How to View a Look Ahead Audit

What is a Look Ahead Audit?

This feature uses mostly by students to allow them to view how a future course can be applied to their degree requirements.

Look Ahead audits are not save but may be printed.

1. Log in to Degree Works through Pirate Port.

2. Click **Look Ahead**, located under the Worksheets tab.

3. Enter the four-digit **subject code** and **course number**.

4. Use the **find button** to search for courses through Banner Self Service Dynamic Schedule if you do not know the course number.
5. Click **Add Course**.

6. The course is added to the list of Courses you are considering.

7. You may add as many courses as you like to the list.

8. To remove a course from the list, click on the **course name** and click the **Remove Course** button.

9. When all courses have been added, click **Process New** to view the Look Ahead audit.
10. A Look Ahead audit is generated showing the selected course(s) and where they would be applied to the graduation requirements.

11. You can produce a printed copy of the Look Ahead audit by clicking **Print** in the gold navigation buttons at the top of the audit screen.

12. The Look Ahead Course Used: pull down menu lets you review the courses used.

13. Click the **Back** button to perform another Look Ahead audit.