Advisor Instructions: How to process a "What If" report
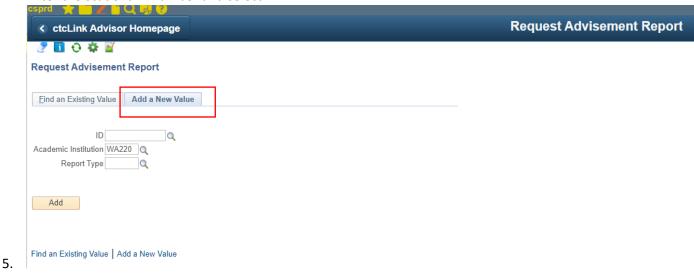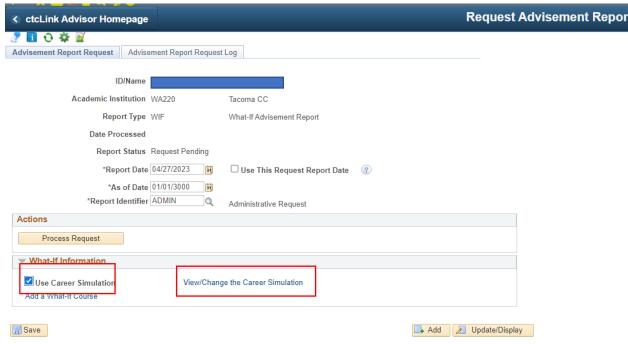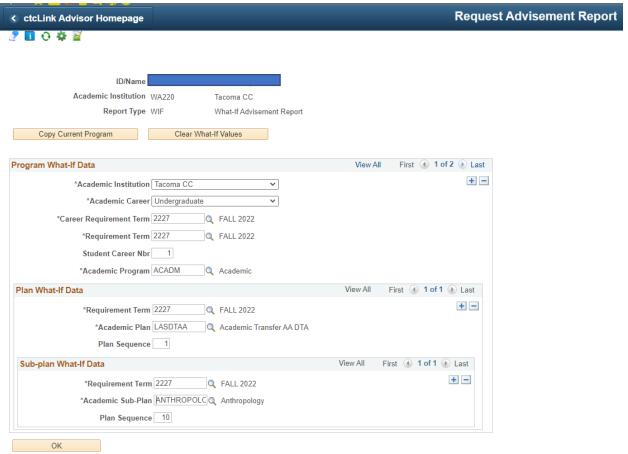
1. Login to ctcLink
2. **NavBar→ Navigator→Academic Advising→Student Advisement→Request Advisement Report**
3. Select the **Add a New Value** tab.
   a. TIP: Always select the "add a new value" tab. If you only use the "Find an Existing Value" you will only pull up previous AAR's. This could mean that not all of the most current grades are going to be listed. Meaning if grading just occurred and you pull a previous AAR the most recent grades will not be listed. Instead "Add a new value" and enter the student information to populate the most recent changes (grade changes, program changes, transfer credit etc.,)
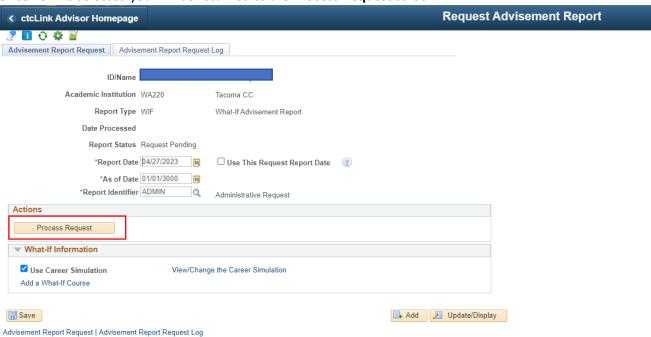4. Enter the Student ID number and select WIF

5.
6. Select the Box next to **Use Career Simulation**

Advisement Report Request	Advisement Report Request Log

ID/Name

Academic Institution WA220   Tacoma CC

Report Type WIF   What-If Advisement Report

Date Processed

Report Status Request Pending

*Report Date 04/27/2023   ☐ Use This Request Report Date   ?

*As of Date 01/01/3000

*Report Identifier ADMIN   Q   Administrative Request

Actions

> Process Request

▼ **What-If Information**

☑ Use Career Simulation   View/Change the Career Simulation

Add a What-If Course

🖫 Save   ➕ Add   📝 Update/Display

Advisement Report Request | Advisement Report Request Log

7.
8. Select the **View/Change the Career Simulation**
9. Enter the information for the new plan.
    a. TERM FIELDS: For any fields that are asking for a term, enter the same term. The term will pull that specific catalog year requirements. Example, below is going to pull the catalog year 2022 AA DTA specifically for Anthropology.
    b. You do not need to update the plan sequence. The system should populate these.
    c. Notes:
        i. Codes for programs can be found on our [AAR page](#) or program plan change form.
        ii. Certificates are PRFTC programs.
        iii. Subplans are not required for every simulation. They are optional.
        iv. AAR's have only been built for the last 5 years. Any catalog year's prior may not be accurate.
        v. You can use the "Copy Current Program" button if you want to use the current student information and update certain fields. This works great for students who are changing between subplans.
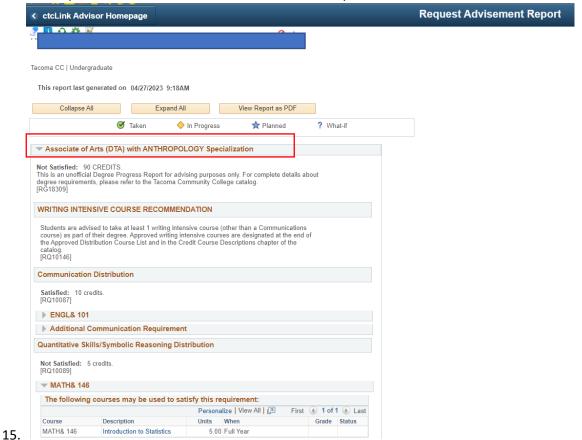
10.

11. Select **OK**

12. Once "Ok" is selected you will be returned to the **Process Request** screen.

13.

14. The requirements listed will be that of the simulated plan.

Request Advisement Report

Tacoma CC | Undergraduate

This report last generated on 04/27/2023 9:18AM

| Collapse All | Expand All | View Report as PDF |

✔ Taken   ◆ In Progress   ★ Planned   ? What-if

▼ Associate of Arts (DTA) with ANTHROPOLOGY Specialization

Not Satisfied: 90 CREDITS.
This is an unofficial Degree Progress Report for advising purposes only. For complete details about degree requirements, please refer to the Tacoma Community College catalog.
[RG18309]

WRITING INTENSIVE COURSE RECOMMENDATION

Students are advised to take at least 1 writing intensive course (other than a Communications course) as part of their degree. Approved writing intensive courses are designated at the end of the Approved Distribution Course List and in the Credit Course Descriptions chapter of the catalog.
[RQ10146]

Communication Distribution

Satisfied: 10 credits.
[RQ10087]

▷ **ENGL& 101**

▷ **Additional Communication Requirement**

Quantitative Skills/Symbolic Reasoning Distribution

Not Satisfied: 5 credits.
[RQ10089]

▼ **MATH& 146**

The following courses may be used to satisfy this requirement:

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Course	Description	Units	When	Grade	Status
MATH& 146	Introduction to Statistics	5.00	Full Year		

15.