Advisor/Faculty Access Guide to the 9.0 Degree Progress Report

Log in to My Cal Poly Portal:
Type your Cal Poly User Name and Password to log in

Navigate to the Advisee Student Center page

Advisors:
1. From the portal, click on the Student & HR Administration link in the Single Click access box
2. Navigate to the Advisee Student Center page

Go to Main Menu > Self-Service > Advisor Center > Advisee Student Center

Faculty Alternate Path:
1. From the portal, click on the Registration and Enrollment tab
2. Under Faculty Course Info, click on Faculty Center
3. Click on the Advisor Center tab

Go to Main Menu > Self-Service > Faculty Center > Advisor Center tab

Search for a Student:
1. Type in the student’s ID number or Name
2. Click on the Search button
3. If Search Results display, click on the correct name
Select Degree Progress:

1. Click on the other academic drop-down button
2. Select Degree Progress
3. Click on the Go button

Note: Course History and External Credit may also be accessed through this drop-down menu. You can also click on the external credit tab beside the general info tab.

View the Degree Progress Report:

1. Click on the expand all button to view the entire Degree Audit