

# HOW TO PROCESS WHAT-IF DEGREE AUDITS

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## REVISION HISTORY

Version	Date	Name	Description
1	2.15.16	Bracken	final

## INTRODUCTION AND PURPOSE

Degree Audits are used at UCR as a means for students and staff to track completion of curriculum requirements towards graduation. This procedure provides instruction on how to generate and view a *What-If* degree audit for a student. These audits are used for students to evaluate the impact of a change of major (to include adding a concentration, minor or additional major).

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

- All curriculum (Majors, concentrations, minors, etc.) requirements listed in degree audits have been entered as approved by the Academic Senate, Riverside Division.
- Degree Audits must “clear” at time of graduation for a degree to be conferred.
- Catalog Rights for Undergraduate and Graduate Degrees are as follows:  
**R6.12** *To be awarded the Bachelor's Degree, a student must either (a) meet graduation requirements in the UCR catalog in effect in the year of his/her graduation from the Riverside Campus; or (b) fulfill graduation requirements in one UCR catalog applicable during any of the previous four years in which the student successfully completed at least one quarter or one semester of full-time college-level work, regardless of where matriculated. Upon applying for candidacy, the student must specify the applicable catalog. (En 5 November 87)*
- In a meeting with the colleges it was agreed that the interpretation of R6.12 is students earning a BS and a BA can have different catalog years but students with one bachelor’s degree and more than one major have the same catalog year. Minors should have the same catalog year as the curriculum/major they are associated with in SGASTDN.
- Graduate students have the choice of using the catalog in effect the year they enter the program, or the catalog in effect when they advance to candidacy.
- What-If* audits are for informational purposes only as a means for students and staff to consider the impact of a change of major.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

- Academic Departments
- Graduate Division Academic Affairs Office
- College Office

## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (<https://degreeworkstest.ucr.edu/>) to follow along.

## FORMS

The degree audit is located within Degree Works. There are no forms in Degree Works.

## PROCEDURES

### PROCESSING A WHAT-IF AUDIT

The *What-If* feature allows an audit to be run against a program a student might be considering for a major change. When completing a *What-If* audit there are a couple of things to keep in mind:

- Be mindful of the catalog rights window of five years (the current plus the previous four years for undergraduates) when selecting a catalog year.
- The programs (including which concentrations are approved with a major) that are available to run *What-If* audits against are determined by the approvals received from the Senate.
- The feature uses students' class history and applies the requirements in the best fit possible.

### STEPS

1. When completing the *What-If* audit, you can select any combination of the options described below to establish the new criteria you want the audit to evaluate.
2. To access the *What-If* screen, click **What-If** from the Worksheets tab located on the right hand side of the screen. The student's current catalog year and program will auto populate.

The screenshot displays the 'What-If' audit interface. At the top, there are tabs for 'Worksheets', 'Plans', 'Notes', 'Exceptions', and 'GPA Calc'. The 'Worksheets' tab is active, showing a 'Format' dropdown set to 'Student View', a 'Process What-If' button, and a 'Save as PDF' button. There are two checkboxes: 'Include in-progress classes' (checked) and 'Include preregistered classes' (checked).

On the left sidebar, the 'What If' option is highlighted with a red box. Below it are 'What If History', 'Look Ahead', 'Financial Aid', 'Aid History', 'Athletic Eligibility', and 'Athletic Eligibility History'.

The main content area is divided into three sections:

- Select your primary area of study:** This section contains dropdown menus for 'Catalog Year' (2013-2014), 'Program' (BA in Psychology), 'Level' (Undergraduate), 'College' (Humanities, Arts, and Soc Sci), and 'Degree' (Bachelor of Arts). To the right, there are dropdowns for 'Major' (Psychology), 'Concentration' ((pick a Concentration)), and 'Minor' ((pick a Minor)).
- Select your additional areas of study:** This section includes dropdowns for 'Program for additional areas' ((pick a Program)), 'Major' ((pick a Major)), 'Concentration' ((pick a Concentration)), and 'Minor' ((pick a Minor)). There is an 'Add' button next to the 'Major' dropdown and a 'Remove' button below a yellow 'Chosen Areas of study' box.
- Choose Your Future Classes:** This section has a heading 'Enter a course and click Add Course' and 'Courses you are considering'. It includes input fields for 'Subject' and 'Number', an 'Add Course' button, and a 'Remove Course' button.

3. The top portion of the *What-If* screen shows the current program of study as the primary area.
  - a. Select a different **Program** of study if a student is considering changing majors.
  - b. If a student is only considering adding a minor then leave the **Program** as is and add a minor in the **Minor** field.

Select your primary area of study			
Catalog Year	2013-2014	Major	Psychology
<b>Program</b>	BA in Psychology	Concentration	(pick a Concentration)
Level	Undergraduate	<b>Minor</b>	(pick a Minor)
College	Humanities, Arts, and Soc Sci		
Degree	Bachelor of Arts		

4. If the current program of study does not auto-populate, it is an indication that the student's catalog year is not enabled as an option for running *What-If* scenarios.
  - a. For example, if the student's catalog is 8 years old, it is outside of the 5 year window permitted for undergraduates. The catalog rights window of five years (the current plus the previous four) dictates the 5 catalog years that are available in the *What-If* audit.
  - b. Future catalogs will only be enabled after the requirements are programmed in Degree Works.

Format:  [Process What-If](#) [Save as PDF](#)  Include in-progress classes  Include preregistered classes

Select your primary area of study			
Catalog Year	(pick a Catalog Year)	Major	(pick a Major)
<b>Program</b>	(pick a Program)	Concentration	(pick a Concentration)
Level	(pick a Level)	<b>Minor</b>	(pick a Minor)
College	(pick a College)		
Degree	(pick a Degree)		

- c. If this is the case, you can continue running a *What-If* audit by selecting a different catalog year.
  - d. The student's catalog will also need to be adjusted in Banner to fit within the R6.12 policy listed above. Once adjusted in Banner the new catalog year will be applied to the student's record in Degree Works.

Select your primary area of study			
Catalog Year	pick a Catalog Year	Major	(pick a Major)
<b>Program</b>	2015-2016	Concentration	(pick a Concentration)
Level	2014-2015	<b>Minor</b>	(pick a Minor)
College	2013-2014		
	2012-2013		
	2011-2012		
Degree	(pick a Degree)		

5. After selecting a catalog year, the program will then default to the current major.
  - a. In the example in step 4 the student's catalog year was 2010-2011. When an enabled catalog year, in this case 2011-2012 was selected, the other fields populated based on the student's program of study which was a BA in Philosophy. Proceed with the directions above for selecting a different program.

**Select your primary area of study**

<b>Catalog Year</b>	<input type="text" value="2011-2012"/>		
<b>Program</b>	<input type="text" value="BA in Philosophy"/>	<b>Major</b>	<input type="text" value="Philosophy"/>
<b>Level</b>	<input type="text" value="Undergraduate"/>	<b>Concentration</b>	<input type="text" value="(pick a Concentration)"/>
<b>College</b>	<input type="text" value="Humanities, Arts, and Soc Sci"/>	<b>Minor</b>	<input type="text" value="(pick a Minor)"/>
<b>Degree</b>	<input type="text" value="Bachelor of Arts"/>		

6. The second section of the *What-If* screen allows you to select an *additional* program of study for those considering double majors and/or an additional minor.
7. Select the program then click the **Add** button. The selected items will be moved to the window on the right.
  - a. Art History/Admin Studies with a concentration in General Organizations has been selected as an example below.
8. To deselect an item from the window, highlight the item then click the **Remove** button located below the window.

**Select your additional areas of study**

<b>Program for additional areas</b>	<input type="text" value="BA in Art History/Admin Stud"/>		
<b>Major</b>	<input type="text" value="(pick a Major)"/>	<b>Add</b>	<div style="border: 1px solid red; padding: 5px;"> <p>Chosen Areas of study</p> <p>MAJOR : Art History/Admin Studies</p> <p>CONC : General Organizations</p> <p>PROGRAM: BA in Art History/Admin Stud</p> </div>
<b>Concentration</b>	<input type="text" value="(pick a Concentration)"/>		
<b>Minor</b>	<input type="text" value="(pick a Minor)"/>		
		<b>Remove</b>	

9. The last section of the *What-If* screen allows an audit to be run using courses a student may want to enroll in to see how the courses would fulfill degree requirements in the current or proposed field(s) of study.
10. Enter the course on the left then click **Add Course**. The course will be moved to the right.
11. More courses can be added by repeating step 10.

**Choose Your Future Classes**

Enter a course and click Add Course

<b>Subject</b>	<input type="text"/>	Courses you are considering AHS 163
<b>Number</b>	<input type="text"/>	
	<b>Add Course</b>	
		<b>Remove Course</b>

12. Once all of your criteria has been selected, click **Process What-If** at the top of the What-If screen.

<b>Worksheets</b>	format: <input type="text" value="Student View"/> <input type="button" value="Process What-If"/> <input type="button" value="Save as PDF"/>
<b>History</b>	<b>Select your primary area of study</b> Catalog Year <input type="text" value="2013-2014"/> Program <input type="text" value="BA in Psychology"/>
<b>What If</b>	<b>&gt;</b>

13. The audit will generate with the proposed major(s)/minor(s) along with the Future Classes. Future classes will be highlighted in blue as shown below.

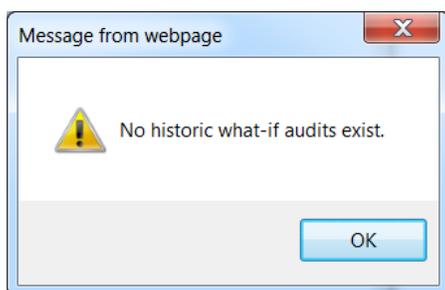
AHS 163      RENSSANCE VENICE:WEST MTS EAST      PLAN      (4)      PLANNED

## HISTORIC WHAT-IF AUDITS

Up to three previously run *What-If* audits can be viewed. Each new audit created after the third run causes the last, or oldest, audit to be deleted from the system. If a *What-If* audit has been previously generated, the newest one will automatically load when you click on *What-If* History.

### STEPS

1. From the Worksheets tab click on **What-If History**.
  - a. Note: If a *What-If* audit does not exist for a student the following message will appear.



2. Click in the **Historic Report** drop-down window to see the dates and time of the last three audits.

Worksheets      Format: Student View      Historic Report: 11/12/2015 11:42 U/BA  
 11/12/2015 11:31 U/BA  
 11/12/2015 11:07 U/BA      View      Save as PDF

History

What If

**What If History** >

Look Ahead

Student View      W00000B9 as of 11/12/2015 at 11:42			
Student	Littlelamb, Innocencia Damalana	College	Humanities, Arts, and Soc Sci
ID	860809937	Level	Undergraduate
Class Level	Freshman	Degree	Bachelor of Arts
Advisor		Major	Psychology
Student Attribute		Concentration	
Cumulative GPA	0.000	Minor	Anthropology
Academic Standing		Holds	

3. Select a historic audit then click **View**.

Format: Student View      Historic Report: 11/12/2015 11:31 U/BA      **View**      Save as PDF

4. The audit will then display below, in the same window.
5. To save an electronic copy of the audit click on **Save as PDF**.

Format:  Historic Report:

### UCR Degree Works Test

Student View W00000B6 as of 11/12/2015 at 11:31			
<b>Student</b>	Littlelamb, Innocencia Damaiana	<b>College</b>	Humanities, Arts, and Soc Sci
<b>ID</b>	860809937	<b>Level</b>	Undergraduate
<b>Class Level</b>	Freshman	<b>Degree</b>	Bachelor of Arts
<b>Advisor</b>		<b>Majors</b>	Psychology Art History/Admin Studies
<b>Student Attribute</b>		<b>Concentration</b>	General Organizations
<b>Cumulative GPA</b>	0.000	<b>Minor</b>	
<b>Academic Standing</b>		<b>Holds</b>	

#### Degree Progress



Degree in Bachelor of Arts		Catalog Year:	2013-2014	Units Required:	180
				Units Applied:	26
<input type="checkbox"/>	180 units are required for the degree, not to exceed 216 units.	<b>Still Needed:</b>	180 units are required. You currently have 26, you still need 154 more units.		
<input type="checkbox"/>	A Minimum of 36 units must be completed at UCR	<b>Still Needed:</b>	Minimum units completed at UCR: You have 26 but still need a minimum of 10 units.		

## FINAL QUIZ

1. Future catalogs will only be enabled after the requirements are programmed in Degree Works.
  - a. TRUE
2. No previous *What-If* audits can be viewed.
  - a. FALSE, Up to three previously run audits can be viewed.
3. To deselect an item from the window, highlight the item then click the **Remove** button located below the window.
  - a. TRUE
4. You can only do one major in a *What-If* audit.
  - a. FALSE, you can do a single change of major, add a minor, add a concentration or add a double major. You can also add a course to see how it will impact the audit.