

Office of the Registrar
Evaluations Unit
Building 1 - Room 218
San Luis Obispo, CA 93407

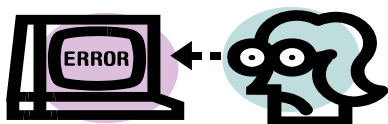
Phone: 805-756-2396
Fax: 805-756-7237
E-mail: evaluations@calpoly.edu
www.ess.calpoly.edu/records



How do I access the Degree Progress Report?

Refer to the Access Guides at:
http://www.ess.calpoly.edu/records/Degree_Progress/degree_progress.html

Troubleshooting



What if I can't see a Degree Progress Report or run across an error message?

You may be trying at a time of heavy usage. Try again later. If you still encounter problems, please contact Evaluations at (805) 756-2396 or email evaluations@calpoly.edu

What do I do if there is a requirement discrepancy or error on the audit?

Please review the DPR Guide and FAQ. If you feel that there is still a requirement discrepancy, an error in the Report, or a problem with any of the functionalities, please contact Evaluations (see above).

Degree Progress Report

The DPR, also known as Degree Audit: An interactive advising tool that provides an up-to-date assessment of students' academic progress to graduation and tracks that progress in the following areas: General Degree Requirements, General Education, Major, Concentration(s), and Minor(s).



Frequently Asked Questions



Is there anyone who will not be on the Degree Progress Report?

The DPR is not intended for: undergraduates following catalogs earlier than 2001-03; double majors; those admitted to a 4+1; Postbaccalaureate; Credential (only); Adult Degree Programs; and Transitory/Extended Ed students. Such students should refer to their manual curriculum sheets or Formal Study Plans, if in a degree-seeking program.

How often will Evaluators review each student's DPR?

Evaluators will review the audit for accuracy at the time of a transfer evaluation, major change, graduation evaluation, and degree check (unchanged from curriculum sheets). During these times, evaluators will also manually process Add-On transcripts (transfer work taken after initial matriculation), petitions, Advisor Approved Electives (AAE)/Technical Electives (TE)/ICS Concentrations/Minor Electives.

Why does the Poly Profile show a total number of units that differs from the DPR?

BE AWARE: The audit treats Work In Progress (WIP) as if already completed and calculates those units in the totals. This includes work for the current term and also the next quarter, if registration has occurred.

Will GE certification show on the DPR?

Depending on the GE pattern the student is following, certification is reflected on the audit as a result of a manual process completed by evaluators. This will be designated by "EXEMPTED: GE-B (or GE-C) CERTIFIED." The overall GE unit requirement will not change.

What is "Course Credits Not Used"?

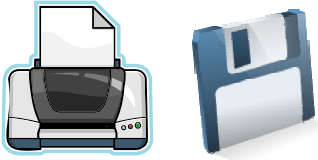
This section in some ways replaces the "Free Electives" portion of the curriculum sheet. All courses not used to satisfy a particular requirement in the main body of the audit will appear here, as will excess units from transfer work. If the student declares a minor(s), the "Free Electives" that apply to the minor will show in the minor section of the degree audit; they will not appear in Course Credits Not Used. If necessary, you can refer to the [View Higher Education Credits Detail](#) link on the Profile or the *External Credit* tab on the audit to identify excess units from transfer courses.

What about non-baccalaureate work?

The DPR does not count non-bacc work toward requirement or unit totals.

How are courses that "double count" treated by the DPR?

The GE portion will show requirements as satisfied, even if the student takes a GE course different than the one(s) specified in major/support. Units are never doubled in total unit counts.



Tips for Printing and Saving DPRs

Why does the audit cut off the right side of the page when I print?

When using the Printer Friendly link, make sure the margins are properly adjusted. We suggest that you go to Page Setup and use a .2 margin on all sides.

How can I maximize space?

To save paper, you can set your printer to (a) print two pages per sheet, and/or (b) do 2-sided printing, if possible.

How do I save a report?

You may save it as a PDF file via the Print command (Choose Adobe PDF as your Printer).

I have a MAC. All the pages do not print when I try to print the DPR, even though I'm using the Printer Friendly Version.

Older versions of browsers may contribute to this issue. If using Mozilla, you will need to use Version 3.0.7 or higher, or use a PC lab on campus.



FAQs Continued . .



What do the RG's and R's mean?

The Degree Audit is divided into sections called Requirement Groups (RG). These RG's are further broken down into Requirements (R). Each R is then broken down into Lines. Example: "(R27-10)" means Requirement 27, Line 10. When reporting an issue, please identify the RG, R, and Line to facilitate troubleshooting.

For a double major, both majors display in the Current Academic Objective box, but only one shows up in the requirements area. Why?

The audit is able to display requirements for a primary major. The secondary major cannot display at this time. You can refer to the audit for the primary major, but be aware that the GE pattern shown is only for the primary major.

If a requirement was met by a transfer course on the semester system, where do I look for the excess unit(s) or half-units?

Those units can be found in "Course Credits Not Used." They will display as, for example, "GE A1 1TR"—2 units, for a 4-semester-unit transfer composition class.

GE D1 is partially satisfied by AP and/or transfer work, but there is nothing appearing in the GE D1 area.

The DPR is purposely built to show nothing in area D1 until the requirement is fully satisfied. If, for example, if a student has been notified by an advisor or Evaluations that only POLS 111 is needed to fulfill D1, once POLS 111 is completed, D1 will show as satisfied.

An AAE / TE/ICS form has been submitted, but the courses are not displayed on the correct line. Why are they showing in Course Credits Not Used?

Evaluators must process individual student exceptions called Course Directives for all of these classes at the time of the Graduation Evaluation. The courses will appear in Course Credits Not Used until that time.

I see some courses showing in the AAE/TE/concentration area, with the star icon indicating course directives have been processed, but I know there are other courses the student declared that are not showing. Where can they be found?

A course for which a student has not yet registered will not show anywhere on the audit, even if evaluators have processed the course directive for that course.

How does the box labeled "View a Report You Had Previously Requested" work?

Clicking this box will bring up DPR's that could have previously been requested by students, advisors, and/or evaluators. As such, the report may be outdated. It is best not to use this box; instead, run a new report.

Why does the Course Credits Not Used section of the audit not appear at all?

If the Requirement (Catalog) Terms displayed at the beginning of the audit do not match (Career, Program, and Plan), Course Credits Not Used will not display. Contact Evaluations to correct any discrepancy in Requirement Terms.