1) Log into your CAESAR account  (http://www.northwestern.edu/caesar/)

2) Under “Personal Portfolio”, click on “Student Center”

3) Select “View Degree Progress” from drop-down menu
4) Then, the following screen will appear. Click on the “Quick What-IF” button and a second page will appear.
5) Fill each **field** with information regarding the career, plan and/or subplan you are interested in. Also, remember to update the **academic year requirement** (catalog edition) if needed. This is typically the catalog year associated with your start date at the university.

**View Degree Progress Report**

**Quick What-if Analysis Report**

To see how your coursework may apply to a different career, program, plan and/or subplan, fill in the appropriate fields below along with the required term for each override you’ve entered and press the OK button.

Enter the program(school), plan (major/minor), and/or subplan (concentration) for the report you wish to run. You must choose a catalog edition to determine which requirements will be used for the audit.

For Plan selections: codes with extensions of "MAJ2" refer to second majors, codes with extensions of "MINR" refer to minors, all other extensions refer to primary majors such as "BA or BS".

Contact the Office of the Registrar Electronic Degree Audit Support if you have questions, concerns or comments at rod-a@northwestern.edu.

**Override Options**

- **Career**: UGRD
  - Undergraduate
  - Program Override:
  - Plan Override:
  - SubPlan Override:

**Catalog Edition**

- 4280
- 2007 Fall

**selecting ok will start the process and it may take a few minutes to complete. please do not press any other buttons or links while processing is taking place**

**OK**  **CANCEL**
6) Below is an example of a completed page. Once you are done completing the page, click “OK” to view/print your electronic “what-if” degree audit report.

**View Degree Progress Report**

**Quick What-if Analysis Report**

To see how your coursework may apply to a different career, program, plan and/or subplan, fill in the appropriate fields below along with the required term for each override you’ve entered and press the OK button.

Enter the program(school), plan (major/minor), and/or subplan (concentration) for the report you wish to run. You must choose a catalog edition to determine which requirements will be used for the audit.

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Contact the Office of the Registrar Electronic Degree Audit Support if you have questions, concerns or comments at roda@northwestern.edu.

**Override Options**

<table>
<thead>
<tr>
<th>Career</th>
<th>UGRD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Override</td>
<td>04CAS</td>
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<tr>
<td></td>
<td>Weinberg College of Arts &amp; Sci</td>
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<td>Plan Override</td>
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<td>SubPlan Override</td>
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<td>Archaeology</td>
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</table>

**Catalog Edition**: 2007 Fall

**Catalog Edition**: 2007 Fall

**Catalog Edition**: 2009 Fall

**Catalog Edition**: 2007 Fall

**selecting ok will start the process and it may take a few minutes to complete, please do not press any other buttons or links while processing is taking place**