# Pulling an Advisement Report in PeopleSoft

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

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ID:

Type any magnifying	g glass:
1-	Delete the G.
2-	Leave Campus ID and National ID blank.
3-	Populate the last and first name fields.
4-	aick on LookUp.
5-	Click on the correct person.

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

Click Add

Revised 2/04/2015

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	Create What-If S	cenario		
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#### 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)

<u>Sub-plan What-If Data</u> Always leave the Sub-plan portion blank

Click OK Click Process Request button

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

# Always alert us when you find a problem with a degree audit

(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 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