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.

**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.**
Each override option is described below:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>What-If Career:</strong></td>
<td>Careers are academic levels (undergraduate or graduate) or first professional levels (medicine, dental medicine, law). Enter the substitute (or what-if) career or click [ ] to look up a valid career code. <em>For more help using the spyglass [ ] see the next page.</em></td>
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</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.