How to Run a What-IF (WHTIF) Report (Admin Navigation)

**Note:** This report allows advisors to see create what if scenarios if a student would like to change their program, plan or simply see where a course might fail if taken.

1. Click on the **Navigation Bar** icon to display the NavBar menu.

   **Note:** This icon can be found in the upper right-hand corner of your screen.

2. Click on the **Navigator** icon.

3. Click on the **Student Admin Menu** link.

4. Follow the path below to access the **Request Advisement Report**.

   Academic Advisement > Student Advisement > Request Advisement Report

5. **Request Advisement Report Page**
   
   a. Enter the student’s **PID** in the ID field.
   
   b. Click the **Search** button.
6. Choose the **WHTIF** link in the search results.

7. Set up a plan/sub plan what-if scenario for the student
   a. Check the **Use Career Simulation** checkbox
   b. Click on the **View/Change Career Simulation** link

8. Fill out the **What-If Scenario** for the desired program/plan/sub plan changes.
   - You can copy the information from the students record by clicking on the **Copy** button located under the name of the student.

In this example, we are using a student who is currently in the **BAAFAM AFAMAFAMAFA** major and doing a What-If for the BAPOLI major.

**Note:** you must first fill in the Requirement term before adding plan data.

   a. **Program:** ASBA
   b. **Requirement Term:** 2099
9. Click **Apply** and then **OK** to take you back to the main report request page.

10. Click on the **Add a What-If Course** link to add a What-If course.

   What-If courses place a course in the audit to see what would happen if the student enrolled in that particular course.

11. Fill out the Career, Term, and Subject fields

   In this example:
   a. Career: UGRD
   b. Term: 2112
   c. Subject: POLI

12. Click **Execute the Search** to look up a course.
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**Note:** The course does not need to be scheduled to be included in the What-IF scenario. This just shows you what would happen IF that course were scheduled and IF that student enrolled in the course.

13. Click **Process Request** button to process the What-If report.

The **What-If Report** should now be displayed.

14. The What-If course now falls into all the applicable requirements.