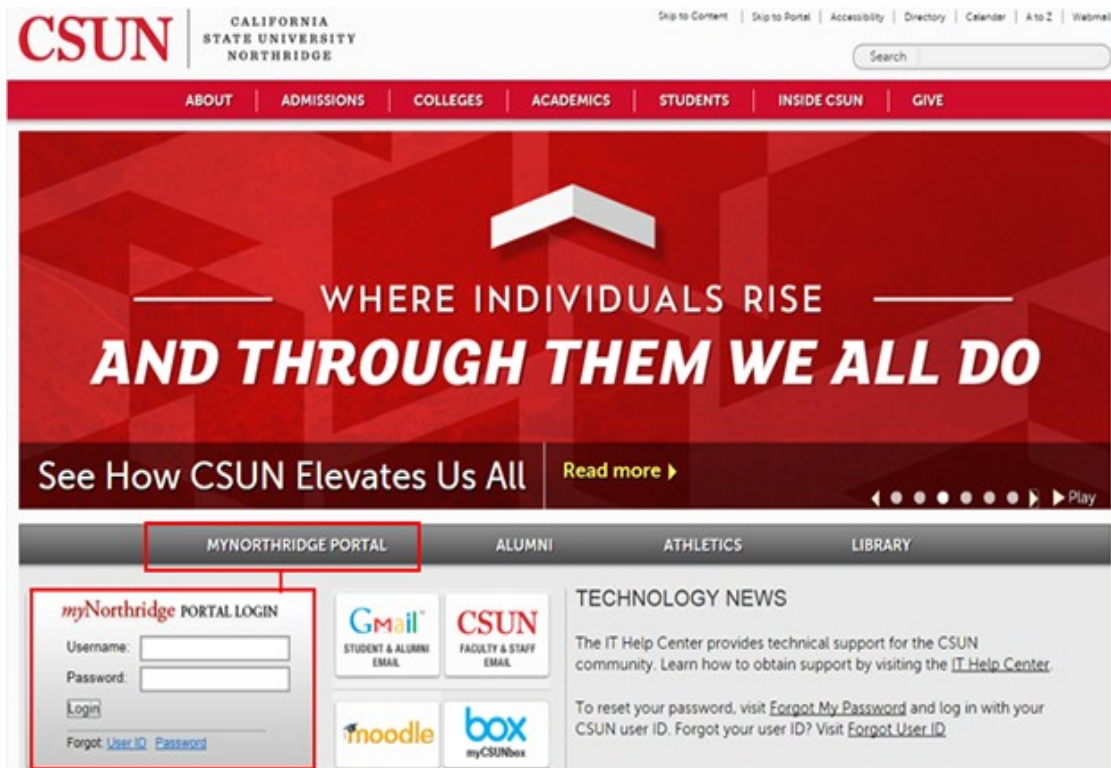


Student Degree Progress Report Guide



Go to the CSUN home page at www.csun.edu and:

1. Select the **myNorthridge Portal** link.
2. Log in with your CSUN User ID and Password.

The screenshot shows the myNorthridge website interface. At the top, there is a navigation bar with the myNorthridge logo and a search bar. Below the navigation bar, there are several tabs: ENROLL, ENROLL, **ACADEMICS** (highlighted with a green circle), SERVICES, ACTIVITIES, FINANCIAL MATTERS, MOBILE, and MY PAGE. The main content area is divided into several sections:

- Enroll in Classes:** A list of links including Enroll in Classes, Search for Classes, Buy/Rent Textbooks, View Open Classes, Repeats and Withdrawals, Degree Road Maps, Registration Guide, Student Academic Calendar, Winter/Summer/Noncredit, and Open University.
- My Current Classes:** A section for Final Exam Schedule and Fall Semester 2015 Class Schedule. It includes a table with columns for Class, Exam Date/Time, and Location. The table lists classes KIN 149, YOGA, and 17849-01. Below the table, there are links for Buy or Rent Fall Semester 2015 Textbooks Online, Change of Academic Schedule After Start of Classes, Print View, Send to Google Calendar, and Instructions for Downloading.
- Academics Quick Links:** A grid of icons for various services: ENROLL IN CLASSES, SEARCH FOR CLASSES, VIEW OPEN CLASSES, BUY/RENT TEXTBOOKS, CHECK GRADES, STUDENT ACADEMIC CALENDAR, FREE PRINTING, and DEGREE PLANNING TOOLS (highlighted with a green circle).
- The Colleges:** A list of department websites including Mike Curb College of Arts, Media, and Communication, Business and Economics, Michael D. Eisner College of Education, Engineering and Computer Science, Health and Human Development, Humanities, Science and Mathematics, Social and Behavioral Sciences, and The Trepp College.
- Tools for Academic Success:** A grid of icons for GRADUATE STUDENT HANDBOOK, APPLY FOR DEGREE/DIPLOMA, THESIS GUIDELINES, and ELECTRONIC THESIS.
- Chart my Academic Progress:** A list of links including Degree Progress Report/Planner (highlighted with a green arrow), Schedule Planner, Check Your Grades, University Catalog, Official Transcripts, Unofficial Transcripts, Request Proof of Enrollment, and Degree Road Maps.

3. Click on the **Academics Tab**

4. In **Quick Links** box, select the **Degree Planning Tools** icon or Degree planning link.

Step 1: Degree Road Maps

The Degree Road Maps outline the required courses you need to take, breaking them down by the semester you should take them. Choose a Road Map based on your major and the year you started pursuing your degree.

Step 2: Degree Progress Report/Planner

This interactive tool has two components: The audit tracks your graduation progress, displaying completed courses and remaining requirements. The planner allows you to drag and drop courses from an audit into a personalized semester by semester plan for completing your remaining requirements. Planning your future courses will help departments make more courses available in the future.

Step 3: Registration Planner

Registration Planner is a Web-based tool that helps you create your preferred schedule each semester. In a few seconds based on options you select, you can generate every possible schedule combination, choose a desired schedule and send it directly to your enrollment shopping cart.

5. Select the **Degree Progress Report/Planner** link.

Audits-

- Selected Degree Progress Report (DPR) or Credential Progress Report (CPR) displaying all requirements to complete major or plan.
- Undergraduate students can display a "what if I want to change my major" audit for selected catalog year.

Plans-

- Based on declared major requirements, selected courses can be dragged and dropped to a personalized plan on the Plan Builder page.
- Undergraduate students can display a "what if I want to change my major" audit for current catalog year.

Courses-

- Listing of courses completed or in progress from institutions other than CSUN.

Exceptions-

- Approved course substitutions/exceptions applied to a selected major/plan.

You need to request an audit before viewing results.

Request Audit



NOTE: The instructional landing page displays when no audits exist or if this is your first time running an audit.

6. Click the **Request Audit** button to run a Degree Progress Report.

-OR-

Audits Plans Courses Exceptions

Request New
Manage

Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

Run Audit **Delete**
select all/select none

ID	Program	Catalog Year	Created	Format	Run By	Type	View	Delete
84441188	ENGLISH		09/16/2015 9:09 AM	HTML	Student	✓	View Audit	<input type="checkbox"/>
84440723	ENGLISH		09/11/2015 10:14 AM	HTML	Student	✓	View Audit	<input type="checkbox"/>

*NOTE: If an audit exists, the **Completed Audit Requests** page displays.*

- **Request a new audit:** Click the **Run Audit** button.
- **View a previously saved audit:** Click the **View Audit** link under the View column.

Request an Audit

Select A Program

Run Current Programs:

Degree Program	Catalog Year
FCS/CONAFF	Fall 2013

Run Selected Program:

Choosing a degree program here will not change your declared degree program.

Degree

Catalog Year

Options

Include In Progress Courses

Format

- In the **Options Box**, select PDF from the **Format field** dropdown menu.
- Click on the **Run Audit Box**.

Audits ▾ Plans Courses ▾ Exceptions

Completed Audit Requests

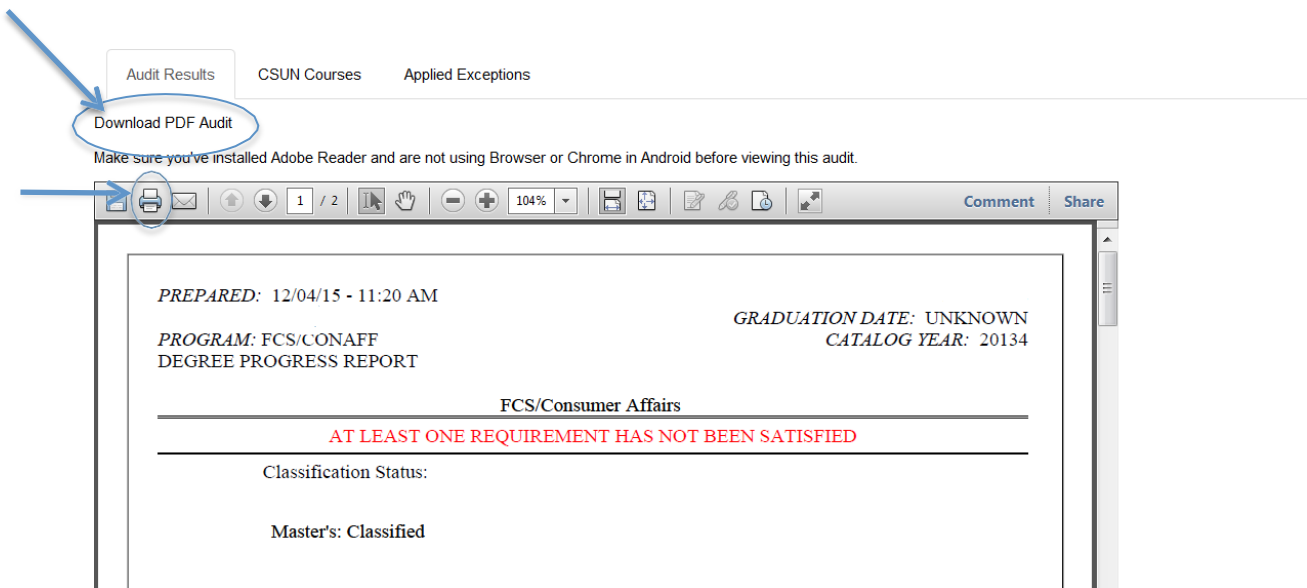
These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

select all/select none

ID	Program	Catalog Year	Created	Format	Run By	Type	View	Delete
84440722	ECONOMICS	2014	09/11/2015 10:07 AM	PDF	Student	IP	View Audit	<input type="checkbox"/>

*NOTE: The **Completed Audit Requests** page displays. Audits that you requested will be stored here.*

- To open an audit, click the **View Audit** link.



NOTE: The report header displays your personal information and these three (3) tabs:

- a. Audit Results tab: Displays requirements for degree completion.
- b. CSUN Courses tab: Lists courses you have completed at CSUN.
- c. Applied Exceptions tab: Lists your approved course exceptions and substitutions.

10. Click on the **Download PDF Audit** link.

11. To print your DPR report click on the  button.