

# Run a Degree Progress Report through Administrative Navigation (For All DPR Report Types)

1. Click the **Academic Advisement** link.

▷ Academic Advisement

2. Click the **Request Advisement Report** link under **Student Advisement**.

☰ Request Advisement Report

3. Click the **Add a New Value** tab.

Add a New Value

4. Enter the student's SMU ID number.

5. Select SMETH for the **Academic Institution**.

6. Select a **Report Type** from the following:

- **DPRAD** report for students with Program Status of Discontinued, Suspended, etc...
- **DPRSS** report for students with Program status of Active, Completed, or Leave of Absence.
- **DPRWI** report to run a What-If report.
- **NOIPS** report for students with Program status of Active but excludes in-progress courses.

7. Click the **Add** button.

Add

8. Leave **Report Date** as today's date.

9. Leave **As of Date** as today's date.

10. Leave **Report Identifier** as ADMIN.

11. Click the **Process Request** button.

Process Request

12. The student's Interactive Degree Progress Report appears on the screen.

13. If the student has more than one career, select the career list item from the drop down menu and click the **change** button to run a new report.

Southern Methodist University > Undergradi

change

14. To view DPR as a PDF, click the **collapse all** button.

collapse all

15. Click the **Return to Report Request** link.

Return to Report Request

16. Click the **View Report as PDF** button.

View Report as PDF

17. The student's Degree Progress Report is now displayed. Scroll down to view the entire document.

18. To view the Undergraduate Summary Report, click the **dpr summary** button back on the Interactive Degree Progress page.



**dpr summary**

**19.** The student's Undergraduate Summary Report is now displayed. Scroll down to view the entire document.

**20. End of Procedure**

Note: For additional assistance please contact Academic Advisement Module Team at [DESAA@smu.edu](mailto:DESAA@smu.edu).

Related Tutorials:

[Understanding the Degree Progress Report](#)

[Understanding the Undergraduate Summary Report](#)

