Using the Student Center: How to Create a What-if Advisement Report

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to create a what-if advisement report.

For information about using the What-If Advisement Report with My Planner please see the bottom of this document.

In the Academic section of the Student Center, click the My Academic link.

The My Academics page contains links to:

- View your Advisement and What If Reports
- Transfer Credit Evaluation
- Request Enrollment Verification
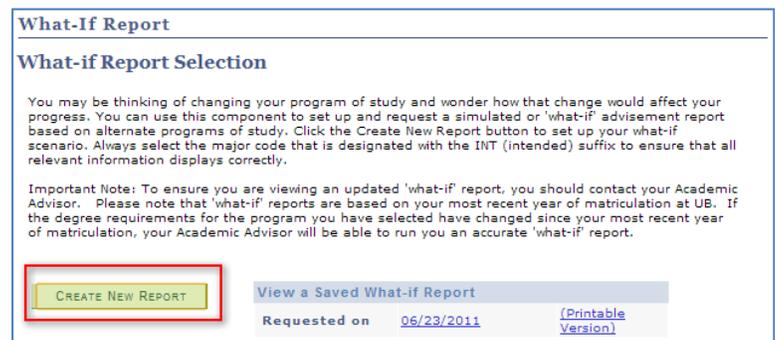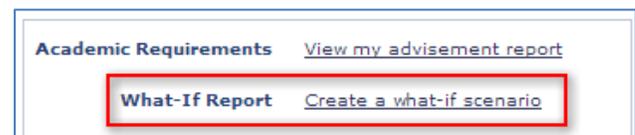- Apply for graduation
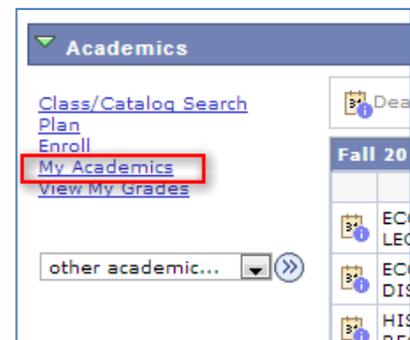
The My Program section lists your Career, Program and Major.

To the left of the My Program section, click the What-If Report – Create a what-if scenario link.

On the What-If Report Selection page click the Create New Report link.

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Currently the What-if Scenario is only functioning for Undergraduate programs. If the Career field, located in the Career Scenario section of the page does not default to Undergraduate select Undergraduate.

The What-if report contains all completed, in-progress, and planned courses.

In this example, our student's current Academic Program is Undergraduate Education Bachelor with a concentration that is Undecided. We want to run a What-if Advising Report for Business Administration.

In the Program Scenario section, we will need to complete the following steps:

1. Select the appropriate Academic Program from the dropdown menu

2. Select the intended major from the Area of Study (Major or Minor) dropdown menu

3. Select a Concentration for that intended major from the Concentration dropdown menu (not all major have concentrations).

The Academic Program is the School or Decanal unit.

In our example our student wants to run a What-If scenario for International Business so we will need to change his/her current Academic Program from Arts & Sciences Bachelor to Management Bachelor.

Click the Academic Program list.

Next we will select a Major or Minor from the Area of Study drop down list.

When selecting a Major, be sure to select the option that ends with the abbreviation INT (Intended). By selecting a link with INT at the end, your What-If Report willd display the "Acceptance Criteria" for the major.
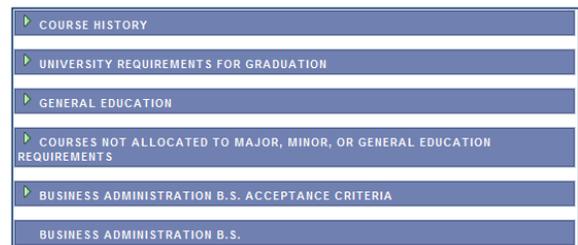
In this example we will select the "Psychology Administration INT" link

Some Majors allow for further specification by allowing you the ability to select a concentration for that major.

To run the What-if scenario, click the Submit Request button. Click the Submit Request button .
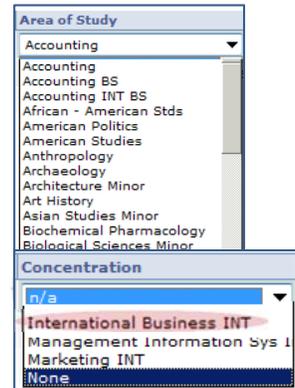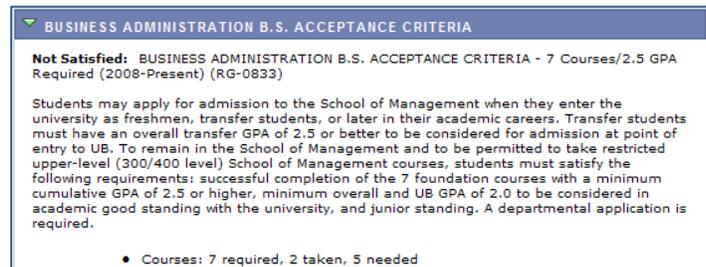
To view the major sections of the report click the collapse all button .

Confirm that the report has run for the major that you selected. Also make sure that you see an "Acceptance Criteria" section.

To expand the Major Acceptance Criteria section click the green triangle icon to the left of the name of the major.

The Acceptance Criteria section will display which courses you would need to complete, and what type of Grade Point Averages you would need to attain to apply to that Major.

To view which course you would need to take to satisfy an area of the acceptance Criteria for a major, click the expand section. The What-if report contains all completed, in-progress, and planned courses.
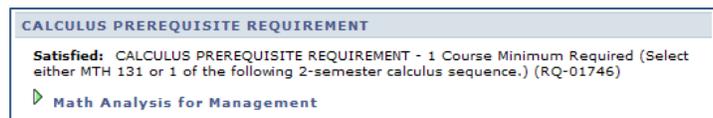
In our example we want to see what course(s) would satisfy the Math Analysis for Management section.

Within this section, there are three choices. Click the Expand button to see greater detail.

Now we see the detail for this section of the report. Notice in the Description column that the course is hyperlinked. This means that you can click on the link to view the Course Detail, and when the course is offered.

When you are finished reviewing the What-if Report scroll to the top of the page.

To return to you're my Academic page, click the My Academic tab.

Using the What-If Advisment Report with My Planner

The what-if report can be used in conjuction with My Planner. Planned courses must first be added to the Planner in order to view how they satisfy requirements in the what-if Report. Students should enter courses into My Planner using the 'Browse Course Catalog' button on the My Planner screen. For more on this please visit the training guide on using My Planner and refering to the section on 'Adding Courses to the Planner'.
http://www.buffalo.edu/hub/students/pdfs/GuideMyPlanner.pdf

There are a few ways that you can determine what courses (i.e. pre-requisites and/or requirements) need to be added to your Planner for a what-if major. You can refer to a curricular plan or other degree documents from the department, the outline of degree requirements from the Catalog ("Degrees & Policies" tab for the major) or you can first view the what-if report and pull the requirements from there. Please note: If you are using the initial what-if Report to determine planned courses then you should re-run the What-If Report.