



by DegreeWorks

# Advisor Guide



**YOUNGSTOWN  
STATE  
UNIVERSITY**

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## About Penguin PASS

**Penguin Planning for Academic Student Success (Penguin PASS)** is a system designed to help students, advisors and other appropriate parties understand the academic progress and requirements for students in any program of study. Penguin PASS produces an audit of students' completed work, requirements and in progress courses based on the declared major, minor and/or program and catalog year. Reports from this system are developed from the YSU Course Catalog. ***Penguin PASS is not an official transcript or a replacement for academic advisement.***

Penguin PASS provides Youngstown State University students and advisors a visual checklist of courses and objectives required for graduation, including major requirements, major electives, capstone, as well as each general education curriculum (Gen Ed.) requirement.

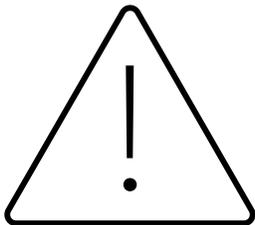
Penguin PASS is accessible to currently enrolled degree-seeking students, faculty advisors or staff advisors who have been assigned an advisor role in Banner.

## Benefits of Using Penguin PASS

- Assists with planning the requirements that are needed to complete a degree.
- Displays which courses have been taken or transferred, and which ones count as electives.
- Lists transfer credits, waivers, and exemptions applied toward degree.
- Analyzes how coursework can be applied toward another major, minor, certificate or major concentration using the 'What If' option.
- Explains the pre-requisites for courses when the course number is selected.

## Course Catalog

The catalog is our single source of truth regarding degree requirements and students' program responsibility. The **catalog year** and **curriculum** coded within Penguin PASS dictates what appears in a student's Audit. It is essential that requirements listed in the catalog are accurate for an Audit to be accurate and consistent with materials/requirements presented at advisement.



See the academic catalog online at [catalog.ysu.edu](http://catalog.ysu.edu).

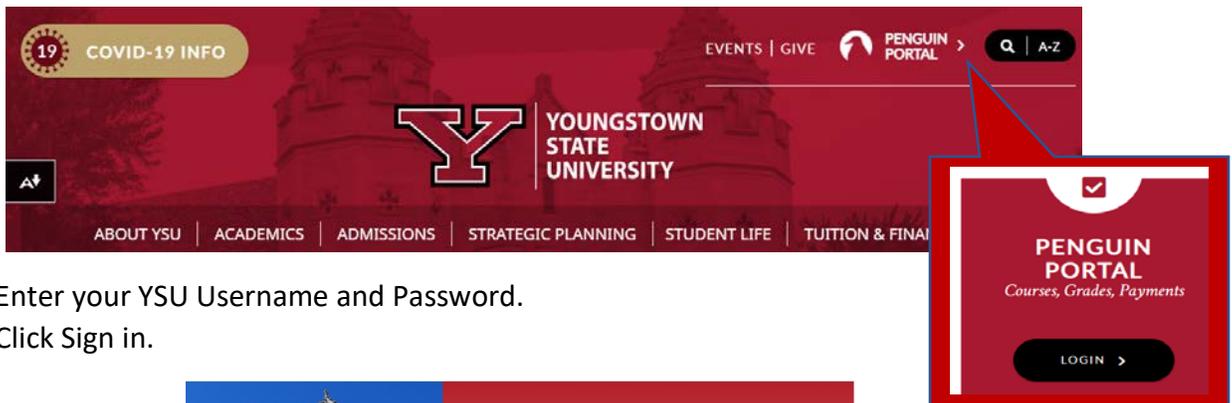
Contact the Office of the Registrar at [PenguinPASS@ysu.edu](mailto:PenguinPASS@ysu.edu) to discuss any discrepancies found.

## Access Penguin PASS

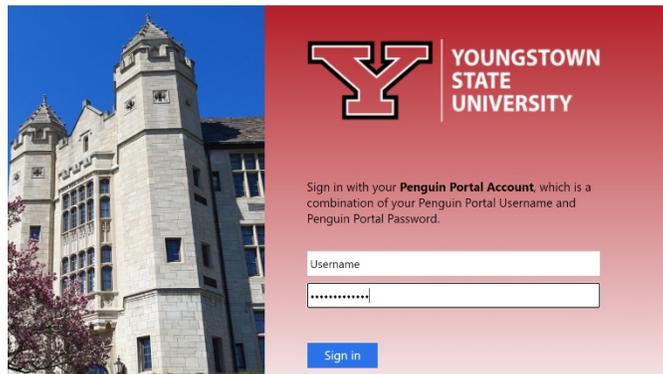
Penguin PASS is located inside the Penguin Portal in e-Services for Students and e-Services for Faculty and Staff. You may also find it among menu selections in the Self-Service Banner Advisement and Student tabs.

### Sign-in

1. Go to [www.yсу.edu](http://www.yсу.edu)
2. Click Penguin Portal in the upper right corner of the YSU home page, then click Penguin Portal.



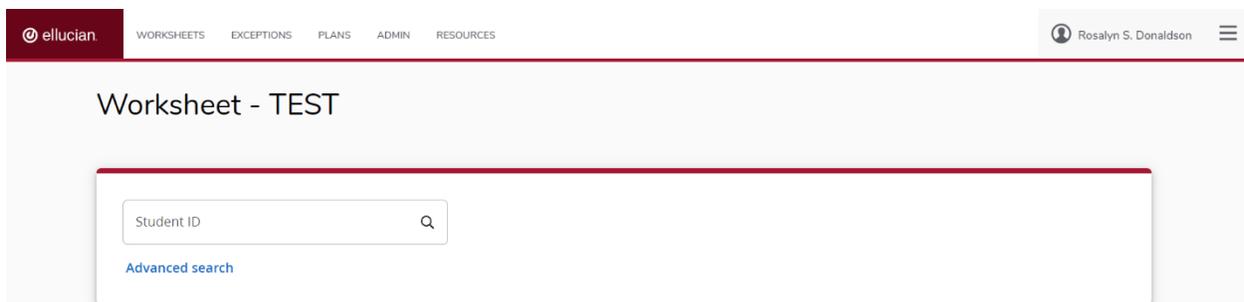
3. Enter your YSU Username and Password.
4. Click Sign in.



5. In the e-Services menu, click Banner Self-Service then click the Faculty Services tab. Penguin PASS will appear on the resulting page.

## Select a Student Audit

Select student by Banner ID or by completing an Advanced Search.



## Select Student by Banner ID

1. Click inside the ID box
2. Enter student's Banner ID the press the Enter key.

Worksheet - TEST 🖨️ ✉️ ⋮

Data refreshed 5/20/2021 4:20 AM

[Advanced search](#)

**Level** Undergraduate   **Classification** Freshman   **Major** Hospitality Management   **Program** BSA in Hospitality Management   **College** Health and Human Services

**Holds** Record Review 941-3182

## Dual Majors

**Audits cannot be run on different degree types at the same time.** Students that have a **dual major** that is a different degree type, for ex) a BA in Psychology and a BS in Biology, there is a picklist in the **Degree** field.

If the degrees are the same, ex) BA Psychology and BA Philosophy, then the audit can be run at all once.

1. Select the list to view the second degree to run an audit.

Worksheet - TEST 🖨️ ✉️ ⋮

Data refreshed 6/17/2021 4:07 AM

[Advanced search](#)

Bachelor of Engineering

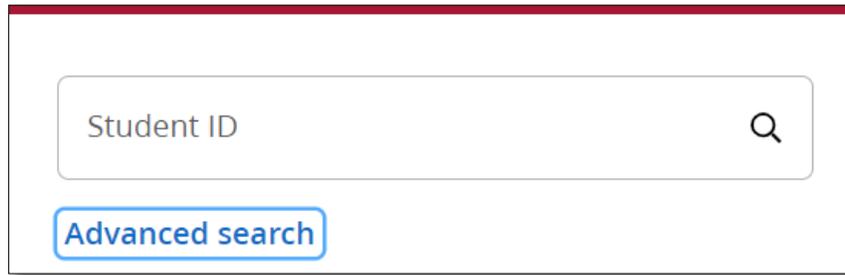
Bachelor of Science

**Program** BE in Mechanical Engineering

## Select Student by Advanced Search

**Advanced Search** enables users to find students by the following filter criteria: First or Last Name, Degree, Level, Classification, Catalog year, major, minor, college, and program. Results from the search produces a list based on filtered criteria.

1. Click Advanced Search above the Student ID field.



The screenshot shows a search interface with a text input field labeled "Student ID" and a magnifying glass icon to its right. Below the input field is a blue button with the text "Advanced search".

2. Enter a First or Last name OR Select variables from one or more items in the Curriculum categories.



The screenshot shows a "Find Students" dialog box with a close button (X) in the top right corner. It contains several input fields and dropdown menus for search criteria:

- Student ID (text input)
- First name (text input)
- Last name (text input)
- Curriculum (header with an upward arrow)
- Degree (dropdown menu)
- Level (dropdown menu)
- Classification (dropdown menu)
- Catalog year (dropdown menu)
- Major (0/447) (dropdown menu)
- Minor (0/152) (dropdown menu)
- College (0/7) (dropdown menu)
- Program (0/648) (dropdown menu)



The screenshot shows three buttons: a dark brown "Search" button, a light gray "Cancel" button, and a blue "Clear" link.

3. Click the **Search** button to view results. The results shown here are students with last name Jones who are in Graduate level programs. **NOTE:** All records are checked as a default after a search.
  - a. Uncheck the check box near the ID column header on the left to de-select all parties. Only one record is allowed to produce an audit.
  - b. Click the check mark on the row of the desired student.

**Find Students** X

Student ID  First name  Last name

Curriculum

<input checked="" type="checkbox"/>	Id	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	Y00714865	Jones, Breanna	MS	Criminal Justice - Online GR	GR	Masters
<input checked="" type="checkbox"/>	Y00671137	Jones, Chester James	MA	History	GR	Masters
<input checked="" type="checkbox"/>	Y00736876	Jones, Cierra	MSD	Counseling	GR	Masters

4. Click **Cancel** to start again or **Clear** to remove the criteria.

## Navigate the Audit Page

### Process

Process returns the most current changes to a student's record, including grade or schedule changes and updates created by the Office of Degree Audit.

**NOTE:** At the beginning of your review, please click the **Process** button located in the second block to refresh a worksheet with the most current information.

Academic What-if View historic audit

Format

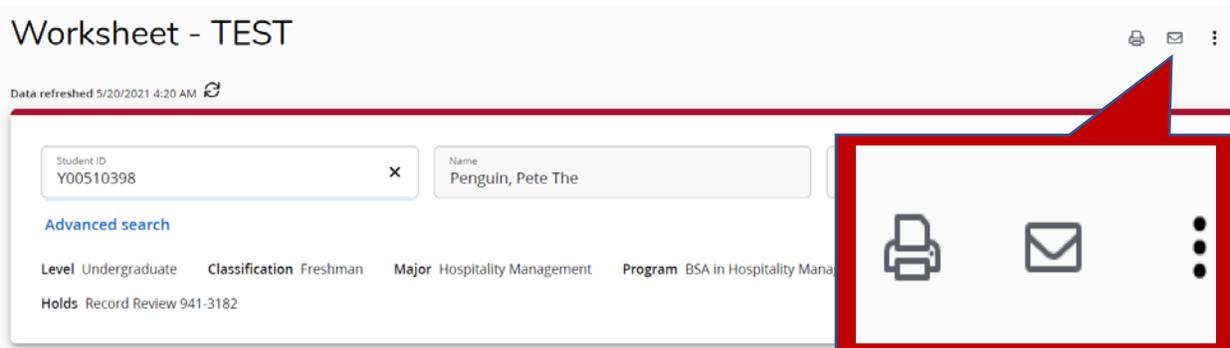
Degree progress

11% 11% Overall GPA  
Requirements Semester Hours 0.00

In-progress classes  Preregistered classes

In-progress classes  Preregistered classes

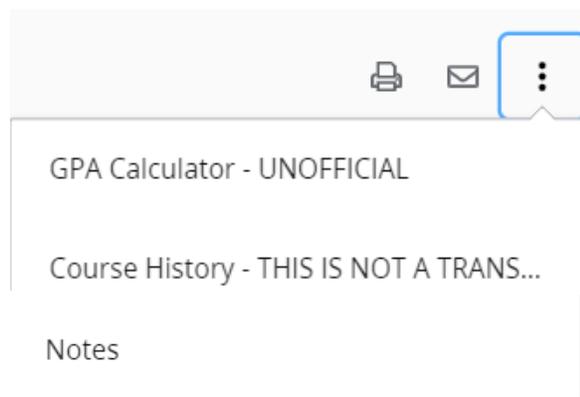
## Tools: Print, Email and GPA Calculator



Print produces a copy of the Audit as it appears on the screen.

Email the audit or choose more actions for the GPA calculator, course history and notes.

### More Actions



*GPA Calculator* calculates and unofficial GPA. See more about the GPA Calculator below.

*Course History* lists courses taken by semester; lists course, title, grade and semester hours obtained.

*Notes* are used to document advisement notes and next steps. Student will see public notes.

**GPA Calculator** has three calculation options: **Graduation calculator**, **Semester calculator** and **Advice calculator**. These options do not replace working with an advisor to determine the actual GPA where developmental or elective courses may or may not factor into the actual GPA.

*Graduation calculator* returns the average GPA required to graduate when there is a target GPA. This is an unofficial GPA.

1. Enter the Desired GPA then click Calculate. Result will reveal how many credit hours at what grade will create the desired GPA at graduation.

GPA Calculator - UNOFFICIAL

Graduation Calculator Semester Calculator Advice Calculator

Current GPA \*  
0.00

Semester Hours remaining \*  
107

Semester Hours required \*  
120

Desired GPA \*

Calculate

Semester calculator projects and end-of-term GPA based on expected grades..

1. Current courses appear in the fields. Select a grade for each course. Click **Add Courses** to include additional subjects, if necessary.
2. Click the **Calculate** button to view the expected semester GPA based on items entered and projected grades which you must also enter.

GPA Calculator - UNOFFICIAL

Graduation Calculator Semester Calculator Advice Calculator

Current GPA \*  
0.00

Semester Hours earned \*  
13

Add Course

Course * ENGL 1551	Semester Hours * 3	Grade * A	
Course * HIST 1511	Semester Hours * 3	Grade * A	

Calculate

[Advice calculator](#) returns an average GPA needed to meet a target GPA, depending on remaining credits required.

1. Enter the Desired GPA then click Calculate.

GPA Calculator - UNOFFICIAL

Graduation Calculator Semester Calculator **Advice Calculator**

Current GPA \*  
0.00

Semester Hours earned \*  
13

Desired GPA \*

Calculate

## Academic or What-if Analysis and Historical Audits

Academic view displays a report of completed, in progress and registered courses. *What if* enables advisors and students to analyze progress in other programs if a change in program is desired.

### Academic View

Academic What-If View historic audit

Format Student View

Degree progress

11% 11%

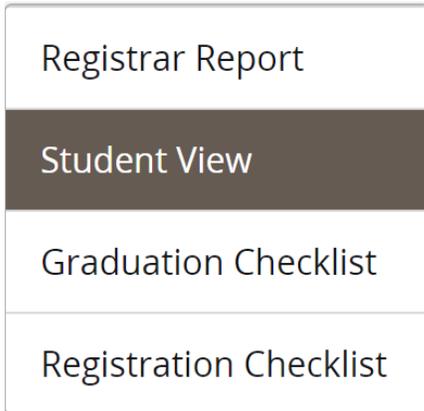
Requirements Semester Hours

Overall GPA 0.00

In-progress classes  Preregistered classes Process

## Select a Worksheet View

Click inside the **Format** field (shown above) to select one of multiple viewing options.



- Registrar Report
- Student View**
- Graduation Checklist
- Registration Checklist

*Registrar Report* matches each block's Scribe code to its worksheet requirement.

*Student View* is the **default view** for reviewing degree progress.

*Graduation Checklist* displays which courses have fulfilled each requirement.

*Registration Checklist* displays which courses will fulfill each requirement.

## What-If Analysis

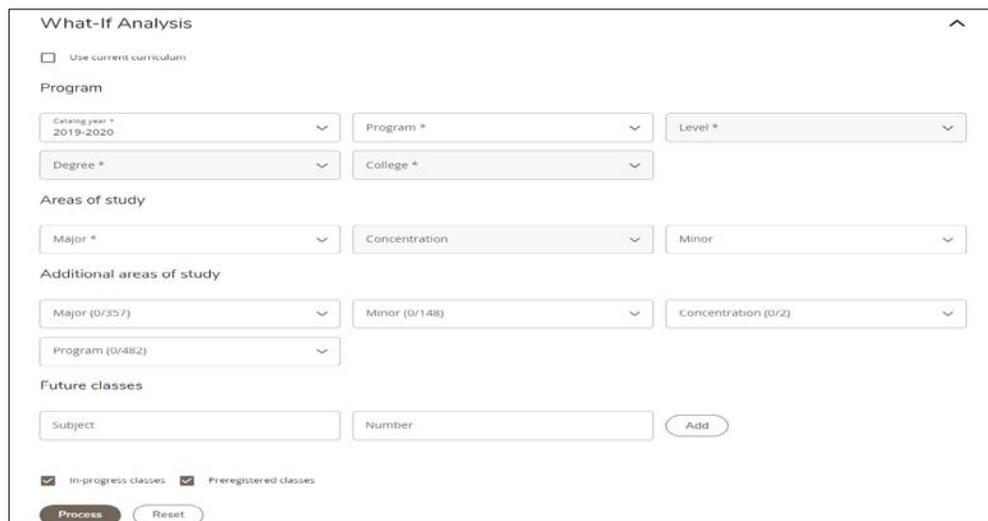
A **What-if Analysis** provides information about degree progress if there is a change in major.

**NOTE:** Select the **Use current curriculum** to add on future courses or enter the most current **Catalog year** in the field.

1. From a student's Worksheet, select the **What-If** link.
2. Change the **Program** variable first, **Area of study**, **Additional areas of study** and **Future classes** as desired. For details for completing a What If Analysis see [Appendix A – Completing a What-if Analysis](#).

**NOTE:** The **Catalog Year** should coincide with the year entering the new program or major.

3. Click the **Process** button near the bottom of the box to generate the What-If analysis.



What-If Analysis

Use current curriculum

Program

Catalog year \*  
2019-2020

Program \*  
Level \*

Degree \*  
College \*

Areas of study

Major \*  
Concentration  
Minor

Additional areas of study

Major (0/357)  
Minor (0/148)  
Concentration (0/2)

Program (0/482)

Future classes

Subject  
Number  
Add

In-progress classes  Preregistered classes

Process Reset

## View Historic Audit

View previously prepared audits listed by date of creation and name.

View historic audit ▼

## Supporting Data and Reports

Audit date 7/17/2020 4:39 AM

[Diagnostics](#)   [Student data](#)   [Save audit](#)   [Delete audit](#)

**Diagnostics** displays background coding useful for troubleshooting questions regarding reported discrepancies in an audit. Used by Office of the Registrar, Degree Audit.

**Student data** is also used as background to review information coming from Banner. Used by Office of the Registrar, Degree Audit.

**Save or Delete audit** enables the user to save a What-if audit after naming it or delete an audit which is no longer needed. A What-if audit might be saved for a student's reference to decide which major to select at a future date.

## Audit Worksheet Blocks

**NOTE:** Legend is shown at the bottom of the Audit worksheet online; however, it is displayed first in this document for clarification of what is being viewed in the audit worksheet below.

**Legend**

 Complete    Not complete    In-progress    See advisor    Prerequisite    Any course number

Indicators	Descriptions
	Complete
	Not complete
	In-progress
	See advisor
	Prerequisites and transfer equate (Click code for course descriptions and transfer equates)
	Any course number

**NOTE:** If you discover discrepancies in an audit worksheet, please email [PenguinPASS@ysu.edu](mailto:PenguinPASS@ysu.edu).

**NOTE: Click a hyperlink for Course information**, includes course description, prerequisites, transfer equivalences and sections available for enrollment with number of seats.

The remaining items are examples of blocks within an audit worksheet.

## Degree/ Program Requirements

Audit date 3/5/2021 4:24 AM  
 Diagnostics Student data Save audit Delete audit Collapse all ^

**Degree in Bachelor of Science in Applied Science** INCOMPLETE

Semester Hours required: 120 Semester Hours applied: 13 Catalog year: 2020-2021 GPA: 3.42

**Unmet conditions for this set of requirements:** Minimum Credits unsatisfied  
 The last 30 semester hours must be taken at Youngstown State University.

<input type="radio"/> Minimum 120 Semester Hours Required	<b>Still needed:</b>	You currently have 13 semester hours including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 107 additional semester hours and all requirements.
<input type="radio"/> Minimum 39 Upper Division Semester Hours Required	<b>Still needed:</b>	You currently have 0 upper division hours. To graduate, you need to successfully complete a minimum of 39 additional semester hours and all requirements.
<input type="radio"/> A minimum GPA of 2.0 is required	<b>Still needed:</b>	A GPA will be calculated once grades are completed
<input type="radio"/> General Education Requirements	<b>Still needed:</b>	See <a href="#">General Education for Baccalaureate Degrees</a> section
<input type="radio"/> ECOLOGY CONCENTRATION OR MINOR	<b>Still needed:</b>	Choose from 1 of the following:
<input type="radio"/> Ecology Concentration		See <a href="#">Ecology Concentration</a> section
<input type="radio"/> Minor Requirements		MINOR requirements are required but were not found

## Major Requirements

**Major in Hospitality Management** INCOMPLETE

Semester Hours required: 80 Semester Hours applied: 0 Catalog year: 2020-2021 GPA: 0.00

**Unmet conditions for this set of requirements:** 80 Credits needed  
 A minimum grade of 'C' is required in all courses. No courses may be taken credit/no credit.

<input type="radio"/> MAJOR SPECIFIC GENERAL EDUCATION		
<input type="radio"/> Quantitative Reasoning	<b>Still needed:</b>	1 Class in <a href="#">MATH 2623</a>
<input type="radio"/> Ethics Elective	<b>Still needed:</b>	1 Class in <a href="#">PHIL 2625</a> or <a href="#">2628</a>

## General Education Requirements

**General Education for Baccalaureate Degrees** INCOMPLETE

Catalog year: 2020-2021 GPA: 3.00

Some majors have major-specific general education courses. These will be listed in the major section of your audit. While you may take courses outside of your major requirements, it may add additional courses that are not required. Also, check the course catalog for pre- and co-requisite courses associated with those courses listed.

	Course	Title	Grade	Semester Hours	Semester
<input type="radio"/>	A placement test is required for Writing 1				
<input type="radio"/>	Communication Foundations		<b>Still needed:</b>	1 Class in <a href="#">CMST 1545</a>	
<input checked="" type="radio"/>	MATHEMATICS	MATH 1510	College Algebra	B	4 Fall 2020
<input type="radio"/>	ARTS AND HUMANITIES	<b>Still needed:</b>	2 Classes in <a href="#">AFST 2601</a> or <a href="#">ART 1540</a> or <a href="#">1541</a> or <a href="#">1541H</a> or <a href="#">1542</a> or <a href="#">1542H</a> or <a href="#">1544</a> or <a href="#">DNCE 2698</a> or <a href="#">ENGL 1590</a> or <a href="#">1590H</a> or <a href="#">2603</a> or <a href="#">2605</a> or <a href="#">2610</a> or <a href="#">2615</a> or <a href="#">2617</a> or <a href="#">2617H</a> or <a href="#">2618</a> or <a href="#">2618H</a> or <a href="#">2620</a> or <a href="#">2630</a> or <a href="#">2631</a> or <a href="#">2631H</a> or <a href="#">2665</a> or <a href="#">2665H</a> or <a href="#">FNLG 2610</a> or <a href="#">2610H</a> or <a href="#">JOUR 2603</a> or <a href="#">2605</a> or <a href="#">MUED 2621</a> or <a href="#">MUHL 2616</a> or <a href="#">2616H</a> or <a href="#">2617</a> or <a href="#">2617H</a> or <a href="#">2618</a> or <a href="#">2618H</a> or <a href="#">2619</a> or <a href="#">2621</a> or <a href="#">2622</a> or <a href="#">2624</a> or <a href="#">3771</a> or <a href="#">3772</a> or <a href="#">3772</a> or <a href="#">3773</a> or <a href="#">3774</a> or <a href="#">3774</a> or <a href="#">PHIL 1560</a> or <a href="#">1561</a> or <a href="#">1565</a> or <a href="#">2600</a> or <a href="#">2608</a> or <a href="#">2609</a> or <a href="#">2609H</a> or <a href="#">2610</a> or <a href="#">2616</a> or <a href="#">2625</a> or <a href="#">2626</a> or <a href="#">2627</a> or <a href="#">2628</a> or <a href="#">2630</a> or <a href="#">2635</a> or <a href="#">3711</a> or <a href="#">3760</a> or <a href="#">REL 2601</a> or <a href="#">2605</a> or <a href="#">2610</a> or <a href="#">2617</a> or <a href="#">2621</a> or <a href="#">2621H</a> or <a href="#">2631</a> or <a href="#">THTR 1512</a> or <a href="#">1560</a> or <a href="#">1590</a> or <a href="#">2690</a> or @ with attribute = GEAH		

## Concentrations

Some academic programs include a choice of concentration. If applicable, these courses will display in this section.

### Ecology Concentration INCOMPLETE

Catalog year: 2020-2021    GPA: 0.00

A minimum grade of 'C' is required in all courses. No courses may be taken credit/no credit.

<input type="radio"/> Human Ecology Electives	Still needed:	12 Semester Hours in <a href="#">CHFM 1500:5899</a> or <a href="#">FNUT 1500:5899</a> or <a href="#">HMEC 1500:5899</a> or <a href="#">HMGY 1500:5899</a> or <a href="#">MRCH 1500:5899</a>
<input type="radio"/> Upper Division Human Ecology Electives	Still needed:	6 Semester Hours in <a href="#">CHFM 3700:5899</a> or <a href="#">FNUT 3700:5899</a> or <a href="#">HMEC 3700:5899</a> or <a href="#">HMGY 3700:5899</a> or <a href="#">MRCH 3700:5899</a>

## Electives

### Elective Courses

Semester Hours applied: 6    Classes applied: 2

Course	Title	Grade	Semester Hours	Semester
ENGL 1550	Writing 1	A	3	Fall 2020
ENGL 1551	Writing 2	REG	(3)	Spring 2021

## Failed, Withdrawn, and Excluded

Courses which are failed, withdrawn or excluded from credit toward a program.

### Failed, Withdrawn and Excluded Courses

Semester Hours applied: 0    Classes applied: 5

Course	Title	Grade	Semester Hours	Semester
ENGL 1551	Writing 2	W	0	Spring 2018
GEOG 2630	Weather	RD	0	Spring 2019
MATH 2623	Quantitative Reasoning	RF	0	Fall 2018
TERG 3701	Phonics in Reading Instruction	RD	0	Spring 2019
TERG 3702	Developmental Reading Instruct	F	0	Spring 2020

## In-progress Courses

### In-progress Courses

Semester Hours applied: 6    Classes applied: 2

Course	Title	Grade	Semester Hours	Semester
ENGL 1551	Writing 2	REG	(3)	Spring 2021
HIST 1511	World Civilization to 1500	REG	(3)	Spring 2021

## Courses Not Counting Towards Degree

Remedial/developmental and certain courses transferred into YSU may not count toward a degree.

Course	Title	Reason	Grade	Semester Hours	Semester
ENGL 1540	Introduction College Writing	Maximum classes exceeded	A	3	Fall 2011
MATH 1500	Number Concepts Begin Algebra	Maximum classes exceeded	D	5	Spring 2012
MATH 1501	Elementary Algebraic Models	Maximum classes exceeded	D	5	Summer 2015
RSS 1510A	Adv College Success Skills	Maximum classes exceeded	A	3	Fall 2011

## Legend

Legend	
 Complete	 Not complete
 In-progress	 See advisor
 Prerequisite	 Any course number

## Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript, and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office to obtain a copy of your official academic transcript.

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## Get Help with Penguin PASS

### Questions about Audit Worksheet Results

The Office of Degree Audit is available for advisors, program directors, deans and chairs who have questions about results found in Penguin PASS. Please email [PenguinPASS@ysu.edu](mailto:PenguinPASS@ysu.edu) with your questions or concerns. **Students should not use this address** to obtain answers about Penguin PASS. Students must consult their Academic Advisor for assistance.

**Office of Degree Audit**..... PenguinPASS@ysu.edu

### Technical Support

The IT Service Desk is your first point of contact for technical incidents and questions. The IT Service Desk does not offer academic advising or consultations to interpret data on an academic worksheet found in Penguin PASS.

**IT Service Desk**.....330-941-1595

### Career and Academic Advising

Email: [careerservices@ysu.edu](mailto:careerservices@ysu.edu) .....330-941-3515

### College Academic Advising Offices

For any academic advising questions please contact your academic college directly. Visit the [website for YSU Academic Advisement](http://www.ysu.edu/academic-advising/academic-advising): [www.ysu.edu/academic-advising/academic-advising](http://www.ysu.edu/academic-advising/academic-advising).

- [Beeghly College of Liberal Arts, Social Sciences & Education](#)
- [Bitonte College of Health and Human Services](#)
- [Cliffe College of Creative Arts](#)
- [College of Science, Technology, Engineering and Mathematics \(STEM\)](#)
- [Williamson College of Business Administration](#)

## Appendix A

### Completing a What-If Analysis

#### What is a What-if Analysis?

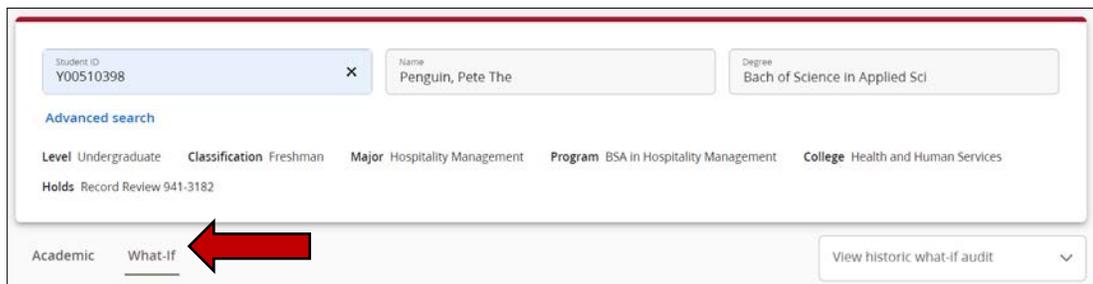
A **What-if Analysis** in Penguin PASS allows students to explore degree requirements for a different major, concentration, minor or course to see how their coursework would be applied to or affected by the new program.

- 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 Analysis does not change your major.** In order to change or declare a major, the student must fill out a form from the department of the desired major. The approved form will be forwarded to the Office of Records.
- Students who need help selecting a major should consult with an academic advisor, the academic department, or the Office of Career and Academic Advisement at (330) 941-3515 for assistance with academic and career planning.

#### Complete a What-if Analysis

Students and advisors can perform a What-if analysis in Penguin PASS by following these steps:

1. Click on What If under the student data box on the Worksheet.



The screenshot shows a student data box in Penguin PASS. At the top, there are three input fields: 'Student ID' with the value 'Y00510398', 'Name' with the value 'Penguin, Pete The', and 'Degree' with the value 'Bach of Science In Applied Sci'. Below these fields is an 'Advanced search' section with several dropdown menus: 'Level' (Undergraduate), 'Classification' (Freshman), 'Major' (Hospitality Management), 'Program' (BSA in Hospitality Management), and 'College' (Health and Human Services). Below the dropdowns, it says 'Holds Record Review 941-3182'. At the bottom of the data box, there are two tabs: 'Academic' and 'What-If'. A red arrow points to the 'What-If' tab. To the right of the tabs is a button labeled 'View historic what-if audit' with a dropdown arrow.

2. Choose the desired **Program, Areas of study** (major, minor, concentration), etc. The **Program** determines which **Level, Degree,** and **College** automatically pre-populates the remaining fields. Choose a **Program** first.

**NOTE:** The catalog year should be the year of the planned change. A **Program** must be selected before choosing a **Major** in the What-if Analysis.

Figure 2 What if - BS in Computer Science

plan courses into your schedule to see your progress towards degree completion. You must know the course subject abbreviation and code, for example using ART 5881, ART is the subject and 5881 is the course code.

3. Click **Process** to run the **What If** Analysis or **Reset** to add different variables.

4. A **What if Analysis** worksheet indicating where you could stand in the Program, Major, Minor, etc. will display.

In this example, the **Program BS in Computer Science** pre-populated the **Level, Degree, College, Major, and Concentration** which are locked from editing by the grade shading in the field.

**NOTE:** You must select a **Program** first, to select a **Minor** in the **Areas of study** section. **Do NOT choose Minor under Program.**

**Additional areas of study** are where you may **add a second Major, Minor or Concentration.**

**Future classes** segment of the What-if Analysis allows you to

The screenshot displays the Penguin PASS interface for a student named Pete The Penguin. At the top, there are search fields for Student ID (Y00510398), Name (Penguin, Pete The), and Degree (Bach of Science in Applied Sci). Below this is an 'Advanced search' section with filters for Level (Undergraduate), Classification (Freshman), Major (Hospitality Management), Program (BSA in Hospitality Management), and College (Health and Human Services). The 'Academic' tab is active, and the 'What-If' sub-tab is selected, indicated by a red arrow labeled '4'. The 'What-If Analysis' section shows 'Degree progress' with two gauges: 'Requirements' at 15% and 'Semester Hours' at 11%, along with an 'Overall GPA' of 0.00. Below this, an audit is listed with the date 6/10/2021 9:32 AM and description 'WI - Computer Science'. A red arrow labeled '5' points to the 'Save audit' button in the audit management row. The audit details show 'Degree in Bachelor of Science' as 'INCOMPLETE' with 13 semester hours applied out of 120 required, and a GPA of 3.42.

5. **Save** audit worksheet for future reference or **Delete** the audit worksheet.
  - a. **Save** requires you name the audit. Add a short description in the Description field.

The 'Save Audit' dialog box is shown with a close button (X) in the top right corner. It features a 'Freeze type' dropdown menu, a 'Description' text input field containing 'WI - Computer Science', and two buttons at the bottom: 'Save' and 'Cancel'.

- b. **Print** to PDF to save the worksheet on your computer outside of Penguin PASS.



