



Access Guide to Degree Progress Report Via New/Drop-In Advisees

Log in to [My Cal Poly Portal](#):

Type your Cal Poly User Name and Password to log in

Navigate to New/Drop-In Advisees Page:

Click on PeopleSoft Student Administration

Go to Main Menu > Self-Service > Advisement

Select New/Drop-In Advisees

Search for a Student:

1. Click on the **Search** button

New Drop-In Advisees

▼ FERPA Message for Instructor/Advisor

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, helps protect the privacy of students' educational records. The Act provides students the right to inspect and review their educational records, the right to seek to amend those records, and the right to limit disclosure of information from those records.

The University will not disclose protected or confidential information from a student's educational record, with the following exceptions: Student's Written Consent; Valid Subpoenas; Search Warrants; Ex Parte Order (Patriot Act); or Emergency/Crisis Situation.

*Directory Information includes: name, local address, local telephone number, email address, place of birth, major, dates of attendance, degrees and awards received, photograph, weight and height of athletic team members, most recent previous educational institution attended, participation in officially recognized activities and sports. **Locator Information includes: name, local address, local telephone number, and email address.

For additional information, visit the Office of Academic Records website.

Make a selection and press change

Student Details

Select the Student:

1. Type the student's **ID Number or Name**
2. Click on the **Look Up** button
3. Click on the correct student name from the **Search Results**

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

[Basic Lookup](#)

Search Results

[View All](#)

ID	Name	Gender	Date of Birth	Campus ID
0000000	Doe, Jane	Female	****/****	(blank)

Select Degree Progress:

1. Click on the **Student Details** drop-down button
2. Select **Degree Progress**
3. Click on the **Change** button

search Jane Doe

Make a selection and press change

- Degree Progress
- **Student Details**
- Academic Information
- Address
- Class Schedule
- Degree Progress**
- Enrollment Appointments
- Grades
- Telephone

change

Select Report Type:

1. From the Report Type drop-down options, select **DEGREE PROGRESS REPORT**
2. Click on the **GO** button

Advisee's Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program.

****this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place****

Academic Institution Cal Poly

Report Type DEGREE PROGRESS REPORT

go

View the Degree Progress Report:

1. Click on the **Expand All** button to view the entire Degree Audit
2. Select the **Course History** tab to view prior and current Cal Poly enrollment
3. Select the **External Credit** tab to view transfer, test, and other credit

Degree Audit Course History External Credit Campus Tab

ID

Current Academic Objective		1 of 1
Career:	Undergraduate	Summer Quarter 2005
Program:	Undergraduate	Summer Quarter 2005
Plan:	KINE Primary BS UG	Summer Quarter 2005
Sub-Plan:		Summer Quarter 2005
Expected Grad Term:	Spring Quarter 2009	
Graduation Status:	Needs to Finish Pending Work	

Current Academic Summary	
Report Date:	11/13/2008
Last Term Registered:	Spring Quarter 2008
Academic Standing:	Good Standing
Overall GPA:	
Cal Poly GPA:	

Printer Friendly Page

Requirements Display View

Expand All Expand Unmet Collapse All

Alternate Path for Faculty – through Faculty Center:

From [My Cal Poly Portal](#), click on the Registration and Enrollment tab

Under Faculty Course Info, click on Faculty Center

Click on Advisement tab (2nd tab)



This will take you directly to the New/Drop-In Advisees page