

## Frequently Asked Questions for Students

### Q: What is Academic Progress?

Academic Progress is an online view of your academic progress and academic advising tool. It provides you with an outline of your program requirements, as well as courses taken, courses registered and courses to be completed in order to complete your program of study.

### Q: What are the benefits of using Academic Progress?

Academic Progress will help you:

- Determine the requirements you need to fulfill in order to complete your program.
- View course grades and cumulative program grade-point-average (CPGPA).
- View transfer credits, exemptions and exceptions/substitutions applied to your program requirements.
- See how your coursework could be applied towards another program using the “What-If” function.
- Plan for your course registration by using the course information, prerequisites requirements.
- View your custom study plan provided by your program coordinator.
- View notes from your advisors that will help you stay on track for graduation.

### Q: What is the worksheet?

The worksheet is an assessment of your past, current and planned coursework. It provides you with information on finalized and outstanding requirements needed to complete your program of study.

### Q: How do I know what courses I need to take?

Your worksheet provides a roadmap of courses required for each semester in your program. If you are out of step, you may use the worksheet information to discuss a custom study plan with your program coordinator.

### Q: I see course numbers listed in my worksheet. How do I get more information on those courses?

Use your mouse to hover over the course number, you will see the course title and credit being displayed. If you click on the hyperlink of the course number, you will see more information such as course description, prerequisites and course attributes if applicable.

**Q: How current is my information in Academic Progress?**

The student data in Academic Progress is refreshed nightly. For example, any changes made today, such as grade change or class registration, will be reflected in Academic Progress tomorrow.

**Q: When should I use my Academic Progress?**

You should use your Academic Progress several times each semester. You should always review your program worksheet:

- before you meet with your program coordinator to discuss registration for an upcoming semester;
- after your registration to ensure courses registered apply to your program requirements;
- after your grades are posted;
- each time you make a change to your registration, such as add, drop or withdraw from a course;
- when you are considering changing your program. You can use the “What-If” tool to find out how your coursework will apply to the new program requirements.

**Q: Is Academic Progress the same as my transcript?**

No. Academic Progress is an unofficial summary of your coursework and an outline of requirements for your program of study.

**Q: Will my transfer credits appear in the worksheet?**

If you applied for transfer credits, you will see the transfer credits showing in your worksheet as In progress with an “IP” grade. This means your application is being reviewed, but has not been approved yet. Once your transfer credits are approved, the requirement will be checked in green with a “TRC” grade. If your transfer credits are not approved, the requirement you apply for transfer credits for will remain “still needed”.

**Q: Why are my general education electives applying to the requirements in other semesters?**

Academic Progress uses a best fit approach to apply courses to the requirements. The best fit method may not always be perfect, particularly when multiple possibilities exist. If you have any questions, please contact the Office of the Registrar.

**Q: My program coordinator gave me permission to substitute a course, but it's not showing on my worksheet. Why not?**

Please talk to your program coordinator. Your program coordinator can request an exception to your standard requirement. Once exceptions are processed by the Office of the Registrar, the change will appear in your program worksheet.

**Q: Why are my courses still showing as In-Progress when I have already received grades?**

There is an end of term process each semester that will roll grades into your academic history and update Academic Progress. This process will happen a few days after your instructor has entered your grade into the student system.

**Q: If I repeated a course, how will it appear on my worksheet?**

If you repeated a course, the highest grade you earn for that course will apply towards your requirement. The ones with lower grades will be placed in the "Insufficient" category at the bottom of the worksheet.

**Q: What is the "What-If" feature?**

The "What-If" feature allows you to process an ad-hoc scenario for a different program using your current course history. It will determine how your coursework would apply to the new program requirements.

**Q: Can my program coordinator see my "What-If" audit?**

Since "What-If" audits are not saved in Academic Progress. Your program coordinator will not be able to view it. Your program coordinator will need to run the "What-If" audit in order to see how your coursework will apply to the new program requirements.

**Q: I am currently enrolled in two programs. Only one program appears on my Academic Progress worksheet. How can I check the requirements for my other program?**

Look for the program information next to your name at the top of the screen. You will notice the program box has a drop down arrow. Please select your second program from the drop down list to view the worksheet.

**Q: What is Catalog Term?**

Catalog term, in most cases, refers to the term you started in your program and began taking courses towards the completion of your program. It determines the program requirements you will follow to complete your program of study.

If you were away for a while and have been readmitted into the program, or you started the program with advanced standing, your catalog term may be adjusted accordingly.

**Q: What browser should I use to view Academic Progress?**

We recommend using Firefox browser to view Academic Progress.

Sometimes, the study plan may not refresh automatically in Internet Explorer. If you are using Internet Explorer browser, we suggest that you refresh the page when you are viewing your study plan from your program coordinator.

If you are using Google Chrome, you may need to enable Adobe Reader in order to save a PDF copy of your worksheet.

**Q: I have a hold of “Course Exception under Review” in my worksheet header. What does that mean?**

This means you have course exceptions or substitutions granted in our legacy system that may or may not apply to your current program in Academic Progress. We will review your course exceptions and apply to your current program if they are still valid. If you are concerned about your course exceptions or substitutions, please contact your program coordinator.