Pulling an Advisement Report in PeopleSoft

Academic Advisement ⟶ Student Advisement ⟶ Request Advisement Report ⟶ Add a New Value (TAB)

Request Advisement Report

| Find an Existing Value | **Add a New Value** |

ID: [_____] 🔍
Academic Institution: [GBC01] 🔍
Report Type: [_____] 🔍

[**Add**]

Find an Existing Value | Add a New Value

ID: **Student's ID ***

> ***If you do not know the student's ID,**
> **Type any letter in the ID Box (let's say "G") and click on the magnifying glass:**
> **A "Look Up ID" menu will pop up:**
> 1- **Delete the G.**
> 2- **Leave Campus ID and National ID blank.**
> 3- **Populate the last and first name fields.**
> 4- **Click on LookUp.**
> 5- **Click on the correct person.**

Academic Institution: **GBC01**
Report Type: **WHIF**

Click **Add**

☑ Use Career Simulation
Click **View/Change Career Simulation**

Report Request | Report Request Log

ID/Name		
Academic Institution	GBC01	Great Basin College
Report Type	WHIF	GBC WHAT-IF Audit Report
Date Processed		**Report Status** Pending
***Report Date**	11/06/2012 📅	***As of Date** 01/01/3000 📅
***Report Identifier**	ADMIN 🔍	Administrative Request

Actions

    Process Request

▼ **What-If Information**

☑ **Use Career Simulation**   View/Change the Career Simulation

Add a What-If Course

💾 Save   ➕Add   📝Update/Display

Report Request | Report Request Log

Create What-If Scenario

ID/Name		
Academic Institution	GBC01	Great Basin College
Report Type	WHIF	GBC WHAT-IF Audit Report

[Copy Current Program]   [Clear What-If Values]

Program What-If Data   View All   First ◄ 1 of 1 ► Last   ⊞ ⊟

*Academic Institution	Great Basin College ▼	
*Academic Career	Undergraduate ▼	
*Career Requirement Term	2128 🔍	2012 Fall
*Requirement Term	2128 🔍	2012 Fall
Student Career Nbr	1	
*Academic Program	DGS 🔍	Degree Seeking

Plan What-If Data   View All   First ◄ 1 of 1 ► Last   ⊞ ⊟

*Requirement Term	2128 🔍	2012 Fall
*Academic Plan	ARTS-AA 🔍	A A - Associate of Arts
Plan Sequence	10	

Sub-plan What-If Data   View All   First ◄ 1 of 1 ► Last   ⊞ ⊟

*Requirement Term	🔍	
*Academic Sub-Plan	🔍	
Plan Sequence	10	

[OK]

Copy Current Program
- Use if you know the student has one declared degree. It will automatically populate the required fields. Otherwise this will populate a report listing all declared plans.

Clear What-If Values
- Use to quickly clear any data showing and begin again.

Program What-If Data
- Academic Institution: **Great Basin College**
- Academic Career: **Undergraduate**
- Career Requirement Term (Requirement Term means Catalog Year):
- **Pick a Term Code** (always use fall) for the catalog year. E.g., for a 2010 catalog year, you would select **2108**, Fall 2010
- Requirement Term: **2108** (all the requirement terms on this page should match)
- Student Career Nbr: (Fills in automatically—don't change this field)
- Academic Program: **DGS**

Plan What-If Data
- Requirement Term: **Term Code for Catalog year** (match what you selected above)
- Academic Plan: (Plan means Degree. Use the magnifying glass to choose the degree)
- Plan Sequence: (Fills in automatically—don't touch)

Sub-plan What-If Data
Always leave the Sub-plan portion blank

Click **OK**
Click **Process Request** button

GBC WHAT-IF Audit Report

Great Basin College | Undergraduate

This report last generated on 11/06/2012 4:03PM

| collapse all | expand all | view report as pdf |

Taken In Progress Planned What-if

Current Academic Objective		1 of 1	Current Academic Summary	
		Requirement (Catalog) Term	**Report Date**	11/06/2012
Career:	Undergraduate	2007 Fall	**Last Term Registered**	
Program:	Degree Seeking	2007 Fall	**Academic Standing**	
Plan:	HumSv-Subst Abuse Counselor-CT	2007 Fall	**GBC GPA:**	0.000

Expected Grad Term:
Graduation Status: Not Applied

Printer Friendly Page

Click **expand all** button if you want to look at, or print, only the on screen version. It is not necessary to expand all if you plan to print the pdf or printer friendly version.

Note that as you are looking at the various categories (onscreen version), such as "General Education Humanities," there will be a list of options, but the default is to display only 10 at a time. If there are more than 10 items, there will be a notation of, for example, "1-10 of 18"; to see the entire list, click on "View All."

To print, click **Printer Friendly Page or View report as pdf.** Either will take you to the same screen. Print.

[Note for the expert audit-puller: Using WHIF instead of ADV will generally result in only one degree being included in the audit. However, if you pull the audit and see TWO degrees on the top, then you can return to the "Create What-If Scenario" page. Check to see if the Plan What-If Data row says "First 1

of 2." That would be your clue that there is a second plan behind the scenes. You could go to that and delete the row that you do not want.]

Academic Advising Summary (for just a quick look at the student's GPA and total units):

NV Customizations → Academic Advisement → Academic Advising Summary

Empl ID: **Student ID**   *or*   Fill in Last Name and First Name

Academic Institution: **GBC01**

Academic Career: **Undergraduate**

Campus ID: Leave blank

National ID: Leave blank

Click on Search

This will allow you to view the student's number of lower and upper division units, view the declared major, catalog year, and access several helpful pages. You can also see the student's GBC GPA. This is the cumulative GPA, including *only* GBC units and no transfer units.

Note the links on the Academic Advising Summary page:

1. **Academic Requirements –** A link to the student's degree audit, populating with the student's currently declared majors. If the student has more than one declared major, this audit will be a melding of the multiple majors.

2. **Transfer Credit Report** – Opens up a new page with transfer credit report.

3. **Course History** – Opens a new page with an alphabetic listing of student's courses. You can click on "Term" to get a chronological listing. If you click "term" twice, the most recent courses will at the top of the list. Note that a green check means the course is completed and a yellow diamond mean the course is in progress. A grade preceded by a "T" (like "TC") denotes that it is a transfer course in which the student, in this example, obtained a "C".

4. **Unofficial Transcript Request** –
   Academic Institution: Great Basin College
   Report Type: Unofficial Transcripts
   Click on "view report".

<u>Always alert us when you find a problem with a degree audit</u>
(if you don't, they will never improve)

Problems and questions can be addressed Delores Whittaker:

delores.whittaker@gbcnv.edu
phone: 775-753-2279; fax: 775-753-2311

So that your concerns can be addressed most effectively, please be sure to *always* include
1. Student name and ID#
2. Degree (Plan)
3. Catalog Year (Requirement term) and
4. If at all possible, a copy of the flawed audit, preferably with all of the pages included, with the problem(s) circled and explanation given