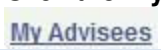
Running a Degree Progress Report through Self-Service

1. **Click the** Self Service **link.**

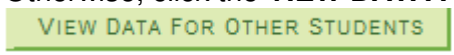
2. Click the **Advisor Center** link.

3. Click the **My Advisees** link.

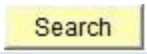


4. If you have the advisee listed, select the student and click the **View Student Details** link.

5. Otherwise, click the **VIEW DATA FOR OTHER STUDENTS** button.



Enter the student's SMU ID number and click **Search**.

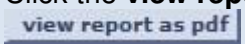


6. You are now viewing the Student Center as it appears to the student.
Select the **Academic Requirements** list item from the drop down menu.

7. Click the **Go** button to view the DPR.

8. The student's Interactive Degree Progress Report appears on the screen.
9. 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.

10. Click the **view report as pdf** button.



11. The student's Degree Progress Report is now displayed. Scroll down to view the entire document.
12. To view the Undergraduate Summary Report, click the **ug summary** button.

13. The student's Undergraduate Summary Report is now displayed. Scroll down to view the entire document.
14. **End of Procedure.**