

(WHIF) CHEAT SHEET

Menu > Academic Advisement > Student Advisement > Request Advisement Report

Click on Add a New Value Tab

Type in Student's ID number

Report type: **WHIF**

Click Add

Check box: Use Career Simulation

Click on View Change Career Simulation

Program What-If Data

Academic Institution: GBC automatically populates

Academic Career: Undergraduate (Always)

Career Requirement Term: *Catalog year

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Student Career Nbr: autopopulates

Academic Program: DGS

Plan What-If Data

Requirement Term: *Catalog year

Academic Plan: type in or select by clicking on looking glass

Plan Sequence: autopopulates

Sub-plan What-If Data – Leave alone, we do not use

Click OK

Click Process Report

Click Expand all if you wish to view the report online.

It is **strongly recommended** that you click "printer friendly" for a more complete, more informative, yet shorter version of the WHIF.

*All terms must be the same for an accurate report

- **Term/catalog year is important, make sure this is correct, always use fall terms**
- If student has not already declared a degree you must use current year
- Term must be no older than 6 years for associate's, 10 years for bachelor degree