HOW TO ACCESS AND USE THE DEGREE PROGRESS REPORT

To access the DPR, log-in to MyHeliotrope through the Faculty and Staff page.

1. 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
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

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- 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 hyper transcripts, help desk services, and FAQs

For advisors, DegreeWorks:

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- Minimizes errors through consistent degree plans
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- 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.
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.
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.
A **GREEN** checked box means the requirement has been completed.
A **RED** box means the requirement has not been completed.
A **BLUE** box means the requirement will be met upon successful completion of in-progress coursework.

By clicking on a still needed course, students can obtain a catalog description of the course and a full listing of CRNs for the current registration period.

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<table>
<thead>
<tr>
<th>Major in Anthropology</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to Social and Cultural Anthropology</strong></td>
<td>ANT 1500</td>
<td>Intro to Cult &amp; Social Anthro.</td>
</tr>
<tr>
<td><strong>Classics in Anthropological Literature</strong></td>
<td>ANT 2330</td>
<td>New Immigrants in the L.</td>
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<tr>
<td>- Fieldwork: Quantitative Methods</td>
<td></td>
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<tr>
<td>- Current Anthropological Literature</td>
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<tr>
<td>- General Concentration Electives</td>
<td></td>
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<tr>
<td>- World Cultures elective</td>
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<tr>
<td>- Anthropology and the Arts elective</td>
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<tr>
<td>- Kinships, Identities, and Power elective</td>
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<tr>
<td>- Additional elective from any group</td>
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</tbody>
</table>

**Major in Sociology**

A grade of C or higher must be earned in all courses except Senior Project.

<table>
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<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 1500</td>
<td>Intro to Sociology</td>
</tr>
<tr>
<td>SOC 2365</td>
<td>Self and Society</td>
</tr>
<tr>
<td>SOC 3615</td>
<td>Families, Communities,</td>
</tr>
<tr>
<td>SOC 3850</td>
<td>Global Social Movement</td>
</tr>
<tr>
<td>GND 3980</td>
<td>Internship</td>
</tr>
<tr>
<td>GND 3990</td>
<td>Internship</td>
</tr>
<tr>
<td>GND 3981</td>
<td>Internship</td>
</tr>
</tbody>
</table>

**Senior Project Requirement**

- **TWO SEMESTERS OF SENIOR PROJECT**
- **SENIOR PROJECT I AND II**
- **Senior Project I / SPJ 4990**
- **Senior Project II / SPJ 4991**

**Minor in Gender Studies**

- **Introduction to Gender and Sexuality**
- **Minor electives**

The green check shows that this requirement is completed.
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.
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.

To access the GPA Calculators

This GPA calculator is a tool to assist you. Your official GPA is calculated by the College.
The “What If” feature allows students to play with potential majors and minors and determine how their completed coursework will slot against those requirements.
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