

## USING THE 'WHAT IF' FUNCTION IN GRADTRACKER

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What are the requirements for the major in which I'm interested? How many units do I have to take for a double-major in French and journalism? Can I add to that a minor in music? The GradTracker 'what if' function will help you answer these questions.

### Getting More Help

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These instructions are 'bare bones', and GradTracker can do a great deal more. The Registrar's web has both a set of FAQs and a set of video tutorials that can help you take full advantage of GradTracker. To find this assistance, click the *Tutorials* button from within GradTracker or go to <http://registrar.richmond.edu> and look for the GradTracker button. (It may be on the *Registration* page.)

### First: Create a Plan

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Before you can use the 'what if' function, you need to have an active plan.

- Click on the **Planner** tab in GradTracker.
  - The window on the right is the Planner section.
- To name the blank plan you see, put a name in the **Description** box.
- From the **Select Term** drop-down menu, select at least one semester (usually the term for which you are registering).
- Make sure that both the **Active Plan** and selected semester checkboxes are checked.
  - You can click the **Check All Terms** button to check all the semester boxes at once.
- **You must now add at least one or two courses to a semester.**
  - Type the registrar's code and the course number into a box, e.g., FREN 306 or BUAD 201.
- Click **Save Plan** to save your plan.
- To see how your planned courses appear in your course audit, click **Process New**. The left window will refresh and show your planned courses in your audit.

Now you are ready to use the 'what if' function.

## Using the 'What If' Function

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Make sure that you have clicked the **Planner** tab and that you have both an **active plan** and **some planned courses** in the right window.

- Click **Check All Terms** and **Process New** to apply the plan to the audit in the left window.
- In the left window, click the **Show What If Options** button.
- The audit section will collapse and the 'what if' section will expand in the left window.
- From the drop-down menus, select the major(s), minor(s), and concentration(s) in which you are interested.
  - What you have selected will appear in the box below the menus.
  - To remove a choice, highlight it and click the **Remove** button.
- Click the **Process New** button on the right to apply the 'what if' choices.
- Expand the audit section on the left by clicking the **Hide What If Options** button.
- Scroll through the audit section in the left window to see how the courses you have taken/are taking and have planned fit into the majors, minors, and concentrations you have chosen.
  - You will also see the list of courses you must complete for fulfill all requirements.
  - You can add the 'what if' courses to your active plan by (a) dragging them from the left window to a term in the right window or (b) typing the course code into a term in the right window.
- Save your work by clicking **Check All Terms** and **Save Plan** and **Process New**.