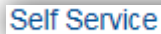Use the What-If Selection when a student would like to explore possibilities in changes to their academic program without actually changing their program. An informative report is created based on which selections are made. The following is an example of a student pursuing a Bachelor of Arts degree majoring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

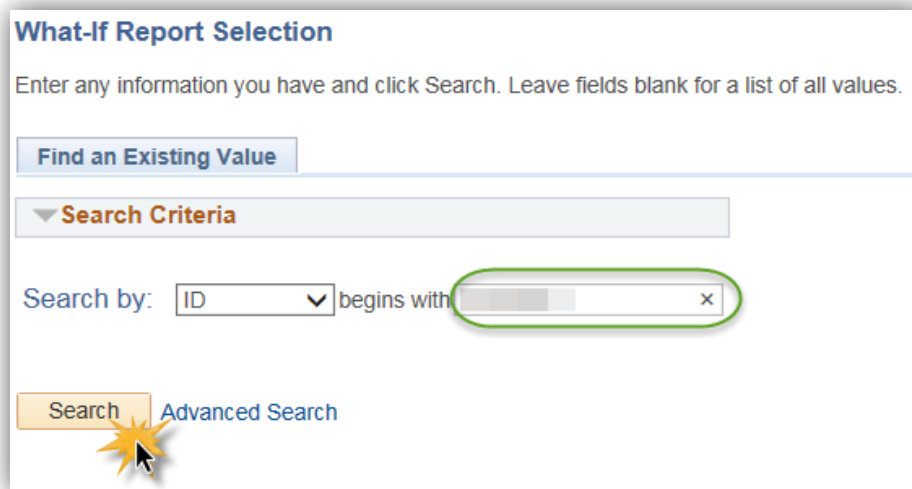1. Click the **Self Service** link.

    Self Service

2. Click the **Advisement** link.

    Advisemen

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

    What-If Report Selection
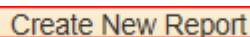
4. Enter the student ID and press Search or Enter. Click the **Search** button.

    Search

    What-If Report Selection

    Enter any information you have and click Search. Leave fields blank for a list of all values.

    Find an Existing Value

    ▼ Search Criteria

    Search by: ID ▼ begins with [   ] ×

    Search   Advanced Search

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.

    Create New Report

6. 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.
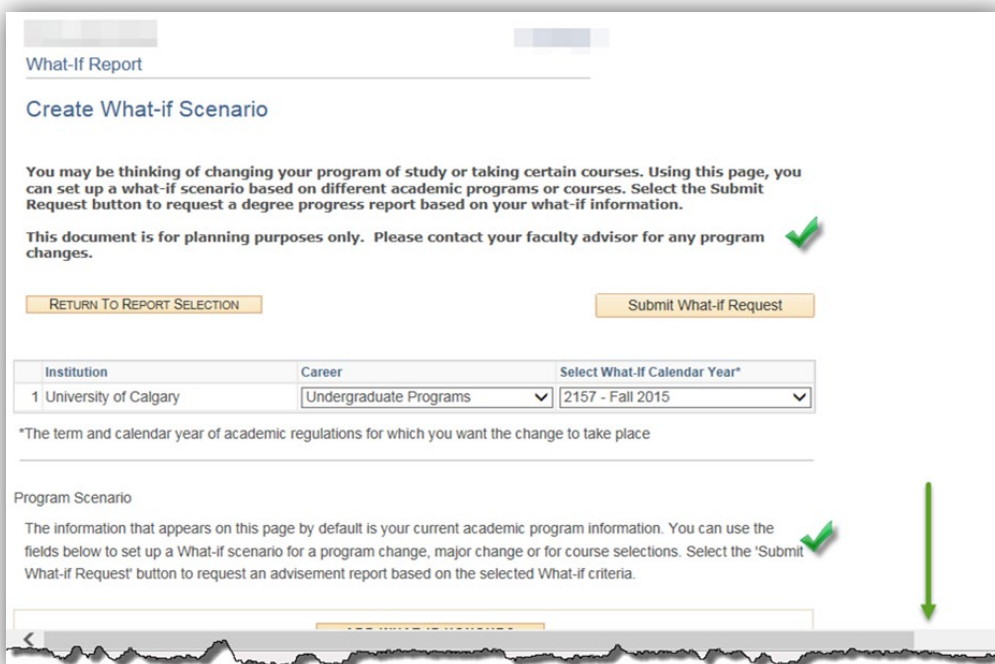
7. The current student program scenario displays including the Faculty (Faculty of Arts), Program (Arts Bachelors), Degree Stream (Bachelor of Arts) and the Major (Economics). You can make any "What-if" selection if the button is available including Add What-If Honours and Add What-If Combined Degree Program. Scroll down to view additional report information.

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.

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.

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.

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

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.

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.

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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.

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

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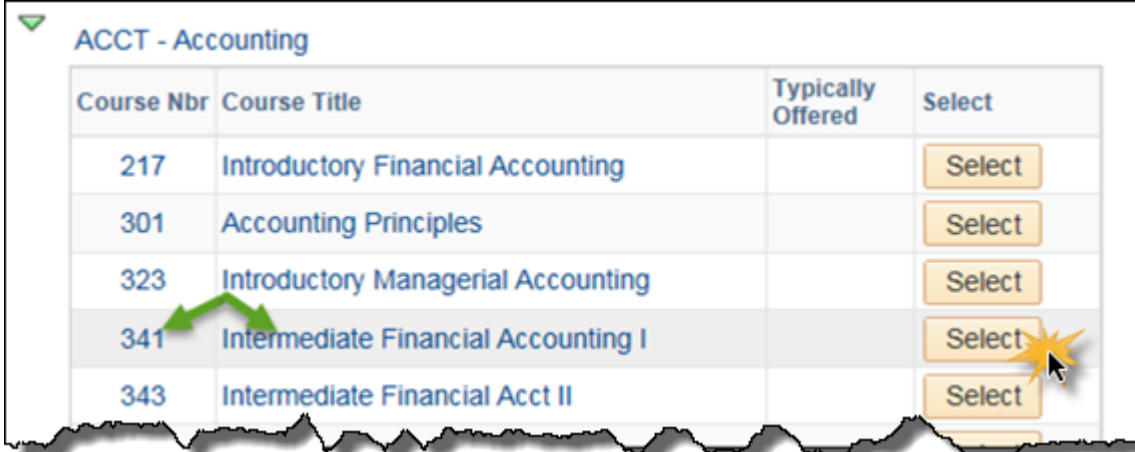
17. If desired, you can click on the course number or title to view specific details and related sections (not shown). Click the **Select** button.

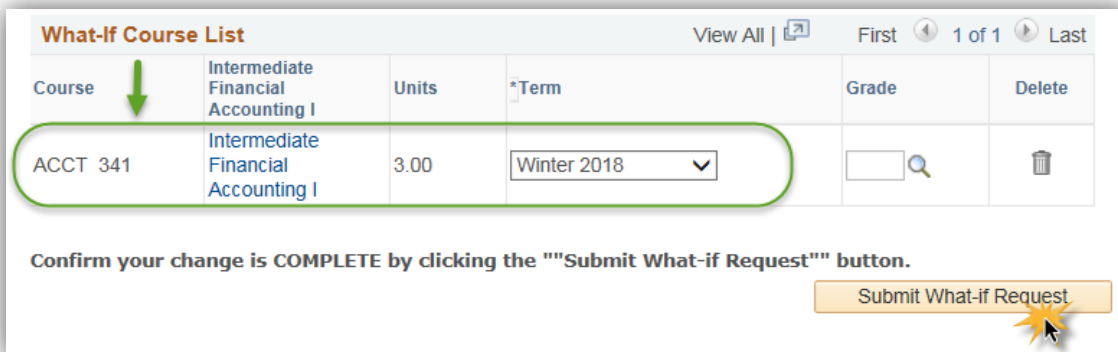|	ACCT - Accounting		
Course Nbr	**Course Title**	**Typically Offered**	**Select**
217	Introductory Financial Accounting		Select
301	Accounting Principles		Select
323	Introductory Managerial Accounting		Select
341	Intermediate Financial Accounting I		Select
343	Intermediate Financial Acct II		Select

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
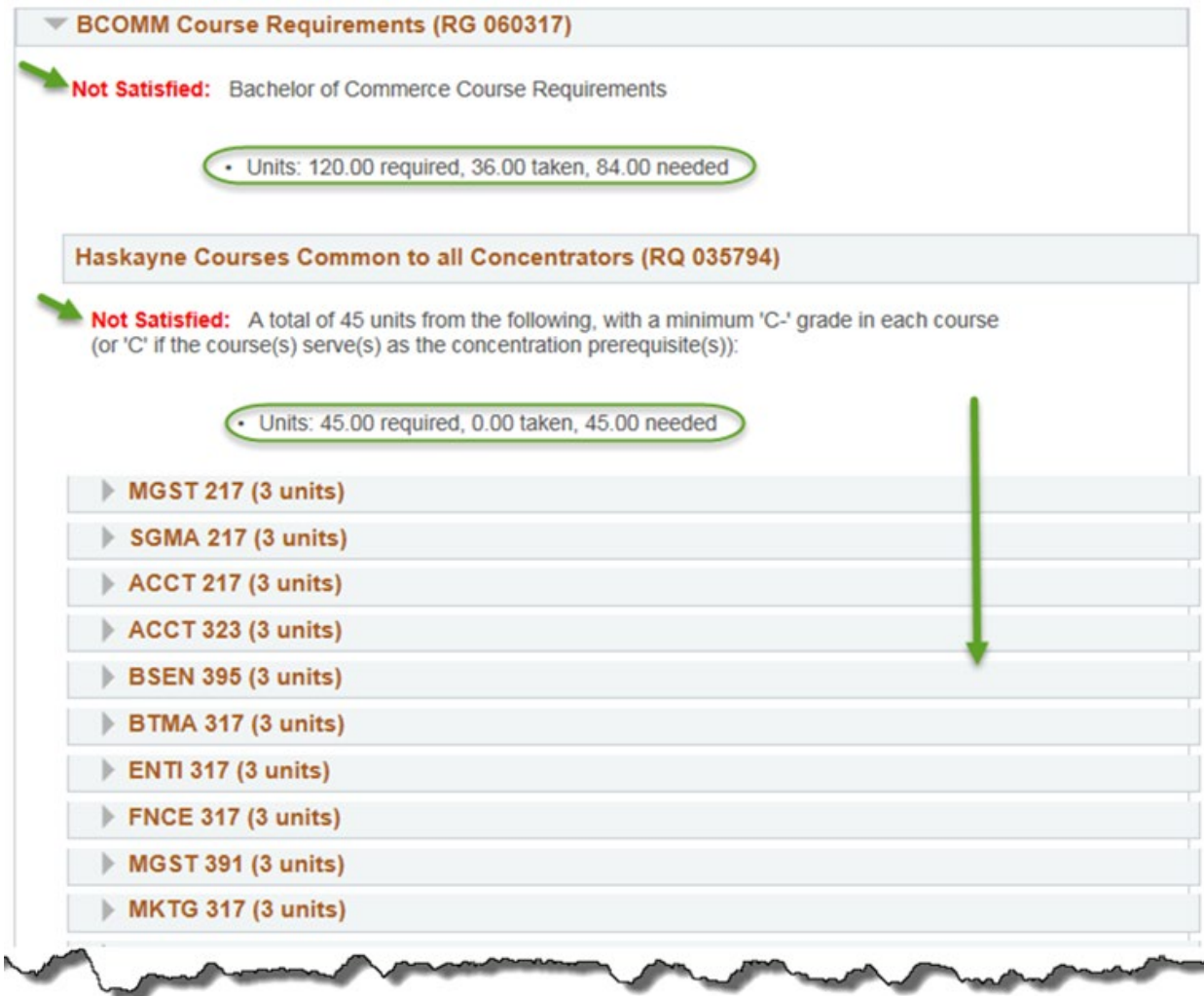
20.   For this example, we will expand the BCOMM Course Requirements Group. For specific details on other requirement groups, consult the online learning or job aid for Request Advisement Report. Click the **Expand section** link.

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.

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.

24. 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.

25. 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.

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

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

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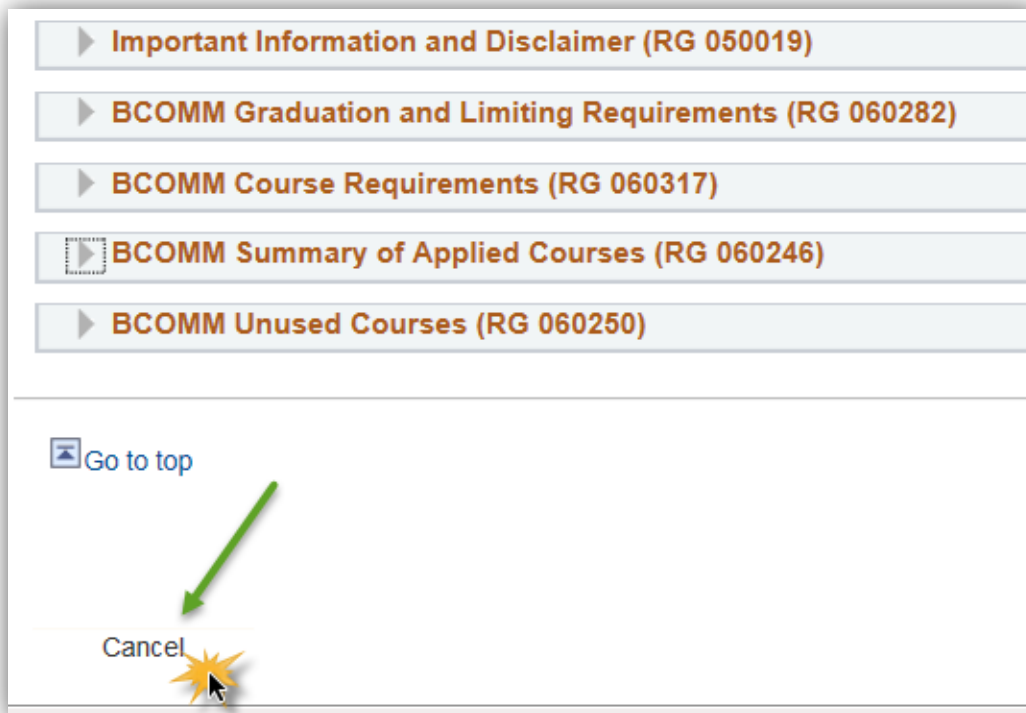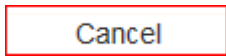
For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.