Running a Degree Progress Report through Administrative Navigation

For all DPR Report Types

Step	Action
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**. Select DPRSS report for students with Program status of Active, Completed, or Leave of Absence. Or select DPRAD report for students with Program Status of Discontinued, Suspended, etc… Or select DPRWI report to run a What-If report.
7.	Click the **Add** button. Add
8.	Leave **Report Date** as today's date.
9.	Leave **As of Date** as default date (01/01/3000).
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 > Undergra 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.

Step	Action
18.	To view the Undergraduate Summary Report, click the **ug summary** button back on the Interactive Degree Progress.
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.

Related Tutorials:
Understanding the Degree Progress Report
Understanding the Undergraduate Summary Report