# Viewing and Printing What-If Reports

Use this exploratory tool to view the new degree requirements if a student were to change their major.

There are specific rules that govern catalog requirements. If you have questions, contact the Registrar's Degree Audit staff at **860-486-6214**.

### Path:

- Academic Advisement > Student Advisement > Request Advisement Report

### Instructions:

1. Click the [Add a New Value] page tab.

2. In the **ID** field, enter the **7-digit student ID**.  
   **Note:** If you do not know the ID, click [Look Up] to the right of the field. On the Lookup ID page, enter the Last Name and First Name (or partial) and then click the [View All] button. A list of IDs is displayed. **Click the ID link.** You may need to click [View All] for all IDs to display.

3. In the **Report Type** field, enter **ADWIF**. Click [Select] to select ADWIF from the list.


5. Under the **What-If Information** frame, check [Use Career Simulation].

6. Then click the [View/Change Career Simulation] link. The **Create What-If Scenario** page appears.

7. Click the [Copy] button for the system to auto-enter the student's current information.

8. **Important!** You may need to use the **arrow buttons** to the right of the Program What-If Data frame to scroll to the appropriate **Academic Career**.

- **Program What-If Data**
  - [View All]
  - **First** 2 of 2
  - **Last**
  - [Copy]
  - **Add**
  - **University of Connecticut**
  - Undergraduate

9. Retain the copied values for the **Career Requirement Term** and **Requirement Term** fields.  
   **Note:** The Career Requirement Term and Requirement Term fields must be the same in all three sections of the page.

10. Change the student's **Academic Program** (if the What-If means a different school or college for an undergraduate student). Click [Select] to select a different Academic Program.  
    **Note:** Do not add additional Academic Programs. That is, do not click the [Add] button. Instead, run a separate What-If report to view a different Academic Program.

11. Retain the **Advisement Status** of **Include**.
12. In the **Plan What-If Data** frame, enter the same **Requirement Term** as above in the Program What-If section.

13. Click next to the **Academic Plan** field to select a new Plan.
   - Each Program can have only one Plan code with a degree suffix, e.g., ALDHLTH\_**BS**.
   - **Second majors** have a 2 preceding the subject code, e.g., 2ANTHRO.
   - **Minors** have a 3 preceding the subject code, e.g., 3EEB.

14. From the **Advisement Status** drop-down, select **Include**.

15. If including a Sub-Plan, enter the **Sub-plan What-If Data**. Enter the same **Requirement Term** as above.

16. Click next to the **Academic Sub-Plan** field to select a Sub-Plan.

17. From the **Advisement Status** drop-down, select **Include**.

18. Click the **OK** button. The **Report Request** page reappears.

19. Click the **Process Request** button.

20. Click the **View Report as PDF** button to view and print the report from Adobe Reader.
   **Note:** If the PDF document does not appear, disable pop-up blockers on your browser and try again.

21. At the bottom of the page, click **Return to Report Request** to return to the Report Request page.