

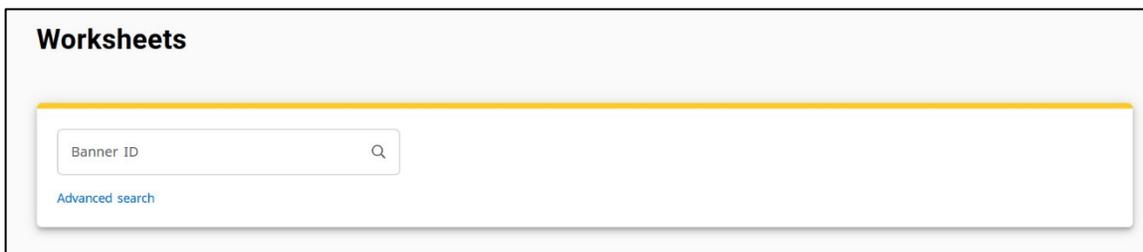
How do I perform a What-If Audit for a student?

What is a What-if Audit

- A What-If audit allows advisors and students to process speculative degree audits using their current class history.
- A What-if audit allows advisors and students to run current courses against another catalog year.
- A what-if audit allows advisors and students to check to see if an additional certificate or minor is possible.
- Students can use this feature if they are thinking of changing their degree, majors, minors and/or concentrations and would like to know how their courses will be applicable to their intended program. For example, how would existing coursework apply if a student decided to change their program from Business to Communications.
- You may audit a student against the requirements for a different major, minor, degree, catalog year, or any other selectable item on the What-If audit screen.
- Students and advisors can create a What-If audit.
- It is important to remember that What-If audits are NOT saved. After they are run, the results can be printed. After leaving the What-If screen, the audit cannot be accessed again. However, another What-If audit can be run using the same parameters.

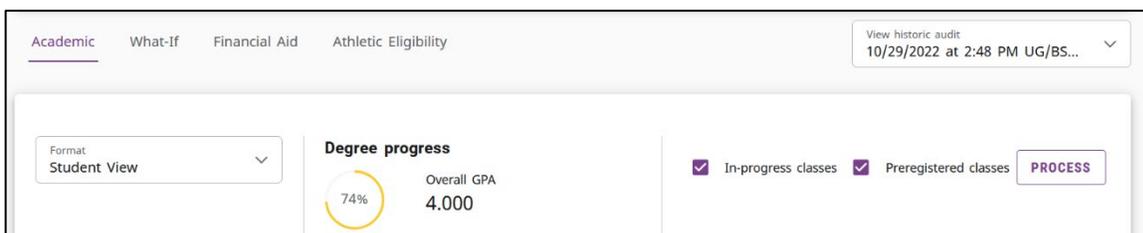
Running a What-if Audit

1. Enter the students Banner ID and click enter.



The screenshot shows a search interface titled "Worksheets". It features a search bar with the placeholder text "Banner ID" and a magnifying glass icon. Below the search bar is a link labeled "Advanced search".

2. Click the What-If link above the Degree Progress block.



The screenshot shows a navigation menu with "Academic", "What-If", "Financial Aid", and "Athletic Eligibility". The "What-If" link is highlighted. To the right, there is a dropdown menu for "View historic audit" with the text "10/29/2022 at 2:48 PM UG/BS...". Below the navigation is a "Degree progress" section. It includes a "Format" dropdown menu set to "Student View", a circular progress indicator showing "74%", and the text "Overall GPA 4.000". To the right of the GPA are two checked checkboxes: "In-progress classes" and "Preregistered classes", followed by a "PROCESS" button.

3. Complete the Program fields using the Catalog-year, Degree, and Level pull-down menus.
4. Complete the Area of study fields using the Major, Minor, and Concentration pull-down menus.

What-If Analysis ^

Use current curriculum
 In-progress classes
 Preregistered classes

Program

Catalog year * v
 2020-2021

Degree * v
 BS in Business Administration

Level * v
 Undergraduate

Areas of study

Major * v

Minor v

Concentration v

5. A second major can be added using the Additional Area of study. This can only be used if the second major is under the same Degree (BA, BS, BSBA, etc.) as the previous degree enter in the Program section.
 - a. Click the collapse toggle to open the Additional area of study.
 - b. Click the + button

Additional areas of study ^

+

- c. Enter the Degree (must match degree entered above), Major, Minor (if applicable), and Concentration (if applicable).

Additional areas of study ^

Degree v
 Bachelor of Arts

Major v
 Art Education

Minor v

Concentration v

- d. Click Add.

6. Click Process to run the What-If audit.

The screenshot shows a web interface with two main sections. The top section, titled "Additional areas of study", contains a summary bar with "Degree: Bachelor of Arts" and "Major: Art Education", a close button (X), and a plus sign (+) for adding more. Below this is the "Future classes" section, which has two input fields labeled "Subject" and "Number", an "ADD" button, and a "PROCESS" button at the bottom right. A "RESET" button is also visible.

7. The What-If audit is displayed.

The screenshot displays the "What-If Analysis" dashboard. At the top, there's a "Format" dropdown menu set to "Student View". The "Degree progress" section features a circular progress indicator at 36% and an "Overall GPA" of 4.000. Below this, the "Audit date" is 10/29/2022 10:13 PM, with links for "Diagnostics", "Student data", and "Delete audit". A "Collapse all" button is on the right. The main content area shows "Degree in Bachelor of Arts" with an "INCOMPLETE" status. It lists "Credits required: 120", "Credits applied: 60", and "Catalog year: 2020-2021". A note at the bottom states, "You have 14 in progress or pre-registered credits."

8. The selected What-if Items can be viewed and updated by clicking the toggle button to open the What-If Analysis block.

The screenshot shows a single "What-If Analysis" block with a dropdown arrow on the right side, indicating it can be expanded or collapsed.

9. Click the Print icon at the top of the screen

The screenshot shows the "Worksheets" header area. On the right side, there are three icons: a print icon, an email icon, and a menu icon (three vertical dots).