



Step by Step Instructions: What If Scenarios

DegreeWorks gives students the opportunity to create a “What If” scenario. “What If” shows you how changes in the *Program of Study* could impact degree completion. This module can be tricky, so along with this tutorial, you may want to refer to the DegreeWorks FAQ: <https://degreeworks.appstate.edu/faq>.

Further, please note that you must select the correct combination of Degree, Catalog Year, Major, and Concentration to get accurate results. The “What If” audit is a tool that offers generic guidance on how course work may be used if a student is considering changing majors. It is not an official change of major. To officially change the major, students must contact your Dean’s Office.

In this tutorial we will see how changing the degree, major, and concentration impact a degree audit. The student in this example currently has a major of Chemistry, but we will run a “What If” scenario with a different major.

- 1) To access DegreeWorks, go to appalnet.appstate.edu. Click on DegreeWorks and login with your Appalachian State University username and password. You may also access DegreeWorks directly by going to dw.appstate.edu.
- 2) Select “What If” on the left side under the Worksheets tab.

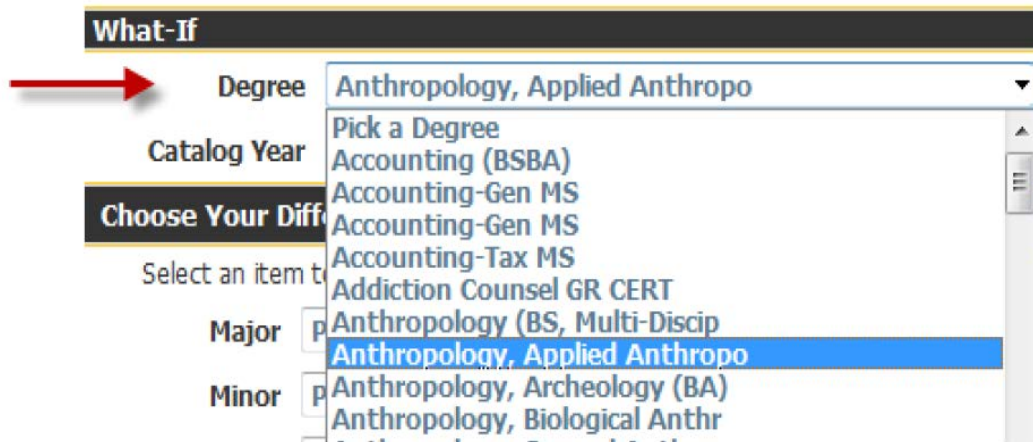
The screenshot shows the DegreeWorks interface. At the top, there are tabs for 'FAQ' and 'Help'. Below that, there are search fields for 'Student ID', 'Name', 'Degree', and 'Major'. The 'Name' field contains 'Testapp, Testy Quinton', 'Degree' is 'GC', and 'Major' is 'Chemistry (BA)'. There are several tabs: 'Worksheets', 'Plans', 'Notes', 'Petitions', 'Exceptions', and 'GPA Calc'. Under the 'Worksheets' tab, there is a 'Format:' dropdown set to 'Student View' and buttons for 'View' and 'Save as PDF'. On the left side, there is a navigation menu with 'History', 'What If' (circled in red), 'What If History', and 'Look Ahead'. The main content area shows a 'Student View' for 'AC0890J' as of '02/01/2017 at 16:01'. The student details are as follows:

Student	Testapp, Testy Quinton
ID	900402466
Class	Junior
Advisors	Dale, Patricia H Crees, Nicole T
Academic Standing	Good Standing
Cumulative GPA	3.65
Hold Status	

- 3) Once the “What If” page loads, be sure to read the information at the top of the page. The selections you make in the “What if” page could yield incorrect results if you do not make the right choices.

When using the "What If," you must select a Degree, Catalog Year and Major. If your "What If" Major requires a Concentration, you must also select a Concentration. The Catalog Year you select must be for the year that you entered Appalachian or forward. "What If" results are dependent on the correct combinations of Degree, Catalog Year, Major and Concentration. Please keep in mind that the "What If" audit is only a tool that offers generic guidance on how your course work may be used if you decide to change your major. It is not an official change of major. Please see "Help" for further information.

- 4) To change the degree program, make the selection in the first drop-down box next to the word "Degree".



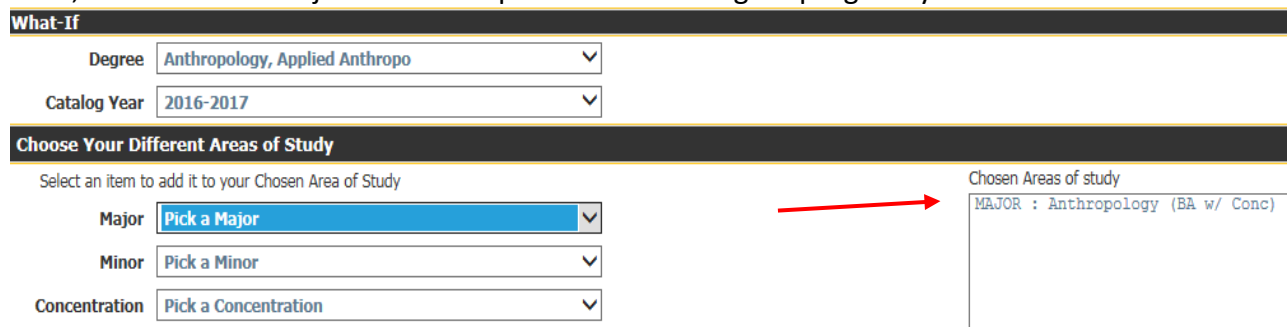
The screenshot shows the 'What-If' form with a dropdown menu open for the 'Degree' field. A red arrow points to the 'Degree' label. The dropdown menu lists various degree options, with 'Anthropology, Applied Anthro' highlighted in blue. Other options include 'Pick a Degree', 'Accounting (BSBA)', 'Accounting-Gen MS', 'Accounting-Gen MS', 'Accounting-Tax MS', 'Addiction Counsel GR CERT', 'Anthropology (BS, Multi-Discip)', 'Anthropology, Archeology (BA)', and 'Anthropology, Biological Anthr'.

- 5) Next, choose the Catalog Year.
Remember, the catalog year you select must be for the year that the student entered Appalachian or since then.



The screenshot shows the 'Catalog Year' dropdown menu with '2016-2017' selected.

- 6) Next, choose a new major that corresponds with the degree program you selected.



The screenshot shows the 'What-If' form with the 'Degree' and 'Catalog Year' fields filled. The 'Major' dropdown menu is open, showing 'Pick a Major' selected. A red arrow points to the 'Chosen Areas of Study' box, which contains the text 'MAJOR : Anthropology (BA w/ Conc)'.

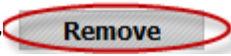
You will see the major selection automatically populates the box on the right under "Chosen Areas of study."

- 7) If you made the wrong selection, or if you want to change your selection, click on the major name in that box to highlight it

Chosen Areas of study

MAJOR : Anthropology (BA w/ Conc)

Click "Remove."



Then select a major as indicated above in Step 7.

8) Select a minor, if appropriate.

What-If

Degree: Anthropology, Applied Anthro

Catalog Year: 2016-2017

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major: Pick a Major

Minor: Pick a Minor

Concentration: Pick a Concentration

9) Select a concentration, if appropriate.

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major: Pick a Major

Minor: Pick a Minor

Concentration: Pick a Concentration

Chosen Areas of study

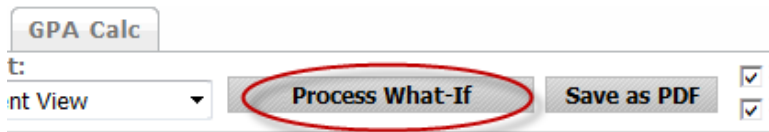
MAJOR : Anthropology (BA w/ Conc)

CONC : Anthro, Applied Anthropology (BA)

Note that some majors require a concentration selection. Also note that concentrations are not currently filtered by major. Therefore you must be careful to select an appropriate concentration for the major selection, or your "What If" results may not be accurate.

Consult the [undergraduate catalog](#) or an academic advisor if you have any questions about minors and concentrations associated with a major. See: <http://registrar.appstate.edu/catalogs/index.html>

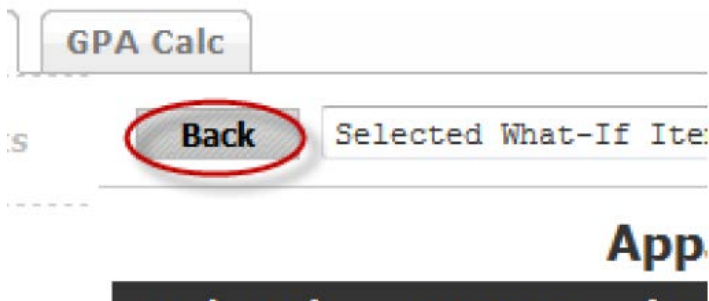
10) Once you have selected the criteria, click the "Process What-If" button near the top to see how the student's current classes will apply toward the "What If" program of study.



Using the "What If." you must select a Degree. Catalog

- 11) Once the "What If" scenario audit worksheet loads, you may scroll through the audit to see the changes to the program of study based on the new major choice.
- 12) It is also possible to see how classes a student is thinking of taking will apply to the current degree program or the "What If" scenario program using the "What If" function.

Click the "Back" button near the top on the left



Note: You must re-enter the "What If" program of study selections in the "What If" page before processing the scenario with the courses, because "What If" scenarios are not saved.

- 13) Enter the course or courses at the bottom of the screen under "Choose Your Future Classes"

Enter the Course Prefix next to "Subject"
Enter the course number next to "Number"

- 14) Click "Add Course" for each course you would like to add.
- 15) After you have added the classes, click the "Process What-If" button near the top of the screen.

GPA Calc

Print View Process What-If Save as PDF

Using the "What If." you must select a Degree. Catalog

16) Once the "What If" scenario audit worksheet loads, scroll down through the audit to see where the future planned courses would apply in the "What If" audit.

<input checked="" type="checkbox"/>	Chemistry: Connections to Our Changing World	Satisfied by	CHE25 - Advanced Placement Credit						
		CHE 1110	INTROD CHEMISTRY LAB I	APCR	1		Fall 2012		
		Satisfied by	CHE25 - Advanced Placement Credit						
		CHE 1120	INTROD CHEMISTRY LAB II	APCR	1		Fall 2012		
		Satisfied by	CHE25 - Advanced Placement Credit						
Foreign Language Requirements Catalog Year: 2012-2013									
FOREIGN LANGUAGE REQUIREMENT									
INTERMEDIATE LEVEL FOREIGN LANGUAGE									
	<input checked="" type="checkbox"/>	Intermediate Foreign Language Course 1	(FRE 1040)	INTERMEDIATE FRENCH I	PL	(3)	Planned Term		
	<input checked="" type="checkbox"/>	Intermediate Foreign Language Course 2	(FRE 1050)	INTERMEDIATE FRENCH II	PL	(3)	Planned Term		

Students who have questions about results in DegreeWorks, are advised to make an appointment to discuss them with your academic advisor.