

Academic Progress

Frequently Asked Questions

Q: What is Academic Progress?

Academic Progress is an online view of your program roadmap to graduation. You can view your program requirements and graduation requirements in Academic Progress, along with your courses taken, courses registered, and courses to be completed towards your program of study.

Q: What are the benefits of using Academic Progress?

Academic Progress will help you:

- understand the requirements you need to fulfill for graduation
- view course grades and cumulative program grade-point-average (CPGPA)
- view transfer credits, exemptions, or exceptions applied towards your program requirements
- plan for registration using course link information to check class schedule and prerequisites
- explore how your coursework could be applied towards a different set of program requirement using “What-If”
- view your custom schedule of study created by your program coordinator, if applicable, to help you on track for graduation

Q: What is the worksheet?

The worksheet is an assessment of your completed and in-progress courses against a set of program requirements. It helps you to keep track of courses to register for, course completed, and courses still needed to complete your program of study.

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

Your worksheet provides a list of courses required for each semester in your program based on curriculum. If you are out of step, or require reduced course load, you may discuss with your program coordinator and have a custom study plan created in Academic Progress, if needed.

Q: I see course numbers listed in my worksheet. How do I get more information about the course?

Hover your mouse over the course number, you will see the course title and credit being displayed. You may also click on the hyperlink of the course number to see more details, such as course description, pre-requisites, and course attributes.

Q: I am unable to see campus for the sections. Where can I find that information? 

Campus information is currently unavailable in Course Link. You are advised to use the **Browser Classes** feature in Registration Self Service to check out the campus. Use “LINKS” at the top navigation menu, then select “**BROWSE CLASSES**”.

Q: How current is my information in Academic Progress?

Student data in Academic Progress is refreshed nightly. Any changes in your academic record, such as grade change or registration change, will be reflected in Academic Progress the next day.

Q: When should I use my Academic Progress?

You should use your Academic Progress several times each semester:

- before registration to review what courses are required in your semester
- after registration to ensure courses registered are counting towards program requirements
- after your final grades are posted
- each time you make a change to your registration, such as add, drop, or withdraw from a course
- if you consider a program change, you may use the “What-If” tool to find out how your coursework will apply to 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?

Transfer credits will appear in the worksheet once processed.

- A transfer credit with “IP” grade indicates the transfer credit is being reviewed, but it has not been approved yet.
- A transfer credit with “TRC” grade indicates the transfer credit has been approved. If it can be counted towards a program requirement, the requirement will be checked in green as complete.
- A transfer credit with “RCD” grade indicates the transfer credit has been denied. The requirement you apply for transfer credit for remains “still needed”. Reason for denial is noted in Petitions.

Q: Why my general education electives apply to the requirements in other semester?

Academic Progress uses a best fit approach to apply courses to requirements. When a general elective is completed or in-progress, it can satisfy the elective requirement in any semester, so sometimes it may apply to the elective requirement in a different semester. This does not affect your progress, or your cumulative program GPA. If you have further questions, please contact the Office of the Registrar.

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

Please talk to your program coordinator. Your program coordinator can request an exception made to your requirements. Once the exception is processed by the Office of the Registrar, the change will appear in your worksheet.

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

Mid-term grades are not shown in Academic Progress. Once you received your final grades, your Academic Progress will be updated the next day.

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" section 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 and/or a different catalog term using your current course history. What-if analysis shows you how your current coursework may apply to a different set of requirements.

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

Since "What-If" audits are not save, your program coordinator cannot view it. However, they can run the "What-If" scenario again to see how your coursework may 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 view my progress of the 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. Select the other program from the drop down 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 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.