Running an Administrative What-If Academic Advisement Report

1. Navigate to: Academic Advisement>Student Advisement>Request Advisement Report.
2. Click ‘Add a New Value’
3. Enter:
   a. Student ID
   b. UND01 in Academic Institution
   c. ADXWI in Report Type
4. Click ‘Add’ button
5. Click ‘Use Career Simulation’ check box

6. Click ‘View/Change the Career Simulation’ link
7. Click ‘Copy Current Program’ and program/plan stack will auto-fill or fill in the fields.

8. If you copy the current program and the student has multiple programs click the arrow icon to get to the program you want to use.
9. Complete the fields down to the desired level. For example; if you are not using a sub-plan, you do not have to complete that field.

10. The **Student Career Nbr** and **Plan Sequence** should be left alone.

11. Click ‘ok’

12. Click ‘Process Request’
Adding What-if Course Work:

1. Navigate to: Academic Advisement>Student Advisement>Request Advisement Report.
2. Click ‘Add a New Value’
3. Enter:
   a. Student ID
   b. UND01 in Academic Institution
   c. ADXWI in Report Type
4. Click ‘Add’ button
5. Click ‘Add a What-if Course’ link
6. Fill in fields
7. Click ‘Execute the Search’

8. Click on course
9. You may enter grade and it will modify the GPA.
10. You may continue to ‘Add What-if Courses’, or click on ‘Process Request’
11. What-if courses will display with a Status of?