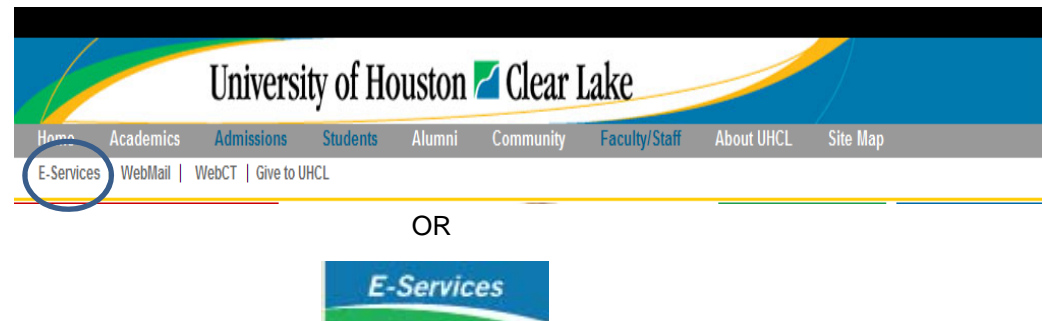


## How Do I?

## Run a Degree Progress Report-Faculty

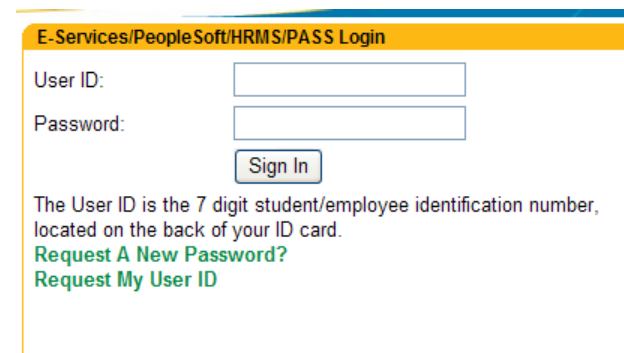
### 1. Access E-Services

E-Services can be accessed from the UHCL Homepage as well as any page where the E-Services button is available.



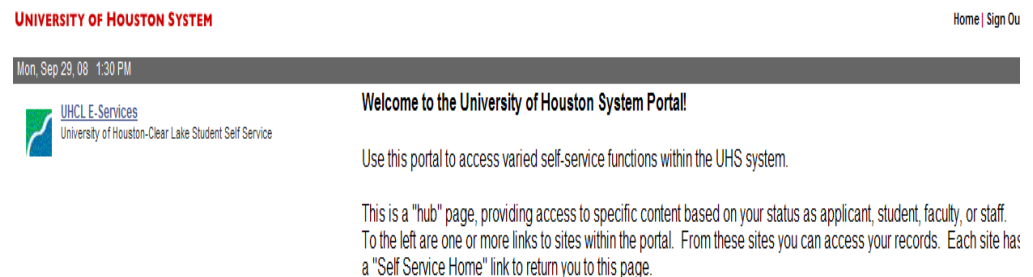
### 2. Log In to E\_Services

Enter your User ID(7-digit student ID) and Password.



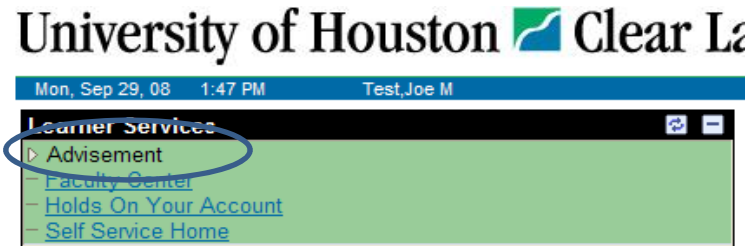
### 3. Portal Hub Page

Click on UHCL E-Services.



#### 4. Learner Services Menu

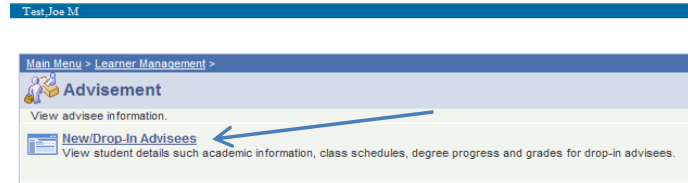
Click on Advisement Link



#### 5. New/Drop-In Advisees

Click on the New/Drop-In Advisees Link.

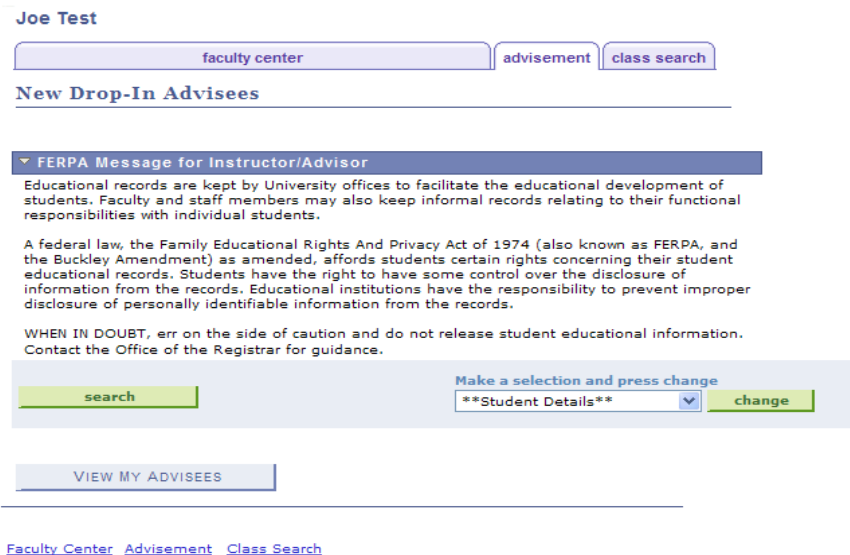
#### University of Houston Clear Lake



#### 6. Search Page (Drop-In Advisees)

You can either view your list of your advisees if your school assigns you advisees or you can search a student if they walk-in for advising.

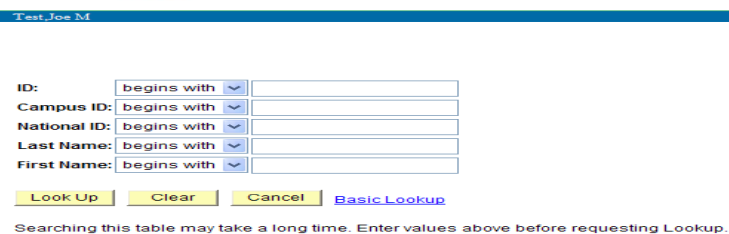
Click on Search to find a student.



#### 7. Select Student

A search page will appear to enter the student ID or you can search by Name. The student will appear, you can select it and it will return to the previous page.

#### University of Houston Clear Lake



## 8. Selecting Report

The student name will appear next to the Search button. On the drop down menu next to the name, select "Degree Progress" and Click Change.

Joe Test

faculty center

advisement

class search

### New Drop-In Advisees

#### ▼ FERPA Message for Instructor/Advisor

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

search

Make a selection and press change

Degree Progress

change

VIEW MY ADVISEES

[Faculty Center](#) [Advisement](#) [Class Search](#)

## 9. Submitting Report

You will be directed to the Degree Progress Report Page. Select the Report Type.

There are two Report Types:

**DEGPR:** For all undergraduates

**BUSDM:** Specifically for BUS undergrads seeking a double major.

### Advisee's Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.

**\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\***

Academic Institution	UH-Clear Lake	go
Report Type		
*Report Format	BUS Double Maj Degree Progress Degree Progress Report	

#### Information For Students

What-If Reports

QUICK WHAT-IF

COURSE LIST WHAT-IF

Quick What-If Report:

View how your coursework would apply to a different academic program, plan or subplan.

Course List What-If Report:

View how courses which you have not yet taken may apply towards your current academic program.

VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED

CANCEL

## 10. Select the Report Format.

There are three Report Formats:

**Standard(default):** Shows all complete and incomplete degree requirements.

**Completed:** Shows only degree requirements that have been completed.

**Incompleted:** Shows only degree requirements that have not been completed.

Once all selections have been made, then click on the Go button.

### Advisee's Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.

**\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\***

Academic Institution: UH-Clear Lake  
Report Type: Degree Progress Report  
\*Report Format: Standard Report Format  
Completed Only  
Incompleted Only  
Standard Report Format

#### Information For Students

The Report Format option allows you to select how your report will display. Standard Report Format will give you the entire degree progress report. Complete Only will show you all degree requirements that HAVE BEEN completed. Incomplete Only will show you all degree requirements that HAVE NOT BEEN completed.

#### What-If Reports

QUICK WHAT-IF

COURSE LIST WHAT-IF

#### Quick What-If Report:

View how your coursework would apply to a different academic program, plan or subplan.

#### Course List What-If Report:

View how courses which you have not yet taken may apply towards your current academic program.

VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED

CANCEL

## 11. The report will show in the browser.

### Report Results

#### Degree Progress Report

University of Houston-Clear Lake  
2700 Bay Area Boulevard  
Houston, TX 77058  
United States

Name :  
Student ID:  
Address :

Print Date

----- Academic Program History -----

Program : School of Business UG  
2006-03-04 : Healthcare Administration BS Major

----- ACADEMIC ADVISEMENT REPORT -----

## 12. Viewing Degree Progress Reports for your Advisees.

If you are assigned advisees, you can click on the View My Advisees Button from the primary Advisement page.

faculty center    advisement    class search

### New Drop-In Advisees

▼ FERPA Message for Instructor/Advisor

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

search    Make a selection and press change  
\*\*Student Details\*\*    change

VIEW MY ADVISEES

[Faculty Center](#)   [Advisement](#)   [Class Search](#)

## 13. Selecting the Degree Progress Report

When you click on this button you will be taken to a page that will list all of your current advisees. From the drop down menu, select the Degree Progress Option and click on the arrow next to the box.

You will be taken back to the Degree Progress Request Page shown in step 9.

You can then follow the remaining steps to view the degree progress report.

Joe Test

faculty center    advisement    class search

### View My Advisees

★ Positive Service Indicator    ⓧ Negative Service Indicator    📄 FERPA Restrictions

Advisement		Find   View All		First 1-10 of 19 Last	
Notify		ID	Name		
<input type="checkbox"/>				Degree Progress	⏏
<input type="checkbox"/>		ⓧ		**Student Details**	⏏
<input type="checkbox"/>		ⓧ		**Student Details**	⏏
<input type="checkbox"/>		ⓧ		**Student Details**	⏏
<input type="checkbox"/>				**Student Details**	⏏
<input type="checkbox"/>				**Student Details**	⏏
<input type="checkbox"/>				**Student Details**	⏏
<input type="checkbox"/>		ⓧ		**Student Details**	⏏
<input type="checkbox"/>		ⓧ		**Student Details**	⏏
<input type="checkbox"/>	★	ⓧ		**Student Details**	⏏

NEW DROP-IN ADVISEES    NOTIFY ALL ADVISEES    NOTIFY SELECTED ADVISEES