

HOW TO ACCESS AND USE THE DEGREE PROGRESS REPORT

To access the DPR, log-in to MyHeliotrope through the [Faculty and Staff](#) page.

#1

Quick Links

- Academic Calendar
- Account Activate or Re-Set
- E-Mail
- Moodle LMS
- MyHeliotrope**
- Purchase Jobscore
- RoomBook
- SharePoint Collaboration Site
- Student Alert
- SUNY Employee Portal
- HR Timesheets

#2

Purchase College Login

username (john.smith - do NOT include '@purchase.edu')

password

[reset password / activate account](#)

login clear

#3

Welcome Faculty

Browse

Personal Information | Faculty Services

View addresses and contact information; Customize your directory profile.

Enter Grades and Registration Overrides, View Class Lists, and Student Information

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RELEASE: 8.5.2

#4

Home > Faculty Services > Advising Menu

Personal Information | Faculty Services

Advising Menu

- Advisee Listing
- Waiver and Substitution
- Success Platform
- Student Address and Phones
- Degree Progress Report**
- Term Selection
- Student Information
- Student E-mail Address
- Grant Credit Overload
- Student Selection
- Student Schedule

Term Selection | User Guides | Fall 2016 Registration Guide | American History General Education Assessment

Foreign Language General Education Assessment | Humanities General Education Assessment | Social Sciences General Education Assessment

Under the Faculty Services tab, in the advising menu, select the Degree Progress Report.

Select Purchase as your Campus and then login using your credentials

SUNY Secure Sign On

Campus:

Remember Campus?

LOG IN

[FORGOT PASSWORD](#)

[APPLICATION ACCESS](#)



The State University
of New York

When you have successfully logged into the DPR you will be brought to this landing page.

For students, DegreeWorks:

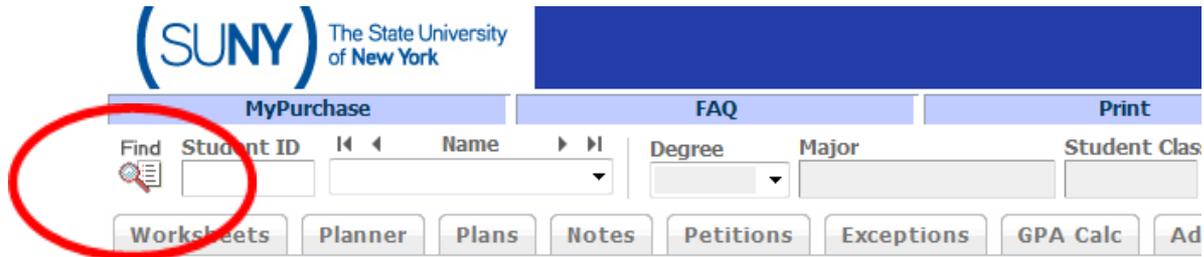
- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks

For advisors, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interface
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes



Use the Find icon in the upper left hand corner to select a student



The screenshot shows the SUNY DegreeWorks interface. At the top left is the SUNY logo and the text "The State University of New York". Below this is a navigation bar with tabs for "MyPurchase", "FAQ", and "Print". The main area contains a search form with the following fields: "Find" (with a magnifying glass icon circled in red), "Student ID", "Name" (with a dropdown arrow), "Degree" (with a dropdown arrow), "Major", and "Student Clas". Below the search form are several buttons: "Worksheets", "Planner", "Plans", "Notes", "Petitions", "Exceptions", "GPA Calc", and "Ad".

For students, DegreeWorks:

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks, transcripts, help desk services, and FAQs

For advisors, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interface
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets

A variety of search options are available to you. You can search for a single student by name, or you can search for a student population by selecting one or more options.

Once you've inputted your search criteria, click on the search button and a complete listing of your results will appear at the bottom of the screen.

Select the DPR you would like to view and press OK.

Find Students

Student ID First Name Last Name

Degree
All Degree Codes

Student Class Level
All Student Class Level Codes

Major
All Major Codes

Minor
All Minor Codes

Concentration
All Concentration Codes

Program
All Program Codes

Student Type
All Student Type Codes

Sport
No Sport selected

Academic Standing
All Academic Standings

Cohort
No Cohort selected

Graduation Application Term
No Grad App Term selected

Major Catalogue Term
No Major Catalogue Term Selected

Chosen Repeatable Search Criteria

Student Search: Enter your criteria and click "Search" to find students.

| Student ID | Name | Degree | Major | Student Class Level |
|------------|------|--------|-------|---------------------|
|------------|------|--------|-------|---------------------|

At the top of the DPR you will find a summary of important student information like GPA, major(s), advisors and if they have applied for graduation for a given semester.

The Unofficial Transcript will provide you with a chronological view of the student's academic history.

The State University of New York

Purchase College
STATE UNIVERSITY OF NEW YORK

MyPurchase

FAQ

Print

Log Out

Find

Student ID

Name

Degree

Major

Student Class Level

Last Audit

Last Refresh

Worksheets

Plans

Transfer

Notes

GPA Calc

Format:

Include in-progress classes

Include preregistered classes

[Unofficial Transcript](#)

SUNY Purchase DegreeWorks

Student View AA032TNT as of 03/08/2017 at 10:10

| | | | | | |
|------------------------|------------|------------------|-------------------|-------------------|------------------|
| Student | [REDACTED] | Degree | Bachelor of Music | Class | Freshman |
| ID | [REDACTED] | Major | Music: Production | Level | Undergraduate |
| Advisor | | Minor | | Academic Standing | Good Standing |
| GPA | 3.000 | Transfer Credits | | Academic Year | MUSB-Fall 2016 - |
| Graduation Application | | | | | |

Degree Progress

Requirements
13%

Credits
3%

Legend

| | | | |
|--|--|---|--|
| <input checked="" type="checkbox"/> Complete | <input checked="" type="checkbox"/> Complete except for classes in-progress | (T) Transfer Class | IP In Progress |
| <input type="checkbox"/> Not Complete | <input checked="" type="checkbox"/> Nearly Complete - Contact Registrar's Office | @ Any course number | |

Information within the new DPR is organized in blocks.

The first block listed will always be the degree block. The degree block will enforce the overall GPA requirement and the total credit count, and provide a summary of the other blocks contained within the DPR.

| Degree in Bachelor of Science | | Academic Year: 2015-2016 | |
|---|--|--|------------------|
| <input checked="" type="checkbox"/> 120 Credits ('CREDITS APPLIED' INCLUDES IN-PROGRESS) | | | |
| | ARH 3304 | Art History | TC+ 3 Fall 1998 |
| | Satisfied by NO TRANSCRIPT DETAI - Univ Illinois Urbana* | | |
| | BIO 3161 | Genetics Lab | A 1.5 Fall 2015 |
| | BIO 3530 | Cell Biology | TA 3 Spring 2015 |
| | Satisfied by BIO3030 - Molecular Cell Biology - Manhattanville College | | |
| | BIO 3890 | Biology Junior Seminar | A+ 3 Spring 2015 |
| | BIO 3998 | Learning Assistant | A 3 Spring 2015 |
| | BIO 4620 | Molecular Biology | B 4 Fall 2015 |
| | CHE 3311 | Organic Chemistry I Lab | A+ 1 Fall 2014 |
| | CHE 3321 | Organic Chemistry II Lab | A+ 1 Spring 2015 |
| <input checked="" type="checkbox"/> 45 Junior and/or Senior Level Credits | CHE 4610 | Biochemistry | A 4 Fall 2015 |
| | CHE 4611 | Biochemistry Lab | A 2 Fall 2015 |
| | ELE 3999 | Elective | TA- 3 Fall 1999 |
| | Satisfied by NO TRANSCRIPT DETAI - Univ Illinois Urbana* | | |
| | ELE 3999 | Elective | TB 2 Spring 2000 |
| | Satisfied by NO TRANSCRIPT DETAI - Univ Illinois Urbana* | | |
| | GVA 3334 | Visual Arts - LSCE | TA 3 Spring 2001 |
| | Satisfied by NO TRANSCRIPT DETAI - Univ Illinois Urbana* | | |
| | MAT 3998 | Learning Assistant | A+ 4 Spring 2015 |
| | SPJ 4990 | Senior Project I | SP 4 Fall 2015 |
| | SPJ 4991 | Senior Project II | A 4 Spring 2016 |
| <input checked="" type="checkbox"/> You meet the minimum Overall 2.0 GPA requirement. Purchase GPA is calculated based on Purchase credits only. | | | |
| <input checked="" type="checkbox"/> Core Curriculum Requirements | | | |
| <input checked="" type="checkbox"/> Additional Degree Requirements | | | |
| <input checked="" type="checkbox"/> Outside Board of Study Requirements | | | |
| <input type="checkbox"/> Major Requirements | | Still Needed: See Major in Biology section | |
| <input checked="" type="checkbox"/> Senior Project | | | |
| <input checked="" type="checkbox"/> Additional Information | | | |

You can navigate around the DPR by clicking on the tabs that appear at the top of the document, and the menu items listed along the left hand margin.



The State University of New York



Purchase College
STATE UNIVERSITY OF NEW YORK

MyPurchase
FAQ
Print
Log Out

Find

Degree

Major

Student Class Level

Last Audit

Last Refresh

Worksheets | Plans | Transfer | Notes | GPA Calc

Worksheets

What If

Look Ahead

Format:

Include in-progress classes
 Include preregistered classes

[Unofficial Transcript](#)

SUNY Purchase DegreeWorks

Student View AA032TNO as of 03/08/2017 at 09:37

| | | | | | |
|------------------------|-----------------------------------|------------------|-------------------|-------------------|------------------|
| Student | | Degree | Bachelor of Music | Class | Freshman |
| ID | | Major | Music: Production | Level | Undergraduate |
| Advisor | | Minor | | Academic Standing | No Standing |
| GPA | 3.000 | Transfer Credits | | Academic Year | MUSB-Fall 2016 - |
| Graduation Application | Spring 2017: Application Received | | | | |

Degree Progress

Requirements 13%

Credits 3%

Legend

| | | | |
|--|---|--|---|
| <input checked="" type="checkbox"/> Complete | <input checked="" type="checkbox"/> Complete except for classes in-progress | <input type="checkbox"/> (T) Transfer Class | <input type="checkbox"/> IP In Progress |
| <input type="checkbox"/> Not Complete | <input type="checkbox"/> Nearly Complete - Contact Registrar's Office | <input type="checkbox"/> @ Any course number | |

Tools and Features include:

- Three GPA calculators
- A Freeze features which allows you to preserve a record of how a student's DPR appeared at a certain point in time.
- The Unofficial Transcript
- 'What-If' functionality
- A direct link to the catalog description for each course listed within the DPR and CRNs offered during current registration periods.

GPA Calculators provide tools that allows you to project what steps a student would need to take achieve a desired GPA.

The Graduation GPA Calculator is displayed below. Advice Calculator is ideal for when students need to obtain a certain GPA (2.0 to graduate, etc) and need to know how many credits must be completed with a certain grade to achieve this.

The screenshot shows the SUNY Purchase College website interface. At the top, there are logos for SUNY The State University of New York and Purchase College. Below the logos are navigation tabs: MyPurchase, FAQ, Print, and Log Out. A search bar contains a redacted student ID. To the right of the search bar are fields for Degree (MUSB), Major (Music: Production), Student Class Level (Freshman), Last Audit (Today), and Last Refresh (Today at 10:10 am). Below the search bar are buttons for Worksheets, Plans, Transfer, Notes, and GPA Calc. The GPA Calc button is circled in red, and a red arrow points from it to the heading "To access the GPA Calculators". Below this heading is a blue text box stating "This GPA calculator is a tool to assist you. Your official GPA is calculated by the College". To the right of this text is a table with four rows: Current GPA (3.000), Credits Remaining, Credits Required, and Desired GPA. Below the table is a Calculate button.

| Current GPA | 3.000 |
|-------------------|-------|
| Credits Remaining | |
| Credits Required | |
| Desired GPA | |

[Calculate](#)

The “What If” feature allows students to play with potential majors and minors and determine how their completed coursework will slot against those requirements.

Find

Worksheets | Plans | Transfer | Notes | GPA Calc

Format: Include in-progress classes Include preregistered classes

What If | Look Ahead

Select your primary area of study

Academic Year:
Program:
Level:
Degree:

Major:
Concentration:
Minor:

Select your additional areas of study

Program for additional areas:
Major:
Concentration:
Minor:

Chosen Areas of study

Choose Your Future Classes

Enter a course and click Add Course

Subject:
Number:

Courses you are considering

Logging Out

You must close the entire browser when you are ready to exit the DPR – not just the tab you are working in. This is especially important if you are using a computer that may be accessed by others.

Questions or Concerns?

Please do not hesitate to contact the Registrar's Office with any questions or concerns.

registrar@purchase.edu

(914) 251-6361