Advisors: Access & Print What If Reports through Academic Advisement

If you have not completed the one-time browser setup, please see:
Internet Explorer: http://www.udel.edu/itwebdev/help/ietips.html

1) LOGIN to UDISIS.

2) Go to: Main Menu > Self Service > Advisor Center > My Advisees

3) Click on View Student Details to go to the Advisee Student Center.
   Or, click on View Data For Other Students tab.

4) If View Data For Other Students is chosen, enter student ID and click on Search. This also will take you to the Advisee Student Center.
5) Choose **What-If Report** in the pull-down menu and then click on the **Arrow** button.

6) Click on the box labeled **Create New Report**.
7) This brings you to the **What-If Report** scenario where you can set up a What-If for a particular major or minor or may also What-If for particular courses.
8) In the pull-down menus, **Academic Program** = College; **Areas of Study** = Majors and Minors, which are listed together. (Note: Majors are shown with a degree abbreviation, i.e. BA, BS, etc.)

9) To add courses to the What-If scenario, click **Browse Course Catalog**. (Note the ability to **Collapse All**, **Expand All**, and to **Cancel**.)

10) Click the green arrow on the left to expand an area of study and pick **Select** for the course to add.
11) Returning back to the **What-If Report** scenario, repeat for additional courses, as necessary, and then click **Submit Request** to create the report.

12) This will produce the completed **What-If Report**.