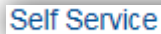


Use the What-If Selection when a student would like to explore possibilities in changes to their academic program without actually changing their program. An informative report is created based on which selections are made. The following is an example of a student pursuing a Bachelor of Arts degree majoring in Economics. The scenario that the student is considering is changing their degree to Bachelor of Commerce.

1. Click the **Self Service** link.



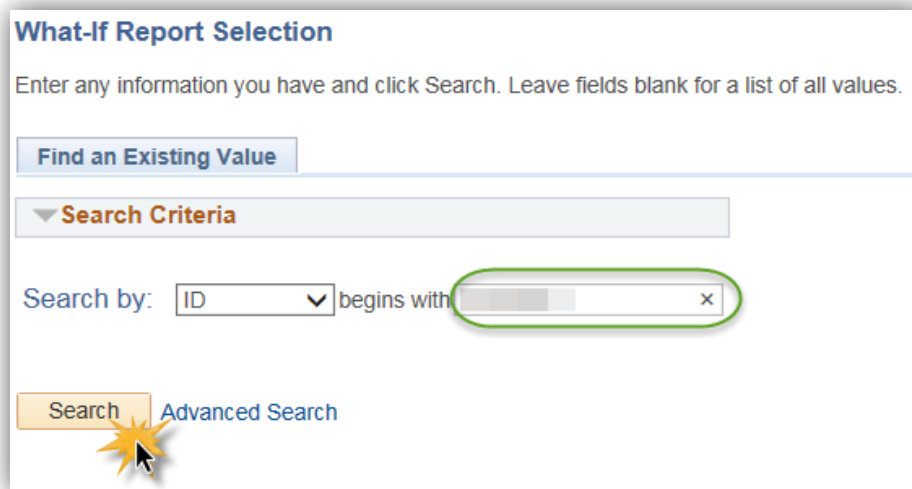
2. Click the **Advisement** link.



3. Click the **What-If Report Selection** link.

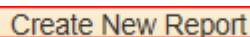


4. Enter the student ID and press Search or Enter. Click the **Search** button.



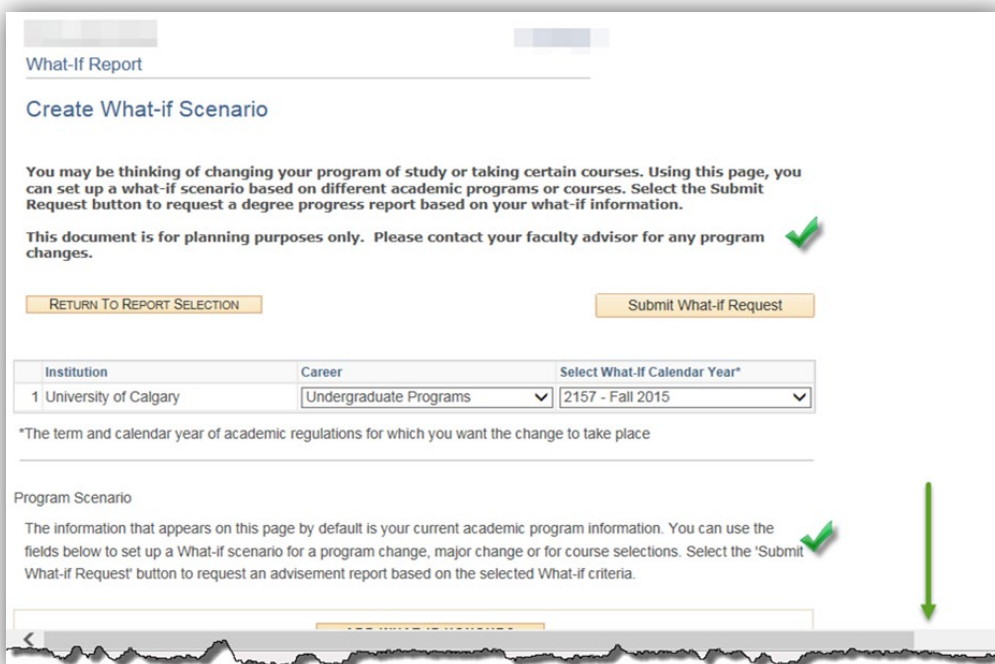
The screenshot shows the 'What-If Report Selection' interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. Underneath is a 'Search Criteria' dropdown menu. The search criteria are set to 'Search by: ID' and 'begins with' followed by a text input field. At the bottom, there are two buttons: 'Search' and 'Advanced Search'. A mouse cursor is pointing at the 'Search' button.

5. The What-If Report screen includes an explanation of its purpose. If a What-If Report has been previously created, it will appear under View a Saved What-if Report. To begin, click the Create New Report button. Click the **Create New Report** button.





- The Create What-if Scenario report displays including the recommendation to contact a faculty advisor if the student is deciding to make program changes. Note the information regarding the program scenario and instructions on how to generate a What-if report. Scroll down to view additional report information.



- The current student program scenario displays including the Faculty (Faculty of Arts), Program (Arts Bachelors), Degree Stream (Bachelor of Arts) and the Major (Economics). You can make any "What-if" selection if the button is available including Add What-If Honours and Add What-If Combined Degree Program. Scroll down to view additional report information.

Program Scenario

The information that appears on this page by default is your current academic program information. You can use the fields below to set up a What-if scenario for a program change, major change or for course selections. Select the 'Submit What-if Request' button to request an advisement report based on the selected What-if criteria.

ADD WHAT-IF HONOURS

Your Current Scenario is:

	Current Scenario	What-if Selection
Faculty:	Faculty of Arts	what-if selection
Program:	Arts Bachelor	what-if selection
Degree Stream:	Bachelor of Arts	what-if selection
Major:	Economics	what-if selection
Concentration:	(none)	what-if selection
Minor:	(none)	what-if selection
Second Major:	(none)	what-if selection
Second Minor:	(none)	what-if selection
World Area:	(none)	Not Available
Concentration:	(none)	what-if selection
Second Concentration:	(none)	what-if selection
Cohort:	(none)	Not Available
Embedded Certificate:	(none)	what-if selection

To add a combined degree program, click **ADD WHAT-IF COMBINED DEGREE PROGRAM**

8. The lower portion of the report, the Course Scenario, explains how to add additional courses to the What-if scenario. Note the warning regarding not enrolling the student into the course as it is just a What-if scenario.

Course Scenario

Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

Warning: Selecting a course here does not enroll you into the course. It only identifies progression toward degree completion. ✓

browse course catalog

What-If Course List View All | First 1 of 1 Last

Course

Submit What-if Request

9. To begin, select the What-If Calendar Year you wish to make changes for. Click the **Select What-If Calendar Year*** list. For this example select the Fall 2017 term. Click the **2177 - Fall 2017** list item.

What-If Selection

SA – Academic Advisement

RETURN TO REPORT SELECTION

Institution	Career
1 University of Calgary	Undergraduate Programs

*The term and calendar year of academic regulations for which you want the change

- 2107 - Fall 2010
- 2117 - Fall 2011
- 2127 - Fall 2012
- 2137 - Fall 2013
- 2147 - Fall 2014
- 2157 - Fall 2015
- 2167 - Fall 2016
- 2177 - Fall 2017

10. If the "What-If" calendar year (term) is not changed and the student attempts to change something in their program scenario they will trigger this popup message. Note that rules about which Requirement Term regulations students are allowed to follow can vary by faculty.

Message

What-if Report Generation (25000,60)

Your selected What-if Calendar Year will not return current program regulations. It may be necessary to change the year to the current year to obtain an accurate overview of your selected degree requirements if you change your program.

Please see an advisor for details.

OK Cancel

11. For this scenario we will change the Faculty. Click the **What-If Selection** button.

what-if selection

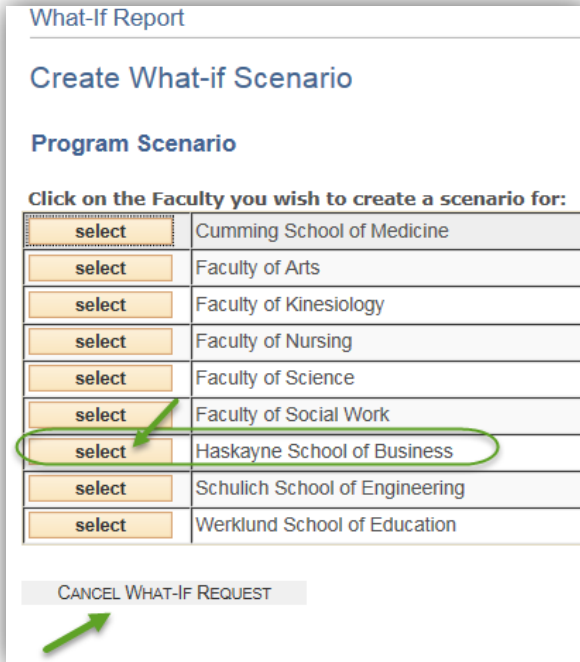
ADD WHAT-IF HONOURS

Your Current Scenario is:

	Current Scenario	What-If Selection
Faculty:	Faculty of Arts	what-if selection
Program:	Arts Bachelor	what-if selection
Degree Stream:	Bachelor of Arts	what-if selection
Major:	Economics	what-if selection
Concentration:	(none)	what-if selection
Minor:	(none)	what-if selection
Second Major:	(none)	what-if selection
Second Minor:	(none)	what-if selection
World Area:	(none)	Not Available
Concentration:	(none)	what-if selection
Second Concentration:	(none)	what-if selection
Cohort:	(none)	Not Available
Embedded Certificate:	(none)	what-if selection

12. You can make any selection on the Program Scenario page. For this example, we will select Haskayne School of Business. To return to the original student program without making any changes you can cancel the What-If scenario. Click the **Select** button.

select



What-If Report

Create What-if Scenario

Program Scenario

Click on the Faculty you wish to create a scenario for:

select	Cumming School of Medicine
select	Faculty of Arts
select	Faculty of Kinesiology
select	Faculty of Nursing
select	Faculty of Science
select	Faculty of Social Work
select	Haskayne School of Business
select	Schulich School of Engineering
select	Werklund School of Education

CANCEL WHAT-IF REQUEST

13. After selecting the Faculty you will be automatically navigated to select a Major (e.g. Accounting). Note the details in the header information (i.e.. Haskayne School of Business, etc.) Click the **Select** button.

select

What-If Report

Create What-if Scenario

Program Scenario

Faculty: Haskayne School of Business
Program: Bachelor's Degree in the Haskayne School of Business
Degree Stream: Bachelor of Commerce

Click on the Major you wish to create a scenario for:

<input type="text" value="select"/>	Accounting
<input type="text" value="select"/>	Business Process Management
<input type="text" value="select"/>	Business Technology Management
<input type="text" value="select"/>	Energy Management
<input type="text" value="select"/>	Entrepreneurship and Innovation
<input type="text" value="select"/>	Finance
<input type="text" value="select"/>	General

14. After selecting a major you will be automatically navigated back to the Create What-If Scenario and current scenario details are listed in the grid below. Scroll down to view the scenario details.
15. The Current Scenario reflects the choices made. Now we will browse for courses. If desired, you can add a combined degree program with the Add What-If Combined Degree Program button and/or select courses. Click the **Browse Course Catalog** button.

Your Current Scenario is:

Current Scenario	What-If Selection
Faculty: Haskayne School of Business	what-if selection
Program: Bachelor's Degree in the Haskayne School of Business	what-if selection
Degree Stream: Bachelor of Commerce	what-if selection
Major: Accounting	what-if selection
Minor: (none)	what-if selection
Concentration: (none)	Not Available
Cohort: (none)	Not Available
Embedded Certificate: (none)	what-if selection

To add a combined degree program, click [ADD WHAT-IF COMBINED DEGREE PROGRAM](#)

Course Scenario
Select the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

Warning: Selecting a course here does not enroll you into the course. It only identifies progression toward degree completion.

[browse course catalog](#)

What-If Course List View All | First 1 of 1 Last

16. Select the corresponding letter for the desired course you wish to add to the scenario (e.g. A = Accounting). Click the **ACCT - Accounting** link.

ACCT - Accounting

What-If Report

Select Course for What-if Scenario

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

[Collapse All](#) [Expand All](#) [Cancel](#)

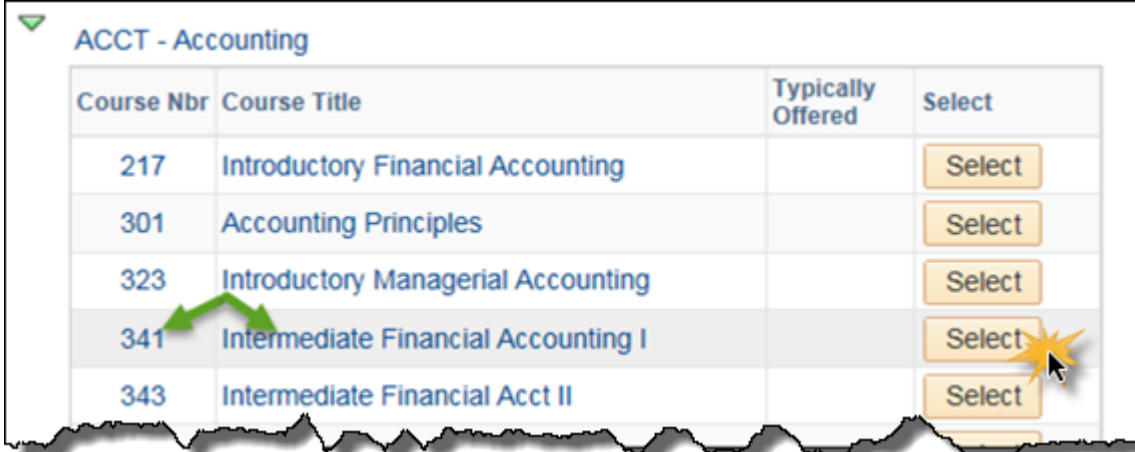
Select subject code to display or hide course information.

- [ACCT - Accounting](#)
- [ACSC - Actuarial Science](#)
- [ACWR - Academic Writing](#)

What-If Selection

SA – Academic Advisement

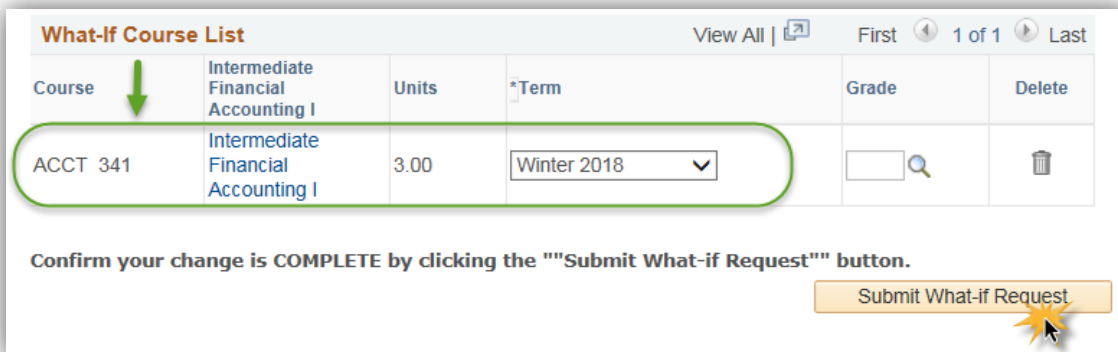
17. If desired, you can click on the course number or title to view specific details and related sections (not shown). Click the **Select** button.



Course Nbr	Course Title	Typically Offered	Select
217	Introductory Financial Accounting		Select
301	Accounting Principles		Select
323	Introductory Managerial Accounting		Select
341	Intermediate Financial Accounting I		Select
343	Intermediate Financial Acct II		Select

18. Note the selected course displays in the What-If-Course List. When completed with the scenario selection submit the request to view a report. Click the **Submit What-if Request** button.

Submit What-if Request



What-If Course List View All | First 1 of 1 Last

Course	Intermediate Financial Accounting I	Units	*Term	Grade	Delete
ACCT 341	Intermediate Financial Accounting I	3.00	Winter 2018		

Confirm your change is COMPLETE by clicking the "Submit What-if Request" button.

Submit What-if Request

19. An Advisee Requirements report lists the report selection (e.g. Haskayne School of Business Bach) Fall 2017 and the Major (Accounting). By default, all requirement groups that are unsatisfied will appear in an expanded view. For ease of viewing, click the collapse all button. Note the legend will include a question mark indicating the What-If selections. Click the **Collapse All** button.

Collapse All

Advisee Requirements

University of Calgary | Undergraduate Programs

<u>Undergraduate Programs Career</u>	<u>Requirement Term</u>
AA - Graduation Program	
Single Academic Program (Major)	
Haskayne Schl of Business Bach Program	Fall 2017
Accounting (Major)	Fall 2017
Bachelor of Commerce (Degree Stream)	Fall 2017

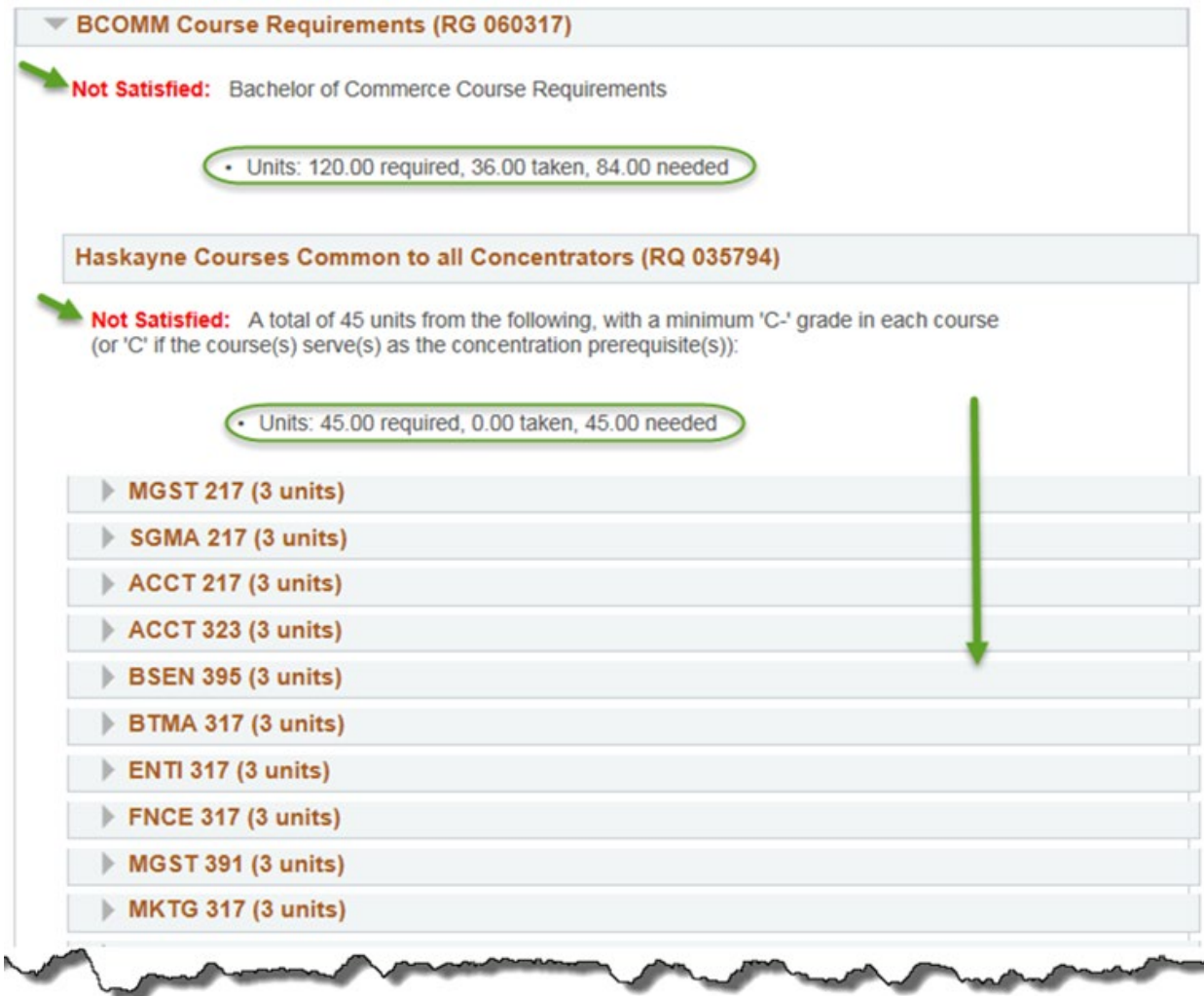
This report last generated on 2017/11/16 3:42PM

Taken
 In Progress
 Planned
 ? What-if

20. For this example, we will expand the BCOMM Course Requirements Group. For specific details on other requirement groups, consult the online learning or job aid for Request Advisement Report. Click the **Expand section** link.
21. Details in the requirement group are displayed including units not satisfied, required units, taken, and needed. For this example, we are looking for ACCT 341. Scroll down to view the entire course list.

What-If Selection

SA – Academic Advisement



▼ **BCOMM Course Requirements (RG 060317)**

Not Satisfied: Bachelor of Commerce Course Requirements

• Units: 120.00 required, 36.00 taken, 84.00 needed

Haskayne Courses Common to all Concentrators (RQ 035794)

Not Satisfied: A total of 45 units from the following, with a minimum 'C-' grade in each course (or 'C' if the course(s) serve(s) as the concentration prerequisite(s)):

• Units: 45.00 required, 0.00 taken, 45.00 needed

- ▶ **MGST 217 (3 units)**
- ▶ **SGMA 217 (3 units)**
- ▶ **ACCT 217 (3 units)**
- ▶ **ACCT 323 (3 units)**
- ▶ **BSEN 395 (3 units)**
- ▶ **BTMA 317 (3 units)**
- ▶ **ENTI 317 (3 units)**
- ▶ **FNCE 317 (3 units)**
- ▶ **MGST 391 (3 units)**
- ▶ **MKTG 317 (3 units)**

22. ACCT 341 is listed under the Concentration in Accounting requirement group. Click the **Expand section** link.
23. Note the What-If status (question mark) indicating this course has been included as a What-If scenario and how many units will be included with an implied minimum C- grade. When completed collapse the BCOMM Course Requirements group. Click the **Collapse section** link.

Concentration in Accounting (RQ 020007)

Not Satisfied: A total of 18 units from the following, with a minimum 'C-' grade in each course:

NOTE: It is recommended that ACCT 323 be taken before third year.

- Units: 18.00 required, 3.00 taken, 15.00 needed

ACCT 341 (3 units)

The following courses were used to satisfy this requirement:

Personalize View All First 1 of 1 Last						
Course	Description	Units	When	Grade	Status	Type
ACCT 341	Intermediate Financial Acct I	3.00	Winter 2018		?	WH

- For this example, we will expand the BCOMM Summary of Applied Courses. Click the **Expand section** link. Then expand the Course Requirements section. Click the **Expand section** link.
- The course requirements will be listed including the selected "What-If" course. Remember to click **View All** to see the entire list of courses. Click the **View All** link. The course requirements list displays including the courses taken and the what-if course.

Course Requirements (RQ 051129)

The following courses may be used to satisfy this requirement:

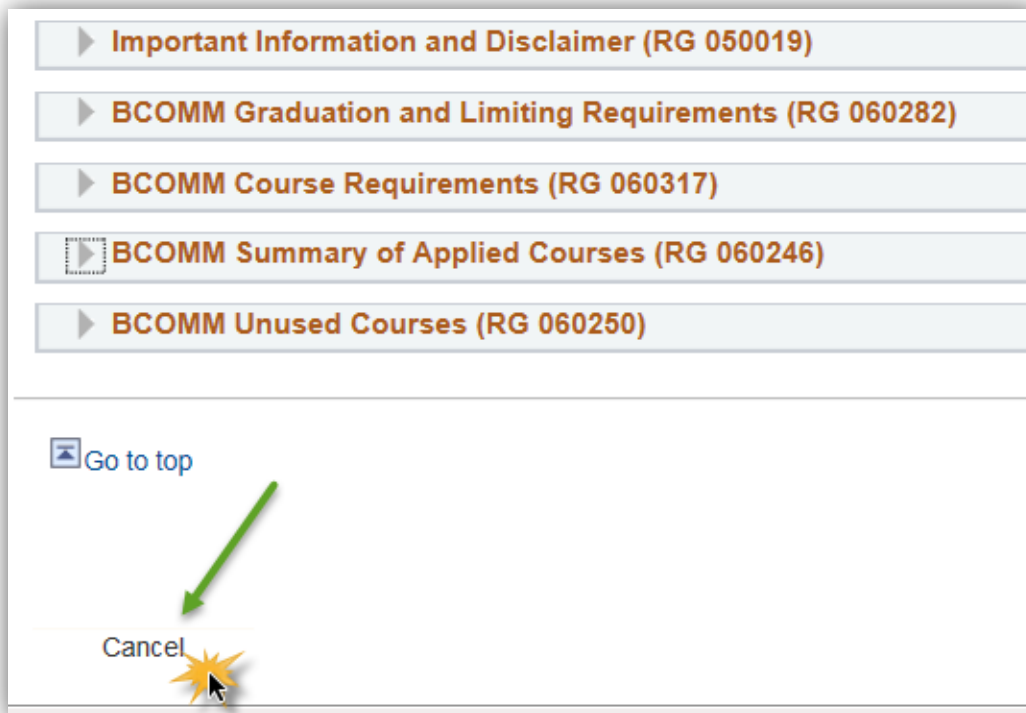
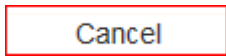
Personalize View 10 First 1-12 of 12 Last						
Course	Description	Units	When	Grade	Status	Type
ACCT 341	Intermediate Financial Acct I	3.00	Winter 2018		?	WH
ECON 201	Principles Of Microeconomics	3.00	Fall 2015		✓	TR
ECON 203	Principles Of Macroeconomics	3.00	Winter 2015		✓	EN
ECON 337	Development Economics	3.00	Winter 2016		✓	EN
ENGL 2XX	ENGL 2XX	3.00	Fall 2015		✓	TE
FREN 343	Cinéma de langue française	3.00	Fall 2016		✓	EN
MATH 249	Introductory Calculus	3.00	Fall 2015		✓	TR
OPTN 2XX	OPTN 2XX	3.00	Fall 2015		✓	OT
PHIL 275	Scientific & Critical Reasoning	3.00	Fall 2015		✓	TR
RUSS 301	Russian II	3.00	Fall 2015		✓	EN
SOCI 201	Introduction To Sociology	3.00	Winter 2015		✓	EN
STAT 213	Introduction To Statistics I	3.00	Fall 2015		✓	TR

- When completed, collapse the section. Click the **Collapse section** link.

What-If Selection

SA – Academic Advisement

27. When completed with the report, click cancel to return to the What-If selection page. Click the **Cancel** button.



For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.