



Understanding Your Progress Report

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.

A screenshot of the my.newpaltz.edu homepage. The top navigation bar includes links for "Students", "Faculty/Staff", and "Library". On the right, there are links for "Logout", "Logout/Logout", and "Change Password". The main content area is divided into "RESOURCES" and "ACADEMIC". The "RESOURCES" section contains a list of links, with "Academic" circled in red. The "ACADEMIC" section contains a list of links, with "Progress Report" circled in red. Other links in the "ACADEMIC" section include "Enrollment Verification Request", "Final Grades", "Official Transcript Request", "Unofficial Transcript", and "SUNY Purchase and Compliance System (PACS)".

You can access your progress report in your my.newpaltz.edu account, under "Advising" and "Progress Report"

You are responsible

for reviewing your progress report and bringing any questions to your advisor.

Periodic review of your progress report (especially before and after registration) will help you stay on track for graduation.

Use your progress report to check:

- What GEs you need to complete
- How far along you are in your major
- How well you are fulfilling other degree requirements (upper division, liberal arts, Diversity, Writing Intensive)
- How your AP/IB/transfer courses transfer in (as direct equivalents to New Paltz courses or as electives)
- Who your advisors are
- And more!

Important: Prior to your individual orientation meeting with your academic advisor, please look over your progress report and become familiar with the layout. It may already show college courses you took in high school *if you had the official transcripts sent to our admissions office*.



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Your advisor will help

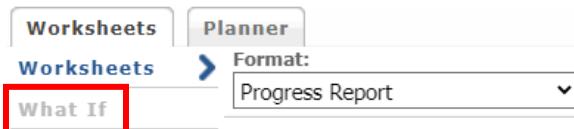
you understand your progress report and make any corrections (workflows) that may be necessary.

You can also meet with a Peer Advisor to go over your progress report and to learn how to use it to help you register for appropriate courses and stay on track for graduation.



Use the **What-If** feature to reconfigure your progress report for any major or minor at New Paltz. You will then see how courses you have taken will count for your proposed major/minor and what courses you have left to complete.

- 1 Access the What-If feature by clicking on the **What-if** link located at the top left.



- 2 In the next screen, select the criteria for your What-If (be sure to enter **Level**, **Degree**, and **Academic Year**).
- 3 Click **Process What-If**