Using the Degree Progress Report for Student Success

The Degree Progress Report (DPR) is an advising tool available to students and faculty that can be used to track a student’s progress during the completion of a degree or to predict the coursework that might be needed if a particular program is chosen. It lists the requirements that must be satisfied and, depending on the structure of the requirement, the specific courses needed to do it. There is a separate DPR built for every major, minor, and certificate offered by West Chester University, and each program that a student is enrolled in will be included when the report is run. For undergraduates, the general education requirements will also appear as part of the report.

Please be aware that the DPR is only a guide for tracking a student’s academic progress and does not represent the official or final version of degree status. Some programs include requirements that are not easily or completely programmable, and students may sometimes have special circumstances that alter the specifics of the coursework they must complete. The advisors are available to discuss these details and ensure that students are on track to complete their degrees.

Accessing and Viewing Your DPR to Track Your Degree Progress

1. Log in to your myWCU at https://my.wcupa.edu.
2. Under “Useful Links” in the Academic Information section, click on “Degree Progress Report.”

<table>
<thead>
<tr>
<th>Useful Links</th>
<th>Degree Progress Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll in a Class</td>
<td>What-If Degree Progress Report</td>
</tr>
<tr>
<td>My Class Schedule</td>
<td>Order Official Transcript</td>
</tr>
<tr>
<td>Grades</td>
<td>Unofficial Transcript</td>
</tr>
<tr>
<td>Enrollment Verification</td>
<td>My Academics</td>
</tr>
<tr>
<td>Change my address</td>
<td>Change Academic Load</td>
</tr>
<tr>
<td>Transfer Credit Report</td>
<td>My Planner</td>
</tr>
<tr>
<td>Apply for Graduation</td>
<td>Order a Replacement Paper Diploma</td>
</tr>
</tbody>
</table>

3. Your DPR will now run and be displayed, with several sections included. You have the option to view the report as a PDF by clicking the appropriate button. However, the PDF is not interactive and has a different layout than the myWCU version.
4. Requirement Terms
   a. The requirement terms determine which program or general education requirements apply to you. Those in effect for your requirement terms are the ones that appear on your DPR and remain as such even if requirements change in the future.
5. Credit Summary
   a. The credit summary keeps track of your cumulative GPA, transfer credits, duplicate credits, etc. The adjusted credits are used to determine your eligibility for graduation as it relates to the 120-credit minimum.

6. Non-Course Milestones
   a. This section lists various milestones applied to your record. These milestones may indicate completed requirements or may have an effect on how certain requirements are displayed.
   b. This section will only appear on the DPR if milestones have been applied.

7. Advisor Comments/Notes and Graduation Notes
   a. The advisor section will list notations made by your major department regarding your degree progress. Some comments made here may indicate special circumstances for a student and supersede requirements listed as unsatisfied in your DPR. They will be available for the departments to use when they clear your majors/minors/certificates for graduation.
b. The graduation section will list any notations made by your graduation analyst as they pertain to your general education requirements and degree conferrals. Notations from the academic departments that a program’s requirements have been met will also appear here.

c. These sections will only appear on the DPR if notations have been made.

<table>
<thead>
<tr>
<th>Added by</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaman, Heather L.</td>
<td>08/19/2013</td>
<td>HIS 101, HIS 151, PSY serve as electives; Student selected HIS 150/PSC 100 for FIG participation</td>
</tr>
<tr>
<td>Leaman, Heather L.</td>
<td>11/01/2013</td>
<td>WRT 120 satisfied (SAT scores &gt; 610): Must reach 120 credits</td>
</tr>
<tr>
<td>Voss, Richard W.</td>
<td>02/21/2017</td>
<td>This note confirms that since this student was a transfer student from Education, and that the completed SCI 1 course is approved to meet the second Science requirement. The second Science requirement has been met. R.W. Voss.</td>
</tr>
<tr>
<td>Lane, Tiffany Y.</td>
<td>10/11/2017</td>
<td>Student plans to take SW0 451, 496 &amp; 431. Her SCI 101 will cover her 2nd science needed for the BSW degree</td>
</tr>
</tbody>
</table>

8. **Warnings**

a. This section lists important notifications (in red) that you should be aware of when reviewing your DPR. These do not necessarily require any action on your part but provide additional information for you to consider when making course and program choices.

**WARNING (Undergraduate BA degree students only):** Your record may display as "Satisfied" but there could be duplicate course issues; the same course may not be used to fulfill both requirements in the following areas:
- The courses for distributive General Education requirements and the Culture Cluster requirement cannot be the same.

**WARNING:** In order to fulfill WCU residency requirements, at least 30 credits of the last 60 credits must be taken at WCU. At least 50% of the major and at least 50% of the minor must be taken at WCU. The degree progress report does NOT calculate this requirement, so it must be checked manually.

Click these to collapse or expand all requirements, regardless of whether they are satisfied or unsatisfied.

These indicate the status of a course within the DPR requirements. Planned courses do not indicate official enrollments.
9. General Education Requirements
   a. Undergraduate students have additional sections covering the gen ed requirements on their DPR. All sections are initially expanded as “not satisfied” until course enrollment occurs or transfer credits are applied. As requirements are met, these sections will collapse as “satisfied.”
   b. Multiple requirements may be satisfied by the same course, while others explicitly forbid the sharing of courses even though said courses may still map in to both places. Consult the general education section of the catalog to see applicable rules.
   c. For courses that are allowed to count for more than one requirement, credit for the course is only given once. To clarify, a 3-credit course that appears as a science gen ed and as a writing emphasis gen ed only counts as 3 credits toward graduation, even though 2 separate sections are being satisfied.

10. Major/Minor/Certificate Requirements
   a. Program requirements are displayed after the last gen ed section. Majors will appear first, followed by minors and certificates. The setup and functionality is the same as it is with the gen ed requirements.
   b. Some programs require courses that also count as gen ed courses. In these cases, the course will appear in both places unless expressly excluded from the major by the
Department. However, credit is only given once. To clarify, a 3-credit course that appears as a gen ed and as a major requirement only counts as 3 credits toward graduation, even though 2 separate sections are being satisfied.

c. When a list of courses that satisfy a requirement is given, you can click the links to view information about the course, look for class sections being offered, and add courses to your planner for future semesters.

d. The course list includes:
   i. The course number and title
   ii. The number of credits the course is worth
   iii. The semesters the course is typically offered (if programmed in the system), or the semester it was completed if already taken
   iv. The grade received for a completed course
      1. A letter grade indicates the course was taken at WCU.
      2. A “T” indicates transfer credit was received for the course.

The course list allows you to look for class sections being offered and add them to your planner for future semesters. The information at the bottom of the list indicates only 10 of the 13 courses are showing. Click “View All” or the to see the entire list.
11. Unused Courses
   a. Every major and graduate certificate has as its last requirement a section called “Courses Not Used for the Major.” This is not a section of courses to complete but merely a list of completed or in-progress courses that were not needed to satisfy that particular major or certificate program. However, they may or may not have been used to satisfy gen ed or secondary program requirements. In either case, they will still count as total credits toward graduation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDM 250</td>
<td>Intercol Trans Comm</td>
<td>3.00</td>
<td>Fall 2018</td>
<td>A</td>
<td>✓</td>
</tr>
<tr>
<td>DST 355</td>
<td>Deaf History</td>
<td>3.00</td>
<td>2019/2020 Winter Session</td>
<td>A</td>
<td>✓</td>
</tr>
<tr>
<td>EDR 100</td>
<td>Call R/Study S/B</td>
<td>3.00</td>
<td>2016 Summer 2nd 5-Week Session</td>
<td>A-</td>
<td>✓</td>
</tr>
<tr>
<td>LIT 100</td>
<td>Popular Cultures/Reading</td>
<td>3.00</td>
<td>Fall 2017</td>
<td>A-</td>
<td>✓</td>
</tr>
<tr>
<td>MDC 251</td>
<td>Media Technology</td>
<td>3.00</td>
<td>Spring 2019</td>
<td>B</td>
<td>✓</td>
</tr>
<tr>
<td>MDC 254</td>
<td>Media &amp; Culture Theory</td>
<td>3.00</td>
<td>Spring 2019</td>
<td>B</td>
<td>✓</td>
</tr>
</tbody>
</table>

12. Course History
   a. This section is only available on the PDF version of the DPR and serves as the last section of the report. It simply lists all courses currently applied to your record, including transferred courses, courses completed at WCU, and courses you are registered for in future semesters.
Accessing and Viewing Your DPR to Predict Needed Coursework

Students may sometimes want to see the amount of coursework that would be needed if they switched to a new major or enrolled in additional programs, such as a minor or certificate. By using the What-If DPR feature, they can incorporate their completed courses into a suggested program scenario to see how many of the new requirements would be completed and how many additional courses would be necessary. As examples, a student majoring in biology may want to determine how many of their completed courses would also apply to a major in chemistry, or an undeclared student may want to see what coursework would be involved in choosing a particular major. The What-If DPR also provides the ability to predict where a particular course taken in the future might fall within the DPR, so a student could decide if enrollment in that course would be beneficial to their academic progress.

The What-If DPR feature is only a predictor of requirements based on when the report is run. Depending on when enrollment in a program actually occurs, it’s possible that requirements may have changed or that a student may have since accrued additional credits.

1. Log in to your myWCU at https://my.wcupa.edu.
2. Under “Useful Links” in the Academic Information section, click on “What-If Degree Progress Report.”
3. You will be taken to a new screen where you can create a new what-if DPR scenario. Click on “Create New Report” to begin.
5. The next screen will allow you to make choices based on which scenarios you are interested in. For students already enrolled in a program, that information will automatically be displayed. It can then be changed and adjusted to generate predictions for various scenarios.

6. You also have the option to add what-if courses as well, although it is not mandatory. Hit “Browse Course Catalog” to select potential courses.

---

**What-If Report**

Create What-If Scenario

(Advisor) You may be working with someone who is considering a particular program of study or major. Using this page, you can set up a what-if scenario based on different academic programs. You may also select what-if courses.

Select the Submit Request button to request a degree progress report for the individual based on what-if information you provided.

---

**Career Scenario**

Select a career for which you want the change to take place.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Career</th>
<th>Req Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Chester University</td>
<td>Undergraduate</td>
<td>Fall 2019</td>
</tr>
</tbody>
</table>

---

**Program Scenario**

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios. When adding a minor as the Academic Plan, choose your current Academic Program, then a minor from the Academic Plan drop-down.

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Academic Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGRCDE</td>
<td>B.A in Media &amp; Culture</td>
</tr>
<tr>
<td>None</td>
<td>Studio Arts MINOR</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

---

**Course Scenario**

Select the “browse course catalog” button and then select courses for inclusion in your course what-if scenario.

If selecting your current career level, the requirement term is your university admit term. If selecting a different career level, the requirement term will be the next available term.

Add or change program options here. A minimum of one program must be selected.

If you choose to, you can also add what-if courses to see how they would be used by your what-if programs.

---

7. If “Browse Course Catalog” is selected, you will be taken to a new screen to make course selections.
8. By clicking the course # or title link, you will be taken to a Course Detail screen that provides additional info about the course, including the number of credits, the course components, and a course description.
   a. From here, you will have the option to view class sections by clicking the “View Class Sections” button.
   b. By selecting “Return to Select Course for What-If Scenario,” you are taken back to the previous screen to click “Select” and add the course to your what-if scenario.
What-If Report

Course Detail

COM 209 - Principles & Practice of Public Speaking I

Course Detail

<table>
<thead>
<tr>
<th>Career</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>3.00</td>
</tr>
<tr>
<td>Grading Basis</td>
<td>Graded</td>
</tr>
<tr>
<td>Course Components</td>
<td>Lecture Required</td>
</tr>
<tr>
<td>Academic Group</td>
<td>West Chester University</td>
</tr>
<tr>
<td>Academic Organization</td>
<td>Communication and Media</td>
</tr>
</tbody>
</table>

Enrollment Information

<table>
<thead>
<tr>
<th>Typically Offered</th>
<th>Fall, Spring &amp; Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Attribute</td>
<td>Speaking Emphasis</td>
</tr>
</tbody>
</table>

Description

This course is designed to build public speaking skills within the framework of an intensive "flipped" course format. Within this "flipped" format, students will be introduced to the theory of public speaking through a series of online lectures. In-class time will be reserved for public speaking practice and skill development. Topics covered include speech structure, speech introductions and conclusions, forms of support, speech delivery, persuasive speaking, and informative speaking.
Clicking on “View Class Sections” will allow you to view course offerings for the desired term. You can view details about the individual sections by selecting the section numbers. You are then taken to the Class Detail screen.

Selecting the section number displays the class details for that section. You can click “Return to What-If Report” to go back to the previous screen. From there, you will click “Return to Select Course for What-If Scenario” to view the details for another course or to officially select the one you want.
9. After officially selecting the course you want, you will return to the main What-If DPR screen, and see the course you selected listed under the Course Scenario section.

### What-If Report

**Create What-if Scenario | Maya Black**

(Advisor) You may be working with someone who is considering a particular program of study or major. Using this page, you can set up a what-if scenario based on different academic programs. You may also select what-if courses.

Select the Submit Request button to request a degree progression report for the individual based on what-if information you provided.

**Career Scenario**

Select a career for which you want the change to take place.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Career</th>
<th>Req Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Chester University</td>
<td>Undergraduate</td>
<td>Fall 2010</td>
</tr>
</tbody>
</table>

**Program Scenario**

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios. When adding a minor as the Academic Plan, choose your current Academic Program, then a minor from the Academic Plan drop down.

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Academic Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGRDE</td>
<td>Communication Studies BA</td>
</tr>
<tr>
<td>Name</td>
<td>Studio Arts MINOR</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**Course Scenario**

Select the “browse course catalog” button and then select courses for inclusion in your course what-if scenario.

**What-If Course List**

- **Course**: COM 209
- **Description**: Principles & Practice of Public Speaking I
- **Units**: 3.00
- **Term**: Fall 2010
- **Grade**: 
- **Delete**: 

Click “Submit Request” when you are satisfied with your choices.
10. After clicking “Submit Request,” your What-If DPR will run based on the criteria you specified.

**What-If Report**

<table>
<thead>
<tr>
<th>Requirement Terms</th>
<th>Career</th>
<th>Requirement Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Undergraduate</td>
<td></td>
<td>Fall 2019</td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Undergraduate</td>
<td></td>
<td>Fall 2019</td>
</tr>
<tr>
<td>Plan</td>
<td></td>
<td>Summer 1st-5 Week Session 2020</td>
</tr>
<tr>
<td>1 Communication Studies BA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The requirement term for the newly selected major is automatically defaulted to the next available term and is dependent on when you run the report. The What-If DPR will now display requirements for this major rather than the current one.
The course selected in the what-if scenario has also populated in the report. The status of “?” indicates that this is a What-If Course and does not represent enrollment or completion of the credits.