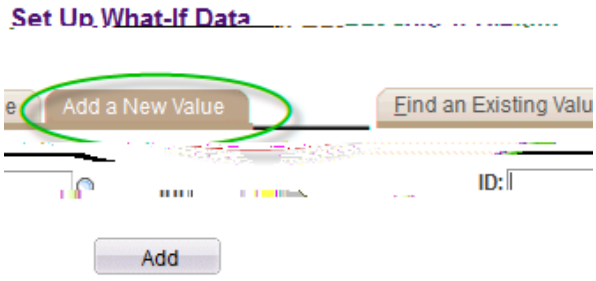
Requesting a Prospect Advisement Report

Purpose: A **Prospect Advisement Report** shows degree progress based on the courses the student proposes to take as well as including transfer credit. There are two parts to the procedure:

1. Prior to requesting the report, "Program What-If" data must be entered. Add the student to the Student Group – ADPM.
2. Request the Prospect Advisement Report.

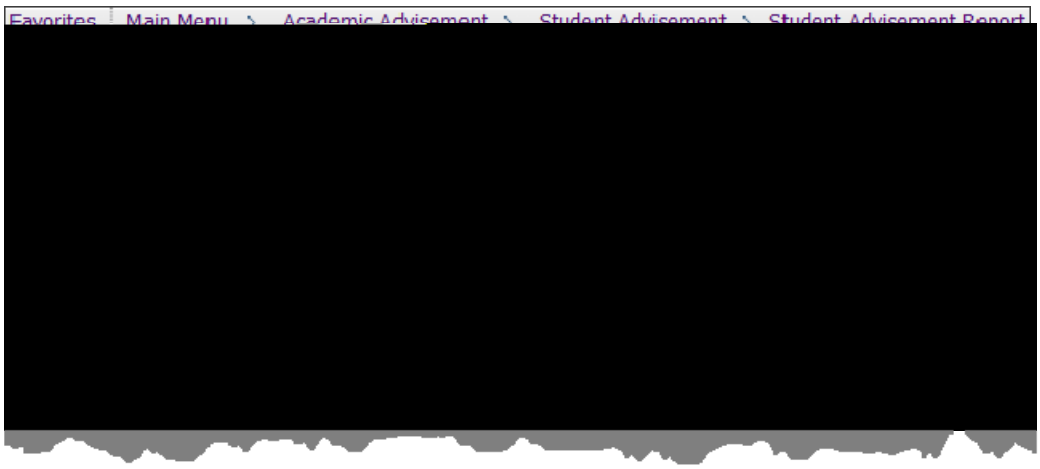
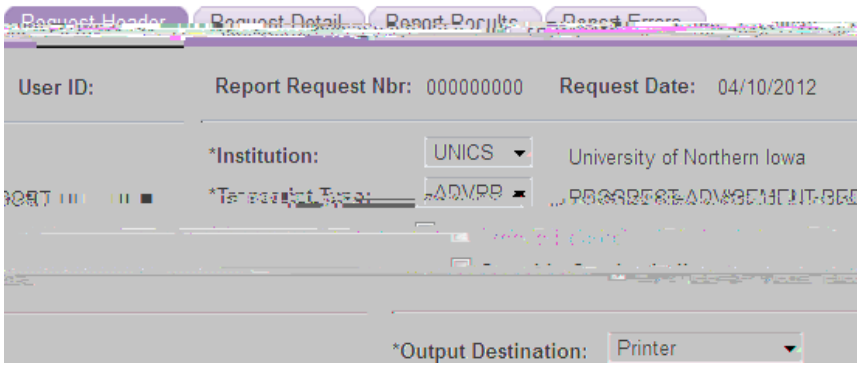
Setting up Program What If Data

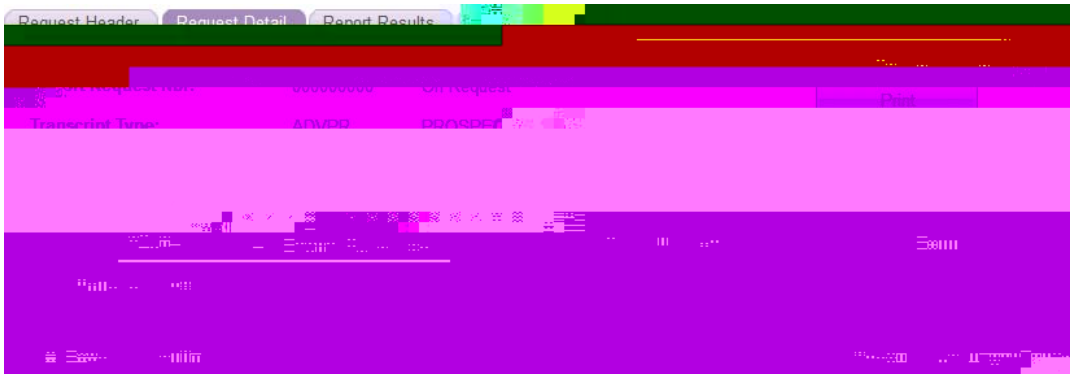
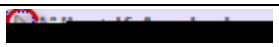
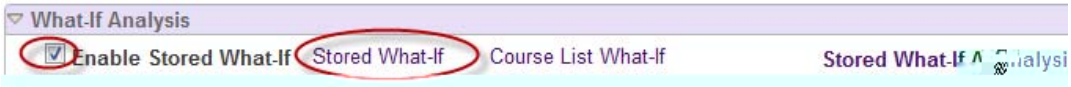
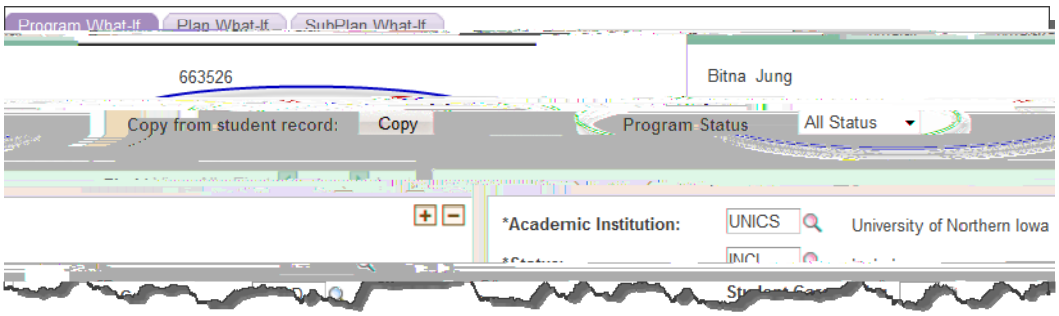
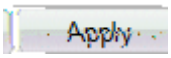
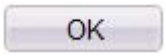
Tip: Before you begin, review the student's **program** & **plan** on their current application. This information must be consistent with the What If data.

Step	Action
1.	Navigate to the **Set Up What If Data** page. **Main Menu › Academic Advisement › Student Advisement › Set Up What If Data**
2.	Click the **Add New Value** tab 
3.	Enter student ID and click the **Add** button.

Step	Action
5.	Click the ***Plan What-If*** tab. Complete the following: **Requirement Term** – *Enter as appropriate (Admit term from application)* **Academic Plan** – *Enter or select as appropriate (same as application)* **Plan Sequence** – The first plan defaults to 10. Additional plans are sequenced by ten (e.g. 10, 20, 30) **Advisement Status** – Select *Include* ***Note:*** Use the **Add Row** button ⊞ to add additional plans.
6.	Click the **Save** button. Save
7.	Add the student to the Student Group **ADPM** (Prematric ADVPM Report Values). Navigate to: **Main Menu › Student Admissions › Application Entry › Academic Information › Student Groups** Select *ADPM* in the **Student Group** field Select *today's date* as the **Effective Date** Select *Active* in the **Status field** Click the **Save** button **Note:** Putting the student in the ADPM student group will remove some requirements currently set up on the residency academic requirement. You may request the report without putting the student in the student group however; you will then see the residency academic requirement.

Requesting the Prospect Advisement Report (Transcript Type)

Step	Action
1.	Navigate to the **Student Advisement Report** page. **Main Menu › Academic Advisement › Student Advisement › Student Advisement Report** 
2.	Select the **Add a New Value** tab. ***Result:*** The ***Request Header*** tab displays.
3.	On the ***Request Header*** tab, complete the following: Institution – Select *UNICS* Transcript Type – Select *ADVPR* (Prospect Advisement Report) Output Destination – Select *Printer* 

Step	Action
4.	Select the ***Request Detail*** tab. Enter the student's ID in the **ID** field. Press the tab key to display the student's name. 
5.	Expand the What-If Analysis by clicking the **Expand** icon.  Check the **Enable Stored What-If** box. Click the **Stored What-If** link. 
6.	Change the **Program Status** from *Active Only* to *All Status.* 
7.	Click the **Apply** button.  Click the **OK** button. 

Step	Action