

How to get a GER for a student

Find the Program Code and date of Discontinued Status on the Academics section of Zzsis.

Program:	PD027	Social Sciences (General St)
Student Career Nbr:	0	
Status:	Discontin	as of 03/01/2012
Admit Term:	2025	2002 Summer Session
Expected Graduation:		

For all students who have a standard program code like D0060, P0065, D4750 try the SSAD report. If they have a program code that does not have the new layout like above which is a PD or the SSAD report doesn't work, try the WIFAD report. Instructions for both are below

SSAD Report

1. Request an advisement report at Main Menu – Academic Advisement – Student Advisement – Request Advisement Report
2. Click on the Add a New Value Tab
3. Enter Student ID and for the Report Time use SSAD and then click add

Find an Existing Value	Add a New Value
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ID:

Academic Institution:

Report Type:

[Add](#)

4. Change the As of Date Report to the day before the program was discontinued and click Process request

Academic Institution	WSUNV	Washington State University
Report Type	SSAD	Degree Audit Report
Date Processed		
Report Status	Pending	
*Report Date	<input type="text" value="02/05/2015"/>	
*As of Date	<input type="text" value="02/28/12"/>	
*Report Identifier	<input type="text" value="ADMIN"/>	Administrative Request

Actions

[Process Request](#)

5. You should receive a Degree Audit Report. If you don't then confirm you have the right date and try the WIFAD below

WIFAD (What If) Report

1. Request an advisement report at Main Menu – Academic Advisement – Student Advisement – Request Advisement Report
2. Click on the Add a New Value Tab
3. Enter Student ID and for the Report Time use WIFAD (What If Report) and then click add

Find an Existing Value **Add a New Value**

ID: 🔍

Academic Institution: 🔍

Report Type: 🔍

Add

4. Change the **As of Date** to the date before the status was changed to Discontinued, Click on **Use Career Simulation** and click **View Change the Career Simulation**

Academic Institution WSUNV Washington State University

Report Type WIFAD What If Report-AD

Date Processed

Report Status Pending

*Report Date 📅

*As of Date 📅

*Report Identifier 🔍 Administrative Request

Actions

Process Request

What-If Information

Use Career Simulation

[View/Change the Career Simulation](#)

[Add a What-If Course](#)

5. Update **Program What If Data** Section and move down to **Plan What-If Data**
 - a. Change **Academic Career** to Undergraduate
 - b. **Career Requirement Term** to 2123
 - c. **Requirement Term** to 2123, **Student Career Nbr** to 1
 - d. **Academic Program** the 5 digit code for the major they will be pursuing on their return.
6. Update **Plan What-If Data** Section and click **OK**
 - a. **Requirement Term** to 2123

b. **Academic Plan** to the full 7 digit plan code that they will be pursuing on their return

Program What-If Data		View All	First	1 of 1	Last	
*Academic Institution	<input type="text" value="Washington State University"/>					+ -
*Academic Career	<input type="text" value="Undergraduate"/>					
*Career Requirement Term	<input type="text" value="2123"/>	2012 Spring Semester				
*Requirement Term	<input type="text" value="2123"/>	2012 Spring Semester				
Student Career Nbr	<input type="text" value="1"/>					
*Academic Program	<input type="text" value="D0025"/>	Social Sciences, BA				

Plan What-If Data		View All	First	1 of 1	Last	
*Requirement Term	<input type="text" value="2123"/>	2012 Spring Semester				+ -
*Academic Plan	<input type="text" value="D0025_0005"/>	Social Sciences				
Plan Sequence	<input type="text" value="10"/>					

Sub-plan What-If Data		View All	First	1 of 1	Last	
*Requirement Term	<input type="text"/>					+ -
*Academic Sub-Plan	<input type="text"/>					
Plan Sequence	<input type="text" value="10"/>					

7. Click **Process Request** and the report should open after processing