

Academic Advising Administrative What-If Function

Overview

This tool is different from the 'self service' What-If that students use in SIS and that staff have been using. Staff can keep using the self service What-If when that meets their needs. The main advantages of the Administrative What-if are that you can choose advisement report type and you can set requirement terms for various levels of the student's program plan.

Steps

Running an Administrative What-If Academic Advisement Report

1. Navigate to: **Academic Advisement>Student Advisement>Request Advisement Report**
2. Click on Add a New Value.

Request Advisement Report

[Find an Existing Value](#) [Add a New Value](#)

ID: 🔍

Academic Institution: 🔍

Report Type: 🔍

[Find an Existing Value](#) | [Add a New Value](#)

3. Enter the student's University ID in the **ID** field.
4. In the **Institution** field, select the institution under which you want to run the academic advisement report.
5. In the **Report Type** field, select the report type you wish to run.
6. Click .

Academic Advising Administrative What-If Function

Report Request | Report Request Log

Groupbox

ID/Name	0000006869	Frodo Baggins
Academic Institution	IUINA	IUPUI
Report Type	AALNG	AAR & Transcript
Date Processed		Report Status Pending
*Report Date	10/28/2008	*As of Date 01/01/3008
*Report Identifier	ADMIN	Administrative Request

Actions

Process Request

What-If Information

Use Career Simulation

[Add a What-If Course](#)

7. Click the **Use Career Simulation** checkbox.
8. Click the [View/Change Career Simulation](#) link.

Report Request | Report Request Log

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[View/Change Career Simulation](#)

[Add a What-If Course](#)

9. This will open the *Create What-If Scenario* page.

Academic Advising Administrative What-If Function

Create What-If Scenario

1. You can have multiple rows in your career simulation, but, if you have multiple rows with more than one institution in the career simulation, then the results will be undefined as to what happens. You may also get complicated results if you try to add different degree types in the same request, as in asking for a single report with a Bachelor of Arts degree and a Bachelor of Science degree. Such a request will pull in all associated Requirement Groups for each degree, even though some Requirement Groups apply to only one of the degrees.

2. When running the 'exclude in progress' report type (AAXIP), know that Peoplesoft considers What-if courses to have a status of 'in progress.' Therefore the Add a What-if Course option will not work with this report type. Although you can select AAR & Planner as well as AAR & Shopping Cart, the What-if audit will run, but it will not include courses from the Planner or Shopping cart.

ID/Name: 0000006869 Frodo Baggins

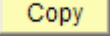

Copy from student record:

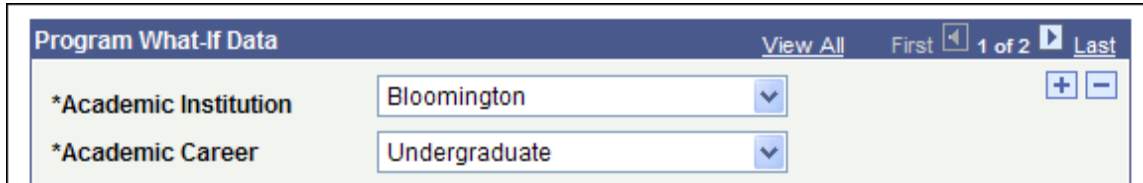
Program What-If Data		View All	First	1 of 1	Last
*Academic Institution	<input type="text" value="IUPUI"/>				<input type="button" value="+"/> <input type="button" value="-"/>
*Academic Career	<input type="text" value="Undergraduate"/>				
*Career Requirement Term	<input type="text" value="4032"/>	<input type="button" value="Q"/>	Spring Semester 2002-2003		
*Requirement Term	<input type="text" value="4032"/>	<input type="button" value="Q"/>	Spring Semester 2002-2003		
Student Career Nbr	<input type="text" value="1"/>				
*Academic Program	<input type="text" value="LIBA1"/>	<input type="button" value="Q"/>	Liberal Arts Undergraduate		
Advisement Status	<input type="text" value="Include"/>				

Plan What-If Data		View All	First	1 of 1	Last
*Requirement Term	<input type="text" value="4032"/>	<input type="button" value="Q"/>	Spring Semester 2002-2003		<input type="button" value="+"/> <input type="button" value="-"/>
*Academic Plan	<input type="text" value="SOCBA"/>	<input type="button" value="Q"/>	Sociology BA		
Plan Sequence	<input type="text" value="1"/>				
Advisement Status	<input type="text" value="Include"/>				

Sub-plan What-If Data		View All	First	1 of 1	Last
*Requirement Term	<input type="text"/>	<input type="button" value="Q"/>			<input type="button" value="+"/> <input type="button" value="-"/>
*Academic Sub-Plan	<input type="text"/>	<input type="button" value="Q"/>			
Plan Sequence	<input type="text" value="10"/>				
Advisement Status	<input type="text"/>				

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10. If you click on  you can auto-fill the student's current Program Plan stack information into the scenario. This is handy if you want to keep much of the same information but simply try a new Plan, etc.
11. Complete the fields down to the desired level. For example; if you are not using a sub-plan, you do not have to complete the sub-plan section.
12. To add multiple rows in your career simulation, click the .



The screenshot shows a web form titled "Program What-If Data". At the top right, there are navigation buttons: "View All", "First", "1 of 2", and "Last". Below this, there are two rows of data. The first row is labeled "*Academic Institution" and has a dropdown menu with "Bloomington" selected. The second row is labeled "*Academic Career" and has a dropdown menu with "Undergraduate" selected. To the right of each dropdown menu are two small buttons, a plus sign and a minus sign.

If you have multiple rows with more than one institution in the career simulation, then the results will be undefined as to what happens. You may also get complicated results if you try to add different degree types in the same request, as in asking for a single report with a Bachelor of Arts degree and a Bachelor of Science degree. Such a request will pull in all associated Requirement Groups for both degrees, even though some Requirement Groups apply to only one of the degrees.

13. Advisors should leave the **Student Career Number** alone.

The system defaults to 1 for the first simulated career and 2 for the second career, etc. Changing the number if there is only one career being simulated actually has no effect on the AAR. However, if you try to add multiple careers and change the career numbers around, you will generally receive an error message about conflicting data.

14. The **Advisement Status** is useful for those with some expertise, but should generally be set to 'include.'

The default for existing data is 'include.' The default when entering new data is to nothing (there's a blank line in the options). The AAR runs the same for every option (including the default to nothing) except for Do Not Include. If you set the Program What-if Data to Do Not Include, you receive an empty report. However, this can be useful for students with multiple plans, if the advisor only wants to see one of them. For example, if an advisor wants to only see the student's AAR for the department that she advises for, she can run a What-if, "Copy" the student record, and then set the Advisement Status to Do Not Include for the departments that she is not interested in seeing.

This might be used with:

- Multiple majors - The advisor can choose not to see the other majors.
- Minors – The advisor can choose to not include the major requirements. This could be particularly useful if the advisor notices that courses are not falling into the minor as they should. Sometimes there is an issue with the programming being set to All Stats in the major as well as in the minor. This would be a quick way for advisors to be sure that the

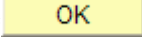
Academic Advising Administrative What-If Function

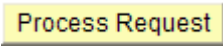
courses are actually programmed correctly and let them know that an exception may be needed to allow the courses to count in the minor.

- **Advisement Status** may also be useful to programmers when troubleshooting programming and it could be useful when programming new Sub-plans as well.

15. **Plan Sequence:** this should generally be left alone.

This could be useful for audit programmers or those who understand audit logic. Enter the what-if plan sequence number that indicates the order (or sequence) of multiple plans or sub-plans, if any. The plan with the lowest sequence number is considered primary within the program, and will display in that order. For those with the expertise, one can run the audits with plans in different orders, which will test all-stats and verify processing.

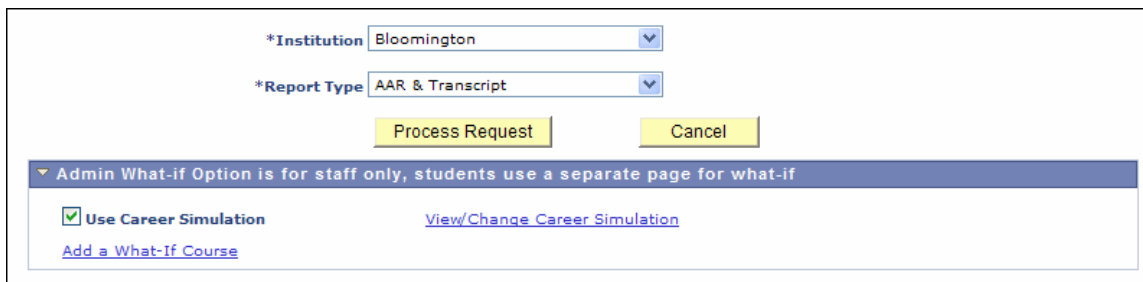
16. When you have the scenario set up as desired, click  and this will return you to the Report request page.

17. From here you may select the report type and click . When running the 'exclude in progress' report type (AAXIP), know that Peoplesoft considers What-if courses to have a status of 'in progress.' Therefore the Add a What-if Course option will not work with this report type. Although you can select AAR & Planner as well as AAR & Shopping Cart, the What-if audit will run, but it will not include courses from the Planner or Shopping cart.

Adding What-if Course Work:

Another option before processing the request is to add one or more What-If courses. This works in the same way as the self service what-if course request has for the AAR.

18. Click on [Add a What-If Course](#).



*Institution Bloomington

*Report Type AAR & Transcript

Process Request Cancel

Admin What-if Option is for staff only, students use a separate page for what-if

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

[Add a What-If Course](#)

19. You will see this page.

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Advisement Report Request

Course Search

To select courses, first select a valid career/term combination and then a subject from the list. After selecting the Subject, click Execute the Search to display possible courses. Select a course to be returned to the what-if course list or click Return to return without selecting a course.

Career

Term

Subject

Execute the Search

Return

20. Enter the appropriate information and click **Execute the Search** which will bring up a grid of courses, each with a box-and-checkmark to the left.

Advisement Report Request

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Career Undergraduate

Term Fall 2009

Subject Philosophy

Execute the Search

Customize Find View 100 First 1-10 of 123 Last					
	Course ID	Subject	Catalog Nbr	Description	
<input checked="" type="checkbox"/>	037717	PHIL-P	100	INTRODUCTION TO PHILOSOPHY	
<input checked="" type="checkbox"/>	037720	PHIL-P	103	GENDER, SEXUALITY AND RACE	
<input checked="" type="checkbox"/>	037721	PHIL-P	104	INTRO TO JEWISH PHILOSOPHY	
<input checked="" type="checkbox"/>	037722	PHIL-P	105	THINKING AND REASONING	
<input checked="" type="checkbox"/>	037724	PHIL-P	111	INTERDISCIPLINARY PHILOSOPHY	

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21. Click on the box-and-checkmark to select the course you want entered into the What-If scenario.
22. You will be returned to the *Report Request* page with a new grid showing.

Process Request Cancel

Admin What-if Option is for staff only, students use a separate page for what-if

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

Term	Subject	Catalog Nbr	Course Name	Grade	Units	Requirement Designation	Topic ID
1 4098	PHIL-P	105	THINKING AND REASONING	<input type="text"/>	3.00		

[Add a What-If Course](#)

23. Be sure to check that the Units are correct: many courses have variable units, and staff needs to ensure that the proper value is displaying in the field.
24. You may also enter a What-if grade. If this is done, the gpa will be modified accordingly for any Requirement in the audit to which the What-if course applies.
25. You may continue to add What-If courses, or you may now click on Process Request.
26. A What-if advisement report will display “Simulated Program” at the top of the advisement report.

Simulated Program

- Bloomington
- Career - Undergraduate
- Program - Business Undergraduate
- Major - Legal Studies BSB

27. What-if courses will display with a Status of **?**. You may have to click expand all at the top of the advisement report in order to see the what-if course.

PHIL-P 100	INTRODUCTION TO PHILOSOPHY	3.00	Fall 2005	T			
PHIL-P 105	THINKING AND REASONING	3.00	Fall 2009		?		
PHIL-P 135	INTRODUCTION TO EXISTENTIALISM	3.00	Fall 2005	B			