

Advisement What-If Report

Tutorial

Audience: Academic Advisers

Summary:

This document shows academic advisers how to run the What-If Report, a type of Academic Advisement Report, for a student to show a student what requirements they would need to fulfill if they added or changed majors, minors, or concentrations, or took particular classes.

Originator:

Advising Systems, Office of the Registrar (advsys.ucsc.edu)

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Introduction

The What-If Report is a component in the UCSC implementation of Oracle Campus Solutions 9.0 (Academic Information Systems) that allows students and academic advisers to perform an unofficial academic advisement report for a major, concentration, or catalog rights other than the one the student has declared. Additionally, a What-If report allows students and advisers to view an academic advisement report with courses the student has not yet taken.

Graduation certification and requirement satisfaction must be officially approved by the appropriate certifying agency. A What-If Report is an unofficial report and shall not, in any case, constitute approval of satisfaction or revision of requirements.

Access to Student Records

It is imperative that all advisors understand and comply with university policy regarding the use of personal information. We are obligated to protect the privacy of the student records to which we have access. For more information about UC Santa Cruz's policy on the privacy of student records, visit the Registrar's website: <http://registrar.ucsc.edu/>

Understanding the What-If Report

The main goal of the What-If Report is to provide students and advisers with an unofficial academic advisement report that compares their coursework against the requirements of any given academic program (general education requirements), plan (major, minor, or college), sub-plan (concentration), or requirement term (catalog rights).

This report shows students what requirements would be satisfied by the courses they have taken (or plan to take) and what requirements would still be outstanding.

For example, an adviser may run a What-If Report:

- To determine whether a student has satisfied the major qualification requirements for a major.
- To determine if a student can complete an intensive concentration in a major in which the student is interested, or add a new minor, and still graduate on time
- When a student is thinking about switching majors and needs to know how much of their coursework would apply to the new major.

What-If Reports obey effective dating rules, so the What-If Report is useful in determining changes in requirement satisfaction for different catalog rights.

Creating a New What-If Report

Navigating to the What-If Report

1. To reach the What-If Report:

From the Advisor Home Page:

Advising and Curriculum > Student Advisement > Request Advisement Report

Or from any page:

Navbar > Navigator > Academic Advisement > Student Advisement > Request Advisement Report

2. The selection screen appears; click the Add a New Value tab. This screen appears:

3. Enter this information:

- ID: A student’s ID number or campus ID (email name)
- Academic Institution: UCSCM
- Report Type: AAWIF

The What-If Report form appears.

The screenshot shows a web interface for a 'Report Request'. At the top, there are two tabs: 'Report Request' (selected) and 'Report Request Log'. Below the tabs, the form displays the following information:

- ID/Name:** 9876543 Sammy Slug
- Academic Institution:** UCSCM UC Santa Cruz
- Report Type:** AAWIF Advisement What-If Report
- Date Processed:** 07/10/2010
- Report Status:** Completed
- *Report Date:** 07/10/2010
- *As of Date:** 01/01/3000
- *Report Identifier:** BATCH Generic Batch

Below the form fields is an 'Actions' section with a blue header. It contains:

- A 'Process Request' button.
- A 'View Report' link.
- A 'Printer' dropdown menu.
- A 'Send to Printer' button.

Below the 'Actions' section is a 'What-If Information' section with a blue header and a dropdown arrow. It contains:

- A checked checkbox for 'Use Career Simulation'.
- A 'View/Change the Career Simulation' link.
- An 'Add a What-If Course' link.

At the bottom of the form, there are several navigation buttons: 'Save', 'Return to Search', 'Add', and 'Update/Display'. At the very bottom, there are links for 'Report Request' and 'Report Request Log'.

Creating a Career Simulation

1. When the What-If Report form appears, Click the Use Career Simulation Button.

This is a close-up of the 'What-If Information' section. It shows a dropdown arrow on the left, followed by the text 'What-If Information'. Below this, there is a checkbox labeled 'Use Career Simulation' which is currently unchecked. Underneath the checkbox is a link that says 'Add a What-If Course'.

2. The Link View/Change the Career Simulation Now appears. Click it.

What-If Information

Use Career Simulation [View/Change the Career Simulation](#)

[Add a What-If Course](#)

- The Create What-If Scenario form appears. It has three parts: Program What-If Data, Plan What-If Data, and Subplan What-If data.

Create What-If Scenario

ID/Name: 1230720 Lauren Porter
Academic Institution: UCSCM UC Santa Cruz
Report Type: AAWIF Advisement What-If Report

[Copy Current Program](#) [Clear What-If Values](#)

Program What-If Data View All First 1 of 1 Last

*Academic Institution: UC Santa Cruz
*Academic Career:
*Career Requirement Term:
*Requirement Term:
Student Career Nbr: 1
*Academic Program:

Plan What-If Data View All First 1 of 1 Last

*Requirement Term:
*Academic Plan:
Plan Sequence: 10

Sub-plan What-If Data View All First 1 of 1 Last

*Requirement Term:
*Academic Sub-Plan:
Plan Sequence: 10

[OK](#)

You can fill in all the information from scratch, or click the Copy Current Program button to populate the screen with the student's current program/plan information. You can then modify this information to match the what-if scenario you have in mind.

A student can have multiple plans - major, college, minor, another major - and a subplan for each major. You can delete a plan, or simply change it to a different plan.

We will demonstrate the process through the following example.

Example

A proposed Economics major with a Fall 2012 requirement term is interested in becoming an Environmental Studies major and has been progressively taking classes towards that degree. In hopes of declaring the major, the student makes an advising appointment to see if they have met the Environmental Studies major qualification policy.

For the advisor to find out the student's major qualification status, they can run a What-If report for the student with plan ENV1 (proposed Environmental Studies) and the appropriate requirement term. If the report returns with the major qualification requirement collapsed and satisfied, the advisor will know the student is ready to declare. If the report returns a major qualification requirement open and still displaying as unsatisfied, then it will be known that the student has not yet met the requirements necessary to declare.

Here is the data that you would enter in the different sections of the What-If Report screen:

Program What-If Data:

Career - Undergraduate
Career Requirement Term - 2128
Requirement Term - 2128
Academic Program - UGRD

Plan What-If Data:

Requirement Term - 2128
Academic Plan - ENV1

Sub Plan What-If Data:

Requirement Term - Leave Blank (N/A)
Academic Sub Plan - Leave Blank (N/A)

Note that in the above example ENV5BA does not have concentration sub-plan, and as such, we leave the sub-plan What-If data blank. For plans where all students are declared into a concentration sub-plan (e.g., MATHBA), this information must be filled out to obtain an accurate report.

Following is an example of how to fill out the data to create a What-If scenario

Create What-If Scenario

ID/Name	9876543	Sammy Slug
Academic Institution	UCSCM	UC Santa Cruz
Report Type	AAWIF	Advisement What-If Report

Program What-If Data
View All First **1 of 1** Last

*Academic Institution	UC Santa Cruz		+ -
*Academic Career	Undergraduate		+ -
*Career Requirement Term	2128	2012 Fall Quarter	
*Requirement Term	2128	2012 Fall Quarter	
Student Career Nbr	1		
*Academic Program	UGRD	Undergraduate	

Plan What-If Data
View All First **1 of 1** Last

*Requirement Term	2128	2012 Fall Quarter	+ -
*Academic Plan	ENV1	Environmental Studies	
Plan Sequence	10		

Sub-plan What-If Data
View All First **1 of 1** Last

*Requirement Term			+ -
*Academic Sub-Plan			
Plan Sequence	10		

If you wish to run multiple plans and/or sub-plans, you may enter additional Plan and Sub-Plan What-If data by clicking on the + sign to add new row.

When you have finished entering your changes, click the OK button. This will return you to the original report request page where you may either run your report by clicking on "Process Request" or add What-If courses to your scenario, by clicking on the Add a What-If Course link.

Adding a What-If Course

A What-If course shows you how the student's requirements would be affected if they take a particular class or classes. When you run the What-If report, the result looks like an AAR in which the student has already taken those courses. Requirements fulfilled by those courses are closed.

You can run a What-If course by itself, without a career simulation, or add one on top of a career simulation. In our continuing example, we will add a What-If course on top of the career simulation described earlier.

Click on the Add a What-if Course link. The Course Search screen appears.

Advisement Report Request

Course Search

Select a valid career and term combination and then an academic subject. After selecting these three values, click the Execute the Search button to retrieve courses. Then, select a course or click Return to return to the Report Request page.

Career Undergraduate

Term 2012 Fall Quarter

Subject

Suppose in our example the student who comes into their appointment claims they are positive they have only one qualification course left to take, ENVS 100/L. This is simple to test by adding it as a What-If course. Once the What-If course is added to the scenario and the report is run, the advisor will have a picture of what the student's situation would look like once that course is completed.

1. On the Course Search form, Enter the Career of the student, the Term the student expects to take the What-If course, and the subject of the course. Then click the Execute the Search button.

Advisement Report Request

Course Search

Select a valid career and term combination and then an academic subject. After selecting these three values, click the Execute the Search button to retrieve courses. Then, select a course or click Return to return to the Report Request page.

Career Undergraduate

Term 2012 Fall Quarter

Subject

Execute the Search

Return

- You will receive a complete list of courses in that subject. Only the first ten will display. Note the option to scroll. Click the checked box to the left of the course you want to add to your What-If scenario.

Personalize Find View 100 First 1-10 of 129 Last					
	Course ID	Subject	Catalog Nbr	Description	
<input checked="" type="checkbox"/>	100889	ENVS	IN	Environmental Studies IN	IN
<input checked="" type="checkbox"/>	100898	ENVS	IS	Environmental Studies IS	IS
<input checked="" type="checkbox"/>	020320	ENVS	15	Naturl History UCSC	
<input checked="" type="checkbox"/>	100995	ENVS	16	His Santa Cruz Mtns	
<input checked="" type="checkbox"/>	020325	ENVS	23	Physcl & Chem Envir	IN
<input checked="" type="checkbox"/>	020326	ENVS	24	General Ecology	SI, IN
<input checked="" type="checkbox"/>	020328	ENVS	25	Enviro Policy/Econ	PE-E, IS
<input checked="" type="checkbox"/>	101105	ENVS	42	Student-Directed Seminar	
<input checked="" type="checkbox"/>	117929	ENVS	42C	SDS - CA Wild Rivers	
<input checked="" type="checkbox"/>	112929	ENVS	65	Fresh Water Process	PE-E

Return

- You return to the previous screen; the What If course you chose in listed at the bottom. Note that there is a place for you to enter a grade. It is not necessary to do so. If you leave this field blank The What-If report will assume the student has passed the course.

▼ What-If Information

Use Career Simulation [View/Change the Career Simulation](#)

Term	Subject	Catalog Nbr	Course Name	Grade	Units	Require
1 2128	ENVS	15	Naturl History UCSC	<input type="text" value=""/>	<input type="text" value="2.00"/>	

[Add a What-If Course](#)

To add multiple courses to your What-If scenario, repeat this process as many times as desired.

GPA Calculations on What-If courses

When running a What-If to verify satisfaction of major qualification requirements, courses that a student has completed will be accurately reflected in the GPA calculation in the What-if report.

NOTE: We do not recommend using what-if courses in major qualification requirements that have GPA calculations. The What-If report considers all grades for what-if courses to be C or better, which is "passing." This is true even if you enter specific grades for what-if courses. This is necessary to remember when verifying major qualification policies that have GPA calculations.

For example, if a major qualification policy requires a 3.00 combined GPA in 3 courses, and you add those 3 courses via the What-If course selection and enter C's, the what-if report may return a major qualification requirement that display as "Satisfied" even though the GPA component may not be met by the what-if grades. We recommend verifying major qualification GPAs using completed, graded courses only.

Using the What-If Report in Your Work

After you have set up the What If Report, press the Process Request button. In a few moments, a report similar to the Academic Advisement Report will display. The report will denote What-If courses with a “WH” in the Course Type column and a question mark in the Status column. If we had entered a grade on the Report Request page, it would display in the Grade column.

ENVSBA Upper-division ENVS 100/L
Satisfied: Ecology and Society (R523)

ENVS 100 and ENVS 100L
Satisfied: ENVS 100 and ENVS 100L (R523, L10)

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
ENVS 100	Ecology and Society	5.00	2012 Fall Quarter		?	WH
ENVS 100L	Ecol & Soc Writ Lab	2.00	2012 Fall Quarter		?	WH

View All | First 1-2 of 2 Last

In our example, the student did have only ENVS 100/L left to complete the major qualification requirement for the Environmental Studies major. We see this by noticing the newly-satisfied requirement line, which also outlines the policy in greater detail.

Satisfied: Proposed Environmental Studies Lower-division Requirements (RG4495)

Environmental Studies BA Qualification Requirements

Students may petition to declare the Environmental Studies major once they have completed the following required courses: Environmental Studies 23; Environmental Studies 24 (or Biology: Ecology and Evolutionary Biology 20C); Environmental Studies 25; Applied Mathematics and Statistics 2 or 3 or Mathematics 3; Applied Mathematics and Statistics 7/L; Environmental Studies 100/L; Students receiving an NP, D, or F in one of the courses required for admission to the major may only declare once they have passed the same or equivalent course with a grade of C or better. Students who receive two grades of NP, D, or F in the required courses are not eligible to declare the major. (R1156)

Following are several scenarios for when an advisor may need the assistance of the Academic Advisement Report.

Example: The Student Wants to Change Concentrations

A History BA major, currently declared in the Asia & Islamic World concentration, is interested in switching to the Europe concentration. The student knows that the breadth requirement of the major ensures that they have already completed several courses in the Europe concentration. The student wants to know how many of the new concentration's requirements that they have completed. The student meets with their advisor to discuss this and formulate a new academic plan.

In this case, the advisor could run a What-If report. Though they would be keeping the student's major information the same in the simulation, they would change the concentration to Europe in the Sub- Plan What-If data box. The report returned would tell both the student, and advisor, exactly how many of the History BA with a Europe concentration requirements have been met.

Create What-If Scenario

ID/Name	9876543	Sammy Slug
Academic Institution	UCSCM	UC Santa Cruz
Report Type	AAWIF	Advisement What-If Report

Copy Current Program

Clear What-If Values

Program What-If Data View All First 1 of 1 Last

*Academic Institution	UC Santa Cruz		
*Academic Career	Undergraduate		
*Career Requirement Term	2138	2013 Fall Quarter	
*Requirement Term	2138	2013 Fall Quarter	
Student Career Nbr	1		
*Academic Program	UGRD	Undergraduate	

Plan What-If Data View All First 1 of 1 Last

*Requirement Term	2138	2013 Fall Quarter	
*Academic Plan	HISBA	History BA	
Plan Sequence	10		

Sub-plan What-If Data View All First 1 of 1 Last

*Requirement Term	2138	2013 Fall Quarter	
*Academic Sub-Plan	HISEURO	Europe	
Plan Sequence	10		

OK

Example: The Student Wants a Graduation Check

A Sociology BA student believes they need to complete only one more class to graduate. They provide you with the course information and ask if their major completion assessment is correct.

You know they definitely need this course for the degree, but you now need to verify everything else they have taken to make sure it is the last course they need. Instead of doing a checklist by hand, you could run a What-If report using the student's own degree information; you would keep the program and plan information as is, but add the student's final untaken course to the report as a What-if Course.

If your report returns with all the major requirements collapsed and satisfied, you can be assured that the course was the final requirement left for the student to complete for the major.

Advisement What-If Report

UC Santa Cruz | Undergraduate

This report last generated on **11/15/2013 2:37PM**

[collapse all](#) [expand all](#) [return to default](#)

Taken In Progress Planned What-if

- ▶ **Important Information Regarding the Academic Advisement Report**
- ▶ **UC Requirements**
- ▶ **General Education Requirements**
- ▶ **SOCIBA Lower-division Requirements**
- ▶ **SOCIBA Upper-division Requirements**
- ▶ **Statistics**
- ▶ **UCSC Courses**
- ▶ **Transfer Credit**
- ▶ **Test Credit**

[Return to Report Request](#)

[View Report Request Log](#)

Example: The Student Wants to Know If Courses Taken as an Undergraduate Will Apply to a Graduate Degree

An undergraduate pursuing an Education Minor is interested in applying for the Education Masters & Single Subject Math Credential program.

As an undergraduate, the student was able, with special permission, to enroll in several graduate courses. The student has made an appointment with the graduate advisor to see if any of these courses will satisfy requirements of their intended MA/Credential program. The advisor can run a What-If scenario whereby the student is entered as a What-If graduate student.

Look at the following screen shot to see how this What-If report is set up.

Create What-If Scenario

ID/Name	9876543	Sammy Slug
Academic Institution	UCSCM	UC Santa Cruz
Report Type	AAWIF	Advisement What-If Report

Program What-If Data

*Academic Institution ▾

*Academic Career ▾

*Career Requirement Term 🔍 2013 Fall Quarter

*Requirement Term 🔍 2013 Fall Quarter

Student Career Nbr

*Academic Program 🔍 Education Graduate

Plan What-If Data

*Requirement Term 🔍 2013 Fall Quarter

*Academic Plan 🔍 Education MA

Plan Sequence

Sub-plan What-If Data

*Requirement Term 🔍 2013 Fall Quarter

*Academic Sub-Plan 🔍 EDUCMA Single Sub Math

Plan Sequence

- Note that the Academic Program for an undergraduate is UGRD.
- Also note that the Academic Program for a Graduate Student is not GRAD, but EDUC. Academic Program for graduate students is the department host of the What-If plan.