

Generating an Academic Progress Report (UGRD)

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.

1. Log in to [CalCentral](#).

Look up a student. On the **Student Overview** page, in the **Advising Resources** section (lower left corner), click on the **Academic Progress Report** link.

Advising Resources	Service Indicators
	Advising Assignments
	Academic Progress Report
	What-If Reports
	Manage Milestones
	Multi-Year Planner
	Advising Notes
	Schedule Planner
WebNow Documents	

2. The **Academic Progress Report** appears.

There are 3 parts:

Requirement Group,
Requirement,
and **Courses**.

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

You can expand (or collapse) to see more (or less) details by clicking the green triangles.

Note: There is also an "Expand All" button at the top of the page.

collapse all
expand all
view report as pdf

✔ Taken
◆ In Progress
★ Planned

UNIVERSITY REQUIREMENTS (RG-0131)

Not Satisfied: Students must complete the following University requirements.

University of California Entry Level Writing (R-0001)

Not Satisfied: Students must complete the UC Entry Level Writing requirement no later than the end of their second semester of enrollment.

▼ **Entry Level Writing**

Not Satisfied:

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
COLWRIT N1	Writing In The Univ	2.00			
COLWRIT N1A	College Writing S1a	5.00			
COLWRIT R1A	College Writing 1a	6.00			

View All | First 1-3 of 3 Last

American History (R-0002)

Not Satisfied: Students must complete the following with a minimum letter grade of C-, or pass.

▼ **American History**

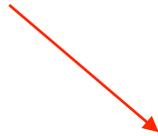
Not Satisfied:

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
View Course List	All Courses - Refer to Catalog				
HISTORY N131B	U.S. Social History	4.00			
HISTORY 7A	Us To Civil War	4.00			
HISTORY 7B	The Us Civ War Pres	4.00			

3. 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.



American Cultures (R-0003)

Satisfied: Students must complete the following with a minimum letter grade of C-, or Passed.

▶ **American Cultures**

University GPA (R-0004)

Satisfied: To receive a Bachelor's degree a student must attain at minimum 2.00 GPA for all courses attempted in the University.

☑ **Overall GPA**

Satisfied:

- GPA: 2.000 required, 3.126 actual

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

American History (R-0002)

Not Satisfied: Students must complete the following with a minimum letter grade of C-, or pass.

▼ **American History**

Not Satisfied:

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
View Course List	All Courses - Refer to Catalog				
HISTORY N131B	U.S. Social History	4.00			
HISTORY 7A	Us To Civil War	4.00			
HISTORY 7B	The Us Civ War Pres	4.00			

5. **Course Detail** displays.

There are 2 important links.

One **returns to the Academic Progress Report**.

The other allows you to **view class sections** of the course.

Oski Ursa-Major Bear Empl ID: 11667051

Academic Progress Report

Course Detail

[Return to Academic Progress Report](#)

HISTORY N131B - Social History of the United States: 1914-Present

Course Detail

Career	Undergraduate
Units	4.00
Grading Basis	Student Option
Course Components	Lecture Required
Campus	UC Berkeley Main Campus
Academic Group	College of Letters and Science
Academic Organization	History

Enrollment Information

Requirement Designation	Am Cultures & Am History
Course Attribute	Meets Historical Studies, L&S Breadth Meets Social & Behavioral Sciences, L&S Breadth Transmitting the Knowledge Base

Description

The nature and development of social and economic institutions; class, family, and racial relationships; sex roles; and cultural norms in the United States.

[view class sections](#)

6. Having clicked on the **View Class Sections** button, this information appears below the course description.

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

Course Schedule

Terms Offered: 2016 Summer [show sections](#)

Open Closed Wait List

HISTORY N131B sections for 2016 Summer

Section	Session	Status			
001-LEC (12494)	6W1	Open			
Days	Start	End	Room	Instructor	Dates
MoTuWTh	2:00PM	3:59PM	Dwinelle 215	Christopher Shaw	05/23/2016 - 08/12/2016

View All 1 of 1 Last

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

Notice the status icons near the top of the APR window. You will see either **Taken** or **In Progress**.

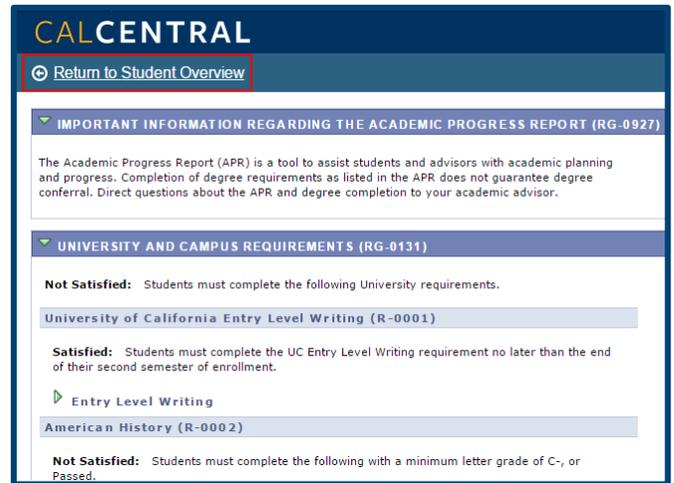
Note: The status of **Planned** is not used, as that is tied to additional functionality that UCB is not implementing.

In this example, our student has 2 courses **In Progress**. These are courses for which the student is enrolled, but not yet completed.

Course	Description	Units	When	Grade	Status
AFRICAM 198BC	Directed Group Stud	1.00	2016 Fall		
SOCWEL 197	Field Study	2.00	2016 Fall		

8. Additionally, you can click the **view report as pdf** button to save this version of the report.

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



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://shared-services-help.berkeley.edu/new_ticket/it

For more resources, such as job aids and videos, visit: sis.berkeley.edu/training