

Guide to What-if Analyses in Degree Works

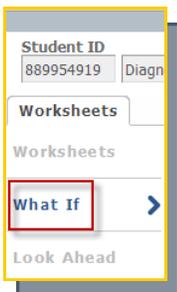
What is a What-if Analysis?

- A What-if Analysis allows students to explore degree requirements for a different major, concentration, or minor to see how their coursework would be applied to the new program.
- What-if analyses will show what coursework is required for the new major, minor, or concentration, what requirements have already been satisfied, and what requirements are still outstanding.
- Performing a what-if analysis can help students make an informed decision about whether changing their major/minor/concentration is the best choice.
- What-if analyses are only applicable for the 2014-2015 bulletin forward.
- Performing a what-if analysis **does not** change a students' major. Students who wish to change their major are able to do so through the online form on the University Registrar's Office website: <https://web.uncg.edu/reg/secure/majorchange.asp>.

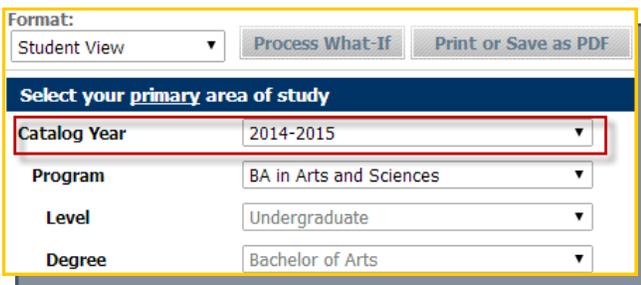
How do I access a What-if Analysis in *Degree Works*?

Students and advisors can perform a what-if analysis in *Degree Works* by following these steps:

1. Click on **What If** under the Worksheet tab on the left side of the screen

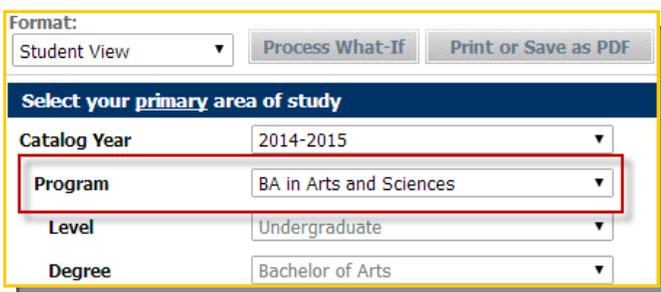


2. Choose the **Catalog Year** from the drop-down menu. In most cases, you will want to enter the current year.



A screenshot of the 'Process What-If' form. At the top, there is a 'Format:' section with a 'Student View' dropdown menu and two buttons: 'Process What-If' and 'Print or Save as PDF'. Below this is a section titled 'Select your primary area of study'. It contains four dropdown menus: 'Catalog Year' (set to '2014-2015'), 'Program' (set to 'BA in Arts and Sciences'), 'Level' (set to 'Undergraduate'), and 'Degree' (set to 'Bachelor of Arts'). The 'Catalog Year' dropdown menu is highlighted with a red rectangular box.

3. Choose the **Program** from the drop-down menu. If you are unsure what program to choose, visit the [Undergraduate Bulletin](#) and click on the department you are exploring.



A screenshot of the 'Process What-If' form, similar to the previous one. The 'Catalog Year' dropdown menu is now set to '2014-2015'. The 'Program' dropdown menu is highlighted with a red rectangular box and is set to 'BA in Arts and Sciences'. The other dropdown menus remain the same: 'Level' is 'Undergraduate' and 'Degree' is 'Bachelor of Arts'.

4. Leave the **Level** set on the default which is Undergraduate

Format: Student View [Process What-If] [Print or Save as PDF]

Select your **primary** area of study

Catalog Year: 2014-2015

Program: BA in Arts and Sciences

Level: Undergraduate

Degree: Bachelor of Arts

5. Based on what you chose as the Program, the **Degree** field will automatically pre-populate.

Format: Student View [Process What-If] [Print or Save as PDF]

Select your **primary** area of study

Catalog Year: 2014-2015

Program: BA in Arts and Sciences

Level: Undergraduate

Degree: Bachelor of Arts

6. Choose the **Major** you are interested in exploring from the drop-down menu.

Major: Biology

Concentration: (pick a Concentration)

Minor: (pick a Minor)

7. Choose a **Concentration** from the drop-down menu. Based on the major you selected, a list of concentrations applicable to that major will automatically pre-populate. **Selecting a concentration is required, even if there is only one option.*

Major: Biology

Concentration: (pick a Concentration)

Minor: (pick a Minor)

8. If you are interested in adding a **Minor**, you can select one from the drop-down box.

Major: Biology

Concentration: (pick a Concentration)

Minor: (pick a Minor)

9. If you are interested in adding a second major or minor, you may do so under **Select your additional area of study**. This is not required but is certainly an option.

Select your **additional** areas of study

Program for additional areas: (pick a Program)

Major: (pick a Major)

Concentration: (pick a Concentration)

Minor: (pick a Minor)

Chosen Areas of study

[Add] [Remove]

10. Click **Process What-If**. This button appears above the information you just filled out.

The screenshot shows the top portion of the Degree Works interface. At the top left, there is a 'Format:' dropdown menu set to 'Student View'. To its right are two buttons: 'Process What-If' (highlighted with a red box) and 'Print or Save as PDF'. Further right are two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. Below this is a dark blue header 'Select your primary area of study'. Underneath, there are several dropdown menus: 'Catalog Year' (2014-2015), 'Program' (BA in Arts and Sciences), 'Level' (Undergraduate), and 'Degree' (Bachelor of Arts). To the right of these are 'Major' (Biology), 'Concentration' ((pick a Concentration)), and 'Minor' ((pick a Minor)). Below this is another dark blue header 'Select your additional areas of study'. At the bottom left, there is a dropdown for 'Program for additional areas' (BFA in Arts and Sci (127 hrs)). On the right, there is a section labeled 'Chosen Areas of study' with a yellow background.

The *Degree Works* evaluation displayed is your What-if analysis. You can also print or save a copy of your what-if by clicking the **Print or Save as PDF** button.

This screenshot is identical to the one above, showing the same Degree Works interface. However, in this version, the 'Print or Save as PDF' button is highlighted with a red box, while the 'Process What-If' button is no longer highlighted.

If you have questions about *Degree Works*, please visit the Frequently Asked Questions page at www.uncg.edu/reg/FAQ or contact the Students First Office at (336) 334-5730 or via email at students@uncg.edu.

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