



How To Create A “What-If” Scenario in Degree Audit

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This document will provide instructions to the “What-If” tool which will allow a student or advisor to see how the courses a student has taken would fit into different or new program requirements. This can be used if a student is changing their major, adding concentration or adding a minor. The information found here is for planning purposes only. Students and advisors should confirm requirements and any applicable exceptions for the appropriate departments before any changes are made to the student’s record.

Please note: the What-if tool may not yet be available to students but is currently available to advisors. If you are not able to access this tool, please contact your advisor.

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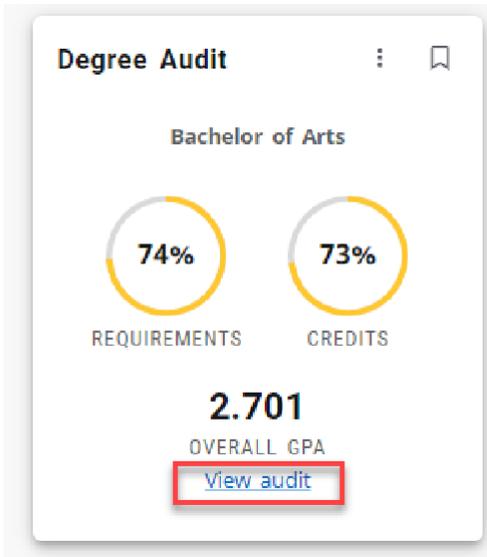
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STUDENT NAVIGATION:

- Log into RamPortal – ramportal.wcupa.edu
 - The [RamPortal Home Page Navigation](#) document provides basic navigation instructions.
 - Locate the “Degree Audit” card. If you do not see this card on your RamPortal homepage, see the “Search for Cards” section on the RamPortal Home Page Navigation document linked above.
- Click on the “View Audit” link on the Degree Audit card.



INSERT graphic

- Below the student information block next to the academic heading you'll see the "What-if" heading. Click on the "What-if" heading.

Degree Audit

Student ID: W01

Name: ...

Level: Undergraduate Class: First Year Major: Pre-Bus

Campus: West Chester Main Registration Hold(s): Yes

Academic **What-If**

SET UP THE WHAT-IF AUDIT

- To view a "what if" scenario of future courses in the *current* curriculum, select the "Use current curriculum" box rather than generating a new audit. This will collapse the ability to add programs/field of study.

- **Catalog (academic) year** – The current academic year is the default year. Consider changing the year if the degree or concentration is not available until a future term. If this is the case, choose a future catalog year.
 - If a student plans to change their program, the change does not go into effect until the next term. In this case, choose the term the plan change will go into effect to view the most up-to date requirements.

What-If Analysis

Use current curriculum
 In-progress courses
 Preregistered courses

Program

Catalog year * FALL 2024	Program * UG Pre-Business	Level * Undergraduate
Degree * Bachelor of Science		

Areas of study

Major * Pre-Business	Concentration	Minor
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- **Program**
 - Be sure to choose your current program from the “Program” dropdown if you’re only exploring the addition of a concentration or a minor, otherwise the next group of choices will not show up correctly.
 - If you’re exploring a change of major or degree, be sure to check whether you’re looking into a BA, Bachelor of Arts or a BS, Bachelor of Science or other options.
 - Please note, some programs may have unique degrees such as BSEE, Bachelor of Science in Electrical Engineering rather than Bachelor of Science. If you aren’t sure what degree the new major fits into, check the [university academic catalog](#).
 - Tip: To jump to the programs that start with a specific letter, click the dropdown and type the first letter of that program name.
- **Level and Degree** - These fields will automatically populate based on the Program you’ve chosen to explore.
- **Areas of Study** -
 - If you can’t find the area of study, double check that your filter criteria are correct in the “Program” section above.
 - In most cases, the major dropdown under Areas of Study will fill in by default. Occasionally, the student will have to choose. For instance, picking the Nutrition program forces a choice to be made for major (between nutrition and public health). Nutrition used to be included under public health and so some historical records in Banner might show that relationship. It doesn't happen very often, and in most cases, the student

would just pick the major that matches the program. If the program is Nutrition, the nutrition major would be picked.

- If you're only changing a major, you can leave the minor and concentration sections blank (see graphic above).
 - If you are switching to a major that has concentrations, you'll need to select a concentration in most cases to see the full set of requirements. Biology, for example, only has concentrations. If you don't pick one, the What-if audit will say "A concentration is required for this major." A Theatre major, for example, which has concentrations but also a standalone option, would not require a concentration be chosen unless it was preferred.
- When the correct previous fields are chosen, the proposed minor and or concentration choices should show up and be selected here if they are applicable.

- **Additional Areas of Study**

- Note: this area will only let you pick another program that is the same degree. If the first degree is a BS, the additional one must be a BS as well. If you're pursuing two different degrees, you would need to view them separately.
- Click the "+" in this section to add additional areas of study, then click "Add" or "Cancel".

Areas of study

Major +
Physics

Concentration

Minor

Additional areas of study

+

- You can remove the additional area of study by clicking the "x" to the right of the Degree listing.

Additional areas of study

Degree: Bachelor of Science in Ed

x

- **Future Courses**

- Add the subject and/or course number in the boxes provided, then click "Add" to view how desired individual courses of interest would fit into your plan. Then, click "Process".

- Note: If you're only interested in viewing a situation for future courses, check the "Use Current Curriculum" box as shown above, which will cause the dropdowns to disappear. At this point, you'll only need to enter the specific courses.

Future courses

Subject

Number

ADD

RESET

PROCESS

NAVIGATING THE WHAT-IF AUDIT

- The courses a student has enrolled in so far will have recategorized themselves into the new program's requirements. Some things to look at and interpret are;
 - Green checks indicate a course or requirement has been completed
 - Red circles indicate a course or overall requirement is incomplete
 - Blue half circles indicate a course overall requirement is registered for or currently being taken
 - A legend of all symbols can be found at the bottom of the page, as they are in the Degree Audit page.

Legend

<ul style="list-style-type: none"> ✔ Complete ⓘ In-Progress (pending final grade) 📌 Icon not currently in use (R) Repeated course 	<ul style="list-style-type: none"> ○ Not complete ⚠ Review needed - see advisor @ Any subject and/or course number
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- Questions and important notes:
 - Pay careful attention to Free Electives. Has the proposed conversion resulted in the entire free elective category being full?
 - If there are any spaces left in this category, you'll see "still needed" with the number of credits listed.
 - Think about how many credits and requirements in the new program are left in this proposed audit. Will it add additional terms to complete the degree?
 - Course information - also consider when courses are being offered. To see when a course is likely to be offered, hover over a class that still needs to be taken (in a blue font). Hovering will show you the full name of the course. Click on the course to view a pop-up window. Under term, you'll see any future courses that are likely to be scheduled.
 - The terms are:

WTR = Winter

SUM = Summer

SPR = Spring

FALL = Fall

- The year will also be displayed in the Term column next to the term.
- You can also see how many seats were filled for past terms and how many seats are currently open if registration is happening for the term you are reviewing.
- The What-If audit saves automatically, but you can also print or print to save a PDF version by clicking on the print icon at the top of the page.

