Generating an Academic Progress Report (Grad)

Navigation: CalCentral > Student Lookup > Student Overview page > Advising Resources section > Academic Progress Report link

The Academic Progress Report is a useful tool for academic planning and monitoring the requirements a student has fulfilled and those that are not satisfied yet. Note: Students will not see this report until late Spring 2017.

In this example, we will log into CalCentral, lookup a student and then click the Academic Progress Report link in the Advising Resources section. This is the most direct way to view this report. There is also an Academic Progress Report link on the front page of CalCentral (on the Advising Resources card), but it is not recommended to start there as there are a couple more steps.

1. Log in to CalCentral.
Look up a student.
On the Student Overview page, in the Advising Resources section, click Academic Progress Report.

2. The Academic Progress Report appears.

At the top are options to collapse all, expand all, or view report as pdf (to save this version of the report).

As we review a student’s courses, we will see a status symbol of either Taken or In Progress (courses for which the student is enrolled, but not yet completed.)

Note: The status of Planned is not used, as that is tied to additional functionality that UCB is not implementing.
3. The Academic Progress Report consists of 3 main parts:
   - Requirement Group
   - Requirement
   - Courses

Requirements that are unfulfilled are expanded, while sections with satisfied requirements will default to collapsed.

Courses that have satisfied or could be taken to satisfy a requirement are listed.
A satisfied requirement will not show the details unless you click the green triangle to expand the section and see how the requirement was satisfied.

4. You can click on a **Course link** to view information about the course.

5. **Course Detail** displays.

   One returns to the student’s **Academic Progress Report**.

   The other allows you to **view class sections** of the course.
6. After clicking on the **View Class Sections** button, the information appears below.

   To see information for other semesters, select a term in the **Terms Offered** drop-down, then click the **show sections** button.

7. We have clicked to return the **Academic Progress Report**

8. When you are done, you can click the **Return to Student Overview** link at the top of the page to return to CalCentral.

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**Support:**

For questions or assistance, please contact SIS Support

- Call **510-664-9000** (press option 6 to reach SIS support)
- Email: sishelp@berkeley.edu
- Submit a ticket: [https://berkeley.service-now.com/ess/create_incident](https://berkeley.service-now.com/ess/create_incident)
- For more information and job aids visit [http://sis.berkeley.edu/training/academic-advising-resources](http://sis.berkeley.edu/training/academic-advising-resources)