UNIVERSITY of WISCONSIN
UW MILWAUKEE

PAWS

9.0 TRAINING

View & Print

Degree Progress and

Academic Advisement Reports

Modified: October, 2009

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OVERVIEW

Academic Advisement in PAWS
Academic Advisement is part of the PAWS system for students and staff. It is designed to create a report for all undergraduate degree-seeking students indicating the status of their primary degree requirements. This report is directly accessible to all degree-seeking undergraduate students and many staff on PAWS.

Degree Progress Report (DPR) vs. Academic Advisement Report (AAR)

There are two different types of reports that are generated through Academic Advisement. The differences between the two reports are in presentation and functionality only; the requirements and student data on the two reports are the same.

1. Degree Progress Report (DPR) is a transcript-based report that is primarily designed for administrative usage. The Degree Progress Report is available to advisors/staff on PAWS. Students and faculty advisors do not have access to the Degree Progress Report on PAWS.
2. Academic Advisement Report (AAR) is an interactive report that is primarily designed for student usage. The Academic Advisement Report is available on PAWS for students, advisors/staff, and faculty advisors.

Course Materials Overview
In this manual you will learn how to do the following:
- Set-up user defaults for running a Degree Progress Report (DPR) and an Academic Advisement Report (AAR)
- Run a single Degree Progress Report (DPR)
- Run Multiple Degree Progress Reports (DPR)
- Run a Quick What-If Degree Progress Report (DPR)
- Print Degree Progress Reports and Quick What-If Degree Progress Reports (DPR)
- Run an Academic Advisement Report (AAR)
- Print an Academic Advisement Report (AAR)
- Run a Program What-If Academic Advisement Report (AAR)
- Run a Course What-If Academic Advisement Report (AAR)

For more information, please visit the Academic Advisement website:

http://advisement.uwm.edu

NOTES

SETTING-UP USER DEFAULTS

OVERVIEW

User defaults are optional, but they will allow you to run a Degree Progress Report and an Academic Advisement Report more quickly.

Navigation: Home >Set Up SACR >User Defaults

Step 1: Enter the following values on the User Defaults 1 tab
Academic Institution: Enter "UWMIL"
Career Group SetID: Enter "UWMIL"
Facility Group SetID: Enter "UWMIL"
Academic Career: Enter "UGRD"

Step 2: Enter the following values on the User Defaults 2 tab
SetID: Enter "UWMIL"
Business Unit: Enter "UWMIL"

Step 3: Enter the following values on the User Defaults 4 tab
Carry ID: Check box (allows IDs to be carried between pages)
Output Destination: Select "Page" from drop-down list
Transcript Type: Enter "UGADV"
Flexible Transcript Type: Leave blank
Advisement Report Type: Enter "UGAAR"

| User Defaults 1 | User Defaults 2 | User Defaults 3 | **User Defaults 4** | Enrollment Override Defaults | ▶ |

User ID: ZLOTOCHA   Zlotocha,Seth Joseph

☑ Carry ID

Output Destination: Page ▼

Transcript Type: UGADV 🔍   Ugrad Advisement

Flexible Transcript Type: 🔍

Advisement Report Type   UGAAR 🔍

Note: Defaults on other tabs are either not recommended or not associated with viewing or printing Degree Progress Reports.

Step 4: Click the 🖫Save button

Note: Setting user defaults does not preclude you from accessing other options while using PAWS. They simply serve as the default values when you first view a page.

REQUESTING A SINGLE DEGREE PROGRESS REPORT

OVERVIEW

Follow these steps to run a single Degree Progress Report.

Navigation: Home > Academic Advisement / Student Advisement / Student Advisement Report

Step 1: Click the "Add a New Value" tab or link.

Student Advisement Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value   Add a New Value

Report Request Nbr:	begins with ▾	
ID:	begins with ▾	🔍
Academic Institution:	begins with ▾	🔍
Transcript Type:	begins with ▾	🔍
User ID:	begins with ▾	
Request Date:	= ▾	📅
Future Release:	= ▾	▾
Term:	begins with ▾	🔍
Requested Print Date:	= ▾	📅
First Name:	begins with ▾	
Last Name:	begins with ▾	

☐ Case Sensitive

Search   Clear   Basic Search   💾 Save Search Criteria

Find an Existing Value | Add a New Value

Step 2: Enter the following values on the Request Header tab
Institution: Select "UWMIL" from the drop-down list
Transcript Type: Select "UGADV" from the drop-down list
Output Destination: Select "Page" from the drop-down list
Future Release: Leave as "Immediate Processing"
Request Reason: Leave blank
Report Format: Leave as "Standard Report Format"
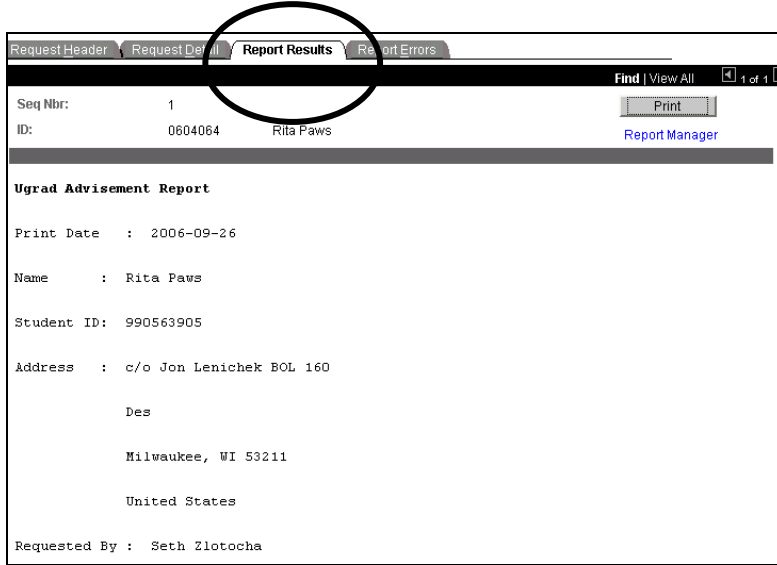

Step 3: Go to the Request Detail tab

Step 4: Enter the following values on the Request Detail tab
ID: Enter student's Empl ID (or search using spyglass)
As of Date: Leave as default (current date) or back-date if necessary
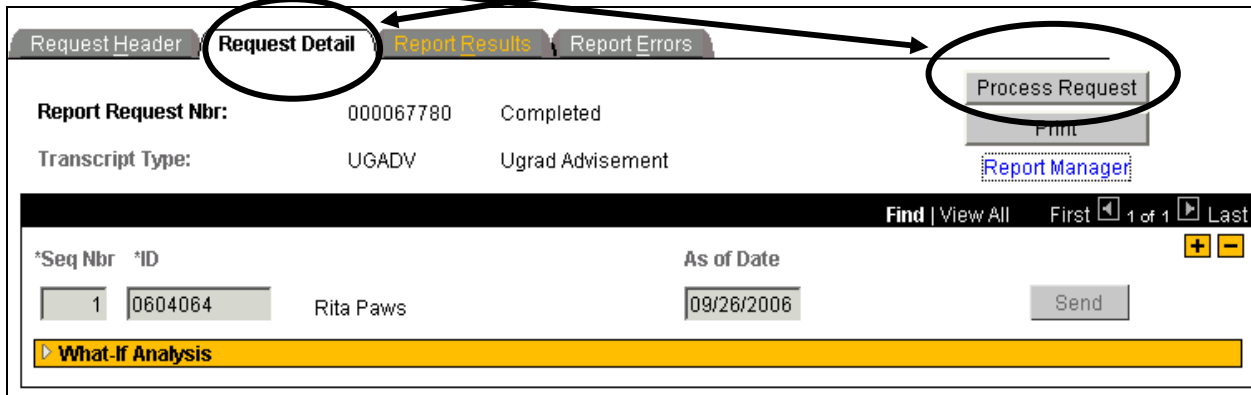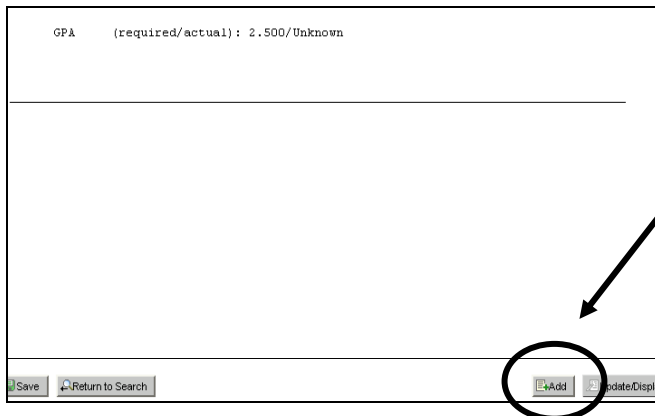

Step 5: Click the [Process Request] button.

The Degree Progress Report will appear automatically in the "Report Results" tab.

```
Request Header   Request Def   Report Results   Report Errors

                                        Find | View All    1 of 1

Seq Nbr:        1                            Print
ID:             0604064    Rita Paws        Report Manager


Ugrad Advisement Report

Print Date   :  2006-09-26

Name         :  Rita Paws

Student ID:  990563905

Address      :  c/o Jon Lenichek BOL 160

                Des

                Milwaukee, WI 53211

                United States

Requested By :  Seth Zlotocha
```

To re-run **the same student's** AA report, simply return to the "Request Detail" tab and click
Process Request again.

```
Request Header   Request Detail   Report Results   Report Errors

                                                      Process Request
Report Request Nbr:     000067780    Completed             Print

Transcript Type:        UGADV        Ugrad Advisement    Report Manager

                                        Find | View All   First  1 of 1  Last

*Seq Nbr  *ID                            As of Date                  + -

    1     0604064     Rita Paws          09/26/2006        Send

 What-If Analysis
```

To request an Advisement Report for **a different student**, click the ☰Add button at the bottom
of the Advisement Report and re-start the steps above.

```
    GPA    (required/actual): 2.500/Unknown




_____




 Save   Return to Search              Add   Update/Display
```

REQUESTING MULTIPLE DEGREE PROGRESS REPORTS

OVERVIEW

Follow these steps to run multiple Degree Progress Reports at one time.

Navigation: Home > Academic Advisement / Student Advisement / Student Advisement Report

Step 1: Click the "Add a New Value" tab or link.

Student Advisement Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

Report Request Nbr:	begins with ▼	
ID:	begins with ▼	🔍
Academic Institution:	begins with ▼	🔍
Transcript Type:	begins with ▼	🔍
User ID:	begins with ▼	
Request Date:	= ▼	📅
Future Release:	= ▼	▼
Term:	begins with ▼	🔍
Requested Print Date:	= ▼	📅
First Name:	begins with ▼	
Last Name:	begins with ▼	

☐ **Case Sensitive**

[Search] [Clear]   Basic Search 💾 Save Search Criteria

Find an Existing Value | Add a New Value

Step 2: Enter the following values on the Request Header tab
Institution: Select "UWMIL" from the drop-down list
Transcript Type: Select "UGADV" from the drop-down list
Output Destination: Select "Page" from the drop-down list
Future Release: Leave as "Immediate Processing"
Request Reason: Leave blank
Report Format: Leave as "Standard Report Format"

Step 3: Go to the Request Detail tab

Step 4: Enter the following values on the Request Detail tab
  ID: Enter student's Empl ID (or search using spyglass)
  As of Date: Leave as default (current date) or back-date if necessary

Step 5: Click on the ⊞ button to add subsequent rows. Follow Step 4 outlined above to input the "ID" and "As of Date" for the new row(s).

Request Header | **Request Detail** | Report Results | Report Errors

Report Request Nbr: 000000000   On Request

Transcript Type: UGADV   Ugrad Advisement

Process Request
Print
Report Manager

Find | View All   First ◄ 1 of 1 ► Last   ⊞ ⊟

*Seq Nbr	*ID	As of Date
1	🔍	09/06/2006 📅 Send

▷ **What-If Analysis**

💾 Save   🔄 Refresh   ⊟ Add   📄 Update/Display

Request Header | **Request Detail** | Report Results | Report Errors

---

Step 6: Click the Process Request button.

Request Header | **Request Detail** | Report Results | Report Errors

Process Request
Print
Report Manager

Report Request Nbr: 000000000   On Request

Transcript Type: UGADV   Ugrad Advisement

Find | View All   First ◄ 1-2 of 2 ► Last   ⊞ ⊟
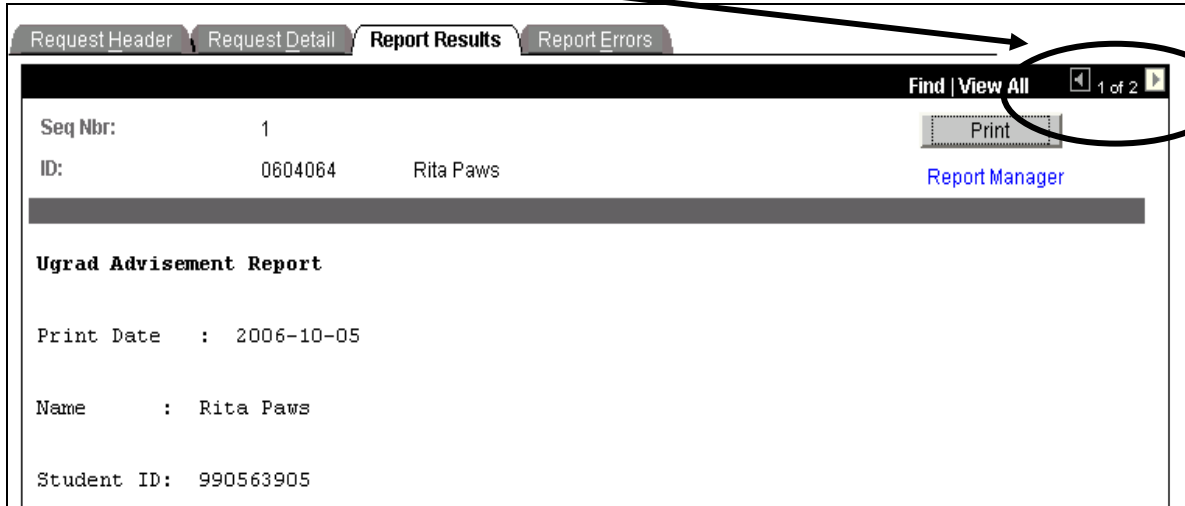
*Seq Nbr	*ID		As of Date
1	0604064 🔍	Rita Paws	10/05/2006 📅 Send

▷ **What-If Analysis**

⊞ ⊟

*Seq Nbr	*ID		As of Date
2	0274742 🔍	Seth Zlotocha	10/05/2006 📅 Send

▷ **What-If Analysis**

The Degree Progress Reports will appear automatically in the "Report Results" tab.

The reports are separated by rows in the order you entered the requests on the "Request Detail" tab. Use the [▶] and [◀] buttons to move between the reports.

| Request Header | Request Detail | **Report Results** | Report Errors |

Find | View All   ◀ 1 of 2 ▶

Seq Nbr: 1   Print

ID: 0604064   Rita Paws   Report Manager

Ugrad Advisement Report

Print Date   : 2006-10-05

Name   : Rita Paws

Student ID: 990563905

REQUESTING A QUICK WHAT-IF DEGREE PROGRESS REPORT

OVERVIEW

A Quick What-If Degree Progress Report allows you to place students into a program that is not their own to see how they meet the program requirements. Only administrative staff are authorized to run a What-If Degree Progress Report; students do not have this access.

Navigation: Home > Academic Advisement / Student Advisement / Student Advisement Report

Step 1: Click the "Add a New Value" tab or link.

Student Advisement Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Report Request Nbr:	begins with	
ID:	begins with		🔍
Academic Institution:	begins with		🔍
Transcript Type:	begins with		🔍
User ID:	begins with	
Request Date:	=		📅
Future Release:	=		
Term:	begins with		🔍
Requested Print Date:	=		📅
First Name:	begins with	
Last Name:	begins with	

☐ Case Sensitive

[Search] [Clear]   Basic Search 💾 Save Search Criteria

Find an Existing Value | Add a New Value

Step 2: Enter the following values on the Request Header tab
   Institution: Select "UWMIL" from the drop-down list
   Transcript Type: Select "UGADV" from the drop-down list
   Output Destination: Select "Page" from the drop-down list
   Future Release: Leave as "Immediate Processing"
   Request Reason: Leave blank
   Report Format: Leave as "Standard Report Format"

| Request Header | Request Detail | Report Results | Report Errors |

Report Request Nbr: 000000000   **Request Date:** 09/06/2006   **User ID:**

*Institution: UWMIL ▾   University Wisconsin-Milwaukee
*Transcript Type: UGADV ▾
                       ☐ Freeze Record
                       ☐ Override Service Indicator

*Output Destination: Page ▾
Number of Copies: 1
Future Release: Immediate Processing ▾
Academic Career:
Term:
Print Date: 09/06/2006
Request Reason: ▾
                       ☐ Cancel Request

🖫Save   ⟳Refresh   🗈Add   📝Update/Display

Request Header | Request Detail | Report Results | Report Errors

Step 3: Go to the Request Detail tab

| Request Header | Request Detail | Report Results | Report Errors |

Step 4: Enter the following values on the Request Detail tab
ID: Enter student's Empl ID (or search using spyglass)
As of Date: Leave as default (current date) or back-date if necessary

Step 5: Click on the ▶ symbol next to "What-If Analysis"

Step 6: Click on the "Quick What-If" link in the box that appears.

Opens the 'Quick What-If Analysis Report' page with sections for Career, Program, Plan, and Sub-Plan Information.

Step 7: Enter the values below in the Career Information section.
      Current Career: Leave blank
      What-If Career: Enter 'UGRD'
      Career Requirement Term: Enter appropriate value for requirement term of what-if report
      (value will drive requirements written at the career level)

Career Information

Current Career:		
What-If Career:	UGRD	Undergraduate
Career Requirement Term:	1076	Fall 2008

Step 8: Enter the values below in the Program Information section.
      Career Nbr: Leave as default ('0')
      Program Requirement Term: Enter appropriate value for requirement term of what-if
      report (value will drive requirements written at the program level)
      What-If Program: Enter appropriate value for program of what-if report

Program Information

Career Nbr:	0	
Current Program:		
Program Requirement Term:	1068	Fall 2007
What-If Program:	AHUG	Health Sciences Undergraduate

Step 9: Enter the values below in the Plan Information section.
      Current Plan: Leave blank
      Plan Requirement Term: Enter appropriate value for requirement term of what-if report
      (value will drive requirements written at the plan level)
      What-If Plan: Enter appropriate value for plan of what-if report

Plan Information

Current Plan:		
Plan Requirement Term:	1068	Fall 2007
What-If Plan:	KIN2	Kinesiology

Step 10: (if applicable) Enter the values below in the Sub-Plan Information section.

> Current Sub-Plan: Leave blank
> Sub-Plan Requirement Term: Enter appropriate value for requirement term of what-if report (value will drive requirements written at the sub-plan level)
> What-If Sub-Plan: Enter appropriate value for sub-plan of what-if report

Sub-Plan Information		
Current Sub-Plan:		
Sub-Plan Requirement Term:	1068	Fall 2007
What-If Sub-Plan:	KINATHLBS2	Athletic Training

Step 11: Click the OK button.

You will be automatically returned to "Request Detail" tab. The 'Quick What-If Analysis' message will appear to indicate the what-if was activated.

Request Header	**Request Detail**	Report Results	Report Errors

Process Request

Print

Report Request Nbr: 000000000   On Request

Report Manager

Transcript Type: UGADV   Ugrad Advisement

Find | View All   First ◄ 1 of 1 ► Last

*Seq Nbr	*ID		As of Date	
1	0604064	Rita Paws	09/28/2006	Send

▽ **What-If Analysis**

☐ Enable Stored What-If   Quick What-If   Course List What-If   **Quick What-If Analysis**

Step 12: Click Process Request button.

The What-If Degree Progress Report will appear automatically in the "Report Results" tab. The report will display the following verbiage to indicate it is a What-If Degree Progress Report:

```
      - - - - A C A D E M I C    A D V I S E M E N T    R E P O R T - - - -


Career Simulation -  Simulating Undergraduate Career

                        Health Sciences Undergraduate Program

                        Kinesiology Plan

                        Athletic Training Subplan
```

PRINTING A DEGREE PROGRESS REPORT

OVERVIEW

Once the Degree Progress Report or What-If Degree Progress Report is generated in the "Report Results" tab, you can re-format the report to print in .pdf format.

```
Request Header   Request Detail   Report Results   Report Errors

                                              Find | View All     1 of 1

Seq Nbr:          1                                      Print
ID:               0604064      Rita Paws
                                                    Report Manager


Ugrad Advisement Report


Print Date   :  2006-09-28


Name         :  Rita Paws


Student ID:  990563905


Address      :  c/o Jon Lenichek BOL 160


                Des


                Milwaukee, WI 53211


                United States


Requested By :  Seth Zlotocha
```

Step 1: Click the "Print" button.

```
                                              New Window | Saved

Request Header   Request Detail   Report Results   Report Errors

                                              Find | View All     1 of 1

Seq Nbr:          1                                      Print
ID:               0604064      Rita Paws
                                                    Report Manager
```
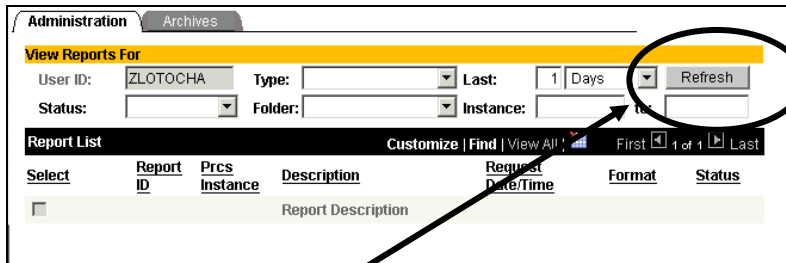
The print request will then be processed and saved to the Report Manager. A "Saved" indicator will appear in the upper right-hand portion of the screen to confirm the request has processed.
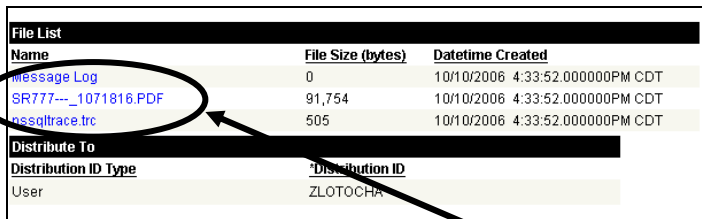
Step 2: After the "Saved" indicator appears, click on the "Report Manager" link.

Step 3: Click the "Refresh" button until the "Posted" message appears under the "Status" column and a "Details" link appears next to it.
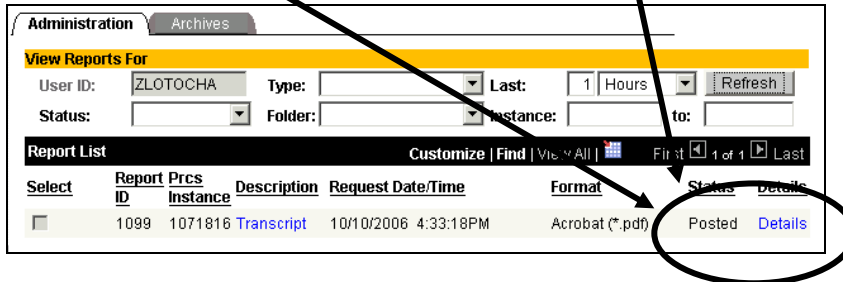
Step 4: Click on the "Details" link. A new screen will automatically appear.

Step 5: Click on the file name ending in ".pdf" in the list that appears. The report will open in a new window in .pdf format.
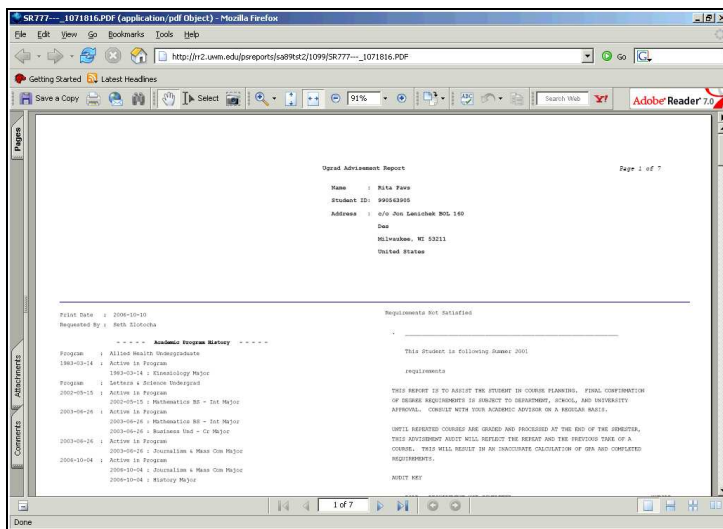
REQUESTING AN ACADEMIC ADVISEMENT REPORT

OVERVIEW

Follow these steps to process a single Academic Advisement Report (AAR). There is no option for running multiple AARs using these administrative request pages.

Navigation: Home >Academic Advisement >Student Advisement > Request Advisement Report

Step 1: Enter the following values in the "Add a New Value" fields that appear:
    ID: Empl ID for the student
    Academic Institution: "UWMIL"
    Report Type: "UGAAR"

Request Advisement Report

| Find an Existing Value | Add a New Value |

ID: 0681809
Academic Institution: UWMIL
Report Type: UGAAR

Add

Find an Existing Value | Add a New Value

Step 2: Click the [Add] button.

Step 3: Verify the student information in the request is correct. The Report Date will default to the current date. Click the [Process Request] button to generate the AAR.

| Report Request | Report Request Log |

ID/Name	0681809	Margaret Paws
Academic Institution	UWMIL	University Wisconsin-Milwaukee
Report Type	UGAAR	Ugrd Acad Advisement Report
Date Processed		**Report Status** Pending
'Report Date	10/13/2009	**'As of Date** 01/01/3000
'Report Identifier	ADMIN	Administrative Request

Actions

Process Request

Save   Add   Update/Display

Report Request | Report Request Log

The AAR will automatically appear on the screen after processing is complete.

Margaret Paws   ID: 0681809   ★

Undergraduate Academic Advisement Report

University Wisconsin-Milwaukee | Undergraduate

This report last generated on   10/13/2009 4:52PM

[collapse all]   [expand all]

                ✔ Taken   ◆ In Progress   ★ Planned

▷ **General Information for Students**

▷ **Requirement Term**

▽ **UWM General Education Requirements**

Not Satisfied: The UWM General Education Requirements consist of the following:
1. English Competency
2. Math Competency
3. Humanities
4. Social Science
5. Arts
6. Natural Science
7. Foreign Language
8. Cultural Diversity

To re-process the same student's AAR or process a new student's AAR, click on the "Return to Report Request" link at the bottom of the screen.

Return to Report Request   View Report Request Log

You will be returned to the request screen in step 3.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ ╱Report Request ╲╱Report Request Log ╲                                         │
│                                                                                │
│   ID/Name              0681809       Margaret Paws                             │
│   Academic Institution UWMIL         University Wisconsin-Milwaukee            │
│   Report Type          UGAAR         Ugrd Acad Advisement Report               │
│   Date Processed       10/13/2009    Report Status    Completed                │
│  'Report Date          10/13/2009 📅 'As of Date       01/01/3000 📅           │
│  'Report Identifier    ADMIN      🔍  Administrative Request                    │
│ ┌────────────────────────────────────────────────────────────────────────────┐│
│ │Actions                                                                      ││
│ └────────────────────────────────────────────────────────────────────────────┘│
│   [ Process Request ]              View Report            [View Report as PDF ]│
│   Printer             [                              ]    [ Send to Printer  ] │
│                                                                                │
│  [💾Save] [🔍Return to Search]                        [➕Add] [Update/Display] │
│  Report Request | Report Request Log                                           │
└──────────────────────────────────────────────────────────────────────────────┘
```

Click the "View Report" link to view the previously processed report.

Click the [Process Request] button to re-process the same student's AAR.

Click the [➕Add] button to process a different student's AAR (this will automatically return you to step 1).

PRINTING AN ACADEMIC ADVISEMENT REPORT

OVERVIEW

Once the Academic Advisement Report is generated on the screen, you can re-format the report to print in .pdf format.

Step 1: With the report on the screen, click on the "Return to Report Request" link at the bottom of the screen to return to the request screen.

Step 2: Click on the [View Report as PDF] button to generate the report in .pdf format. The .pdf report will automatically appear in a new window or tab.

NOTE: Make sure pop-up blocker is disabled for the www.paws.uwm.edu site for the .pdf report to appear properly.

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Page 1 of 5

Undergraduate Academic Advisement Report
For **Margaret Paws** prepared on **10/14/2009**
Requested by **Seth Zlotocha**

Program	Requirement Term	Requirement Status
Undergraduate Career	Summer 2005	Not Satisfied
Letters & Science Undergrad Program	Fall 2006	Not Satisfied
History Major	Fall 2006	Not Satisfied

General Information for Students
Satisfied: See below for general information to consider when reviewing the Academic Advisement Report.

Purpose of Advisement Report
Satisfied: This report is to assist the student in course planning. Final confirmation of degree requirements is subject to department, school, and university approval. Consult with your academic advisor on a regular basis.

Repeated Coursework on the Advisement Report
Satisfied: Until courses are graded and processed at the end of the semester, the Advisement Report will include the repeat and the previous take of the course. This will result in an inaccurate calculation of GPA and completed requirements.

Academic Advisement Website
Satisfied: Please visit the Academic Advisement website for more information on using the Academic Advisement Report.

REQUESTING A WHAT-IF ACADEMIC ADVISEMENT REPORT

OVERVIEW

There are two types of What-If Academic Advisement Reports:

1. **Program What-If Academic Advisement Report**: Allows a user to place students into a program that is not their own to see how they meet the program requirements.

2. **Course What-If Academic Advisement Report**: Allows a user to view how coursework that students are not enrolled in would apply toward their degree requirements.

Only administrative staff are authorized to run What-If Academic Advisement Reports; students and faculty advisors do not have this access.

Program What-If Advisement Report

Navigation: Home > Academic Advisement > Student Advisement > Request Advisement Report

Step 1: Enter the following values in the "Add a New Value" fields that appear:
    ID: Empl ID for the student
    Academic Institution: "UWMIL"
    Report Type: "UGWIF"

Request Advisement Report

| Find an Existing Value | Add a New Value |

ID: 0681809
Academic Institution: UWMIL
Report Type: UGWIF

Add

Find an Existing Value | Add a New Value

Step 2: Click the Add button.

Step 3: Verify the student information in the request is correct. The Report Date will default to the current date.

Step 4: Check the "Use Career Simulation" field in the What-If Information section. This will automatically generate a "View/Change the Career Simulation" link next to the check box field.

Step 5: Click on the "View/Change the Career Simulation" link. The Create What-If Scenario page will automatically appear.

Step 6: Enter the following information in the Program What-If Data section:

    Academic Institution: Select "University of Wisconsin – Milwaukee" from the drop-down

    Academic Career: Select "Undergraduate" from the drop-down

    Career Requirement Term: Enter the appropriate value

    Requirement Term: Enter the appropriate value

    Student Career Nbr: Leave as default

    Academic Program: Enter program code for what-if program

    Advisement Status: Select "Include" from the drop-down

Step 7: Enter the following information in the Plan What-If Data section:
  Requirement Term: Enter the appropriate value
  Academic Plan: Enter plan code for what-if program
  Plan Sequence: Leave as default
  Advisement Status: Select "Include" from the drop-down

Step 8: Enter the following information in the Plan What-If Data section:
  Requirement Term: Enter the appropriate value
  Academic Sub-Plan: Enter sub-plan code for what-if program
  Plan Sequence: Leave as default
  Advisement Status: Select "Include" from the drop-down

NOTE: The ➕ button should be clicked for any section to include additional programs, plans, or sub-plans in the what-if report as needed.

Step 9: Click the [Apply] button. A "Saved" message will appear in the upper right-hand corner of the screen.

Step 10: Click the [OK] button to return to the request screen.

Report Request | Report Request Log

ID/Name	0681809	Margaret Paws
Academic Institution	UWMIL	University Wisconsin-Milwaukee
Report Type	UGWIF	Ugrd What-If Advisement Report
Date Processed		**Report Status** Pending
'Report Date	10/13/2009	**'As of Date** 01/01/3000
'Report Identifier	ADMIN	Administrative Request

Actions

[Process Request]

▽ **What-If Information**

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

Add a What-If Course

[🖫 Save]   [📇 Add] [📝 Update/Display]

Report Request | Report Request Log

Step 11: Click the [Process Request] button to run the Program What-If Academic Advisement Report.

The Program What-If AAR will automatically appear with the title "Undergraduate What-If Advisement Report" on the screen after processing is complete. No other notation will exist to indicate the report is a program what-if rather than a regular AAR.

Margaret Paws   ID: **0681809**   ⭐

Undergraduate What-If Advisement Report

University Wisconsin-Milwaukee | Undergraduate

This report last generated on   10/13/2009 5:32PM

[collapse all]   [expand all]

	⊘ Taken	◆ In Progress	⭐ Planned

▷ **General Information for Students**

▽ **Core Curriculum**

Not Satisfied: Art BFA Core Curriculum (RG 1562)

UWM English Competency

Course What-If Advisement Report

Navigation: Home > Academic Advisement > Student Advisement > Request Advisement Report

Step 1: Enter the following values in the "Add a New Value" fields that appear:
    ID: Empl ID for the student
    Academic Institution: "UWMIL"
    Report Type: "UGWIF"

Request Advisement Report

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

ID: 0681809
Academic Institution: UWMIL
Report Type: UGWIF

Add

Find an Existing Value | Add a New Value

Step 2: Click the [Add] button.

Step 3: Verify the student information in the request is correct. The Report Date will default to the current date.

Report Request	Report Request Log		
ID/Name	0681809	Margaret Paws	
Academic Institution	UWMIL	University Wisconsin-Milwaukee	
Report Type	UGWIF	Ugrd What-If Advisement Report	
Date Processed		**Report Status**	Pending
'Report Date	10/13/2009	'As of Date	01/01/3000
'Report Identifier	ADMIN	Administrative Request	

Actions

Process Request

What-If Information

☐ Use Career Simulation
Add a What-If Course

Save   Add   Update/Display

Report Request | Report Request Log

Step 4: Click the "Add a What-If Course" link.

Step 5: Enter the following values in the Course Search fields:
    Career: "UGRD"
    Term: Appropriate term code (typically current or upcoming term)
    Subject: Appropriate subject code

Advisement Report Request
Course Search

Select a valid career and term combination and then an academic subject. After selecting these three values, click the Execute the Search button to retrieve courses. Then, select a course or click Return to return to the Report Request page.

Career	UGRD 🔍	Undergraduate
Term	1084 🔍	Fall 2009
Subject	POL SCI 🔍	Political Science

Execute the Search

Step 6: Click the ⟨Execute the Search⟩ button.

Step 7: Click the ☑ symbol next to the course to select it for the course what-if. You may need to select the ⟨▶⟩ button to scroll further in the list or the "View 100" link to find the desired course.

Customize | Find | View 100 | 🔲   First ◀ 1-10 of 178 ▶ Last

	Course ID	Subject	Catalog Nbr	Description	
☑	010470	POL SCI	ELE-L1	Political Sci Elective - L1	
☑	010471	POL SCI	ELE-L2	Political Sci Elective - L2	
☑	010472	POL SCI	ELE-L3	Political Sci Elective - L3	
☑	010473	POL SCI	ELE-U1	Political Sci Elective - U1	
☑	010474	POL SCI	ELE-U2	Political Sci Elective - U2	
☑	000454	POL SCI	G	Pol Sci Grad Transfer Credit	
☑	000445	POL SCI	U	Political Science Upper Div	
☑	000447	POL SCI	US	Political Sci Upper Div (SS)	GER Social Science
☑	000448	POL SCI	US&	Political Sci Upper Div (SS&)	GER Cult Div & Soc Science
☑	000450	POL SCI	X	Political Science	

After selecting the course, you will be automatically returned to the request screen.

Report Request | Report Request Log

ID/Name	0681809	Margaret Paws
Academic Institution	UWMIL	University Wisconsin-Milwaukee
Report Type	UGWIF	Ugrd What-If Advisement Report
Date Processed		Report Status Pending
'Report Date	10/14/2009 📅	'As of Date 01/01/3000 📅
'Report Identifier	ADMIN 🔍	Administrative Request

Actions

Process Request

What-If Information

☐ Use Career Simulation

Term	Subject	Catalog Nbr	Course Name	Grade	Units	Requirement Designation	Topic ID	
1 1084	POL SCI	105	State Politics	🔍	3.00	GERS		➖

Add a What-If Course

Step 8: (optional) If desired, enter a grade for each course that was selected.

What-If Information

☐ Use Career Simulation

Term	Subject	Catalog Nbr	Course Name	Grade	Units	Requirement Designation	Topic ID	
1 1084	POL SCI	105	State Politics	B 🔍	3.00	GERS		➖

Add a What-If Course

Step 9: (optional) To select more courses for the Course What-If Advisement Report, click the "Add a What-If Course" link again and repeat steps 5-7. To remove previously selected courses from the request, click the ➖ button.

Step 10: (optional) If any of the selected courses are topics courses, you will be given the option to select a topic for the course.

What-If Information

☐ Use Career Simulation

Term	Subject	Catalog Nbr	Course Name	Grade	Units	Requirement Designation	Topic ID	
1 1084	POL SCI	105	State Politics	B 🔍	3.00	GERS		➖
2 1084	HIST	270	Topics in American History	B 🔍	3.00		50 🔍	➖

Add a What-If Course

Step 11: Once all of the desired courses are selected, click the **Process Request** button to generate the report.

The what-if courses will appear on the report in the appropriate requirements with a **?** symbol in the status column.

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
HIST 200	Hist Roots Contemporary Issues	3.00			
HIST 248	The First World War	3.00			
HIST 270	Topics in American History (History of the Midwest)	3.00	Fall 2009	B	?
HIST 420	Amer Presidency: Biographical	3.00			
POL SCI 105	State Politics	3.00	Fall 2009	B	?
POL SCI 210	American Public Policy	3.00			
POL SCI 386	Contemporary Political Theory	3.00			
POL SCI 408	The American Presidency	3.00			

View All   First ◀ 1-8 of 8 ▶ Last

On the printed AAR, the courses will appear with a "Type" of WH. Enrolled courses appear with a type of EN and transfer courses appear with a type of TR.

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
Fall 2009	POL SCI	105	State Politics	B	3.00	WH
Fall 2009	HIST	270	Topics in American History (History of the Midwest)	B	3.00	WH
Sum 2007	GEO SCI	100	Introduction to the Earth	A-	3.00	EN
Fall 2005	SOCIOL	101	Introduction to Sociology	B	3.00	TR

NOTE: See "Printing an Academic Advisement Report" section for information on creating a printed What-If Academic Advisement Report.