Creating a “What-If” Report

Step 1: Sign in to Access Stout using your UW-Stout Username and Password.

Step 2: Click on “Self Service” in the left-hand navigation pane.

Step 3: Click on “Student Center.”
Step 4: Select “What-If Report” from the “other academic…” dropdown menu.

Step 5: Click on the arrow icon next to the menu to complete the request.

Step 6: Click on the button titled “Create New Report.”
NOTE: To create a report, you will need to specify the changes you would like to make to your program:

- To create a report based on a change of degree see steps 7-11.
- To create a report based on the addition of one or more specific courses skip to step 12.

To Create a Report Based on Change of Degree:

Step 7: Select the desired Academic Program from the dropdown menus in the “Program Scenario” section of the page.

![Program Scenario](image1)

Step 8: Select the desired Area of Study from the dropdown menus in the “Program Scenario” section of the page.

![Program Scenario](image2)
Step 9: Select the desired Concentration (if applicable) from the dropdown menus in the “Program Scenario” section of the page.

Step 10: Click on the “Submit Request” button to create your report.
Step 11: View your Report. General university requirements will be listed first, followed by your custom advisement report.
NOTE: You can access this version of your “What-If” report at any time by following steps 1-6 and then clicking on the date you created the report in the “View a Saved What-If Report” section of the page.

To Create a Report Based on Addition of Specific Courses:

Step 12: Click on the “Browse Course Catalog” button in the “Course Scenario” section of the page.
Step 13: Select the subject of the course you are considering. For this example, we will select APRL.

![Select Course for What-if Scenario]

Step 14: Select the course you are considering by clicking on the “Select” button to the right. For this example, we will select the course CAD 555 Technical Drawing.

![Select Course for What-if Scenario]

Step 15: Select any other courses you are considering using steps 13-15 and click on the “Submit Request” button to create your report.

![Submit Request]

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Step 16: View your Report. General university requirements will be listed first, followed by your custom advisement report.
*NOTE* You can access this “What-If” report at any time by following steps 1-6 and then clicking on the date you created the report in the “Saved What-If Report” section of the page.