

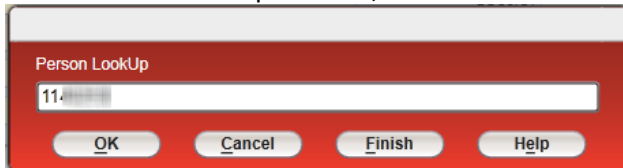
## Instructions for Running a What-If Degree Audit Evaluation

### Introduction

The mnemonic XSPR (Proposed Student Program) provides an opportunity to produce a degree audit evaluation for a student on any other degree plan in the system without having to change the student's program. This is useful for students and advisors to identify progress gained or lost should a student decide to change majors.

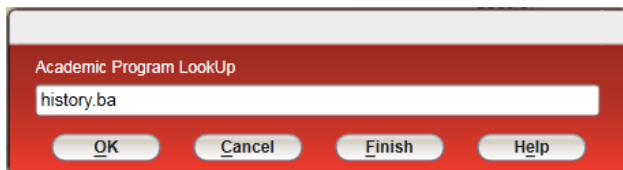
### Instructions

1. Go to the mnemonic XSPR.
2. In the Person Look-Up window, enter the name or Colleague ID of the student:



A dialog box titled "Person LookUp" with a red header. It contains a text input field with "11." entered. Below the input field are four buttons: "OK", "Cancel", "Finish", and "Help".

3. In the Academic Program Look-up window, enter the proposed (what-if?) program for the evaluation:

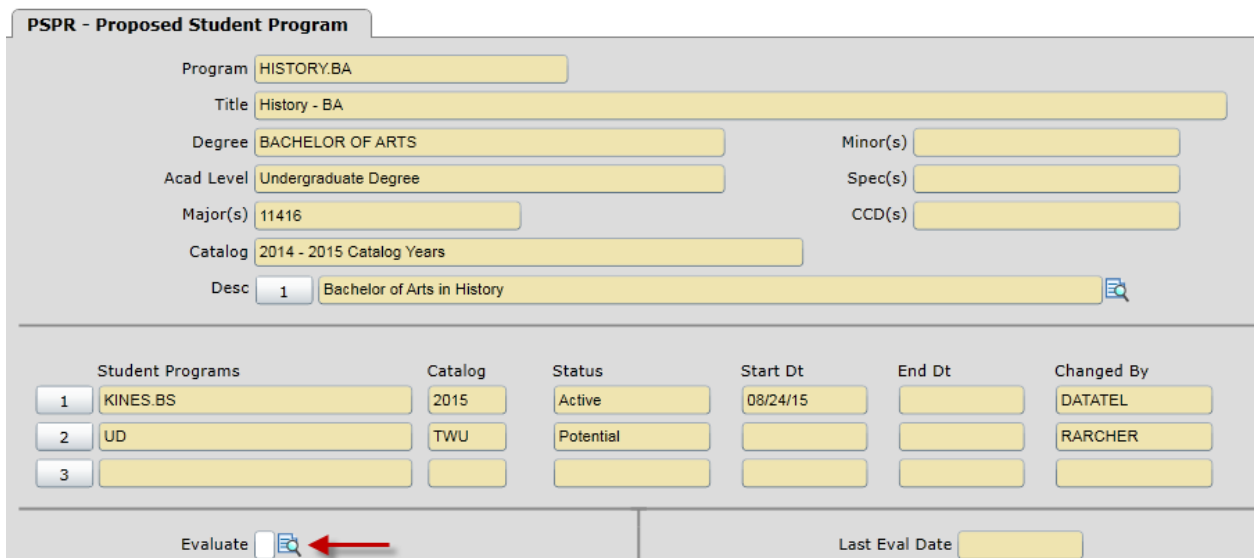


A dialog box titled "Academic Program LookUp" with a red header. It contains a text input field with "history.ba" entered. Below the input field are four buttons: "OK", "Cancel", "Finish", and "Help".

4. Select the catalog year for the proposed program:

#	Catalog ID	Description
1	TWU	Default Catalog
2	2016	2016 - 2017 Catalog Years
3	2015	2015 - 2016 Catalog Years
4	2014	2014 - 2015 Catalog Years
5	2013	2013 - 2014 Catalog Years

5. The form will then populate the proposed program and catalog year specifics. Confirm that is the program for the what-if degree plan, and then detail in on the look-up next to "Evaluate":



A form titled "PSPR - Proposed Student Program" with a grey header. It contains several input fields for program details:

- Program: HISTORY.BA
- Title: History - BA
- Degree: BACHELOR OF ARTS
- Acad Level: Undergraduate Degree
- Major(s): 11416
- Catalog: 2014 - 2015 Catalog Years
- Desc: 1 Bachelor of Arts in History

Below these fields is a table with columns: Student Programs, Catalog, Status, Start Dt, End Dt, and Changed By.

Student Programs	Catalog	Status	Start Dt	End Dt	Changed By
1 KINES.BS	2015	Active	08/24/15		DATATEL
2 UD	TWU	Potential			RARCHER
3					

At the bottom of the form, there is an "Evaluate" button with a magnifying glass icon and a red arrow pointing to it, and a "Last Eval Date" input field.

- The EVAL form will then open. The default run parameters will already be populated (see EVAL instructions document for more details on format options).

PSPR - Proposed Student Program
**EVAL - Evaluate Student Program**

Taylor, Ms. Sarah K. ID: 1140253 SSN: 640-56-5226  
 Denton TX 76210 Home: 903-456-7940  
 Program : History - BA  
 HISTORY.BA Catalog : 2014

Include Code/Cutoff Date   
 Format   
 Related Courses Policy   
 Always Show Extra Courses   
 Ignored Statuses

- Save out to run evaluation.



- The academic evaluation will open in a new window. Print or save as a PDF.

**TEXAS WOMAN'S UNIVERSITY**  
**Academic Evaluation**  
 Report Date: 03/15/16

**Student: Ms. Sarah I** (XXXXXXXXXX)

**Program:** History - BA (HISTORY.BA)  
**Catalog:** 2014  
**Anticipated Completion Date:**  
**E-Mail Address:** XXXXXXXX@twu.edu

**Advisor Name:** Kimberly B. Taylor

**DISCLAIMER:**  
 This degree audit report is a supplemental tool provided to assist you in determining your progress toward completing a degree at Texas Woman's University.  
 This is not to be considered an official certification of degree completion.  
 Please contact your academic advisor if you have any questions or believe there are any errors or discrepancies.

**Program Summary: (In Progress)**

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
<b>Institutional Credits:</b>	30.00	11.00	19.00	15.00	4.00
<b>Institutional GPA:</b>	2.000	2.357	Met		
<b>Overall Credits:</b>	120.00	23.00	97.00	15.00	82.00
<b>Overall GPA:</b>	2.000	3.115	Met		

(\*) Anticipates completion of in-progress courses