<u>**Understanding the My Progress Screen**</u>

Welcome to Student Planning software. This video will help students and advisors to understand the "My Progress" screen on Student Planning.

The "My Progress" screen is your degree audit. The degree audit will display all of the courses required for your degree, and whether these courses are completed, registered, planned or not started.

It's important to note that the degree audit is not an official audit used for graduation clearance. Students can use Student Planning as a planning tool, but should always confirm degree requirements with an advisor. Student Planning allows students to understand their degree requirements and take ownership of their education, but it is not a substitute for academic advising.

SHOW "AT A GLANCE" ON LEFT SIDE OF SCREEN

This student is enrolled in the Liberal Arts degree program. The correct requirements for your major will display when you log onto Student Planning.

The At a Glance summary will display your GPA, Degree, Major, and Catalog Year.

There is also a description of your degree program.

SHOW PROGRESS BARS

The Progress Bars provide a visual representation of your progress toward your degree.

The top bar shows overall progress for degree requirements.

The middle bar shows total credits, and the bottom bar shows total OCC credits.

Notice that completed credits display in dark green, credits in progress display in light green, planned credits display in yellow, and credits needed display in white.

Advisors and students must note that this total includes developmental courses. Therefore, a student could appear to have reached 64 credits prior to actually doing so. It is extremely important that advisors and students manually subtract any developmental credits from the student's credit total.

SHOW "VIEW A NEW PROGRAM"

The View a New Program tab allows you to see how your credits would apply to a different degree program, and how close you are to completing that degree. A detailed look at the "View a New Program" function can be viewed in the "Using the "What If" Function" video tutorial.

SCROLL TO DEVELOPMENTAL STUDIES
In the Developmental Studies requirement, you can see that ENGL 091 and MATH 011 were completed in Fall 2015, and the student earned an A in English and a B in Math. ENGL 095 and MATH 012 are in progress during the Spring 2016 semester.

A completed course is represented in green with a check mark. An in progress course is represented in green with a half circle.

SCROLL TO COMMUNICATION

In the Communication requirement section, you can see that the student is currently enrolled in Public Speaking and has registered for ENGL 151 in the Fall 2016 semester. Registered courses which are not yet in progress are represented in yellow with a checkmark.

ENGL 152 is planned for the Spring 2017 semester. Planned courses are represented in yellow with a checkmark.

Notice that Student Planning views Communication as one requirement, and then as three courses. Here it notes that 0 of 1 items are complete, which means the Communication requirement is not satisfied. Here it notes that 0 of 3 courses are complete, as none of these three courses had been completed with a passing grade.

SCROLL TO HISTORY

In the History requirement, you can see that HIST 171 is registered for Fall 2016 and HIST 172 is planned for Spring 2017.

This requirement displays as "Fully Planned", as both required courses are accounted for in the student's plan. One course is registered, and the other course is planned.

SCROLL TO DIVERSITY

In the Diversity requirement, you can see that POL 101 is planned for the Spring 2017 semester.

You'll also notice that each requirement has an option to search for courses that would meet that requirement. A detailed explanation of how to plan and register for courses via Student Planning can be found in the Step by Step Guide to Planning and Registering for Courses video tutorial and print handout, at go.ocean.edu/studentplanning.

SCROLL TO HUMANITIES

In the Humanities requirement section, you can see that PHIL 191 is in progress.

It is important to note that while two more courses are needed to complete this requirement, the audit does not hold a space for the courses.

Students and advisors must look carefully to see that the requirement displays as 0 of 1 completed, and the courses display as 0 of 3 courses completed. This lets the student know that 3 more courses are needed to complete the humanities requirement.

SCROLL TO SOCIAL SCIENCE

In the Social Science requirement, you can see that PSYC 172 was completed in Fall 2015 semester and SOC 181 is registered for Fall 2016.

SCROLL TO MATH/SCIENCE/TECH

In the Math/Science/Technology requirement, you can see that the math and lab sciences courses are not started, and the technology course is registered for the Fall 2016 semester.

SCROLL TO FIRST YEAR EXPERIENCE SEMINAR

This student has met the First Year Experience requirement by completing ACAD 155 in Fall 2015.

Students and advisors should note that as students complete requirements, Student Planning collapses the requirements. In order to view a requirement that has been completed, students will need to click "Show Details". Therefore, if it ever appears that a course is missing from your My Progress screen, be sure you have clicked Show Details for each requirement, as the course might be counting in a collapsed completed requirement.

SCROLL TO ELECTIVES

In the electives requirement, you can see that PSYC 173 is planned. The requirement displays as 0 of 16 credits complete.

This has been an overview of how to interpret and use the My Progress, or Degree Audit, screen in Student Planning. Please view additional video tutorials to learn how to plan and register for courses via Student Planning, as well as use the what-if function.

You will also find print resources, including comprehensive Student Planning manuals for students and advisors, a Step by Step guide to planning and registering for courses, and a Troubleshooting Guide containing frequently asked questions, at go.ocean.edu/studentplanning.