor: Psychology

Select your additional areas of study

Major: History
Minor: (pick a Minor)

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

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

Select *What If* Additional Items

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 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 2015
Program: Bachelor of Arts
Level: Undergraduate
College: College of Arts and Sciences
Degree: Bachelor of Arts

Major: Sociology
Minor: Psychology

Select your **additional** areas of study

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

Chosen Areas of study
MAJOR : History

Add | Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject:
Number:
Add Course

Courses you are considering

Remove Co

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

Select *What If* Additional Items

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 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 2015

Program Bachelor of Arts

Level Undergraduate

College College of Arts and Sciences

Degree Bachelor of Arts

Major Sociology

Minor Psychology

Select your additional areas of study

Major (pick a Major)

Minor (pick a Minor)

Chosen Areas of study

MINOR : Human Development

Add

Choose Your Future Classes

Enter a course and click Add Course

Subject CA

Number 301

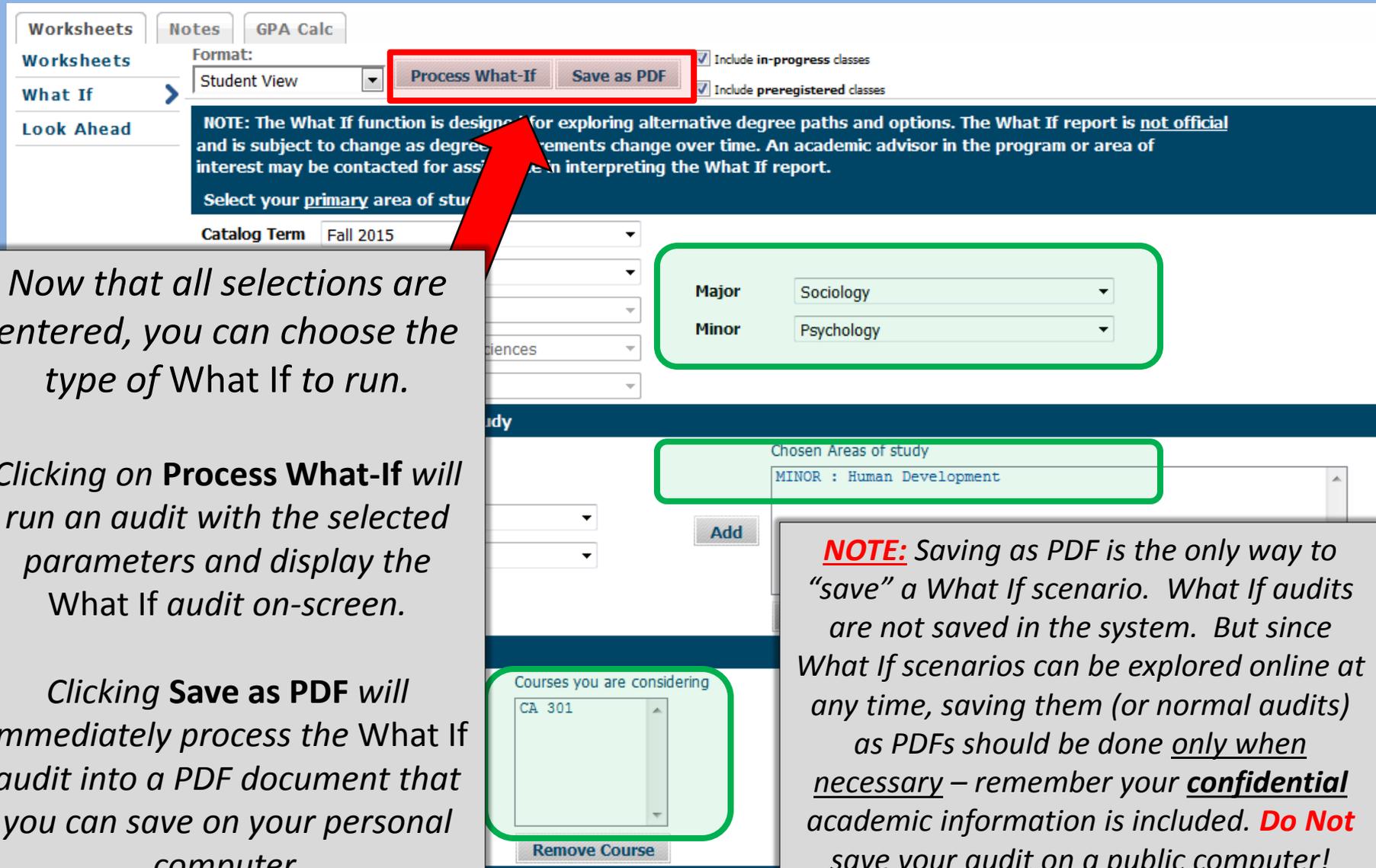
Add Course

Courses you are considering

Remove Course

Once areas of study are selected, you also have the option to add specific future 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



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 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 2015

Major: Sociology

Minor: Psychology

Chosen Areas of study

MINOR : Human Development

Add

Courses you are considering

CA 301

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 that you can save on your personal computer.*

NOTE: Saving as PDF is the only way to “save” a What If scenario. What If audits are not saved in the system. But since What If scenarios can be explored online at any time, saving them (or normal audits) as PDFs should be done only when necessary – remember your **confidential** academic information is included. **Do Not** save your audit on a public computer!



View *What If* On-Screen

Athens State Online Help

Student ID Name Degree Major Student Class Level Last Au

BA Psychology

Worksheets Notes GPA Calc

Worksheets

What If

Selected What-If Items: Look Ahead Courses Used:

Back

Athens State University Plan of Study

What If Audit

College	College of Arts and Sciences	Student Status	Active
Advisors	Durm, Mark W Owen, Susan E	Academic Standing	Good Standing
Degree	Bachelor of Arts	Student Hold	
Major	Sociology		
Minors	Psychology Human Development		

Degree Progress

56%

Degree - Bachelor of Arts

- Minimum 51 hours of 300/400 level credit **Still Needed:** A minimum of 51 semester hours are required. You currently have 48, but still need a minimum of 3 more hours.
- Minimum 124 hours required **Still Needed:** A minimum of 124 Hours is required. You currently have 94, you still need 30 more hours.
- Minimum 31 hours (25% of degree requirements) at Athens State **Still Needed:** You have 22 but still need a minimum of 9 hours.

Students must complete a minimum of 60 semester hours from an accredited baccalaureate degree-granting institution.

You meet the minimum institutional 2.00 GPA

Your "real" major still appears here.

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.

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

You can then browse the rest of the What If audit to see which of your completed courses fit into the new majors/minors.



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

Student ID: [Redacted] Name: [Redacted] Degree: BA Major: Psychology Student Class Level: Junior

Worksheets Notes GPA Calc

Worksheets

What If >

Look Ahead

Back Selected What-If Items: Look Ahead Courses

Minor in Human Development

<input type="checkbox"/> Child Growth and Development or Child Psychology	PS 332	Child Psychology	NA	(3)	Fall 2015
<input type="checkbox"/> Adolescent Psychology	PS 334	Adolescent Psychology	NA	(3)	Fall 2015
<input checked="" type="checkbox"/> Adult Psychology	PS 335	Adult Psychology	C	3	Spring 2015
HUMAN DEVELOPMENT ELECTIVES - Three Courses Required					
<input checked="" type="checkbox"/> Human Growth and Development	PSY 210	Human Growth and Development	A	3	Fall 2014
Satisfied by: PSY210 - Human Growth and Dev - Calhoun Community College					
<input type="checkbox"/> Perspectives in Child Maltreatment & Child Advocacy	CA 301	Pers. Chd. Mal. & Chd. Advoc.	PLAN	(3)	Planned Term
<input checked="" type="checkbox"/> Educational Psychology	PS 330	Educational Psychology	C	3	Fall 2014

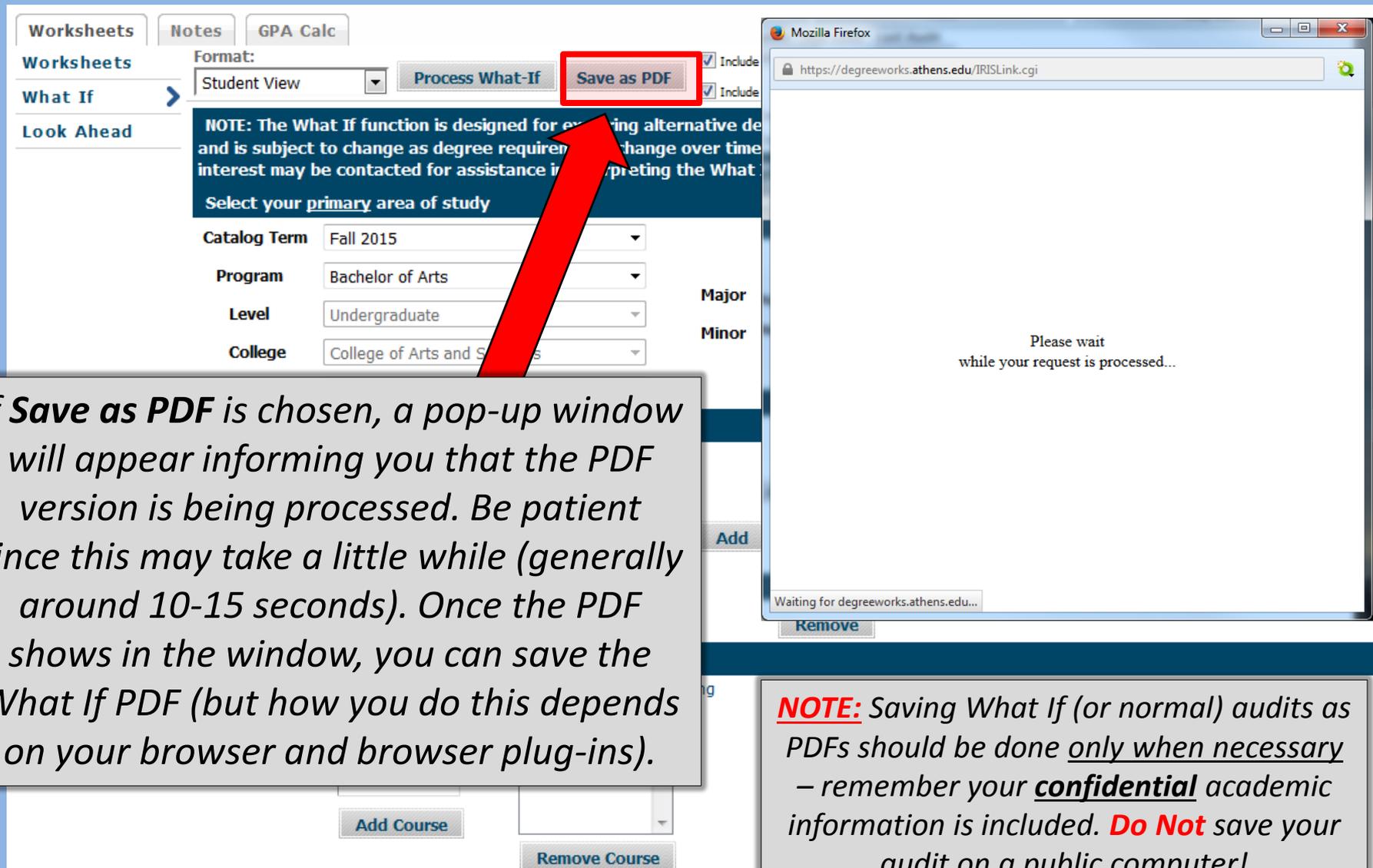
General Electives Hours Applied: 3 Classes Applied: 1

PHL 106	Intro to Philosophy	B	3	Fall 2014
Satisfied by: PHL106 - Intro to Philosophy - Calhoun Community College				

Insufficient Hours Applied: 0 Classes Applied: 3

ART 100	Art Appreciation	F	0	Fall 2014
---------	------------------	---	---	-----------

What If – Save as PDF

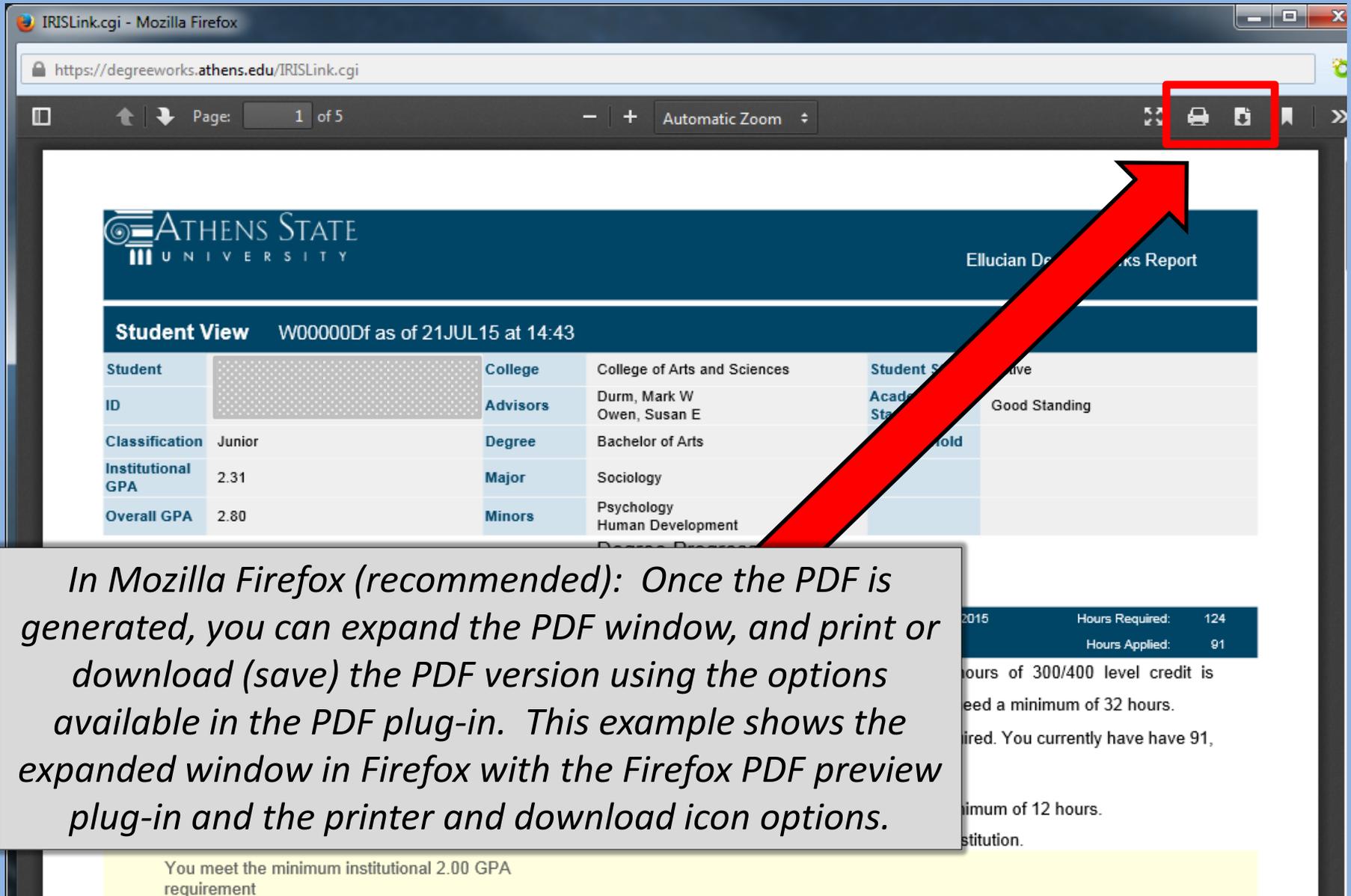


The screenshot shows the 'What If' tool interface. On the left, there are tabs for 'Worksheets', 'Notes', and 'GPA Calc'. Below these are sections for 'Worksheets', 'What If', and 'Look Ahead'. The 'What If' section is active, showing a 'Format:' dropdown set to 'Student View' and a 'Process What-If' button. A red box highlights the 'Save as PDF' button, with a red arrow pointing to it. Below the buttons is a note: 'NOTE: The What If function is designed for exploring alternative degrees and is subject to change as degree requirements change over time. If you have any questions or interest may be contacted for assistance in interpreting the What If results.' Below the note is a section titled 'Select your primary area of study' with dropdown menus for 'Catalog Term' (Fall 2015), 'Program' (Bachelor of Arts), 'Level' (Undergraduate), and 'College' (College of Arts and Sciences). To the right, there is a 'Major' and 'Minor' section. At the bottom, there are 'Add Course' and 'Remove Course' buttons.

*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 (but how you do this depends on your browser and browser plug-ins).*

NOTE: Saving What If (or normal) audits as PDFs should be done only when necessary – remember your **confidential** academic information is included. **Do Not** save your audit on a public computer!

What If – Save as PDF



IRISLink.cgi - Mozilla Firefox
 https://degreeworks.athens.edu/IRISLink.cgi

Page: 1 of 5 Automatic Zoom

ATHENS STATE UNIVERSITY Ellucian Degree Works Report

Student View W00000Df as of 21JUL15 at 14:43

Student ID		College	College of Arts and Sciences	Student Status	Active
Classification	Junior	Advisors	Durm, Mark W Owen, Susan E	Academic Standing	Good Standing
Institutional GPA	2.31	Degree	Bachelor of Arts	Graduation Status	Hold
Overall GPA	2.80	Major	Sociology		
		Minors	Psychology Human Development		

2015 Hours Required: 124
Hours Applied: 91

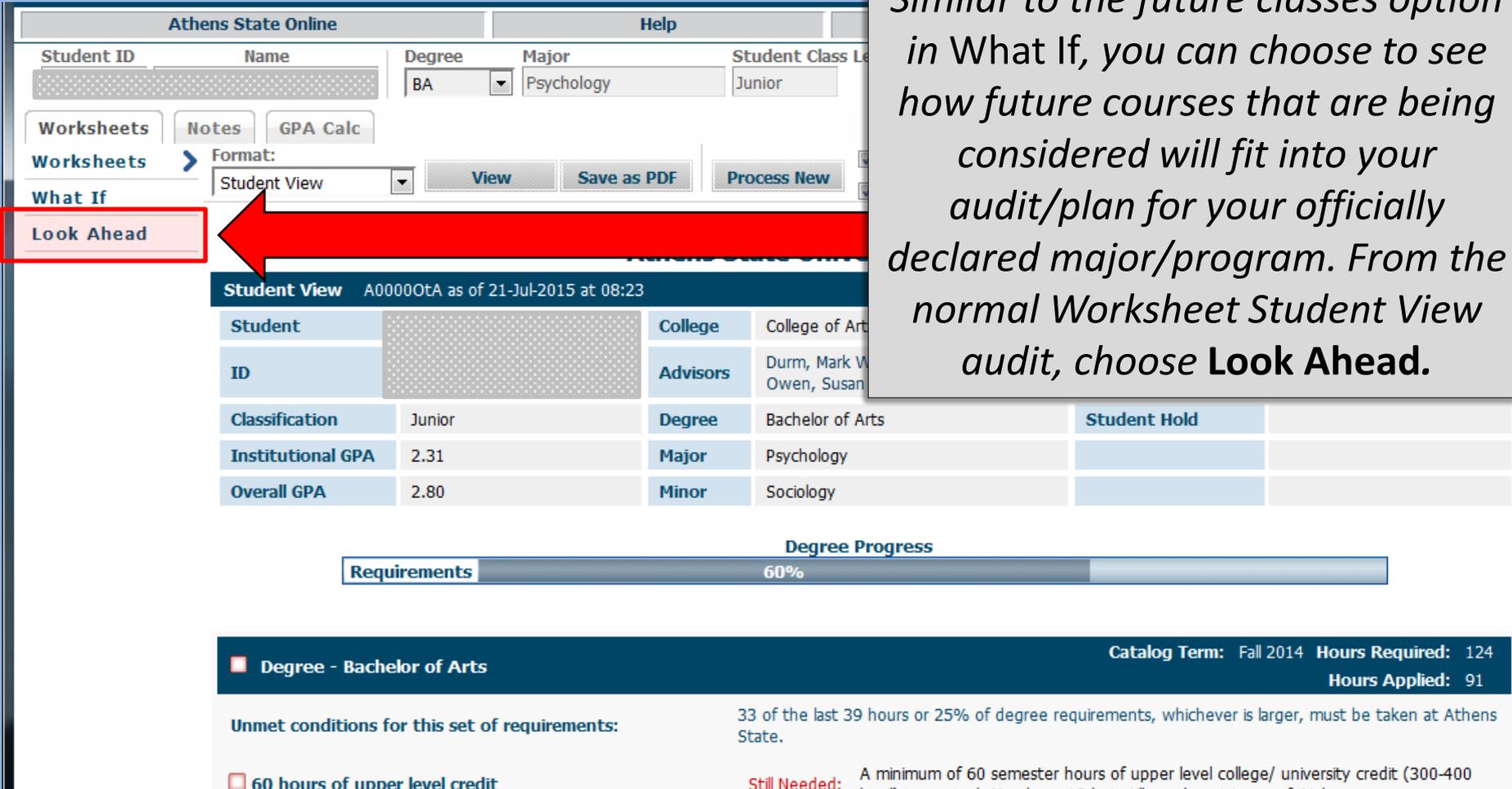
hours of 300/400 level credit is
 need a minimum of 32 hours.
 required. You currently have have 91,
 minimum of 12 hours.
 stitution.

You meet the minimum institutional 2.00 GPA requirement

In Mozilla Firefox (recommended): Once the PDF is generated, you can expand the PDF window, and print or download (save) the PDF version using the options available in the PDF plug-in. This example shows the expanded window in Firefox with the Firefox PDF preview plug-in and the printer and download icon options.

Look Ahead

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



Athens State Online Help

Student ID: [Redacted] Name: [Redacted] Degree: BA Major: Psychology Student Class Level: Junior

Worksheets Notes GPA Calc

Worksheets > Format: Student View View Save as PDF Process New

What If

Look Ahead

Student View A00000tA as of 21-Jul-2015 at 08:23

Student	[Redacted]	College	College of Art
ID	[Redacted]	Advisors	Durm, Mark W Owen, Susan
Classification	Junior	Degree	Bachelor of Arts
Institutional GPA	2.31	Major	Psychology
Overall GPA	2.80	Minor	Sociology

Student Hold

Degree Progress

Requirements 60%

Degree - Bachelor of Arts Catalog Term: Fall 2014 Hours Required: 124
Hours Applied: 91

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

60 hours of upper level credit Still Needed: A minimum of 60 semester hours of upper level college/ university credit (300-400)

Look Ahead

Athens State Online Help Print

Student ID	Name	Degree	Major	Student Class Level	Last Audit
		BA	Psychology	Junior	Today

Worksheets Notes GPA Calc

Worksheets

What If

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: PS

Number: 352

Add Course

Courses you are considering

Remove Course

In the Look Ahead view, you 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. You can also remove courses by highlighting added courses and then clicking Remove Course.

Look Ahead

Athens State Online Help Print

Student ID	Name	Degree	Major	Student Class Level	Last Audit
		BA	Psychology	Junior	Today

Worksheets Notes GPA Calc

Worksheets

What If

Look Ahead >

Format: **Process New** Include in-progress classes Include prereg

Student View

Look Ahead

To see an audit **SHOWING COURSES FOR WHICH YOU PLEASE USE THE FORM BELOW TO ENTER THE SUBJECT CODE AND NUMBER.** 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

- PS 352
- PS 420

Remove Course

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

Look Ahead

Worksheets | Notes | GPA Calc

Worksheets | **Look Ahead Courses Used:** ▾

Back

What If

Look Ahead >

Major in Psychology Catalog Term: Fall 2014 Hours Required: 40
GPA: 2.25 Hours Applied: 24

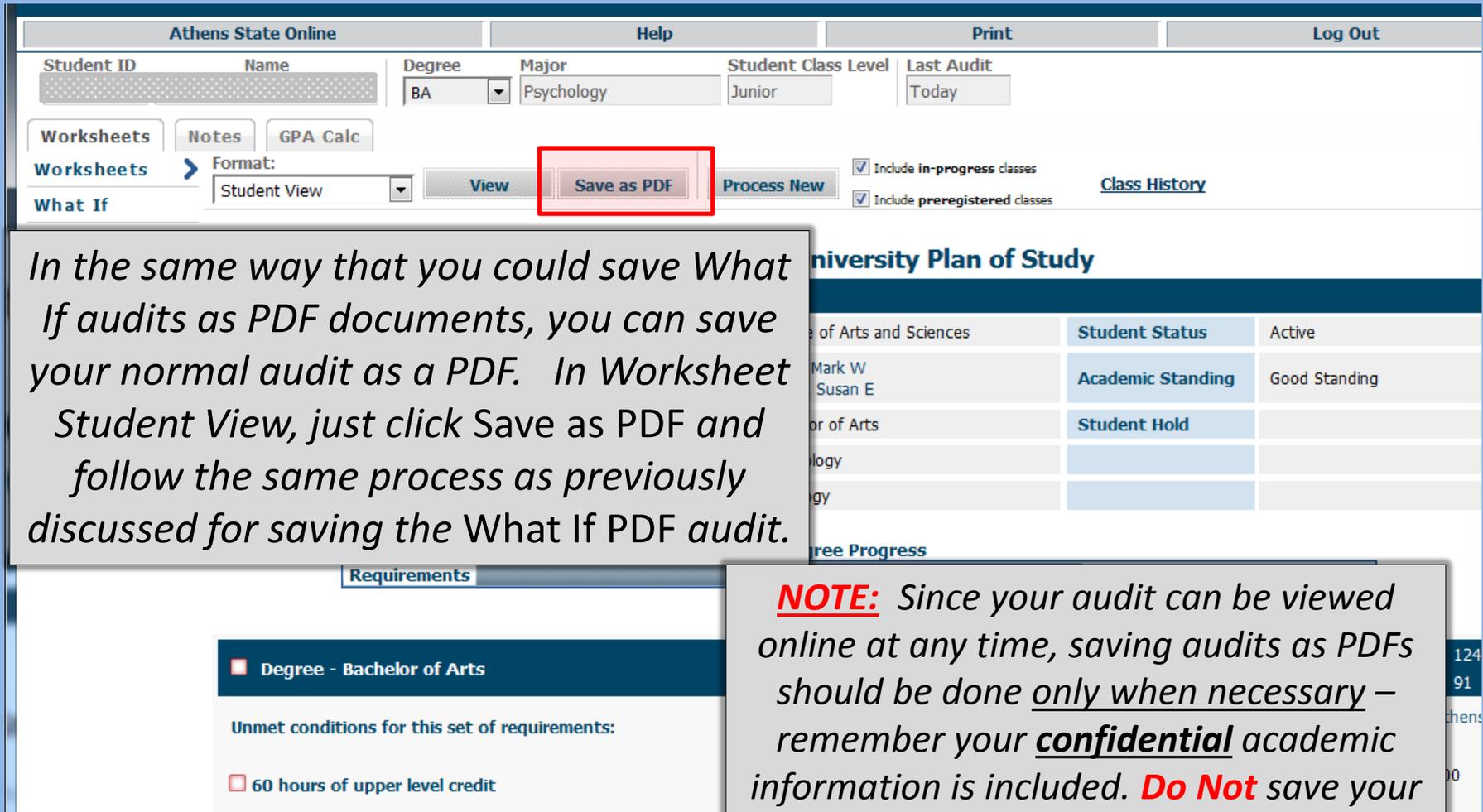
Unmet conditions for this set of requirements: 40 hours are required. You currently have 24, you still need 16 more hours.

✓ 24 hours in upper-division coursework at Athens State

✓ Social Psychology	PS 331	Social Psychology	C	3	Fall 2014
☒ Child Psychology or Adolescent Psychology	PS 334	Adolescent Psychology	NA	(3)	Fall 2015
☒ Psychology of Learning or History/Systems of Psychology	Still Needed: 3 Hours in PS 336 or 410				
☒ Statistics w/ Advanced Topics in Behavioral Sciences	Still Needed: 3 Hours in PS 341*				
☒ Abnormal Psychology	PS 352	Abnormal Psychology	PLAN	(3)	Planned Term
☒ Experimental Psychology	Still Needed: 4 Hours in PS 380* and 380L				
✓ Physiological Psychology	PS 406	Physiological Psychology	B	3	Spring 2015
☒ Cognitive Psychology	PS 420	Cognitive Psychology	PLAN	(3)	Planned Term
☒ Thinking, Writing, Speaking in the Behavioral Sciences	Still Needed: 3 Hours in PS 499				

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. 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. Look Ahead audits are not saved in the system and **cannot** be saved as PDF documents.

Using Save as PDF with Normal Audits

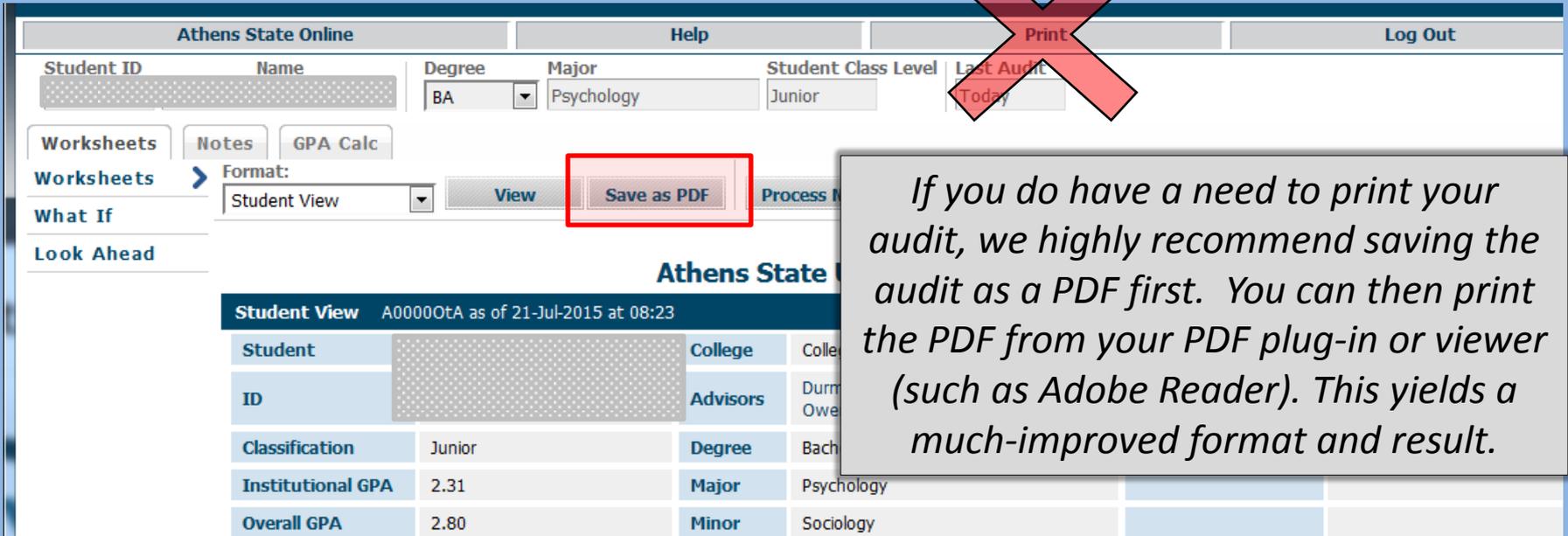


The screenshot shows the Athens State Online interface. At the top, there are navigation tabs for 'Athens State Online', 'Help', 'Print', and 'Log Out'. Below this, a student profile is displayed with fields for Student ID, Name, Degree (BA), Major (Psychology), Student Class Level (Junior), and Last Audit (Today). A navigation menu includes 'Worksheets', 'Notes', and 'GPA Calc'. A 'Format:' dropdown is set to 'Student View', with 'View' and 'Save as PDF' buttons. The 'Save as PDF' button is highlighted with a red box. Other options include 'Process New', 'Include in-progress classes', 'Include preregistered classes', and 'Class History'. Below the navigation, a 'University Plan of Study' table is visible, showing student status and academic standing. A 'Requirements' section is also shown, listing 'Degree - Bachelor of Arts' and '60 hours of upper level credit'.

In the same way that you could save What If audits as PDF documents, you can save your normal audit as a PDF. In Worksheet Student View, just click Save as PDF and follow the same process as previously discussed for saving the What If PDF audit.

NOTE: Since your audit can be viewed online at any time, saving audits as PDFs should be done only when necessary – remember your **confidential** academic information is included. **Do Not** save your audit on a public computer!

Using Save as PDF with Normal Audits



Athens State Online Help ~~Print~~ Log Out

Student ID [redacted] Name [redacted] Degree BA Major Psychology Student Class Level Junior Last Audit Today

Worksheets Notes GPA Calc

Worksheets Format: Student View View **Save as PDF** Process

What If Look Ahead

Athens State

Student View A00000tA as of 21-Jul-2015 at 08:23

Student	[redacted]	College	College
ID	[redacted]	Advisors	Durm Owe
Classification	Junior	Degree	Bach
Institutional GPA	2.31	Major	Psychology
Overall GPA	2.80	Minor	Sociology

If you do have a need to print your audit, we highly recommend saving the audit as a PDF first. You can then print the PDF from your PDF plug-in or viewer (such as Adobe Reader). This yields a much-improved format and result.

Please remember: *if you do choose to save/print your audit as a PDF, it only represents your plan of study on that day and time. Your audit will change as you complete and register for courses, when your advisor adds advising notes, if substitutions are approved, etc.*



End of Tutorial: Using the *What If*, *Look Ahead*, and *Save as PDF* Options

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

www.athens.edu/degreeworks

