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.

Degree requirements are everything you need to do in order to earn your BA, BS, or BFA degree. With careful planning you can complete your degree in four years by taking about 30 credits each year and by regularly checking your progress report and meeting with your advisor.

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 advisor is
- And more!
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**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.*

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 how to use it to help you register for appropriate courses and stay on track for graduation.

Your progress report does not show your major until you officially declare. 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**

Your progress report will be reconfigured based on that major/minor.