
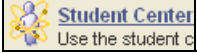
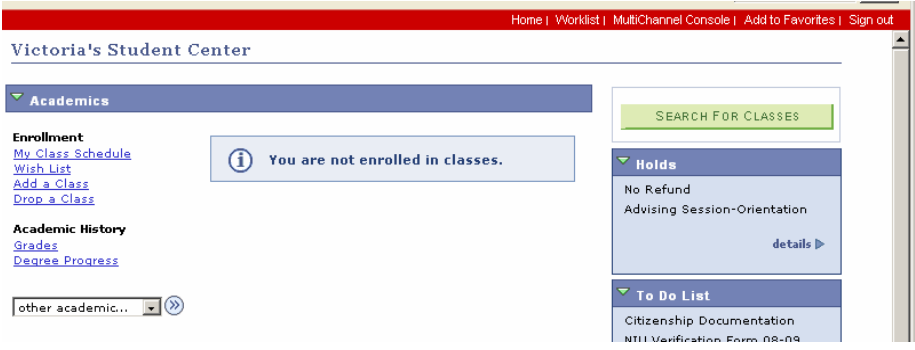

















Run Degree Progress (Student view)

After successful login to MyNIU at <http://myniu.niu.edu>

1.	<p>Navigation: Self Service > Student Center</p>
2.	<p>Click the Self Service link.</p> 
3.	<p>Click the Student Center link.</p> 
4.	<p>Here is the Academic Section of Student Center.</p> <p>The Academics portion of the Self Service page allows you to view your class schedule, add/drop classes, to view your grades and degree progress report. By clicking the "other academics" tab, you will also have the opportunity to apply for graduation, edit and swap classes, view your transfer credit report and unofficial transcript by highlighting the task you want and clicking the double arrow circle next to the box.</p> 
5.	<p>Click the Degree Progress link.</p> 
6.	<p>Select Northern Illinois University from the Academic Institution drop-down list.</p> 
7.	<p>Select Advising Report - Short from the list.</p> 
8.	<p>Click the Go button.</p> 
9.	<p>The Degree Progress / Advising Report will appear with your academic career information.</p> <p>Review the report to determine the next step in your academic progress with the university.</p>

10.	<p>Use the Student Center link to return the main page. Click the Student Center link.</p> 
11.	<p>After reviewing your academic progress, you may wish to determine what changes would occur if you changed your academic plan (major).</p> <p>To do this, you want follow the same beginning steps as you did for the Degree Progress / Advising Report, but this time you will select the Quick What If situation.</p>
12.	<p>Click the Degree Progress link.</p> 
13.	<p>Select Northern Illinois University from the list.</p> 
14.	<p>Select Advising Report - Short from the list.</p> 
15.	<p>Click the Quick What-If button.</p> 
16.	<p>For the Career, this will be either Undergrad, or Grad, or Law.</p> <p>Click the Look up Career button.</p> 
17.	<p>Select the Academic Career from the search results list. Click the Search Results table.</p> 
18.	<p>Enter the Catalog term that you started under when you first begin your academic career with the university. Enter the desired information into the Required Career Term field. Enter a valid value e.g. "2088".</p>
19.	<p>Select the Program (College) that you wish to change your academic career to.</p> <p>Click the Look up Program_Override button.</p> 
20.	<p>Select the Academic Program from the search list. Click the Search Results table.</p>
21.	<p>Enter the Catalog term that you started under when you first begin your academic career with the university. Enter the desired information into the Required Program Term field. Enter a valid value e.g. "2088".</p>
22.	<p>Select the Plan (Major) you want to change to.</p> <p>Click the Look up Plan_Override button.</p> 

23.	Select the Academic Plan from the search list. Click the Search Results table.
24.	Enter the Catalog term that you started under when you first begin your academic career with the university. Enter the desired information into the Required Plan Term field. Enter a valid value e.g. "2088" .
25.	The OK button will run the new report. Review the report to determine if this is an academic career change you wish to make. Click the OK button. 
26.	After viewing the report, use the Student Center link to return to the Student Center page. Click the Student Center link. 
27.	You have now successfully completed how to run a degree progress / advising report in MyNIU. End of Procedure.