Completing the What If report for students transferring from Pratt to Trinity

1. **Begin on the Planning Tab, in DukeHub.** This is where you’ll find your What If report, and your Planner. The What If report is a planning tool where you identify the courses you expect to take during your remaining time at Duke to make sure you can complete your chosen major/minor/certificates. Start by running a What If report with the major/s you plan to declare. View the What If report (it’s easier if you view it as a pdf) and under each general education and major requirement, it will say either ‘Satisfied’ or ‘Not Satisfied’. Now you know what requirements you have left to complete your major and general education requirements and you can choose appropriate courses in the next step.

2. **Add courses to your Planner.** Select the courses you plan to take to satisfy all general education and major requirements and place them in your Planner. You will then assign these courses to the semesters you expect to take them. You’re probably not going to follow this plan exactly and that’s okay. If you plan to study abroad in a Duke-In program, you can add the courses you expect to take. If you don’t know where you might study abroad, or what classes will be offered, just enter courses for that semester as if you would be at Duke.

3. **Re-run your What If report.** When you’re done, the last courses listed in the Course History should be the courses you expect to take your final spring semester, all requirements will be ‘Satisfied’, and the plan shouldn’t have more than five courses for any semester. If all requirements aren’t showing as ‘Satisfied’, you’ll need to go back to your Planner and add courses until everything shows as ‘Satisfied’. If you have trouble completing your What If report, contact Jen Hoff in the Academic Advising Center at jenhoff@duke.edu.