Request What-If Report

**Purpose:** A What-If Report is the data analysis that indicates whether a student has completed, is currently enrolled in, or has planned all of the requirements for graduation or if outstanding requirements must still be satisfied for a particular scenario. The following instructions describe how to request a What-If report.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to MyUNIverse and go to the Work @ UNI › PeopleSoft SIS Access › Campus Solutions link</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to the Request Advisement Report page. Main Menu › Academic Advisement › Student Advisement › Request Advisement Report</td>
</tr>
</tbody>
</table>

You will have the option of searching for a previously requested report or creating a new report through the two links.
### Step 3

Select the **Add a New Value tab**. Then complete the following:

- **ID** - Enter the student’s ID
- **Academic Institution** – **UNICS**
- **Report Type** – Change to **WHATI – What If**

*Set user defaults for these fields (Main Menu > Setup SACR > User Defaults)

#### Example:

![Request Advisement Report](image)

*Note:* If you search on “Find an Existing Value” tab, you can update the career simulation of a previously generated What-If report. SIS will allow up to two “WHATI” reports to be stored.

### Step 4

Click the **Add** button.

**Result:** The Report Request tab displays.
5. In the **What-If Information** section, check the **Use Career Simulation** box (if not already checked). Once checked, a link displays: **View/Change the Career Simulation**. Click this link.

**Result:** The Create What-If Scenario page displays. You may see blank fields or the fields may be populated.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Use the <strong>Copy Current Program</strong> button to carry forward the student’s current program/plan stack and make changes from that.</td>
</tr>
</tbody>
</table>

**Example:**

![Image of the interface showing the Copy Current Program button and the corresponding data fields for Program, Plan, and Sub-plan What-If Data.]
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Make any changes starting from the top. Update the following:</td>
</tr>
</tbody>
</table>

**Program What-If Data**
- **Academic Career** - Generally not looking at other career rules.
- **Career Requirement Term** - Drives undergraduate General Education (and other initial) rules. Only change if looking into a different rules. To run on UNIFI, use term 2221.
- **Requirement Term** – (Program). No need to change.
- **Academic Program** – Generally, you do not need to change.

**Note:** The Academic Program must match the Major Plan code selected. Program code includes both the college and teaching/non-teaching components. However, PRE- major plan codes, minor, program certificate and UNIFI certificate plan codes can be added to any program, so it is easiest to use these options in the next section to make the simulation selections.

**Plan What-If Data:**
- **Requirement Term** - This will drive which catalog will be used. New catalogs start with the summer session. Use current term when adding a plan. It may be possible to add a future summer requirement term later in the spring semester once new catalog rules are approved and coded.
  - **Academic Plan** - Replace the current plan code and/or use the Add Row button to add a major or a minor.
### Step 8
To request multiple majors or minors (plans) on one What-If report:
- To add up to 9 what-if plans, click on the **Add Row** button [+] on the Plan What-If Data level.

### Step 9
When you are finished adding plan codes, Click the **OK** button.

### Step 10
On the **Report Request** tab, click the **Process Request** button.

**Result:** The **What-If Report** displays.
11. Click the **view report as pdf** button to view the printable PDF version.

**Result:** The PDF version of the What-if Report displays.

12. **Note:** The **Report Request Log** tab identifies pending and reports previously requested. It also shows any errors related to the request. If your report does not process, select the Report Request Log to view errors.

Report error to your Record Analyst in the Registrar’s Office for a resolution.
Additional Features:

1. Add a What-If Course
You may use the Add a What-If Course link to generate a scenario for a specific course. Example: You would like to know if taking a particular course would go toward a major and/or General Education.

1. Click the Add a What-If Course link on the Report

2. Use the Course Search to select the desired course, click the Execute the Search button. 
   Tip: Use current or future term.

3. Click the View All link to see all results

4. Click the pushbutton next to the course you wish to select

5. On the Report Request tab, click the Process Request button.
   Result: The course plots to the Advisement Report with a “?” icon.
2. ADMWH and ADNOT what-if report types:
These are additional What-If report types used for admitted students who:

- Are not yet matriculated.
- Have credit entered on Student Admissions. Viewable in Student Services Ctr (Student) / Transfer Credit, but the Model Status will be “Evaluation Complete” instead of “Posted”.

Step 6 of the Request What-If Report process (on page 4) will be different because of this:

6. Fill in the Academic Career, Program and Plan fields using Student Services Ctr (Student) Transfer Credit and Admissions tabs.

1. **Academic Career** = Career (Undergraduate)
2. **Career Requirement Term** = Articulation Term (2232)
3. **Academic Program** = Program (COET)
4. (Program) **Requirement Term** = Articulation Term (2232)
5. (Plan) **Requirement Term** = Articulation Term (2232)
6. **Academic Plan** = Plan from Admissions Tab (212BAT)