Creating and Running a What-If Report

This guide will cover:

- *How to run an example degree audit based on different Career-Program-Plan stacks and/or potential coursework.*

Step One

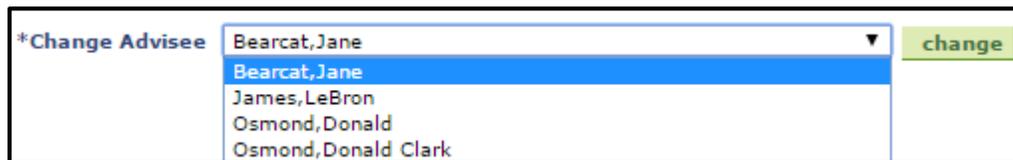Navigate to the following breadcrumb:

OR

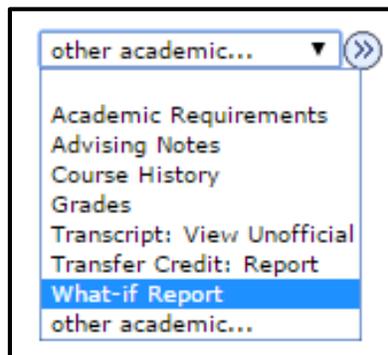If you are already within the Advisor Center, click **Student Center** tab.

Step Two

At the top of the page, select an assigned advisee from the drop down menu to view their student information.

Step Three

On the left hand side of the screen click the drop down menu label, **other academic.** Then select the drop down item, **What-if Report.**

Step Four

On the What-If Report screen selection page select the **Create New Report button** located on the left hand side of the screen.

What-If Report

What-if Report Selection | Jane Bearcat

(Advisor) You may be working with someone who is considering a particular program of study or major. You can set up a what-if scenario based on different academic programs. You may also select what-if courses. Click the Create New Report button to set up your what-if scenario.

CREATE NEW REPORT	View a Saved What-if Report	
	Requested on	09/23/2015
		09/23/2015

Additional Information: To review a previously created report, click the hyperlink that corresponds with the day it was requested.

Step Five

On the Create What-if Scenario page you will see three sections that you will be able to complete to set up a what-if scenario based on different academic programs.

Under the Career Scenario section, choose a **Career** and **Catalog Year** for which to run the report.

Career Scenario

Select a career for which you want the change to take place.

Institution	Career	Catalog Year
University of Cincinnati	Undergraduate ▼	Spring Semester 2015-16 ▼

Step Six

Under the Program Scenario section, you can choose up to 3 programs to create a report for that include Academic Program, Area of Study, and Concentration

- **Academic Programs:** Baccalaureate degrees, Minors, Certificates etc.
- **Areas of study:** Academic Plans such as International Business, Communication, and Spanish etc.
- **Concentrations**: May or may not exist depending on the plan that is chosen.

Step Seven

Under the Course Scenario section, you will have the ability to select What-If courses to include in the audit. This field is **optional** but will allow you to search for courses for a subject that can be taken the following semester.

Click on **browse course catalog** and search for courses for a subject. Then click **add to what-if course list.** When the report is ran the What-If courses are clearly designated on the audit so as to avoid confusion.

Step Eight

Once all sections have been completed, click on **Submit Request** (SUBMIT REQUEST) to run the report.

You have now completed the steps of viewing and creating a What-If Report.