

DEGREE WORKS - WHAT IF AUDIT TOOL

STUDENT GUIDE | 2025-2026

What is the What-If Tool?

The **What-If** tool in Degree Works allows students to explore how their completed and in-progress courses would apply to **different majors**, **minors**, **concentrations**, **and degree types**.

This is a great way to:

- Explore a change of major or minor
- See requirements for additional programs (e.g., certificates, second majors)
- Plan for future coursework more strategically

The What-If audit shows:

- •Where your current classes would fit into the new program
- If any future registered courses are not applicable to the new program or are falling into the "Not Counting Towards Degree" section of the audit

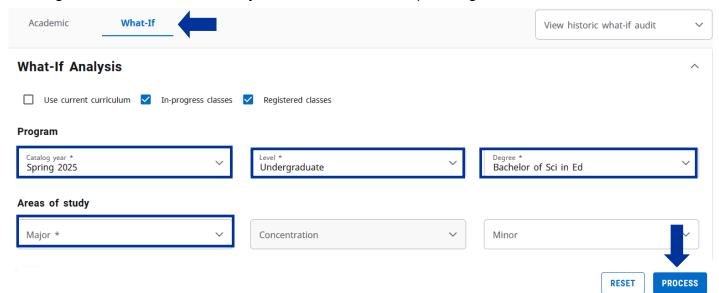
Important: Be sure to choose an approved combination of **major**, **concentration**, **minor**, **level**, and **degree type** based on your selected catalog year. The catalog year refers to the specific academic term in which a student begins their academic program.

How to Use the What-If Tool

- 1. Navigate to the "What-If" tab under the Student Header.
- 2. Select your options:
 - Catalog Year Select the current or a future catalog year. Do not select a previous year.
 - Degree Type
 - Major
 - Academic Level
- 3. Click "Process" to generate your What-If audit.

Note:

- In-Progress courses refer to classes you are currently taking this semester.
- Registered courses are those you are enrolled in for upcoming semesters.



Adding Additional Areas of Study

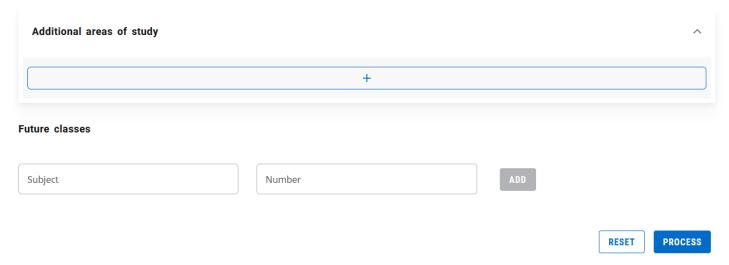
To explore multiple programs:

- 1. Click on the **dropdown arrow** for *Additional Areas of Student*.
- 2. Click the "+" sign.
- 3. Enter the details for the additional program(s).

Planning Future Classes

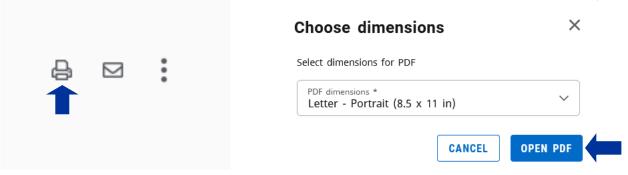
To see how future courses might apply:

- 1. Enter the **subject** and **course number**.
- Click "Add".
- Repeat for each course you want to include.



How to Save Your What-If Audit

- 1. Click the **printer icon** at the top right of the audit page.
- 2. Select Open PDF.
- 3. Save the file to your device for reference or advising appointments.



Need Help?

- For questions about your program requirements, registered courses, or general academic advising contact your academic advisor listed at the top of your Degree Works audit.
- For questions about Degree Works or the What-If tool, contact: Graduation@pennwest.edu.

Office of the Registrar