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.
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.
Each override option is described below:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>What-If Career:</td>
<td><strong>Careers</strong> are academic levels (undergraduate or graduate) or first professional levels (medicine, dental medicine, law). Enter the substitute (or what-if) career or click <img src="356x420" alt="" /> to look up a valid career code. For more help using the spyglass <img src="356x420" alt="" /> see the next page.</td>
</tr>
<tr>
<td>Required Career Term:</td>
<td>Enter the term or click <img src="356x420" alt="" /> 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. <strong>Note:</strong> 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.</td>
</tr>
<tr>
<td>Required Program Term:</td>
<td><strong>Programs</strong> 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. If you are not changing programs, enter your admit term 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.</td>
</tr>
<tr>
<td>What-If Program:</td>
<td>Enter the substitute or what-if program or enter the first character of the program code (to indicate campus or career). For example, enter a U and then click <img src="356x420" alt="" /> to jump to undergraduate programs on the Pittsburgh campus. <strong>Note:</strong> 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.</td>
</tr>
<tr>
<td>Required Plan Term:</td>
<td><strong>Plans</strong> 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). 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.</td>
</tr>
<tr>
<td>What-If Plan:</td>
<td>Enter the what-if <strong>plan</strong> or click <img src="356x420" alt="" /> to look up a valid plan code. <strong>Note:</strong> 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.</td>
</tr>
<tr>
<td>Required SubPlan Term</td>
<td><strong>Sub-plans</strong> 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. 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. <strong>(Required only if running a What-If Sub-Plan)</strong></td>
</tr>
<tr>
<td>What-If Sub-Plan</td>
<td><strong>(Not required)</strong> Enter the substitute sub-plan or click <img src="356x420" alt="" /> to look up a valid sub-plan code.</td>
</tr>
</tbody>
</table>
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.

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.