Degree Works What If Scenarios

Degree Works allows a student to create a What If scenario to see how Program of Study changes could impact degree completion. This is a helpful tool if a student is deciding between majors, program concentrations, or minors.

*Note: The information provided in a What If scenario offers generic advice regarding a change of Program of Study. The What If scenario does not replace an official declaration of a Change of Major. If a student’s wishes to change their Program of Study, they must contact their Advisor to initiate the update process.*

1. Access Degree Works via the UNA Portal. Click on the Academics tab and select Degree Works under the Degree Planning link.

2. Once you have logged into Degree Works, you will be taken to your Degree Audit Worksheet.

3. Select the **What If Audit** under the What-if tab next to the Academic tab from the main Degree Audit menu.

   ![Image of Degree Works What If Audit](image)

4. The What If scenario requires that you enter the appropriate combination of catalog year, degree program, major, and concentration if necessary.
5. If a student is wanting to seek a 2nd degree, major, or certificate, they will select the program from the ‘Additional Areas of Study’ block by selecting drop down arrow and clicking the plus button (+) and adding the additional program.

6. Once all What If scenario information is entered into the appropriate fields, click ‘Process’ to run the scenario.

7. The What If scenario will populate an audit worksheet showing a student how completed courses and currently enrolled courses will apply to a given What If scenario.
**Note: What If scenarios are not saved in the Degree Works system.**

8. The What If scenario page also allows a student to see how future courses may apply to their current degree program or to a given What If scenario. If a student wishes to review how future courses may affect a What If scenario, the above steps will have to followed to populate a What If Program of Study.

9. Enter the future course or course into the ‘Future Classes’ section located at the bottom of the screen.

   Enter the Course Prefix next to ‘Subject’. (This is often two to three alpha characters.)
   Enter the Course Number next to ‘Number’. (This is a three digit number.)
   Click ‘Add’ for each course you would like to add.

10. Once all your courses are entered, click ‘Process’ located at the top of the screen to run the scenario.

11. Once the What If scenario audit worksheet loads, scroll through the audit to see where the future planned course(s) would apply.

12. A Degree Works Audit is not meant to replace advisement sessions. Please contact your advisor for guidance in staying on track for the timely meeting of degree requirements.