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.

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

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

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	Number	
MGT	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		