


Producing an Academic Advisement Report

Purpose: Use this document as a reference for producing an **Academic Advisement Report** or a **What-If Report** in ctcLink.

Audience: All staff.

 You must have at least one of these local college managed security roles:


- ZD AA Super User
- ZZ AA Advisement Reports

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access.

Academic Advisement Reports

 SBCTC Customer Support runs a job **Monday – Friday** that refreshes the AAR for students with updated records or enrollment activity. **The refresh job updates the student and staff view of the standard AAR.** This job also creates a Planner report for students without an existing report, although it does not refresh existing Planner reports. For additional information, visit the QRG [Academic Advisement Reports - The Refresh Job and Student View.](#)

Advisement Report Request

Navigation: Academic Advisement > Student Advisement > Request Advisement Report

1. The default option is **Find an Existing Value**. Select **Search** to view existing values.
2. Click the **Add a New Value** tab to request an advisement report
3. Add the student's EMPLID number to the **ID** field.
4. Enter or look up the **Academic Institution** by selecting the looking glass.

5. Enter or look up **Report Type: ADV**.
6. Select the **Add** button.
7. The **Request Advisement Report** page displays.
8. Click the **Process Request** button in the **Actions** panel.
9. Select **collapse all** or **expand all** to either collapse or expand all requirement groups.
10. Select the **View Report Request Log** link at the bottom of the page to review report request messages (Optional).
11. Select the **View Report as PDF** button to view a .pdf version of the advisement report. To view the PDF, you must allow browser pop-ups.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Advisement Report Request - No Audio](#). This link will open in a new tab/window.

What If Reports

Navigation: Academic Advisement > Student Advisement > Request Advisement Report

1. The default option is **Find an Existing Value**. Select **Search** to view existing values.
2. Click the **Add a New Value** tab to request an advisement report
3. Add the student's EMPLID number to the **ID** field.
4. Enter or look up the **Academic Institution** by selecting the looking glass.
5. Enter or look up **Report Type: WIF**.
6. Select the **Add** button.

Advisement Report Request Tab

7. The **Advisement Report Request** tab displays.
8. Click the **Add a What-If Course** link in the What-If Information panel.
8. The **Course Search** page displays.

9. Enter the appropriate information into the **Career, Term** and **Subject** fields by selecting the looking glass.
10. Select the **Execute the Search** button.
11. Results displays below the search criteria section.
12. In spite of the fact that all checkboxes contain checkmarks, select the checkbox next to the specific course.
13. The **Advisement Report Request** tab displays with the updated course in the What-If Information section.
14. Select **Use Career Simulation** checkbox to set up a what-if scenario. Once this is checked, the View/Change the Career Simulation link appears.
15. Select the **View/Change the Career Simulation** link to access the **Create What-if Scenario** page.
16. A new page displays with additional criteria to enter. To retrieve the student's existing record, select the **Copy Current Program** button. Change the field values and insert rows, as necessary. The arrows on the upper corners of the menu can be used to scroll between the various programs the student is enrolled in.
18. Enter or select the new **Academic Plan** in the **Plan What-If Data** section.
19. Select the **OK** button.
20. The **Advisement Report Request** tab displays.
21. Select the **Process Request** button.
22. Select **collapse all** or **expand all** to either collapse or expand all requirement groups.
23. Select the **View Report as PDF** button to view a .pdf version of the advisement report.
24. Process complete.

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