JOB AID

Academic Advising: What-If Report (Advisor View)

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The What-If report will allow advisors to assist a student who is considering a particular program of study or major. Using this report, you can set up a What-If scenario based on different academic programs. The report will show what courses the student has taken or will need to take to satisfy different major requirements. The ability to create a what-if scenario for minors and additional majors will be available in a future release.

1. From the Advisor home page, click the Student Advising tile.

The Student Services Center search page will appear.

2. Enter the student’s ID, if known. If you do not know the ID number, search by Last Name/First Name.

   **Note:** Within Campus Solutions, the ‘A’ in student IDs (APID) has been replaced with a ‘1.’ For example, legacy SIS ID A123456789 will be 1123456789 in Campus Solutions.

3. Click Search.
The Student Center will display.

4. Click the drop-down next to other academic… and select What-If Report from the list.

5. Click the Go button.

The What-If Report Selection page will display.

Note: If you had previously generated a What-If Report for the student, the system will save the most recent report and a link will be available under View a Saved What-If Report.


The Create What-If Scenario page will display. This is where you will enter a Career Scenario, Program Scenario or Course Scenario to include in the report.
7. **Career Scenario:**
   
   a. **Institution**: Defaults to Michigan State University.
   
   b. **Career**: Defaults to the student’s current career. If the student wants to explore another career, click the drop-down and make a selection.
   
   c. **Catalog Year**: Defaults to the current catalog year on the student’s career, program and plan.

8. **Program Scenario:**
   
   a. **Academic Program** (College): Click the drop-down and select up to three programs for the What-If Report.
      
      **Note**: The Academic Program list defaults to display in alpha order.
   
   b. **Plan** (Major): Click the drop-down and select a major for each Academic Program selected.
c. **Subplan**: If applicable, click the drop-down and select a concentration. Not all majors will have a concentration.

If the student has expressed an interest in a particular course, the Advisor can enter it into the **Course Scenario** section.

If no specific course is to be included in the scenario, continue to **Step 10** to submit the request.

9. **Course Scenario (Optional)**:

To include a specific course in the What-If Report, click the **Browse Course Catalog** hyperlink.

![Browse Course Catalog](image)

**Note**: The hypothetical course must be a required course for the selected program in order for it to be included in the What-If report.

The Browse Catalog page will display where you will complete the following:

a. Select a letter of the alphabet to begin the class search. In this example, we selected “A.”

b. Select the subject to display course information. In this example, we selected “Accounting.”

c. Click the **Select** button for the desired course. In this example, we selected “Accounting 250”.

![Select Course for What-if Scenario](image)

The course will appear in the **What-If Course List** section.
d. **Term:** Click the drop-down and enter the term the student wishes to take the course. The course will appear in the What-If report with a status of *In Progress*.

e. **Grade** (Optional): Enter a projected grade.

f. To add more than one hypothetical course to the What-If course list, click “Browse Course Catalog” each time to add additional courses.

10. Click **Submit Request**.

After a few moments, the **What-If Report Scenario** will generate.

Similar to a Degree Audit, requirement sections will be designated as Satisfied, In Progress or Not Satisfied.

If a hypothetical course is included in the what-if scenario, the requirement section will be labeled as **In Progress** and the course itself will be displayed in **What-If** status.

11. Click the **Collapse All** button to allow you to view all sections at once.

To conduct your analysis, you can expand individual sections to see the courses that are needed, or courses that the student has already taken to satisfy the requirements.
12. Click the arrow to expand the ACCOUNTING BA1 section to review requirements for the new major.

You can see the hypothetical ACC 250 section shown as In Progress. If you expand the section, you can see the actual course and the What if status assigned to it.
### Course: (44)-ACC 250

- **Satisfied:**
- **Complete one course:**

**The following courses may be used to satisfy this requirement:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 250</td>
<td>Accounting Career</td>
<td>1.00</td>
<td>Summer Semester 2021</td>
<td></td>
<td>?</td>
</tr>
</tbody>
</table>

### Course: (45)-ACC 300