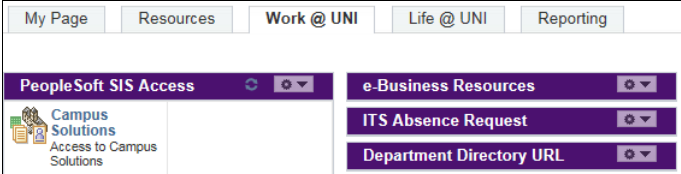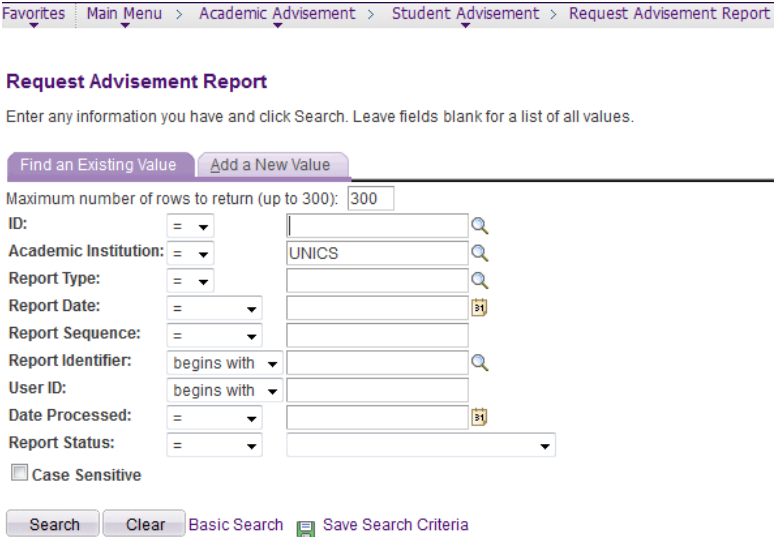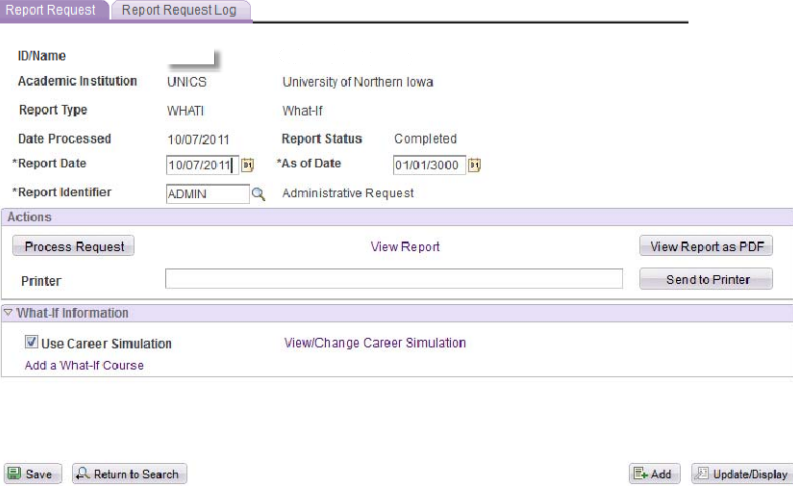# Request What- If Report

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.

Step	Action
1.	Log in to **MyUNIverse** and go to the **Work @ UNI › PeopleSoft SIS Access › Campus Solutions** link
2.	Navigate to the **Request Advisement Report** page. **Main Menu › Academic Advisement › Student Advisement › Request Advisement Report**

Step	Action
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** Find an Existing Value | **Add a New Value** ID: 260560 Academic Institution: UNICS Report Type: WHATI Add *Note: You can also Find an Existing Value and update the Career Simulation if a previous one has been generated.*

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UNIVERSITY OF **NorthernIowa**

Step	Action
4.	Click the **Add** button. ***Result:*** The Report Request tab displays. Report Request / Report Request Log ID/Name Academic Institution UNICS University of Northern Iowa Report Type WHATI What-If Date Processed 10/07/2011 **Report Status** Completed *Report Date 10/07/2011 *As of Date 01/01/3000 *Report Identifier ADMIN Administrative Request **Actions** [Process Request] View Report [View Report as PDF] Printer [_____] [Send to Printer] ▽ **What-If Information** ☑ Use Career Simulation View/Change Career Simulation Add a What-If Course [🖫 Save] [🔍 Return to Search] [➕ Add] [Update/Display]

Step	Action
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. |

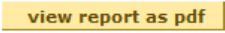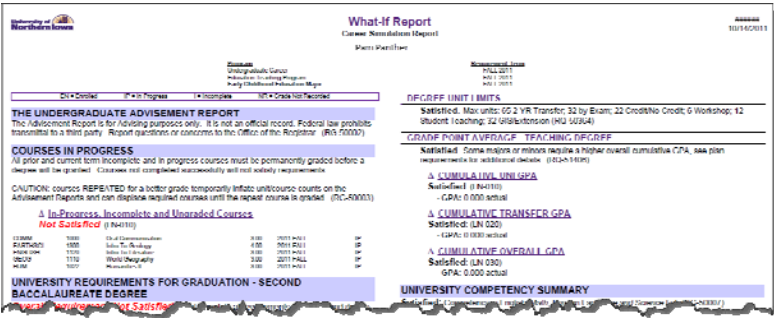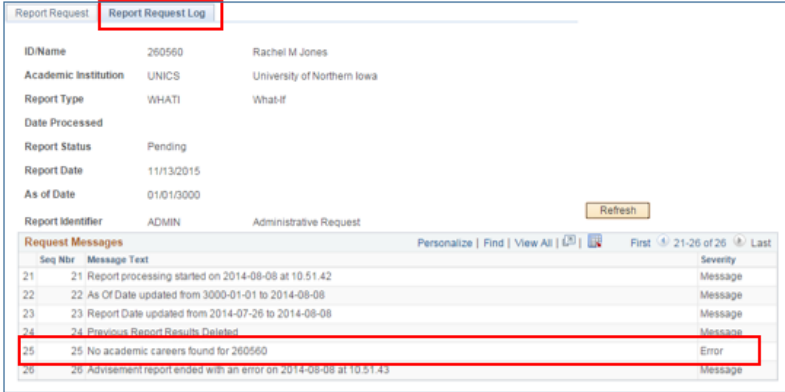| Step	Action
6.	Use the **Copy Current Program** [Copy Current Program] button to carry forward the student's current program/plan stack and make changes from that. *Example:*

Step	Action
7.	Make all changes from the top down. Update the following:

Program What-If Data
- **Academic Career** - Change only if changing careers
- **Career Requirement Term -** Drives undergraduate LAC rules. Do not change.
- **Requirement Term** – (Program). No need to change.
- **Academic Program** – Update if the What-If major is in a different program and entering desired program code.

Note: PRE- major plan codes and minor plan codes can go on any program.

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.
- **Academic Plan** - Replace the current plan code and/or use the **Add Row** button ⊞ to add a major or a minor.

Create What-If Scenario

ID/Name	######	Pam Panther
Academic Institution	UNICS	University of Northern Iowa
Report Type	WHATI	What-If

[Copy Current Program]   [Clear What-If Values]

Program What-If Data   View All First 1 of 2 Last   ⊞ ⊟
- *Academic Institution — University of Northern Iowa
- *Academic Career — Graduate
- *Career Requirement Term — 2112   FALL 2011
- *Requirement Term — 2112   FALL 2011
- Student Career Nbr — 1
- *Academic Program — COEGR   Education-Graduate

Plan What-If Data   View All First 1 of 1 Last   ⊞ ⊟
- *Requirement Term — 2142   FALL 2014
- *Academic Plan — 242MAE   Post-Sec Ed: Student Affairs
- Plan Sequence — 10

Sub-plan What-If Data   View All First 1 of 1 Last   ⊞ ⊟
- *Requirement Term —
- *Academic Sub-Plan —
- Plan Sequence — 10

[OK]

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Step	Action
8.	Click the **OK** button.
9.	On the *Report Request* tab, click the **Process Request** button. Process Request *Result:* The **What-If Report** displays.

Step	Action
10.	Click the yellow **view report as pdf button** [view report as pdf] to view the printable PDF version. *Result:* The **PDF** version of the What-if Report displays.
11.	*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

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
Liberal Arts Core.

- Click the **Add a What-If Course** link on the Report

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

- Click the **View All** link to see all results

- Click the **pushbutton** ✅ next to the course you wish to select
- On the *Report Request* tab, click the **Process Request** button.
  Result: The course plots to the Advisement Report with a ? icon.