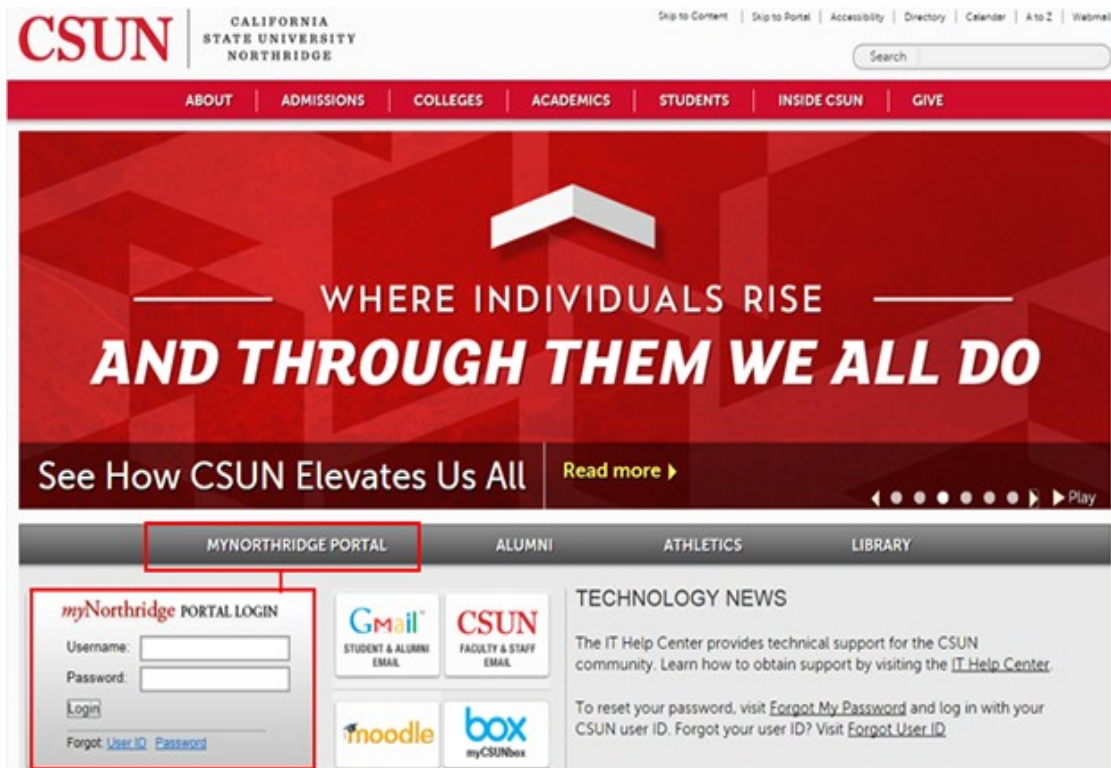# Student Degree Progress Report Guide

Go to the CSUN home page at www.csun.edu and:

1. Select the **myNorthridge Portal** link.
2. Log in with your CSUN User ID and Password.

3. Click on the **Academics Tab**

4. In **Quick Links** box, select the **Degree Planning Tools** icon or Degree planning link.

Degree Planning Tools

Step 1: Degree Road Maps

The Degree Road Maps outline the required courses you need to take, breaking them down by the semester you should take them. Choose a Road Map based on your major and the year you started pursuing your degree.

Step 2: Degree Progress Report/Planner

This interactive tool has two components: The audit tracks your graduation progress, displaying completed courses and remaining requirements. The planner allows you to drag and drop courses from an audit into a personalized semester by semester plan for completing your remaining requirements. Planning your future courses will help departments make more courses available in the future.

Step 3: Registration Planner

Registration Planner is a Web-based tool that helps you create your preferred schedule each semester. In a few seconds based on options you select, you can generate every possible schedule combination, choose a desired schedule and send it directly to your enrollment shopping cart.

5. Select the **Degree Progress Report/Planner** link.

NOTE: The instructional landing page displays when no audits exist or if this is your first time running an audit.

6. Click the **Request Audit** button to run a Degree Progress Report.

-OR-

*NOTE: If an audit exists, the **Completed Audit Requests** page displays.*

- **Request a new audit**: Click the **Run Audit** button.

- **View a previously saved audit**: Click the **View Audit** link under the View column.

Request an Audit

Select A Program

◉ Run Current Programs:

Degree Program	Catalog Year
FCS/CONAFF	Fall 2013

○ Run Selected Program:
Choosing a degree program here will not change your declared degree program.

Degree   [- ▼]

Catalog Year   [1999 ▼]

Options

Include In Progress Courses ☑

Format   [PDF ▼]

[Run Audit] [Cancel]

7. In the **Options Box,** select PDF from the **Format field** dropdown menu.
8. Click on the **Run Audit Box.**

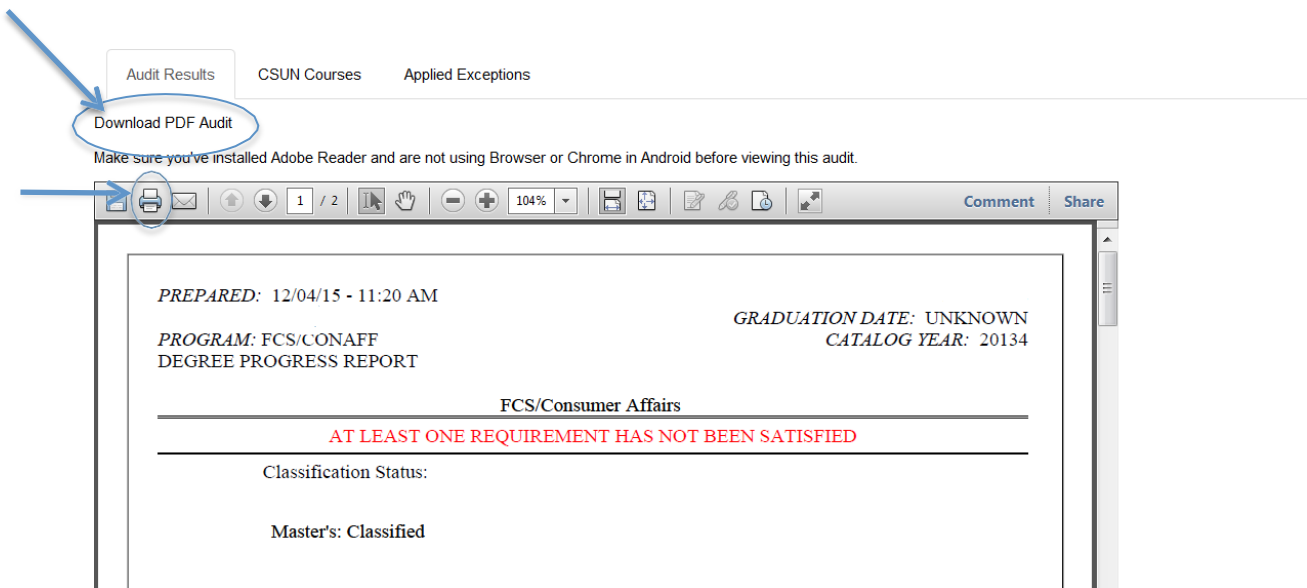| Audits ▾ | Plans | Courses ▾ | Exceptions |

Completed Audit Requests
These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

[Run Audit]   [Delete]

select all/select none

ID	Program	Catalog Year	▾ Created	Format	Run By	Type	View	Delete
84440722	ECONOMICS	2014	09/11/2015 10:07 AM	HTML	Student	IP	View Audit	☐

*NOTE: The **Completed Audit Requests** page displays. Audits that you requested will be stored here.*

9. To open an audit, click the **View Audit** link.

NOTE: The report header displays your personal information and these three (3) tabs:

   a. Audit Results tab: Displays requirements for degree completion.
   b. CSUN Courses tab: Lists courses you have completed at CSUN.
   c. Applied Exceptions tab: Lists your approved course exceptions and substitutions.

10. Click on the **Download PDF Audit** link.

11. To print your DPR report click on the 🖶 button.