

Understanding a What-If Audit

Step 1: Log in to MyState/Banner.

Step 2: Select DEGREE WORKS from the Academic Records menu.

1. **Student Card** block. This block contains information from your Banner student record related to your enrollment. This information is updated nightly.

Student ID 929018030	Name Sample, Samantha S.	Program BBA-Marketing		
Level Undergraduate	Campus Starkville	Primary College College of Business	Primary Degree Bachelor of Business Adm	
Primary Major Marketing	Classification Sophomore	NetID sss162	Catalog Term Fall Semester 2020	Academic Standing Good Standing MSU
Last Enrolled Term n/a	Advisor Bowering, Sawyer	Attributes Academic Common Mkt. Recipient, Athlete, Co-Op Prospect		

2. Below the Student Card, select the **What-If** option.

Academic **What-If** View historic audit 12/20/2022 at 4:40 AM 01/...

Format Student View

Degree progress

15% 15% MSU GPA 0.00

In-progress classes Preregistered classes

PROCESS

3. To run a **What-If** audit, you must complete the boxes below.

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

Program

Catalog Term * Current Term

Level * Undergraduate

Program * BBA-Marketing

Areas of study

Major * Marketing

Concentration

- a. Mark the first row of boxes as indicated. Check In-progress classes and Preregistered classes.
- b. **Catalog Term** – If you plan to change your major in the current term, leave as is. If your change would be effective in a future term, select that term from the drop down.
- c. **Level** – Select whether you are an Undergraduate student or a Graduate Student.
- d. **Program** – This is the degree and major you would like to view. Examples: BBA degree with a major in Marketing, BS degree with a major in Civil Engineering

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e. Areas of Study

Major – This box should auto-populate based on the Program selected. Be sure the major here matches the Program selected in the previous box.

Concentration – If the program/major selected offers concentrations, those will appear in the drop down. Although many majors REQUIRE a concentration, the What-If does not require you to choose one. Refer to the undergraduate catalog (catalog.msstate.edu) or contact the academic department to determine if a concentration is required.

4. **Future Classes.** The What-If audit always includes completed courses, but it also can include courses you plan to take in the future. Add any future courses as shown below. Click the ADD button after entering each unique course.







Future classes

Subject: MGT Number: 3113 **ADD**

CO 1013 ✕ MKT 3013 ✕

RESET **PROCESS**

5. Once all parameters for the audit are set, click the **Process** button. The What-If audit reads just like the Academic audit for your current major, with requirements separated into General Education, Major Core, Concentration, Usable, etc. The Legend below explains the symbols used.
6. **Degree Works Legend.** As you review your audit, understanding the symbols used will be helpful. A legend of these symbols is always at the bottom of your audit. The “Nearly Complete” icon indicates that something slightly odd is going on. The most common example is that students have the required hours in a block but have not taken all the required courses.

Legend	
 Complete	 Not complete
 Complete (with classes in-progress)	 Nearly complete - see advisor
 Prerequisite	 Any course number
(R) Repeated class	