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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.

Contact the Office of the Registrar at 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.ysu.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.

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.
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.

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

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.
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.
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.
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.
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.

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

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

**Student data**
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**
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.

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td>Not complete</td>
</tr>
<tr>
<td></td>
<td>In-progress</td>
</tr>
<tr>
<td></td>
<td>See advisor</td>
</tr>
<tr>
<td></td>
<td>Prerequisites and transfer equate (Click code for course descriptions and transfer equates)</td>
</tr>
<tr>
<td></td>
<td>Any course number</td>
</tr>
</tbody>
</table>

**NOTE**: If you discover discrepancies in an audit worksheet, please email 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

![Degree in Bachelor of Science in Applied Science](image)

Major Requirements

![Major in Hospitality Management](image)

General Education Requirements

![General Education for Baccalaureate Degrees](image)
Concentrations
Some academic programs include a choice of concentration. If applicable, these courses will display in this section.

Electives

Failed, Withdrawn, and Excluded
Courses which are failed, withdrawn or excluded from credit toward a program.

In-progress Courses
Courses Not Counting Towards Degree
Remedial/developmental and certain courses transferred into YSU may not count toward a degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Reason</th>
<th>Grade</th>
<th>Semester Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1540</td>
<td>Introduction College Writing</td>
<td>Maximum classes exceeded</td>
<td>A</td>
<td>3</td>
<td>Fall 2011</td>
</tr>
<tr>
<td>MATH 1560</td>
<td>Number Concepts Begin Algebra</td>
<td>Maximum classes exceeded</td>
<td>D</td>
<td>5</td>
<td>Spring 2012</td>
</tr>
<tr>
<td>MATH 1561</td>
<td>Elementary Algebraic Models</td>
<td>Maximum classes exceeded</td>
<td>D</td>
<td>5</td>
<td>Summer 2015</td>
</tr>
<tr>
<td>RSS 1510A</td>
<td>Adv College Success Skills</td>
<td>Maximum classes exceeded</td>
<td>A</td>
<td>3</td>
<td>Fall 2011</td>
</tr>
</tbody>
</table>

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.
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 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 ........................................................................................................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: 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.

![Screenshot of Penguin PASS interface showing the What-If option]

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.
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 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.
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.

   ![Save Audit Dialog]

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