Tour of the Progress Report

In this module you will learn:

- How to access your progress report
- The parts of the progress report
- How to run a What-If

Your progress report is a dynamic online document in my.newpaltz.edu that tracks degree requirements by indicating which ones are in progress, completed, or not yet started.

It is an important tool you will use on a regular basis to monitor your academic progress in completing degree requirements. You can access it in your my.newpaltz.edu account:
### General Student Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Student ID</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td></td>
</tr>
<tr>
<td>Classification</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
</tr>
<tr>
<td>Language Requirement</td>
<td></td>
</tr>
<tr>
<td>Foreign Language Requirement</td>
<td></td>
</tr>
<tr>
<td>Transfer Credit</td>
<td></td>
</tr>
<tr>
<td>Total Transfer Credits</td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
</tr>
<tr>
<td>Total Credits Completed</td>
<td></td>
</tr>
<tr>
<td>Total Degree Credits</td>
<td></td>
</tr>
<tr>
<td>Total Degree Credits Completed</td>
<td></td>
</tr>
</tbody>
</table>

### Degree Requirements Overview

#### Upper Division Requirement

- **Credits Required:** 12
- **Courses Required:**
  - CHE 111: General Chemistry
  - CHE 112: Analytical Chemistry
  - MAT 121: Calculus I
  - MAT 122: Calculus II
  - PHY 201: General Physics I
  - PHY 202: General Physics II

#### Liberal Arts Requirement

- **Credits Required:** 45
- **Courses Required:**
  - HUM 101: Introduction to Humanities
  - ART 101: Introduction to Art
  - ENG 101: Introduction to Literature
  - HIS 101: Introduction to World History
  - SOC 101: Introduction to Sociology

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*Note: This is an example of a SUNY New Paltz Degree Works document, detailing general student information, degree requirements overview, upper division requirements, and liberal arts requirements.*
### Credits that Count Towards Your Degree

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMM 209</td>
<td>Quantitative Research Methods</td>
<td></td>
<td></td>
<td>Fall 2020</td>
</tr>
<tr>
<td>CMM 111</td>
<td>Intro to Public Relations</td>
<td></td>
<td></td>
<td>Spring 2021</td>
</tr>
<tr>
<td>CMM 209</td>
<td>Organizational Behavior</td>
<td></td>
<td></td>
<td>Fall 2020</td>
</tr>
<tr>
<td>CMM 390</td>
<td>Communication Skills</td>
<td></td>
<td></td>
<td>Spring 2020</td>
</tr>
<tr>
<td>CMM 206</td>
<td>Introduction to Statistics</td>
<td></td>
<td></td>
<td>Fall 2020</td>
</tr>
<tr>
<td>CMM 380</td>
<td>Advanced Statistics</td>
<td></td>
<td></td>
<td>Fall 2020</td>
</tr>
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</table>

### In-Progress Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMM 210</td>
<td>Introduction to Statistics</td>
<td></td>
<td></td>
<td>Spring 2021</td>
</tr>
</tbody>
</table>

**Declaration:**

We are committed to use this degree audit report as a guide when planning your program based on completion of the above requirements. Your academic advisor at the Registrar’s Office can provide additional information or clarification. This report is not an academic transcript and is not for academic purposes or verification of degree eligibility. It is intended for informational purposes only and to assist in planning your academic program.
Sections

General Student Information

The first section provides basic information such as your name, student ID number, degree type, major, and advisor. You will have a general advisor from the Office of Academic Advising and, if declared, an advisor from your academic department. You may eventually have other advisors too – for a minor or a program such as Honors. Some fields are noted below.

1. In this field, AA or AS appears here if earned and if official transcripts have been received.

2. Math Placement level is based on ALEKS or your most recent college math course. This will be blank if you did not take ALEKS or had no previous college math course. More here.

3. Foreign Language level is provided only for Freshmen based on the foreign language studied in high school and number of years studied. More here.

4. This field shows total credits earned outside of New Paltz. Read about the policy on transfer credits here.

5. This field Indicates if you are repeating credits. Read about the policy on repeating credits here.

6. These fields indicate special programs you may be enrolled in.

7. This field indicates your Academic Standing. Read about the policy on Academic Standing here.
Degree Requirements Overview

The next section is an overview of your progress towards all degree requirements: Liberal Arts credits, Upper Division credits, Writing Intensive, General Education, Diversity and major/minor requirements. Throughout your progress report, yellow indicates in-progress, green indicates completed, a red box indicates requirements yet to be completed.

Upper Division Requirement

Every student must complete at least 45 upper division credits (courses at the 300 to 400 level). All courses that qualify as upper division are listed here as well as a running total of credits completed and still remaining for this degree requirement.
Liberal Arts Requirement
Depending on your degree type, you need to complete a certain number of liberal arts credits: 90 credits for a BA; 60 credits for a BS; 30 credits for a BFA. All courses that qualify as liberal arts are listed here as well as a running total of credits completed and still remaining for this degree requirement.

Writing Intensive (WI) Requirement
Every student must complete a Writing Intensive course. These courses are indicated on the schedule as “Writing Intensive.” (This requirement must be completed at New Paltz.)

Diversity Requirement
Every student must complete a Diversity course. These courses are indicated on the schedule as “Diversity.” (This requirement must be completed at New Paltz.)
General Education Requirements

Here General Education courses are tracked. Note that if you are a transfer student who earned an AA or AS degree this section will be collapsed because the GE program is considered completed by virtue of degree. Throughout your progress report, hyperlinks of courses that meet a requirement appear to provide you with more information.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLK 268</td>
<td>3</td>
<td>Survey Black Amer Litera</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A survey of the works of major Black American writers with emphasis on fiction and t</td>
</tr>
<tr>
<td></td>
<td></td>
<td>but including also biography, poetry, and drama.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attributes: EEO, EEW, HUM3, HUM4, LA</td>
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</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Crn</th>
<th>Section</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2020</td>
<td>1514</td>
<td>01</td>
<td>TBA</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>449</td>
<td>01</td>
<td>TBA</td>
</tr>
</tbody>
</table>

- **Mathematics**
  - MAT 181: Precalculus
  - ENG 170: Writing and Rhetoric
- **Basic Communication**
  - ITA 101: Elementary Italian 1
  - ITA 102: Elementary Italian 2
- **Category II: Exposure to the Disciplines**
  - ARS 105: Intro to Studio Art
- **Humanities**
  - Still Needed: (requirements not met)
- **Category III: Regions**
  - GEO 351: Geography US and Canada
- **United States Studies**
  - Still Needed: (requirements not met)
- **Social Sciences**
  - Still Needed: (requirements not met)
- **Western Civilization**
  - Still Needed: (requirements not met)
- **World Civilizations**
  - Still Needed: (requirements not met)
Major
The major section tracks progress toward your major. This section indicates how many credits have been completed in your major and how many more are required.

Credits that Count Towards your Degree
This section lists courses that do not fulfill specific degree requirements but still count towards your 120 credits.

In-Progress Courses
This section lists courses for which you are currently registered.
The What-If Feature

The What-If feature allows you to reconfigure your progress report for any major or minor at New Paltz. You can access the What-If feature from your progress report by clicking on the What-if link located at the top left. After you select the criteria for your What-If, your progress report will be generated based on that major/minor so you can easily see how courses you’ve taken may count for the proposed major/minor.

Click on What-If

Select Your Criteria for the What-If

- Select BA, BS, or BFA
- Select current academic year
- Select the major(s) for the What-If
- Select a minor (optional)
- Select if your major has a concentration

Click “Process What-If”