

A What-If report created by selecting the PWHIF report type within Request Advisement Report offers key features not available in the standard What-If Report request. These features are:

- A What-If report can be generated for students who are not currently term activated (e.g. applicants awaiting admission to UofC, students who have interrupted their attendance or graduates interested in pursuing a second degree program).
- Slight changes can be made in the What-If report request without having to entirely re-enter the report request (e.g. altering the Requirement Term or selecting a different minor or concentration).
- Hidden RG's can be viewed. This may be useful if you are making a Requirement Change student exception (see separate training materials for Student Exceptions: Requirement Change).

*Note: The PWHIF report type is accessible by staff only and is dependent on what access and provisioning has been enabled.*

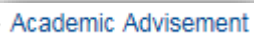
The following explains how staff can use the PWHIF Report: Career Simulator to simulate a change in a student's career without making any permanent changes. This process is similar to the Self-Service What-If report.

There are two processes explained:

1. PWHIF Career Report – Generating a What If scenario for programs in Faculties *other than* Arts or Science
2. PWHIF Career Report – Generating a What If scenario for programs in the Faculty of Arts or Faculty of Science

### **PWHIF Career Report: What If for Most Faculties:**

1. Click the **Academic Advisement** link.

A rectangular button with a light blue background and a white border, containing the text "Academic Advisement" in a blue, sans-serif font.

2. Click the **Student Advisement** link.

A rectangular button with a light blue background and a white border, containing the text "Student Advisement" in a blue, sans-serif font.

3. Click the **Request Advisement Report** link.

A rectangular button with a light blue background and a white border, containing the text "Request Advisement Report" in a blue, sans-serif font.

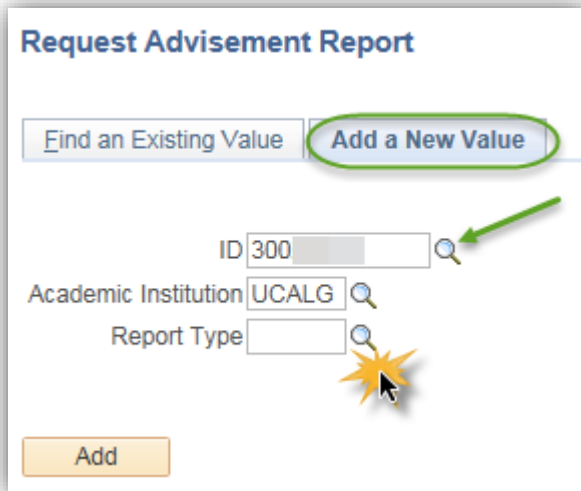
4. Click the **Add a New Value** tab.

A rectangular button with a light blue background and a white border, containing the text "Add a New Value" in a blue, sans-serif font.

# What-If Using PWHIF Report Type (Staff Only): Career Simulation


SA – Academic Advisement


5. Enter the student Id number. Click the **Look up Report Type** button.




**Request Advisement Report**

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

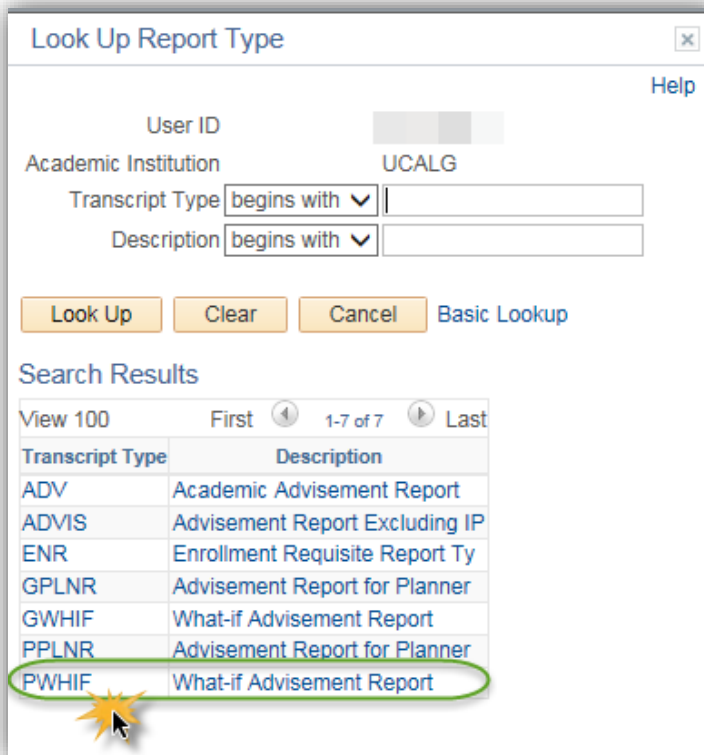
ID  

Academic Institution  

Report Type  

**Add**

6. A list of Report Types display. Select PWHIF What-If Advisement Report. Click the **PWHIF** link.



**Look Up Report Type** Help

User ID

Academic Institution

Transcript Type

Description

**Look Up** **Clear** **Cancel** Basic Lookup

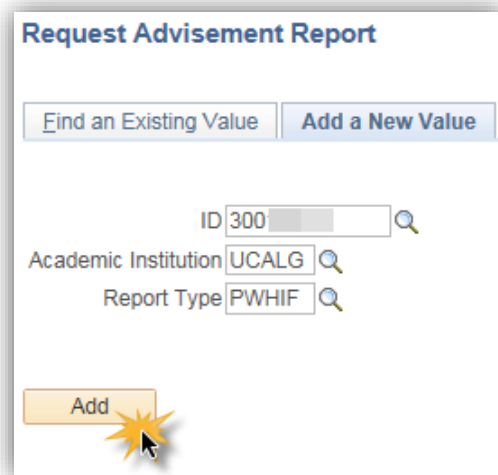
**Search Results**

View 100 First 1-7 of 7 Last

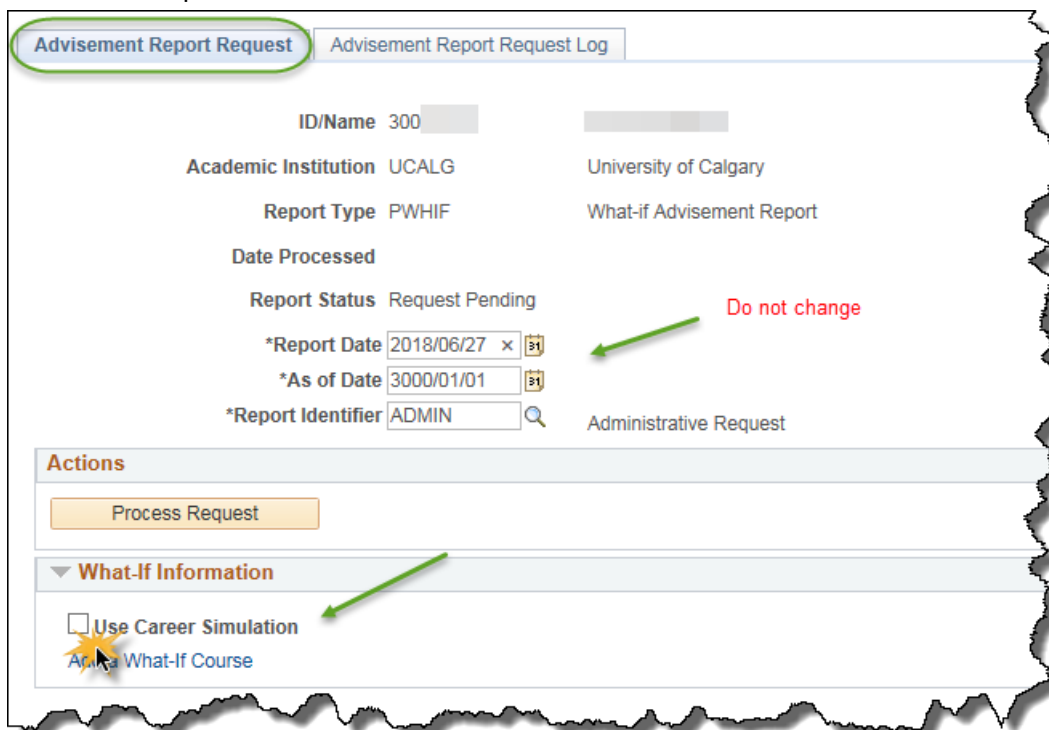
Transcript Type	Description
ADV	Academic Advisement Report
ADVIS	Advisement Report Excluding IP
ENR	Enrollment Requisite Report Ty
GPLNR	Advisement Report for Planner
GWHIF	What-if Advisement Report
PPLNR	Advisement Report for Planner
<b>PWHIF</b>	<b>What-if Advisement Report</b>

7. Click the **Add** button.

**Add**



8. Advisement Report Request displays preset options. Do not make any changes. To begin the Career Simulation scroll down to the option to Use Career Simulator. Click the **Use Career Simulation** option.



# What-If Using PWHIF

## Report Type (Staff Only): Career Simulation

SA – Academic Advisement

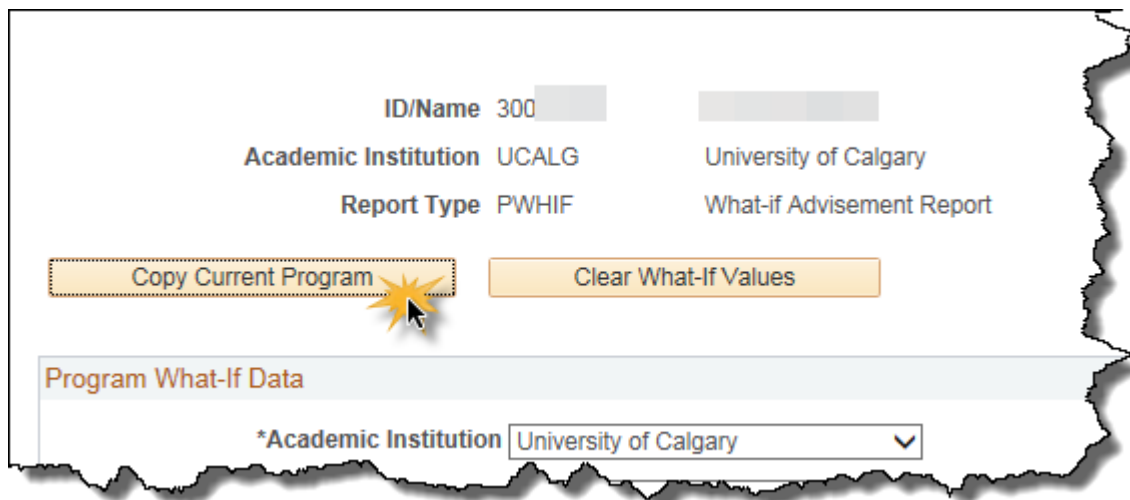
9. View/Change the Career Simulation link displays after selecting Use Career Simulation. Click the [View/Change the Career Simulation](#) link.

[View/Change the Career Simulation](#)



10. Use Copy Current Program to populate the student's existing program data. This is preferable if the student is amending their current degree (e.g. adding a minor, a concentration, a combined degree or Honors). Click the [Copy Current Program](#) button.

[Copy Current Program](#)



11. When using Copy Current Program all the UofC programs the student has ever enrolled in are displayed. Ensure you delete programs which are not relevant to the What-If scenario. You may use **View All** to display the programs. Enter the Career Requirement Term and Requirement Term for which you want to see the What-If scenario (e.g. if the student would hypothetically follow Fall 2018 regulations, enter 2187).

Click the [Look up Academic Program](#) button.



12. Enter the letter of the Academic Program (e.g. K = Kinesiology) or scroll down to select the applicable program (e.g. **KNBCH**).
13. Note the Plan What-If Data fields clear. Enter the Requirement Term directly (e.g. 2187) or use the Look up tool. Click the **Look up Requirement Term** button.



14. At least three Academic Plan lines must be present for all program elements to appear correctly in the advisement report:
  - DEG plan (e.g. BKIN-H-DEG)
  - Major field (e.g. KNES-MAJ)
  - 1P or 2P to indicate a single degree or a combined degree program

Click the **Look up Academic Plan** button.



15. Enter the first letters of the desired Academic Plan. For this example BKIN (Bach of Kinesiology - Honors). Click the **Look Up** button.

Look Up

16. Click the **BKIN-H-DEG** link.

**BKIN-H-DEG**

Look Up Academic Plan
✕

[Help](#)

Academic Institution	UCALG
Academic Career	Undergraduate Programs
Academic Program	KNBCH
Requirement Term	2187
Academic Plan	begins with ▼ BK <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">BK</span> ✕
Description	begins with ▼ <input type="text"/>

Look Up
Clear
Cancel
Basic Lookup

### Search Results

View 100    First ◀    1-2 of 2    ▶ Last

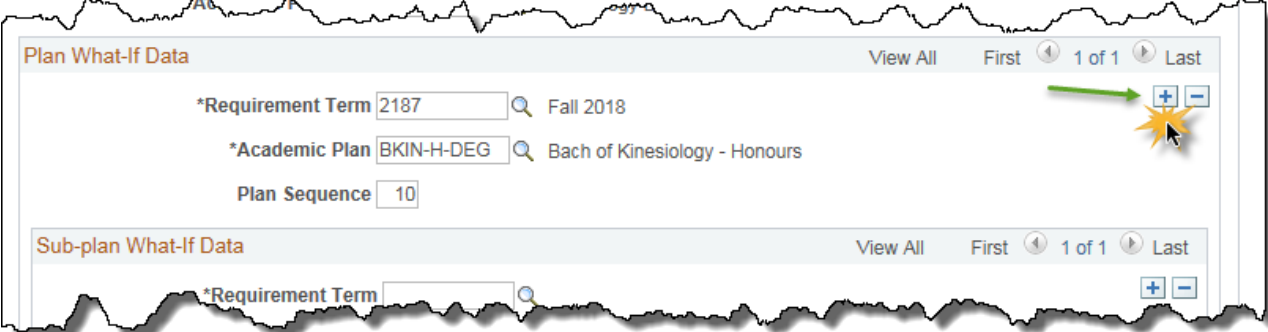
Academic Plan	Description
<a href="#">BKIN-DEG</a>	Bachelor of Kinesiology
<a href="#">BKIN-H-DEG</a>	Bach of Kinesiology - Honours

# What-If Using PWHIF

## Report Type (Staff Only): Career Simulation

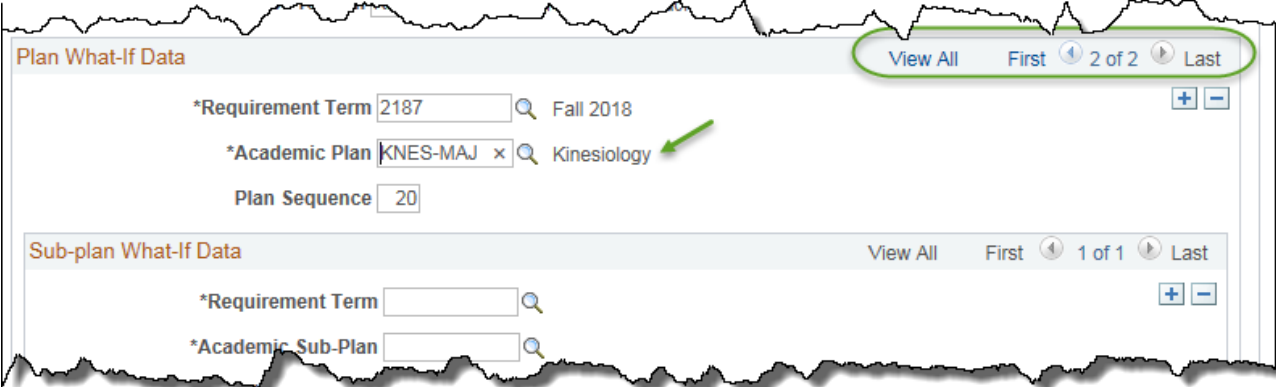
SA – Academic Advisement

17. The **Plan What If Data** will now indicate the added DEG plan (e.g. BKIN-H-DEG Bach of Kinesiology – Honours).



The screenshot shows the 'Plan What-If Data' section of the PWHIF system. It features a search bar with '2187' and 'Fall 2018', and a dropdown menu with 'BKIN-H-DEG' and 'Bach of Kinesiology - Honours'. The 'Plan Sequence' is set to '10'. A green arrow points to a '+ -' button on the right side of the search bar. Below this is the 'Sub-plan What-If Data' section, which is currently empty.

18. Click the **Add a new row** button. Enter the Requirement Term (e.g. 2187). Add the major field (e.g. KNES-MAJ). Tip: Click **View All** to see included rows.



The screenshot shows the 'Plan What-If Data' section with a new row added. The search bar now shows '2187' and 'Fall 2018', and the dropdown menu shows 'KNES-MAJ' and 'Kinesiology'. A green arrow points to the 'Kinesiology' option. The 'Plan Sequence' is set to '20'. A green circle highlights the 'View All' button in the top right corner. Below this is the 'Sub-plan What-If Data' section, which is currently empty.

19. Click the Add a new row button to include the 1P Single Academic Program row. On the new row, enter the applicable term (e.g. 2187). Click the **Look up Academic Plan** button.

20. Select 1P Single Academic Program to indicate a single degree. Select 2P when using What-If for a combined degree program. Note: 1P/2P should always be the final/last row added. Click the [Single Academic Program](#) link.

[Single Academic Program](#)

Look Up Academic Plan
✕

[Help](#)

Academic Institution	UCALG
Academic Career	Undergraduate Programs
Academic Program	KNBCH
Requirement Term	2187
Academic Plan	begins with <input type="text"/>
Description	begins with <input type="text"/>

Look Up
Clear
Cancel
Basic Lookup

### Search Results

Only the first 300 results can be displayed.

View 100
First
1-300 of 300
Last

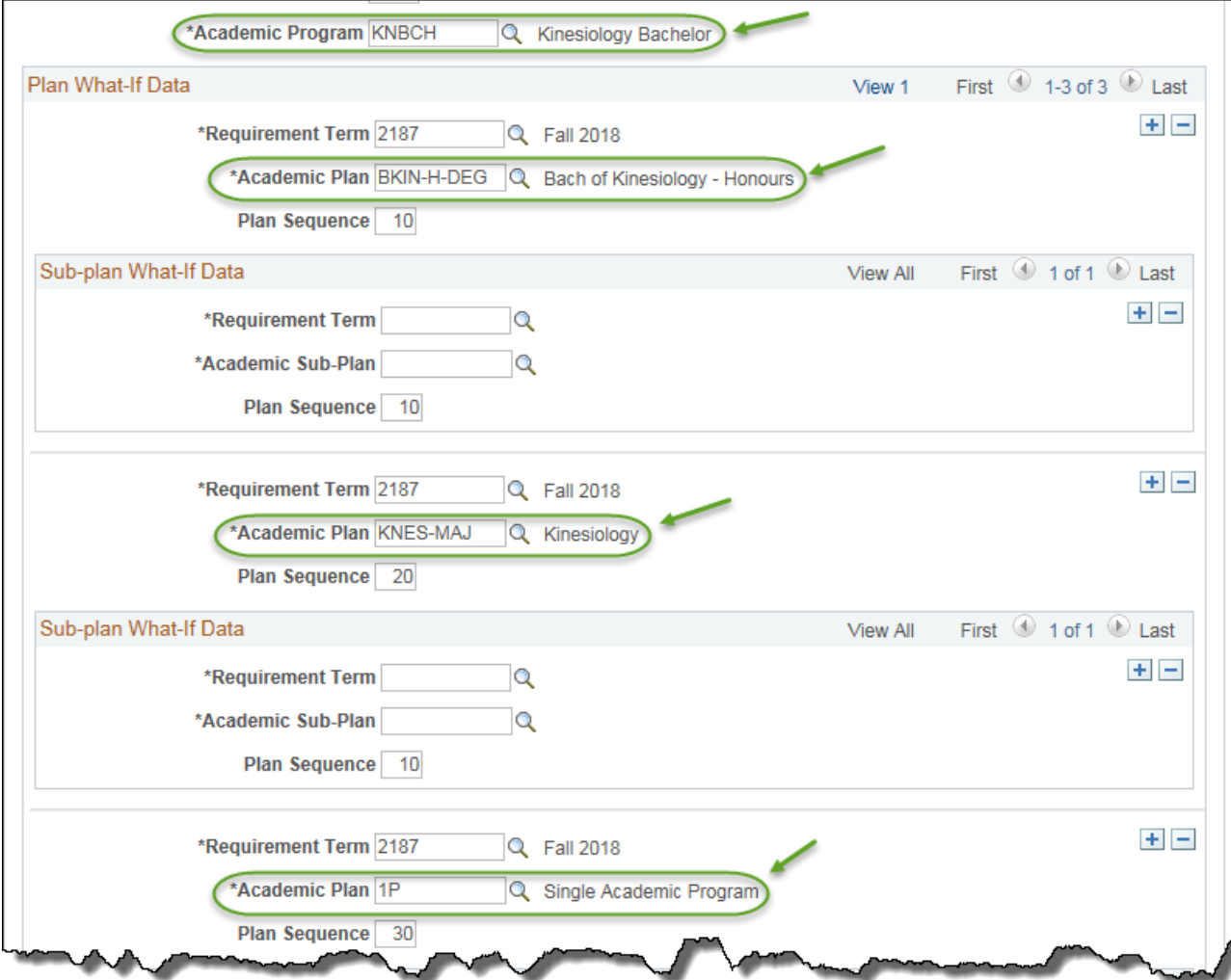
Academic Plan	Description
**** U	Generic - for validation only
1P	Single Academic Program
2P	Combined Academic Program
A-MAJ	Arts
AACH-LOC	AACH-LOC
ABER-LOC	Aberdeen University
ACCT-MAJ	Accounting
ACEM-MAJ	Applied Chemistry
ACEMBSC	ACEM-BSC
ACEMBSCH	ACEM-BSC-H

# What-If Using PWHIF

## Report Type (Staff Only): Career Simulation

SA – Academic Advisement

21. Note the Academic Program is Kinesiology Bachelor, the Plan What-If Data indicates BKIN-H-DEG Bach of Kinesiology – Honours, KNES-MAJ Kinesiology and 1P for Single Academic Program.



The screenshot displays the PWHIF simulation interface with the following details:

- Plan What-If Data (Top):**
  - \*Requirement Term: 2187 (Fall 2018)
  - \*Academic Plan: KINBCH (Kinesiology Bachelor)
  - Plan Sequence: 10
- Sub-plan What-If Data (Middle):**
  - \*Requirement Term: (empty)
  - \*Academic Sub-Plan: (empty)
  - Plan Sequence: 10
- Plan What-If Data (Bottom):**
  - \*Requirement Term: 2187 (Fall 2018)
  - \*Academic Plan: KNES-MAJ (Kinesiology)
  - Plan Sequence: 20
- Sub-plan What-If Data (Bottom):**
  - \*Requirement Term: (empty)
  - \*Academic Sub-Plan: (empty)
  - Plan Sequence: 10
- Plan What-If Data (Bottom):**
  - \*Requirement Term: 2187 (Fall 2018)
  - \*Academic Plan: 1P (Single Academic Program)
  - Plan Sequence: 30

22. After all values have been entered for the PWHIF Simulation click the **OK** button.

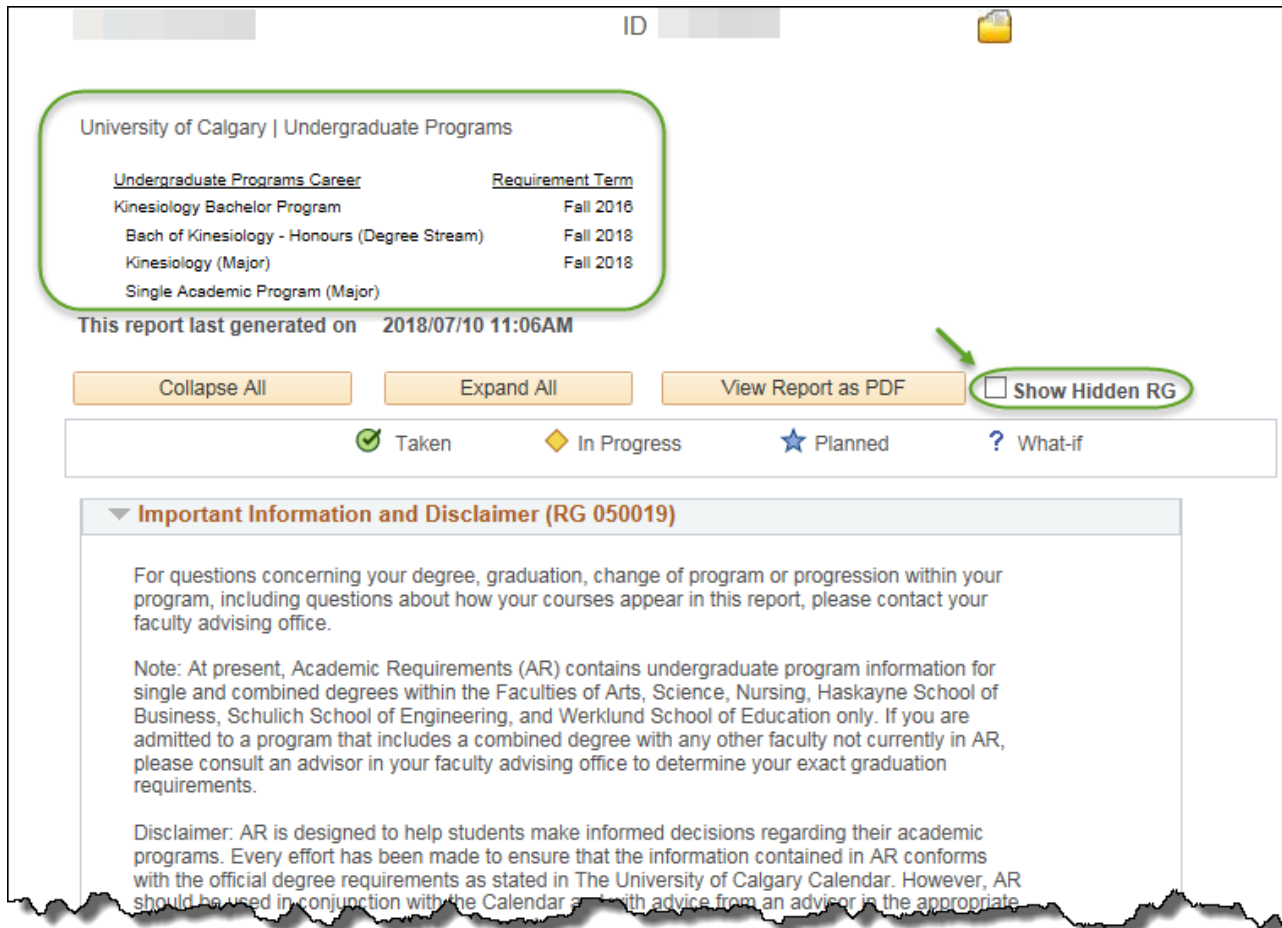
**OK**


23. To view the simulated PWHIF report continue by pressing the Process Request button. Click the **Process Request** button.

**Process Request**



24. The Undergraduate Program Career reflects the changes including the Single Academic Program (Major) for the specified term (e.g. 2018). Show Hidden RG may be selected when making a Requirement Change student exception (see additional training materials for Student Exceptions: Requirement Change).







ID   

University of Calgary | Undergraduate Programs

Undergraduate Programs Career	Requirement Term
Kinesiology Bachelor Program	Fall 2018
Bach of Kinesiology - Honours (Degree Stream)	Fall 2018
Kinesiology (Major)	Fall 2018
Single Academic Program (Major)	

This report last generated on 2018/07/10 11:06AM

Collapse All
Expand All
View Report as PDF
 Show Hidden RG

 Taken
 In Progress
 Planned
 What-if

**▼ Important Information and Disclaimer (RG 050019)**

For questions concerning your degree, graduation, change of program or progression within your program, including questions about how your courses appear in this report, please contact your faculty advising office.

Note: At present, Academic Requirements (AR) contains undergraduate program information for single and combined degrees within the Faculties of Arts, Science, Nursing, Haskayne School of Business, Schulich School of Engineering, and Werklund School of Education only. If you are admitted to a program that includes a combined degree with any other faculty not currently in AR, please consult an advisor in your faculty advising office to determine your exact graduation requirements.

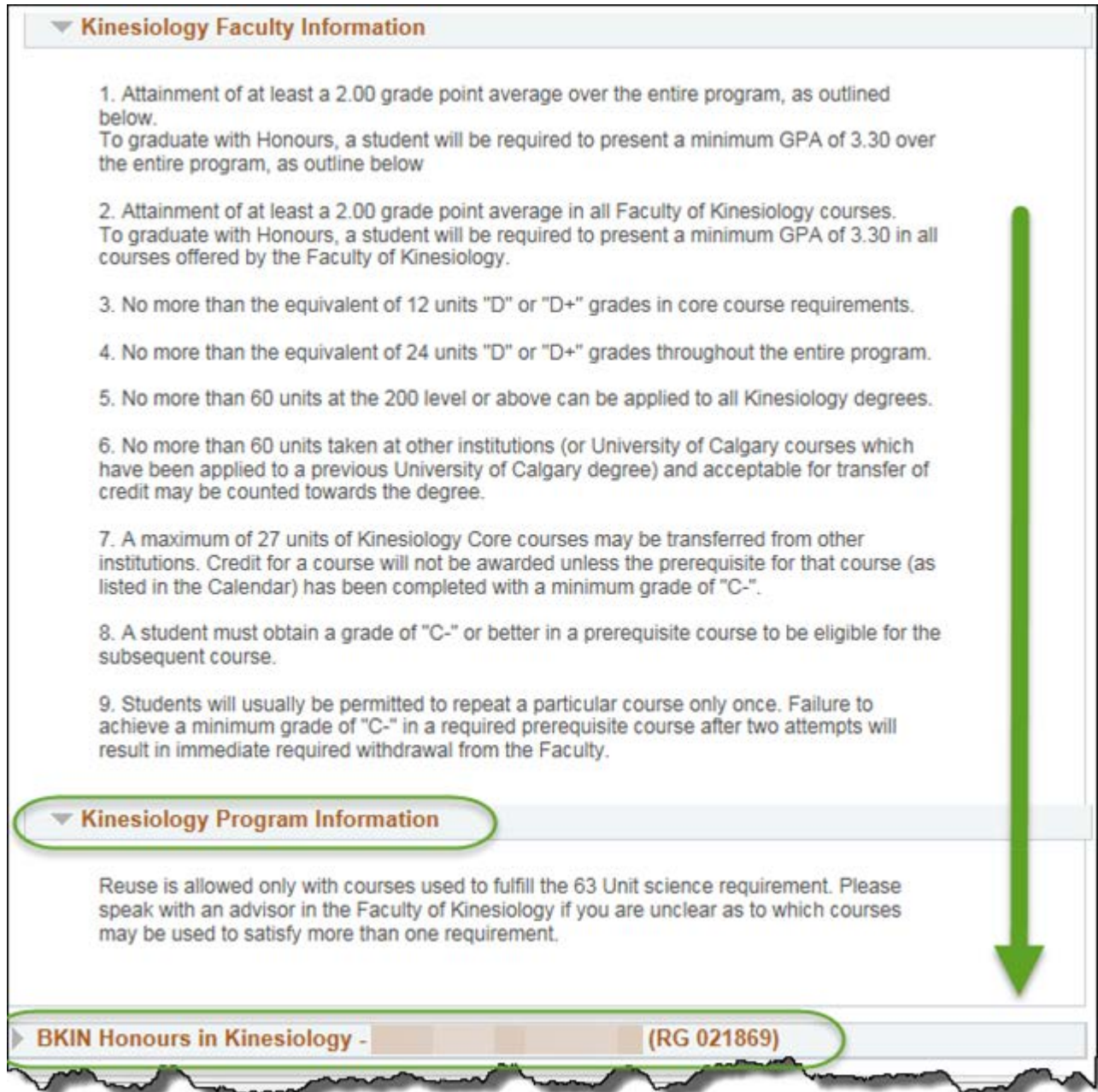
Disclaimer: AR is designed to help students make informed decisions regarding their academic programs. Every effort has been made to ensure that the information contained in AR conforms with the official degree requirements as stated in The University of Calgary Calendar. However, AR should be used in conjunction with the Calendar and with advice from an advisor in the appropriate

# What-If Using PWHIF

## Report Type (Staff Only): Career Simulation

SA – Academic Advisement

25. An explanation of the Faculty Information (e.g. Kinesiology) displays. Scroll down to view additional details.



**▼ Kinesiology Faculty Information**

1. Attainment of at least a 2.00 grade point average over the entire program, as outlined below.  
To graduate with Honours, a student will be required to present a minimum GPA of 3.30 over the entire program, as outline below
2. Attainment of at least a 2.00 grade point average in all Faculty of Kinesiology courses.  
To graduate with Honours, a student will be required to present a minimum GPA of 3.30 in all courses offered by the Faculty of Kinesiology.
3. No more than the equivalent of 12 units "D" or "D+" grades in core course requirements.
4. No more than the equivalent of 24 units "D" or "D+" grades throughout the entire program.
5. No more than 60 units at the 200 level or above can be applied to all Kinesiology degrees.
6. No more than 60 units taken at other institutions (or University of Calgary courses which have been applied to a previous University of Calgary degree) and acceptable for transfer of credit may be counted towards the degree.
7. A maximum of 27 units of Kinesiology Core courses may be transferred from other institutions. Credit for a course will not be awarded unless the prerequisite for that course (as listed in the Calendar) has been completed with a minimum grade of "C-".
8. A student must obtain a grade of "C-" or better in a prerequisite course to be eligible for the subsequent course.
9. Students will usually be permitted to repeat a particular course only once. Failure to achieve a minimum grade of "C-" in a required prerequisite course after two attempts will result in immediate required withdrawal from the Faculty.

**▼ Kinesiology Program Information**

Reuse is allowed only with courses used to fulfill the 63 Unit science requirement. Please speak with an advisor in the Faculty of Kinesiology if you are unclear as to which courses may be used to satisfy more than one requirement.

**▶ BKIN Honours in Kinesiology - (RG 021869)**

26. Note specifically the Graduation Requirements - single Program and Units required = 120.00, Units Taken = 0.00 and 120.00 Units are needed.



BKIN Honours in Kinesiology - (RG 021869)

Graduation Requirement - Single Program (RG 050001)

WARNING: STUDENTS MUST ENSURE ALL REQUIREMENTS ARE SATISFIED

• Units: 120.00 required, 0.00 taken, 120.00 needed

Summary of All Applicable Courses (RQ 050001)

[Return to Report Request](#) [View Report Request Log](#)

27. Scroll to the top of the report and if desired, click the [View Report as PDF](#) button.

[View Report as PDF](#)

# What-If Using PWHIF

## Report Type (Staff Only): Career Simulation

SA – Academic Advisement



28. The .PDF displays the same information viewed in the PWHIF Report. Scroll down to view additional information on the following page.

Page 1 of 3

**UNIVERSITY OF  
CALGARY**

**What-if Advisement Report**  
**Career Simulation Report**  
For [redacted] prepared on 07/10/2018

<u>Undergraduate Programs Career</u>	<u>Requirement Term</u>
Kinesiology Bachelor Program	Fall 2016
Bach of Kinesiology - Honours (Degree Stream)	Fall 2018
Kinesiology (Major)	Fall 2018
Single Academic Program (Major)	


**Important Information and Disclaimer (RG 050019)**  
For questions concerning your degree, graduation, change of program or progression within your program, including questions about how your courses appear in this report, please contact your faculty advising office.

Note: At present, Academic Requirements (AR) contains undergraduate program information for single and combine degrees within the Faculties of Arts, Science, Nursing, Haskayne School of Business, Schulich School of Engineering and Werklund School of Education only. If you are admitted to a program that includes a combined degree with any other faculty not currently in AR, please consult an advisor in your faculty advising office to determine your exact graduation requirements.

Disclaimer: AR is designed to help students make informed decisions regarding their academic programs. Every effort has been made to ensure that the information contained in AR conforms with the official degree requirements as stated in the University of Calgary Calendar. However, AR should be used in conjunction with the Calendar and with advice from an advisor.

29. Note the same Graduation Requirement - Single Program warning displays the Units.

Page 2 of 3



**UNIVERSITY OF  
CALGARY**

in a required prerequisite course after two attempts will result in immediate required withdrawal from the Faculty.

Kinesiology Program Information  
Reuse is allowed only with courses used to fulfill the 63 Unit science requirement. Please speak with an advisor in the Faculty of Kinesiology if you are unclear as to which courses may be used to satisfy more than one requirement.

**BKIN Honours in Kinesiology - [REDACTED] (RG 021869)**

[REDACTED]

Satisfied: Dynamic Condition Equal KNES-BKIN-H (CS 020351)

**Graduation Requirement - Single Program (RG 050001)**  
WARNING: STUDENTS MUST ENSURE ALL REQUIREMENTS ARE SATISFIED

- Units: 120.00 required, 0.00 used, 120.00 needed

Summary of All Applicable Courses (RQ 050001)  
This is a SUMMARY of courses used to satisfy requirements (as detailed above)

WARNING: STUDENTS MUST ENSURE ALL REQUIREMENTS ARE SATISFIED!

**Course History**

Term	Subject	Catalog Nbr	Title	Grade	Units	Type
W18	BCEM	393	Introduction to Biochemistry			
F16	BIOL	HS030	High School Biology 30			
F16	BIOL	241	Energy Flow in Biol Systems			
W17	BIOL	243	Genetics, Heredity & Evolution			

**PWHIF Career Report – What If for Bachelor of Arts or Science:**

- Following the previous steps up to and including **Copy Current Program** all the UofC programs the student has ever enrolled in are displayed. Ensure you delete programs which are not relevant to the What-If scenario. You may use **View All** to display the programs. Click the **Look up Academic Program** button.



# What-If Using PWHIF

## Report Type (Staff Only): Career Simulation



SA – Academic Advisement

2. Enter the letter of the Academic Program (e.g. S = Science) or scroll down to the desired program. For this example we will select **Science Bachelor** for the Academic Program. Click the **SCBCH** link.

**Look Up Academic Program** [x] Help

Academic Institution: UCALG  
Academic Career: Undergraduate Programs  
Requirement Term: 2167  
Academic Program: begins with  [x]  
Description: begins with [v]

Basic Lookup

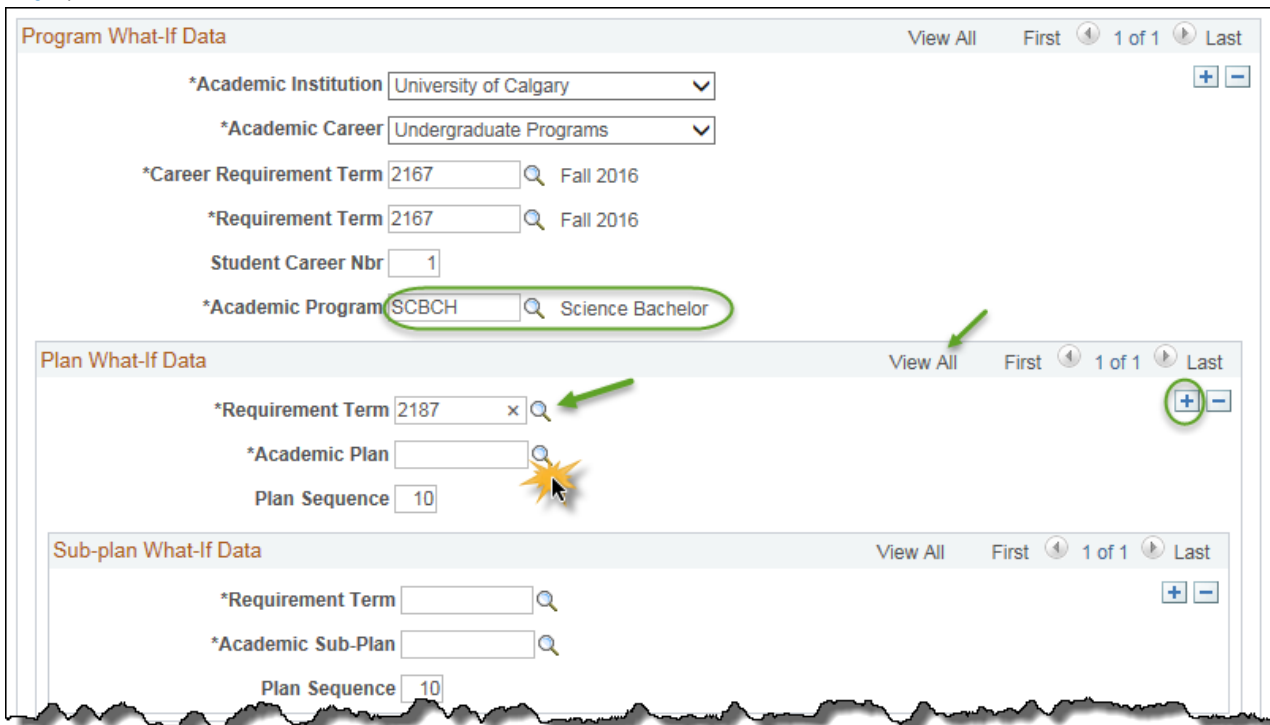
**Search Results**

View 100 First 1-6 of 6 Last

Academic Program	Description
SC2PG	Science Bachelor
SCBCH	Science Bachelor
SCVIS	Faculty of Science: Visiting
SSBCH	Social Sciences Bachelor
SW2PG	Social Work Bachelor
SWBCH	Social Work Bachelor



3. Note the Plan What-If Data fields clear. Enter the Requirement Term and select the **Academic Plan**.



The screenshot displays the PWHIF system interface with three main sections:

- Program What-If Data:** Includes fields for \*Academic Institution (University of Calgary), \*Academic Career (Undergraduate Programs), \*Career Requirement Term (2167), \*Requirement Term (2167), Student Career Nbr (1), and \*Academic Program (SCBCH - Science Bachelor).
- Plan What-If Data:** Includes fields for \*Requirement Term (2187), \*Academic Plan, and Plan Sequence (10). A green circle highlights the '+ -' button, and a green arrow points to the search icon next to the Requirement Term field.
- Sub-plan What-If Data:** Includes fields for \*Requirement Term, \*Academic Sub-Plan, and Plan Sequence (10).

4. At least four Academic Plan lines must be present for all program elements to appear correctly in the advisement report:
- DEG plan (e.g. BSC-DEG or BSC-H-DEG)
  - The degree in compressed format (e.g. BISCBSCH or BISCBSCH)
  - Major field (e.g. BISC-MAJ)
  - 1P or 2P to indicate a single degree or a combined degree program

Click the **Add a new row button** to enter the first Academic Plan (e.g. BSC-H-DEG).

**Tip:** Click Add a Row Button four times and enter the Academic Plans at once. To minimize confusion, click on the **View All** button to see all four Academic Plan rows.

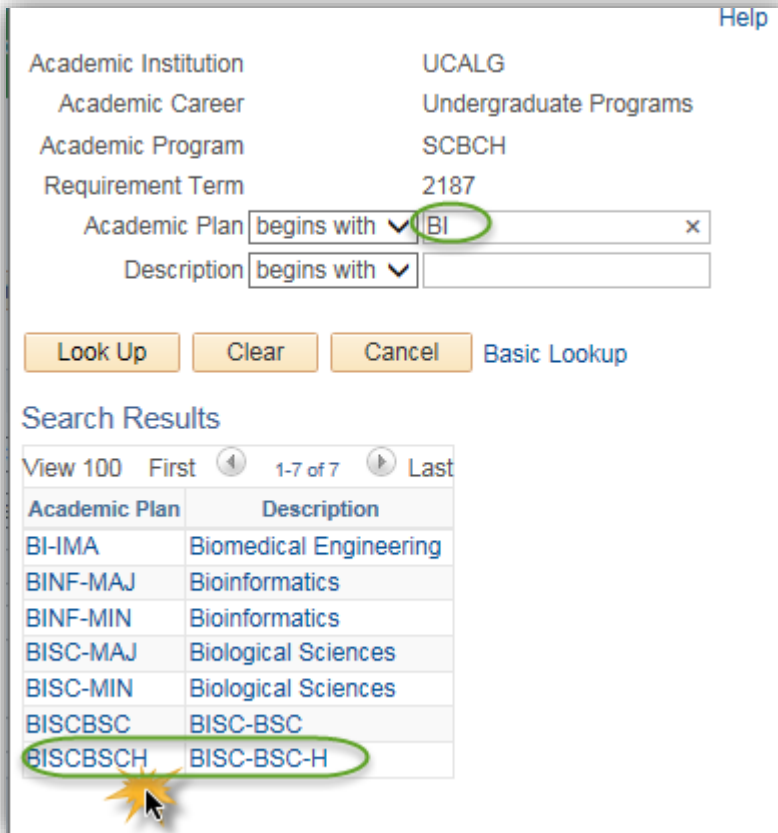
5. On Academic Plan, enter the first letters of the Academic Plan (e.g. bi for Biological Sciences) and press **Enter** or **Look Up**.

# What-If Using PWHIF

## Report Type (Staff Only): Career Simulation

SA – Academic Advisement

6. Select the applicable Academic Program (e.g. BISCHBSCH for Biological Sciences – Honours).



Academic Institution UCALG  
Academic Career Undergraduate Programs  
Academic Program SCBCH  
Requirement Term 2187  
Academic Plan begins with BI  
Description begins with

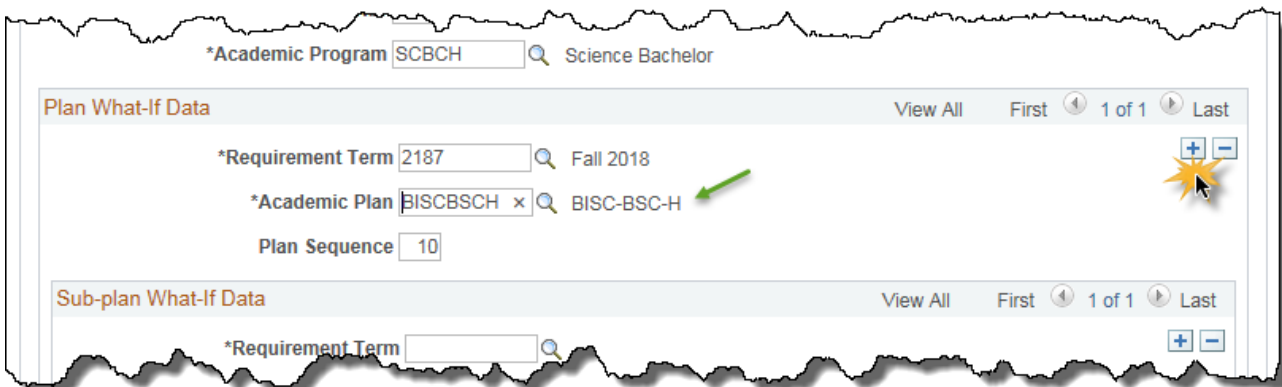
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-7 of 7 Last

Academic Plan	Description
BI-HMA	Biomedical Engineering
BINF-MAJ	Bioinformatics
BINF-MIN	Bioinformatics
BISC-MAJ	Biological Sciences
BISC-MIN	Biological Sciences
BISCBSC	BISC-BSC
BISCHBSCH	BISC-BSC-H

7. After including the Plan What-If Data for Bach of Science (Honours) at least two Academic Plan lines are required for each major program. Click Add a new row.



\*Academic Program SCBCH Science Bachelor

Plan What-If Data View All First 1 of 1 Last

\*Requirement Term 2187 Fall 2018

\*Academic Plan BISCHBSCH BISC-BSC-H

Plan Sequence 10

Sub-plan What-If Data View All First 1 of 1 Last

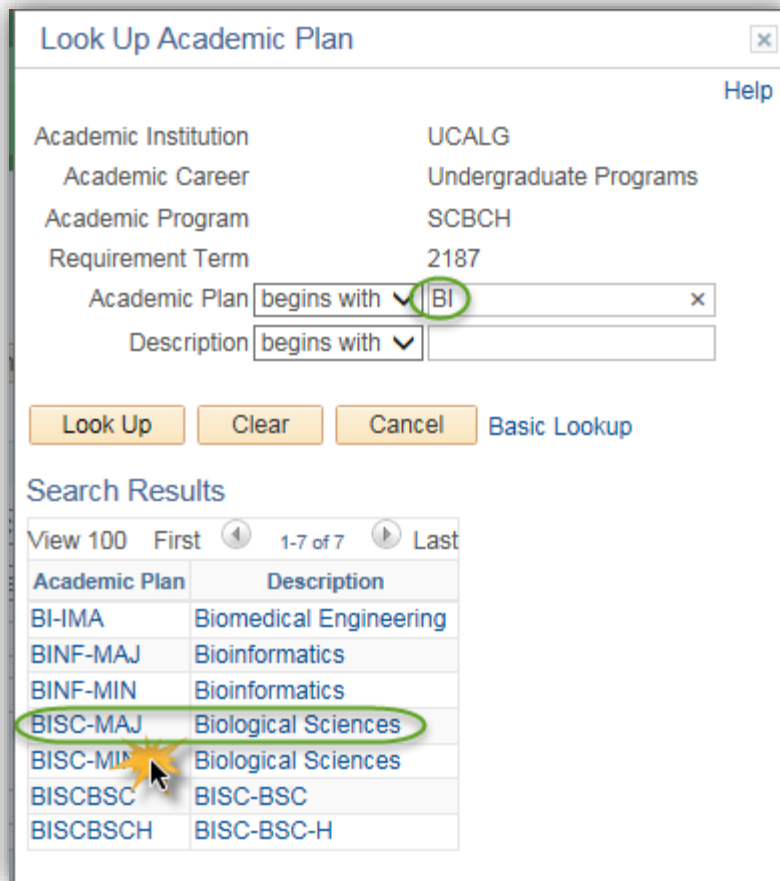
\*Requirement Term

8. Enter the desired information into the Requirement Term field (e.g. 2187) and click the **Look up Academic Plan** button.





9. On Look Up Academic Plan enter a few letters of the major (e.g. BI) and press Look Up. Select the desired major (e.g. BISC-MAJ Biological Sciences).



**Look Up Academic Plan** [x] Help

Academic Institution UCALG  
 Academic Career Undergraduate Programs  
 Academic Program SCBCH  
 Requirement Term 2187  
 Academic Plan begins with **BI** [x]  
 Description begins with [ ]

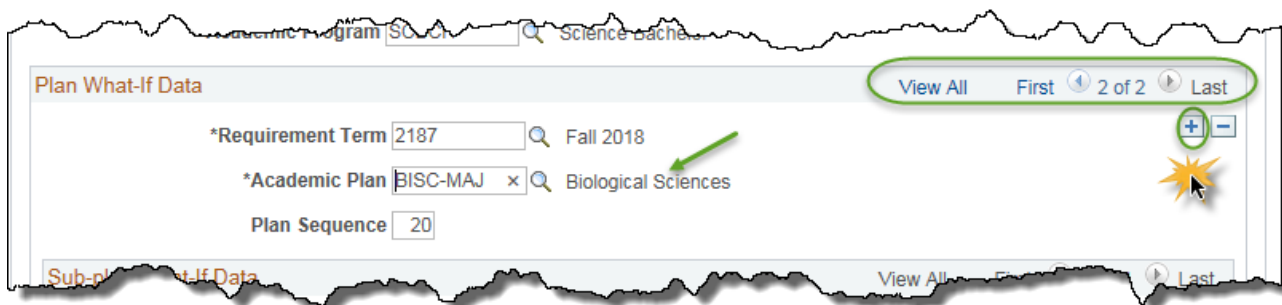
**Look Up** **Clear** **Cancel** Basic Lookup

**Search Results**

View 100 First 1-7 of 7 Last

Academic Plan	Description
BI-IMA	Biomedical Engineering
BINF-MAJ	Bioinformatics
BINF-MIN	Bioinformatics
<b>BISC-MAJ</b>	<b>Biological Sciences</b>
BISC-MIN	Biological Sciences
BISCBSC	BISC-BSC
BISCBSCH	BISC-BSC-H

10. After adding the Major row another row needs to be added to include the 1P Single Academic Program. Click **Add a new row**.



**Plan What-If Data** [View All] [First] [2 of 2] [Last]

\*Requirement Term 2187 [x] Fall 2018  
 \*Academic Plan BISC-MAJ [x] Biological Sciences  
 Plan Sequence 20

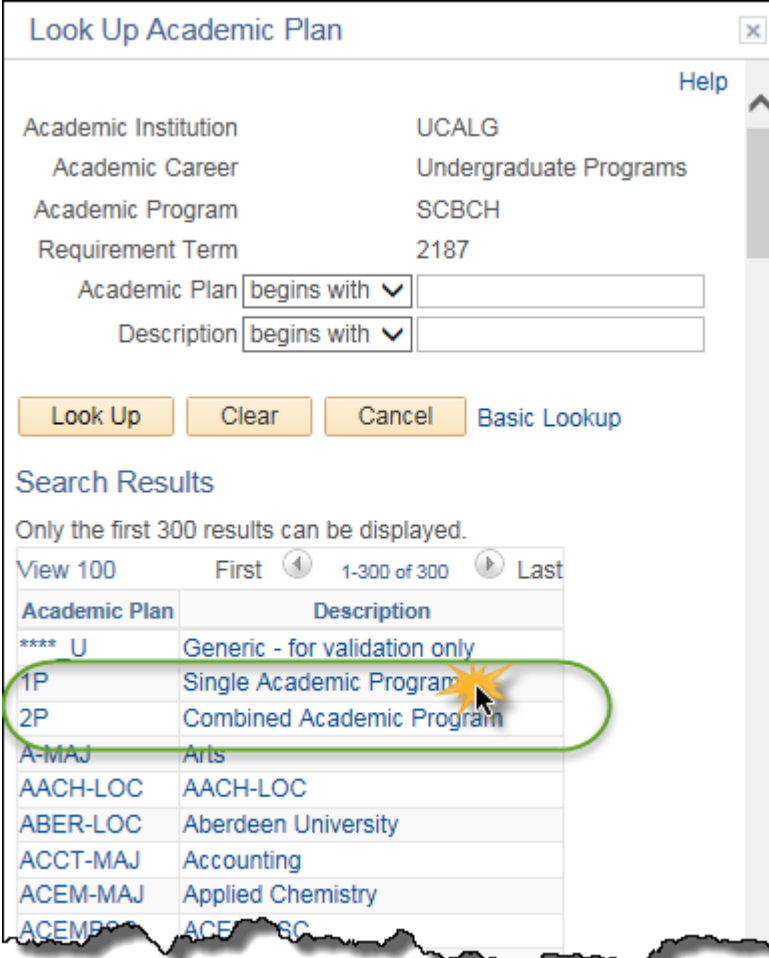
Sub-plan What-If Data [View All] [First] [Last]

# What-If Using PWHIF

## Report Type (Staff Only): Career Simulation

SA – Academic Advisement

11. Select **1P Single Academic Program** to indicate a single degree. Select **2P for a combined degree**. Note: 1P/2P should always be the second added line. 2P should only be entered as part of the second program. Click the **1P** link.



Look Up Academic Plan

Help

Academic Institution UCALG

Academic Career Undergraduate Programs

Academic Program SCBCH

Requirement Term 2187

Academic Plan begins with

Description begins with

Look Up Clear Cancel Basic Lookup

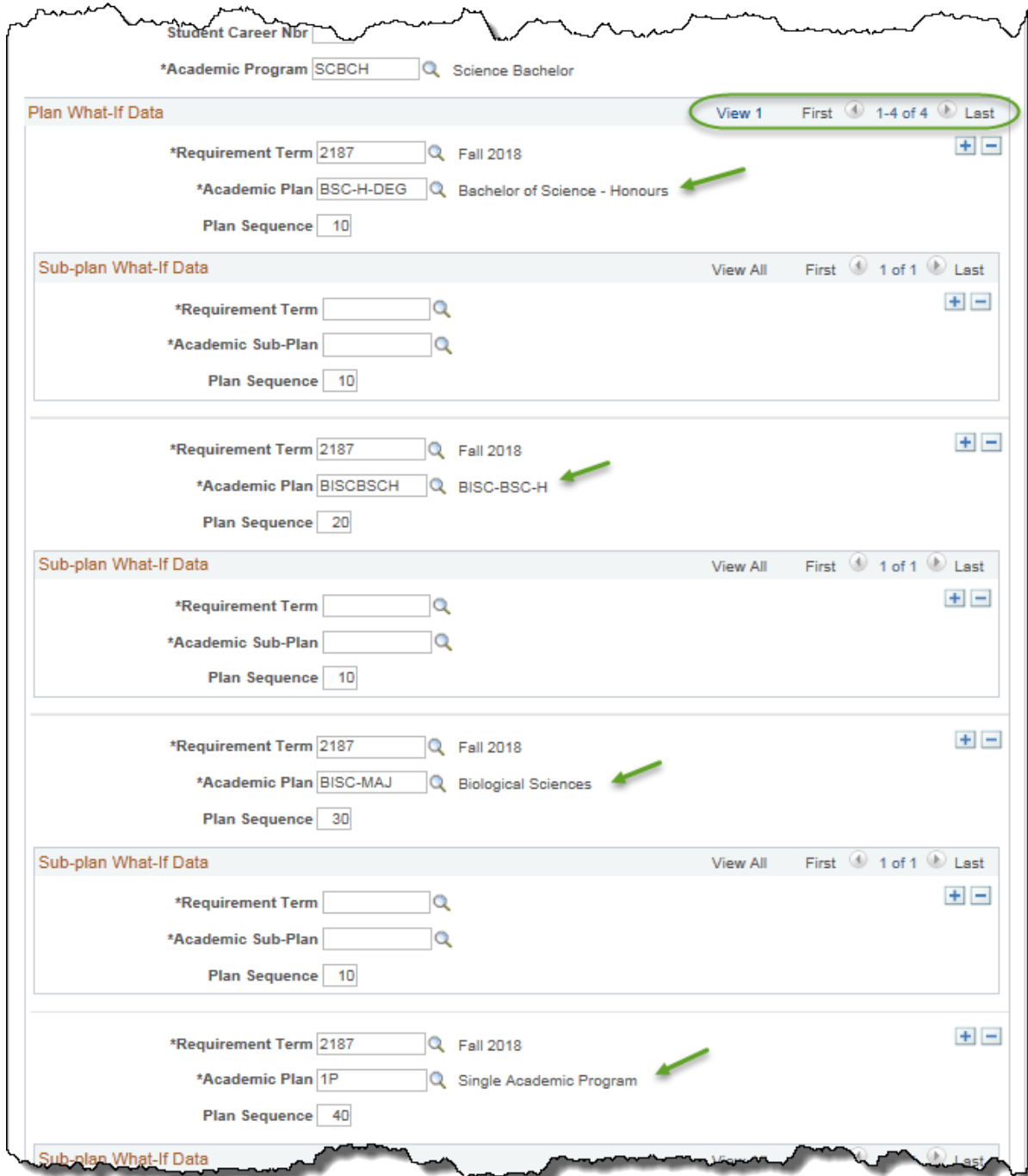
Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Academic Plan	Description
**** U	Generic - for validation only
1P	Single Academic Program
2P	Combined Academic Program
A-MAJ	Arts
AACH-LOC	AACH-LOC
ABER-LOC	Aberdeen University
ACCT-MAJ	Accounting
ACEM-MAJ	Applied Chemistry
ACEM-SC	Applied Chemistry

12. Note the Academic Program is Science Bachelor, the Plan What-If Data indicates BSC-H-DEG Bachelor of Science – Honours, BISCBSCH degree in compressed format, BISC-MAJ Biological Sciences, and 1P for Single Academic Program.



The screenshot displays the PWHIF Career Simulation report interface. At the top, the 'Student Career Nbr' field is empty, and the '\*Academic Program' is set to 'SCBCH' (Science Bachelor). The main section is titled 'Plan What-If Data' and contains four entries, each with a 'Sub-plan What-If Data' section below it. Green arrows point to specific fields in each entry:

- Entry 1:** \*Requirement Term: 2187 (Fall 2018); \*Academic Plan: BSC-H-DEG (Bachelor of Science - Honours); Plan Sequence: 10.
- Entry 2:** \*Requirement Term: 2187 (Fall 2018); \*Academic Plan: BISCBSCH (BISC-BSC-H); Plan Sequence: 20.
- Entry 3:** \*Requirement Term: 2187 (Fall 2018); \*Academic Plan: BISC-MAJ (Biological Sciences); Plan Sequence: 30.
- Entry 4:** \*Requirement Term: 2187 (Fall 2018); \*Academic Plan: 1P (Single Academic Program); Plan Sequence: 40.

Navigation controls are visible at the top right of the 'Plan What-If Data' section, including 'View 1', 'First', '1-4 of 4', and 'Last'. Each 'Sub-plan What-If Data' section also has its own navigation controls, such as 'View All', 'First', '1 of 1', and 'Last'.

# What-If Using PWHIF

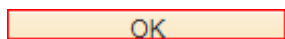
## Report Type (Staff Only):

### Career Simulation

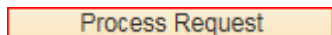
SA – Academic Advisement



13. After all values have been entered for the PWHIF Simulation click the **OK** button.



14. To view the simulated PWHIF report continue by pressing the Process Request button. Click the **Process Request** button.



For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

**End of Procedure**