

Understanding "Progress" in Student Planning and Advisement

Understanding the Progress Report (formerly the Program Evaluation or Degree Audit)



Introduction

"Progress" is a report which shows how the courses a student has taken apply toward degree requirements. It should always be used for formal advising and review by the student when determining outstanding degree requirements rather than the **Transcript**. The **Transcript** is a list of coursework the student has completed and does not indicate how that coursework applies toward the degree.



General Guidelines

When reviewing "Progress" in Student Planning the following points should be kept in mind

- Specifics of degree requirements can be found on the Major Check Sheet and in the Catalog. Both are available on-line on the Registrar's web page.
- Students should review My Progress at the beginning and end of every semester and any other time they receive grades or register for additional classes as grades and registration will change the report. However, this should not be substituted for regular meetings with an advisor.



Log-In to My Progress

- Log on to Student Planning
- Click the "Go to My Progress
- Click the tab labeled "Progress"





Navigating the Report

• To Navigate Through the Report : Use the Scroll bar on the right hand side of the screen to move up and down.

Status	Course		Search	Grade	Term	Credits		
③ Not Started	<u>AR-276</u>	INTERACTIVE 2D ANIMATION						
 Not Started 	<u>AR-275</u>	WEB PAGE DESIGN					=	



Academic Program Information

Cumulative GPA, majors, minors and progress toward completion of degree may be found at the top of the Progress report

Notifications ()	×
Course Plan Timeline Progress Course Catalog Notes Plan Archive Petitions	& Walvers
Bachelor of Science: Marketing (1 of 1 programs)	View a New Program Load Sample Course Plan
At a Glance	😓 Print
Cumulative GPA: (2.000 required) Institution GPA: (2.000 required) Degree: BACHELOR OF SCIENCE Majors: Marketing	Program Completion must be verified by the Registrar.
Departments: Marketing Catalog: 2017	Progress
Anticipated Completion Date: 10/11/2022	Total Credits 10 of 120
Description http://www.sacredheart.edu/academics/jackweichcoll more	10
Program Notes Show Program Notes	Total Credits from this School 10 of 30



Requirement Not Started

When a Requirement has not been started, the words "(Not started)" will appear in the Status column next to each course and the words 0 of 1 Completed will appear above it.

A. CIT

TAKE CIT-202 CIT-201 APPEARS IN FOUNDATIONAL CORE SECTION Complete all of the following items. (A) 0 of 1 Completed. Hide Details

▲ 0 of 1 Courses Completed. Hide Details

Status	Course	▶
(i) Not Started	<u>CIT-202</u>	HUMAN JOURNEY CIT II



Requirement Partially Finished

When a Requirement is partially finished, the status of each course in the requirement will appear next to it. By the students last semester, all courses should show a status of either "Completed", "In Progress", or "Registered".

B. ACCOUNTING COURSES

TAKE MGT-232 IS-272 AC-331 AC-332 AC-401 AC-313 AC-422 AC-431 AC-490 Complete all of the following items. A 0 of 1 Completed. <u>Hide Details</u>

▲ 3 of 9 Courses Completed. Hide Details

Status	Course	(Search	Grade	Term	Credits
✓ Completed	AC-331	INTERMEDIATE ACCOUNTING I		с	18/FA	3
✓ Completed	AC-313	COST MANAGEMENT		B+	18/FA	3
✓ Completed	<u>15-272</u>	DYNAMICS OF INFORMATION TECHNO		B+	19/SP	3
✓ Registered	MGT-232	ADVANCED BUSINESS LAW			19/FA	3
✓ Registered	<u>AC-401</u>	ADVANCED ACCOUNTING I			19/FA	3
✓ Registered	AC-421	AUDITING I			19/FA	3
() Planned	AC-431	FEDERAL TAXES I			20/SP	3
Not Started	AC-332	INTERMEDIATE ACCOUNTING II				
Not Started	AC-490	ACCOUNTING INTERNSHIP				



Requirement with Multiple Options

When there is more than one way to satisfy a requirement, all options will appear until the student completes all the courses needed to complete one of the options.

MK-270 OR IS-272 🔬 0 of 1 Courses Completed. Hide Details

Status	Course	
(i) Not Started	<u>MK-270</u>	CUSTOMER INSIGHTS USING TECH
 Not Started 	<u>IS-272</u>	DYNAMICS OF INFO TECHNOLOGY



Course Waiver

Waivers: When a course is waived it will appear in the My Progress as shown below

A. BUSINESS COMMON CORE

TAKE BU-121 AC-221 AC-222 FN-215 MGT-101 MGT-231 MGT-375 MGT-401 MK-201 Complete all of the following items. ▲ 0 of 1 Completed. <u>Hide Details</u>

▲ 0 of 8 Courses Completed. Hide Details

í	BU-121 WAIVED BY DEPARTMENT - 8/6/19		
Statu	IS	Course	
~	Registered	<u>AC-221</u>	FINANCIAL ACCTNG & REPORTING
~	Registered	<u>MGT-101</u>	ORGANIZATION MANAGEMENT
(i)	Not Started	<u>AC-222</u>	MANAGERIAL ACCTNG & CONTROL



Course Substitution

Substitutions: When one course is substituted for another, the status of the course being replaced displays as "Not Started" until the student completes the replacement course. At that time, the status of the replacement course changes to "Completed" and the status of the replaced course changes to "Fulfilled" as shown below.

Take courses MK-240, MK-350, MK-360. 🗸 3 of 3 Courses Completed. Hide Details					
(i) MK-210 SUB FOR MK-350 BY DEPARTMENT - 7/26/19					
Status Course					
✓ Completed	<u>MK-210</u>	RETAILING AND MERCHANDISING			
✓ Completed	<u>MK-240</u>	FASHION MARKETING			
✓ Completed	<u>MK-360</u>	MK INTEG: TEXTILES/FASHION			
✓ Fulfilled	<u>MK-350</u>	FASHION BRAND MARKETING			



Registration Complete for Requirement

When a student is registered to complete all requirements to graduate, in progress requirements will display the status of all courses as "Completed", "In-Progress", or "Registered

B. REQUIRED COURSES

TAKE NU-325 NU-376 NU-387 NU-401 NU-430 NU-431 NU-433; Complete all of the following items. A **0 of 1 Completed. Fully Planned** <u>Hide Details</u>

① Fully Planned ▲ 6 of 7 Courses Completed. Hide Details

Status	Course	
✓ Completed	<u>NU-325</u>	HEALTH ASSESSMENT
✓ Completed	<u>NU-401</u>	HEALTH CARE POLICY & ETHICS
✓ Completed	<u>NU-433</u>	THEORY & PROFESSIONAL ROLES
✓ Completed	<u>NU-431</u>	EVIDENCE BASED PRACTICE
✓ Completed	<u>NU-430</u>	PRINCIPLES OF HC RESEARCH
✓ Completed	<u>NU-376</u>	CARE MGMT: INDIVIDUALS & FAMIL
In-Progress	<u>NU-387</u>	POPULATIONS & GLOBAL HEALTH



Requirement Finished

When a Requirement is complete the words "1 of 1 completed" with a checkmark will appear underneath the requirement title in green and the requirement will collapse. To see what courses were used to satisfy the requirement, click the Show Details link.

THE HUMAN JOURNEY SEM: GREAT BOOKS IN CIT

Complete the following item. </ 1 of 1 Completed. Show Details



Credit Bars for Completed Academic Program

The "Total Credits" bar will display a value of 120 credits or more and the "Total Credits from this School" bar will display a value of 30 credits or more with green or light green colors and no white or brown space at the end. Numbers appearing at the end of the bar are the number of credits for which the student is currently registered. Note: In order to graduate a student must complete a minimum of 120 credits and all the required courses. In some cases this may mean that a student will graduate with more than 120 credits

Total Credits	120.63 of 120
109.63	11
Total Credits from this School	36 of 30
25	11



Minimum Credits Required to Graduate

A minimum of 120 credits is required for graduation. All requirements for the major and core must be completed which may mean that some students will need to complete more than 120 credits in order to graduate. The courses that count toward the 120 credit minimum will be displayed toward the end of the evaluation as shown. The status of completion of 120 credits will appear right above the courses. In this example, the student has completed 24 credits toward the 120 credit requirement which means there are a minimum of 96 credits left to go. Please note: a student may count a maximum of 8 credits in applied music toward the degree. Only the first 8 applied music credits will appear in this section.

A. 120 CREDIT MINIMUM

NO MORE THAN 8 CREDITS MAY BE APPLIED MUSIC Complete all of the following items. A **0 of 1 Completed.** Hide Details

A 24 of 120 Credits Completed. Hide Details

Status	Course	
✓ Completed	<u>CM-101</u>	INTRO TO MEDIA CULTURE
 Completed 	ENG-201	EXPERIENCING LITERATURE
 Completed 	FYPH-125	ANIMAL CONSCIOUSNESS
 Completed 	<u>MA-101</u>	MATHEMATICS FOR LIBERAL ARTS
Completed	<u>MU-103</u>	FROM BACH TO BEETHOVEN



Important Things to Remember

- Students should review their My Progress at the beginning and end of every semester and any other time they receive grades or register for additional classes.
- Changes in registration and receipt of grades can change a students eligibility for graduation and participation in the Commencement Ceremony
- All completed requirements must be collapsed with a green check mark and all In Progress requirements should be open with all courses displaying a status of "Completed", "In Progress" or "Registered" by the start of the student's final semester.
- A minimum of 120 credits is required to graduate with no more than 8 of these credits in applied music.
- A minimum cumulative GPA of 2.0 and a GPA of 2.0 in major requirements are required for graduation
- A grade of C or better is required for FYWS-125 and all courses in the major.
- Review major catalog and check sheet for specific major requirements



Understanding My Progress - Questions

Questions regarding "Progress" may be directed to your advisor or

Maggie Smith, Associate Registrar Graduation Services 203-396-8050 (phone) graduation@sacredheart.edu (e-mail)