

## 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

The screenshot shows the 'Request Advisement Report' page in ctcLink. At the top, there is a navigation bar with 'ctcLink Advisor Homepage' on the left and 'Request Advisement Report' on the right. Below the navigation bar, there are social media icons and a title 'Request Advisement Report'. The main content area has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs, there are three input fields: 'ID' (empty), 'Academic Institution' (containing 'WA220'), and 'Report Type' (empty). Each field has a magnifying glass icon to its right. Below these fields is an orange 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

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

ctcLink Advisor Homepage Request Advisement Report

Advisement Report Request | Advisement Report Request Log

ID/Name [REDACTED]

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 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

7. [Advisement Report Request | Advisement Report Request Log](#)

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.

ctcLink Advisor Homepage Request Advisement Report

ID/Name [Redacted]

Academic Institution WA220 Tacoma CC

Report Type WIF What-If Advisement Report

Copy Current Program Clear What-If Values

**Program What-If Data** View All First 1 of 2 Last

\*Academic Institution Tacoma CC

\*Academic Career Undergraduate

\*Career Requirement Term 2227 FALL 2022

\*Requirement Term 2227 FALL 2022

Student Career Nbr 1

\*Academic Program ACADM Academic

**Plan What-If Data** View All First 1 of 1 Last

\*Requirement Term 2227 FALL 2022

\*Academic Plan LASDTAA Academic Transfer AA DTA

Plan Sequence 1

**Sub-plan What-If Data** View All First 1 of 1 Last

\*Requirement Term 2227 FALL 2022

\*Academic Sub-Plan ANTHROPOLC Anthropology

Plan Sequence 10

OK

- 10.
11. Select **OK**
12. Once "Ok" is selected you will be returned to the **Process Request** screen.

ctcLink Advisor Homepage Request Advisement Report

Advisement Report Request | Advisement Report Request Log

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Advisement Report Request | Advisement Report Request Log

- 13.

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

< ctcLink Advisor Homepage
Request Advisement Report

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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:

Personalize   View All   1/21					
First 1 of 1 Last					
Course	Description	Units	When	Grade	Status
MATH& 146	Introduction to Statistics	5.00	Full Year		

15.