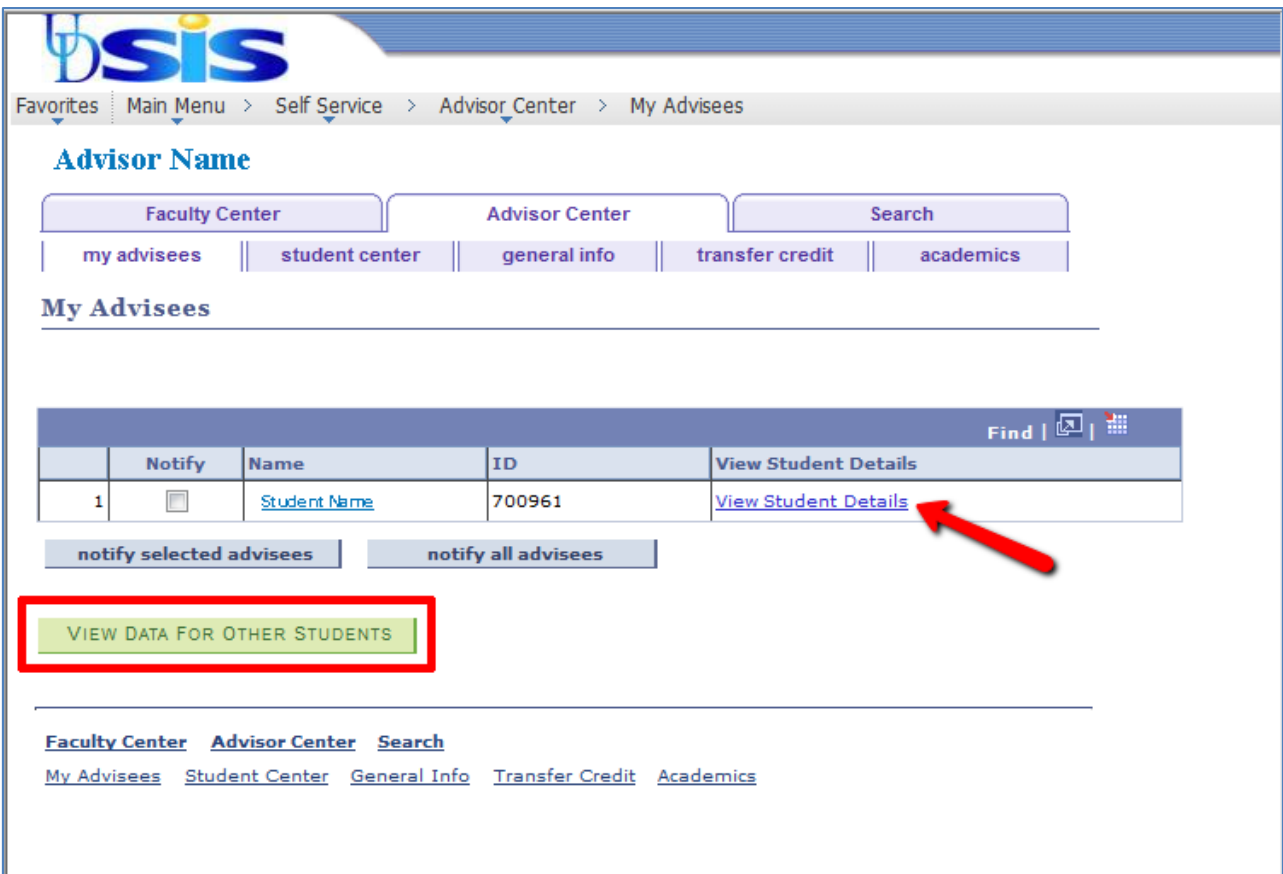


Advisors: Access & Print What If Reports through Advisor Center

If you have not completed the one-time browser setup, please see:
Internet Explorer: <http://www.udel.edu/itwebdev/help/ietips.html>
Firefox: <http://www.udel.edu/it/help/popups.html> for directions.

- 1) LOGIN to [UDSIS](#).
- 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.



The screenshot shows the UDSIS Advisor Center interface. At the top, there is a navigation breadcrumb: Favorites | Main Menu > Self Service > Advisor Center > My Advisees. Below this is the 'Advisor Name' section with tabs for Faculty Center, Advisor Center, and Search. Under the Advisor Center tab, there are sub-tabs: my advisees, student center, general info, transfer credit, and academics. The 'My Advisees' section contains a table with the following data:

	Notify	Name	ID	View Student Details
1	<input type="checkbox"/>	Student Name	700961	View Student Details

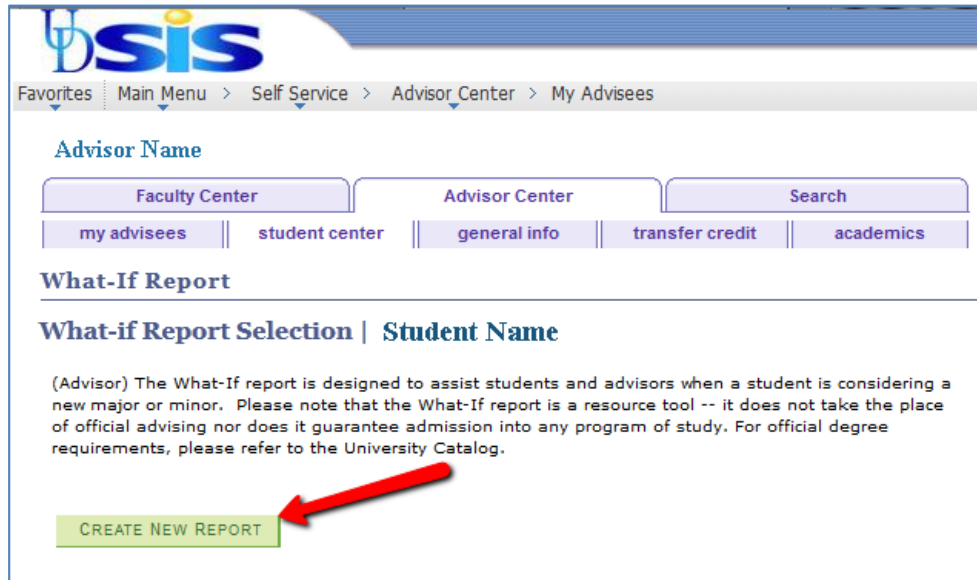
Below the table are two buttons: 'notify selected advisees' and 'notify all advisees'. A red arrow points to the 'View Student Details' link in the table. Below the table, a green button labeled 'VIEW DATA FOR OTHER STUDENTS' is highlighted with a red rectangular box. At the bottom of the page, there are navigation links: Faculty Center, Advisor Center, Search, My Advisees, Student Center, General Info, Transfer Credit, and Academics.

- 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.

The screenshot shows the UBSIS web application interface. At the top, there is a navigation breadcrumb: [Favorites](#) | [Main Menu](#) > [Self Service](#) > [Advisor Center](#) > [My Advisees](#). Below this is the **Advisor Name** section with tabs for **Faculty Center**, **Advisor Center**, and **Search**. Underneath are sub-tabs: **my advisees**, **student center**, **general info**, **transfer credit**, and **academics**. The **Advisee Student Center** section is active, showing a **Sample Student** profile. A dropdown menu is open over the **Academics** section, listing options: **other academic...**, **Course History**, **Grades**, **Transcript: View Unofficial**, **Transfer Credit: Report**, **What-if Report** (highlighted in blue), and **other academic...**. A red arrow points to the **What-if Report** option. To the right of the dropdown are several panels: **Holds** (No Holds), **To Do List** (Unsatisfactory Acad Progress with details), **Enrollment Dates** (Open Enrollment Dates), and **Advisor** (Program Advisor: Adarshpal Sethi with details). At the bottom, there are buttons for **Return to Search** and **Notify**, and a footer with navigation links: [Faculty Center](#), [Advisor Center](#), [Search](#), [My Advisees](#), [Student Center](#), [General Info](#), [Transfer Credit](#), and [Academics](#).

6) Click on the box labeled **Create New Report**.



UBSIS

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Advisor Name

Faculty Center | Advisor Center | Search

my advisees || student center || general info || transfer credit || academics

What-If Report

What-if Report Selection | Student Name

(Advisor) The What-If report is designed to assist students and advisors when a student is considering a new major or minor. Please note that the What-If report is a resource tool -- it does not take the place of official advising nor does it guarantee admission into any program of study. For official degree requirements, please refer to the University Catalog.

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.

Favorites | Main Menu > Self Service > Advisor Center > My Advisees

Advisor Name

Faculty Center
Advisor Center
Search

my advisees
student center
general info
transfer credit
academics

What-If Report

Create What-if Scenario | Student Name

(Advisor) The What-If report is designed to assist students and advisors when a student is considering a new major or minor. Please note that the What-If report is a resource tool -- it does not take the place of official advising nor does it guarantee admission into any program of study. For official degree requirements, please refer to the University Catalog.

Using this page, you can set up a What-If scenario for a particular major or minor or you may also select What-If courses. For Area of Study, majors are denoted by the degree abbreviation at the end of the description (BA, BS, etc.). Minors do not have this abbreviation. Click the Submit Request button to generate a degree audit based on the What-If information you provide.

RETURN TO REPORT SELECTION

Career Scenario

Select a career for which you want the change to take place.

Institution	Career	Catalog Year
University of Delaware	Undergraduate	2012 Fall Semester

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Concentration
Arts and Sciences	History BA	None
Arts and Sciences	Biological Sciences	n/a
Arts and Sciences	Medieval Studies	n/a

Course Scenario

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

browse course catalog

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

Course

SUBMIT REQUEST

[Faculty Center](#)
[Advisor Center](#)
[Search](#)

[My Advisees](#)
[Student Center](#)
[General Info](#)
[Transfer Credit](#)
[Academics](#)

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.

Course Nbr	Course Title	Typically Offered	Select
200	Survey of Accounting		select
207	Accounting I		select
208	Accounting II		select

- 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**.