



## Using Quick What-If in Student Center

A guide for students at the University of Pittsburgh

### Degree Progress

University of Pittsburgh students can view their degree progress online through the PeopleSoft Student Center. Using the what-if advising capabilities, run a simulated academic advisement report that compares your transcript against a proposed major. Much like the standard academic (or *degree progress*) report, the **Quick What-if** report indicates whether you have completed all of the requirements needed to graduate with a different major. To use the new Quick What-If tool, complete the following steps.

**Note:** *At this time, the University has defined degree requirements in PeopleSoft for the School of Law and all undergraduate academic programs. Degree progress and the Quick What-If is not yet available for any other academic level or professional school.*

### Accessing PeopleSoft Student Center

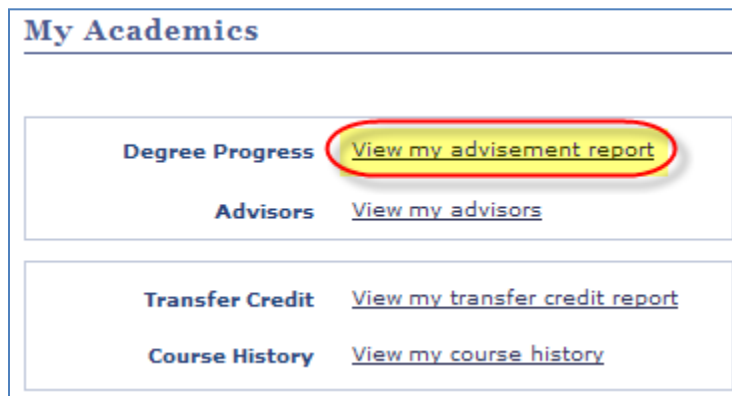
Log in to **My Pitt** (my.pitt.edu) with your University Computer Account username and password. Next, click the **Student Center** link on the right of the page. Next, click **Self Service** and then click **Student Center**. Your Student Center information will be displayed as shown in the example below.


The screenshot displays the 'Pitt's Student Center' interface. It is organized into several main sections:

- Academics:** Includes a search bar, 'Deadlines' and 'URL' links, and a 'Fall Term 2010-2011 Schedule' table. The table lists classes with their IDs, names, and schedules.
 

Class	Schedule
BIOSC 0150-1030 LEC (10528)	MoWe 6:00PM - 7:15PM L9 Clapp Hall
BIOSC 0150-1040 REC (11928)	Mo 7:30PM - 8:20PM L9 Clapp Hall
ENGCMP 0150-1060 SEM (15286)	MoWeFr 11:00AM - 11:50AM 314 Cathedral of Learning
MATH 1180-1030 LEC (12534)	MoWeFr 9:00AM - 9:50AM 302 Bellefield Hall
SA 0110-1030 LEC (17028)	TuTh 10:00AM - 11:40AM B42 Frick Fine Arts Building
- Finances:** Shows an 'Account Summary' with a balance of \$5,193.00 owed. It also includes links for 'Account Inquiry' and 'Financial Aid'.
- Personal Information:** Contains 'Contact Information' with fields for Home Address, Mailing Address, Home Phone, and Campus Email.
- Right-hand navigation:** Includes a 'SEARCH FOR CLASSES' button and sections for 'Holds', 'To Do List' (with a link to 'Final High School Transcript'), 'Enrollment Dates' (with an 'Enrollment Appointment' notice), 'Advisor' (listing a 'Program Advisor'), and 'Book Ctr' links for various campuses (PIT, UPB, UPT, UPG, UPJ).

1. Click **My Academics**.
2. Click **View my Advisement Report**.



3. Select **Academic Advisement Transcript** in Report Type, then click **Quick What-if**.
4. Select the appropriate **Override Option** along with a required term for it, then click **Ok** (or **Cancel** to return to the previous page). If you do not know the code for the override, click  to search for a valid code.









Search
Enroll
My Academics

### View Degree Progress Report

#### Quick What-if Analysis Report

To see how your coursework may apply to a different career, program, plan and/or subplan, fill in the appropriate fields below along with the required term for each override you've entered and press the OK button.







**Override Options**

<b>What-If Career:</b>	<input type="text" value="UGRD"/>		Undergraduate
<b>Required Career Term:</b>	<input type="text" value="2114"/>		Spring Term 2010-2011
<b>Required Program Term:</b>	<input type="text" value="2114"/>		Spring Term 2010-2011
<b>What-If Program:</b>	<input type="text" value="UA-S"/>		School of Arts and Sciences
<b>Required Plan Term:</b>	<input type="text" value="2114"/>		Spring Term 2010-2011
<b>What-If Plan:</b>	<input type="text" value="ARCHST-BA"/>		Architectural Studies
<b>Required SubPlanTerm:</b>	<input type="text" value="2114"/>		Spring Term 2010-2011
<b>What-If Sub-Plan:</b>	<input type="text" value="DESIGN-TR"/>		Design



\*\*selecting ok will start the process and it may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\*

OK
CANCEL


Each override option is described below:

Option	Description
<b>What-If Career:</b>	<p><b>Careers</b> are academic levels (undergraduate or graduate) or first professional levels (medicine, dental medicine, law).</p> <p>Enter the substitute (or <i>what-if</i>) career or click  to look up a valid career code.</p> <p><i>For more help using the spyglass , see the next page.</i></p>
<b>Required Career Term:</b>	<p>Enter the term or click  to look up a valid term. This should be the term you were admitted unless you are simulating a career change, in which case, this will be the next academic term. The system uses this value to select the correct academic requirements.</p> <p><b>Note:</b> <i>The requirements to graduate from a program, plan, or sub-plan may change based on the admit term (or when you declared your major). The terms entered on this page reflect which version of the requirements you will follow. Please check with your school if you have any questions about these requirements.</i></p>
<b>Required Program Term:</b>	<p><b>Programs</b> are schools within your career (i.e. Undergraduate Arts and Sciences) on the Pittsburgh campus and divisions (i.e. Humanities at Bradford) at the regional campus locations.</p> <p>If you are not changing programs, enter your <i>admit term</i> here. Otherwise enter the proposed term for which you are running a program simulation. The system uses this value to select the correct effective-dated, program-level requirements.</p>
<b>What-If Program:</b>	<p>Enter the substitute or what-if program or enter the first character of the program code (to indicate campus or career).</p> <p>For example, enter a U and then click  to jump to undergraduate programs on the Pittsburgh campus.</p> <p><b>Note:</b> <i>If the undergraduate career is selected above, the list of valid values will include regional campus programs too. Regional program codes begin with the first character of the city where they are located; B for Bradford, G for Greensburg, etc. Pittsburgh campus programs begin with the first character of the career, except that graduate programs begin with a P.</i></p>
<b>Required Plan Term:</b>	<p><b>Plans</b> indicate any major, minor, or certificate that a student can pursue within the selected program. Majors are tied to the award sought (i.e. HIST-BA).</p> <p>Enter the proposed term for which you are running a plan simulation. The system uses this value to select the correct effective-dated, plan-level requirements.</p>
<b>What-If Plan:</b>	<p>Enter the what-if <b>plan</b> or click  to look up a valid plan code.</p> <p><b>Note:</b> <i>Run a simulated academic advisement report for one major at a time. Using the combined plan codes that are found in the search results will not produce a simulated report for a dual major. Please contact the school that offers the major if you are unsure about which plan code to use.</i></p>
<b>Required SubPlan Term</b>	<p><b>(Required only if running a What-If Sub-Plan)</b></p> <p><b>Sub-plans</b> indicate areas of concentration or emphasis within the selected academic plan (above). Where there is no further detail, leave this field and the last field blank.</p> <p>Enter the proposed term for which you are running a sub-plan simulation. The system uses this value to select the correct effective-dated, subplan-level requirements.</p>
<b>What-If Sub-Plan</b>	<p><b>(Not required)</b></p> <p>Enter the substitute sub-plan or click  to look up a valid sub-plan code.</p>

## Using the Spyglass

The **spyglass**  indicates that what you can enter in this box is limited to a pre-defined list of codes (careers, terms, programs, plans, and sub-plans). If you know the code, enter it in the box. If you do not know the code, click  to find a valid code.

After you select a career, here is how to look up an academic term within that career:

1. Click the spyglass  next to **Term**.
2. The Lookup Required Career Term page automatically displays a basic search; whereby only the term code is a valid search option. Click **Advanced Lookup** to display more search options.

The description fields in the Academic Term setup table were defined when PeopleSoft was installed at the University. The Short Description is an alpha-numeric field that includes the calendar year in which the term begins and the name of the term (i.e. 2011Spring for the spring term of the 2010-2011 academic year). The Description is the name of the term and the academic year (i.e. Spring Term 2010-2011).

*Using the search filter begins with, here is how to quickly look up the term code:*

3. Enter **2011** in Short Description.
4. Enter **spring** in Description.

### Look Up Required Career Term

Academic Institution: UPITT  
Career Override: Undergraduate

Term: begins with

Short Description: begins with

Description: begins with

[Basic Lookup](#)

#### Search Results

View All First  1 of 1  Last

Term	Short Description	Description	Term Begin Date
<a href="#">2114</a>	<a href="#">2011Spring</a>	<a href="#">Spring Term 2010-2011</a>	<a href="#">01/05/2011</a>

5. Click **Look Up**.
6. Click **2114** to select this term and return to the Quick What-If Analysis Report page. Notice that term now displays your selection.

## Need Help?

For technical assistance, contact the Technology Help Desk at 412-624-**HELP** [4357] or via email at [helpdesk@pitt.edu](mailto:helpdesk@pitt.edu).