

University of New Mexico

PROGRESS Training

*Progress Report of Graduation Requirements
Emphasizing Student Success*



Advisor Guide

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Introduction

In 1996, The University of New Mexico piloted a new process to assist with academic advisement. UNM invested in a Degree Audit Reporting System (DARS) that was developed at Miami University of Ohio. Based on this software, UNM developed PROGRESS (Progress Report of Graduation Requirements Emphasizing Student Success). The system design provides a “seamless” internal connection between PROGRESS and the student’s coursework.

PROGRESS is an automated record reflecting a student’s academic progress toward degree completion in his/her declared major. By considering UNM completed coursework, UNM courses in progress, and transfer coursework; PROGRESS analysis provides timely information on a student’s progress toward meeting degree requirements. Allowing both the student and advisor a clear picture of courses needed for graduation.

[View Your Progress Degree Audit on I-TEL](#)

What PROGRESS Is

PROGRESS consists of a coded version of the college's curriculum used to evaluate a student's progress toward graduation. The program generates an audit showing the student's coursework here at UNM and courses transferred from other institutions, listing which requirements have been met and which requirements remain to be completed. Current audits are available from academic advisors and are automatically refreshed each semester prior to registration to allow continual tracking of progress toward a degree. PROGRESS audits are used to determine which candidates for graduation have successfully completed the university degree requirements.

PROGRESS draws its information from SIS (UNM Student Information System), and includes transfer articulation coursework, therefore, each time a new audit is run you can be assured that PROGRESS contains the most up-to-date information.

PROGRESS also provides course suggestions to help minimize errors in students taking duplicate courses; a mechanism to record course substitutions and waivers of requirements, in order to allow flexibility when it is appropriate; and the ability for advisors to run "what if" PROGRESS audits. These allow student's the ability to see how changes in a major or minor would affect their plan of study and graduation.

Students making PROGRESS towards graduation at the University of New Mexico

What PROGRESS Is Not

There are several things that PROGRESS is not that also need to be taken into consideration.

- PROGRESS is not a transcript. It is an internal college document that is not intended to report student achievement to outside parties. PROGRESS audits cannot be released without the student's consent.
- PROGRESS is a tool to assist advisors and students. Giving advisors more time to interact with students and concentrate on academic and career counseling. Students will still need to consult with their advisors and follow the UNM catalog. PROGRESS does not replace these valuable sources. With PROGRESS, an instant analysis of the required courses taken and those needed to be completed is made. Audits can show progress toward degree completion at any point in a student's academic career. Students, advisors, and degree auditors will thus be able to anticipate and pinpoint problem areas early on and resolve them in a timely manner.
- PROGRESS DOES NOT replace written information; such as the University catalog, program fliers and other handouts that explain programs and their procedures.
- PROGRESS DOES NOT replace advising – it just helps make it an easier and more meaningful interaction.

Benefits of Using PROGRESS

- PROGRESS lists degree requirements, summarizes the student's progress to date, and shows what is needed to complete the declared degree program.
- PROGRESS draws its information from SIS (UNM Student Information System), therefore, each time a new audit is run you can be assured that PROGRESS contains the most up-to-date information.
- PROGRESS shows how articulated transfer courses are applied toward degree requirements.
- PROGRESS calculates overall GPA as well as the GPA achieved in courses completed within defined requirements, majors, and minors.
- PROGRESS ensures student's stay on track, by summarizing courses needed to complete degree requirements.
- PROGRESS allows advisors the ability to show student's how changing majors may effect graduation. PROGRESS Audits run on a "what if" will show the student exactly how coursework would apply towards another major or minor.
- PROGRESS takes the guesswork out of selecting courses for future enrollments.
- PROGRESS Enhances Student Success at UNM.

Transfer Coursework & PROGRESS

PROGRESS provides support for a comprehensive transfer course articulation process. Logic is incorporated within the degree audit system package that enables the evaluation of courses taken at transfer institutions into their course equivalents, requirements that they satisfy, and/or generic course credits, as appropriate. It is important to realize that UNM students transfer from hundreds of colleges and universities, and each transfer student's courses must be articulated, so the process of implementing the transfer articulation module within PROGRESS is neither simple nor quick.

Transfer articulation is a term used to define a transferable course that has been assigned a match or equivalency for a specific General Studies designation, a specific course or both. Courses that transfer for academic credit but have not been articulated (no specific match has been assigned) will also appear on the audit.

[Click here to go to *Transferring to UNM now*](#) for more information on transferring to the University of New Mexico and transfer equivalency information for institutions in New Mexico.

PROGRESS Audit Description

- PROGRESS is a two-column audit that contains all requirements and sub-requirements for a specific degree program. A separate degree audit has been created for each degree program. Audits printed on-line will print in one column as they appear on screen.
- Satisfied requirements are identified on the audit as being met (“OK”) followed by summary information such as the number of sub-requirements satisfied, the overall credit earned, the grade point average earned by the student from courses used within the requirement, and a list of courses completed.
- Partially or totally unsatisfied requirements are marked as not being met (“NO”) followed summary information such as the number of sub-requirements satisfied or needed, the overall credit earned or needed, the grade point average earned by the student from courses used within the requirement, and a list of suggested courses and/or completed courses.
- Subsets of a requirement (sub-requirements) are marked as being met (“+”) or unmet (“-”), and are also followed by summary information detailing information such as the number of hours or courses still needed, required GPA, and a listing of courses to select from.
- Additional requirements provide the student with information such as progress toward Latin Honors, informational messages regarding graduation application, and transfer work not used in the degree hours.
- Program requirements are continuously reviewed and updated. These changes are reflected in PROGRESS through curriculum and catalog updates.

Student Access to PROGRESS

PROGRESS is available through I-TEL-UNM, your advisor, or emailing the PROGRESS Team.

I-TEL is a self-service information network that is available for students to access information and course availability, personal and academic information, grades, or PROGRESS audit, and register for courses online. I-TEL can be accessed through any internet-capable computer.

Updated PROGRESS audits are run prior to registration twice a year in April and November. Students may also obtain current PROGRESS audits from their academic advisor. Just ask your advisor to run a new PROGRESS audit. [Click here to go to I-Tel-UNM now.](#)

Once you are in I-TEL, you can access your PROGRESS audit by following these simple instructions:

1. Enter Student ID Number and Personal Identification Number (PIN).
2. Enter or click on the *Registration, Grades, etc.* link provided.
3. Under *Information Requests* there is a link to PROGRESS select one of the following options before clicking on the PROGRESS link.
 - ❖ View Existing Audit
 - ❖ Email Copy

Advisor Access to PROGRESS

First, log onto your UNMMVS account. (TPX)

```

Winsock 3270 Telnet - unmmvs.unm.edu
Connect Close Exit Edit Print Screen Setup Help
*****
Rel. 5.0
Copyright (C) 1984,1996 Computer Associates International, Inc.
Userid: (or LOGOFF)
Password:
New Password:
Transfer:

Most recent broadcast sent November 11, 1996
See IBM News for important system information.

PF1=Help PF3=Logoff
NUM 16:13:55 IBH-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
  
```

At the TPX menu press F10, or type SIS in the Command Line and press Enter.

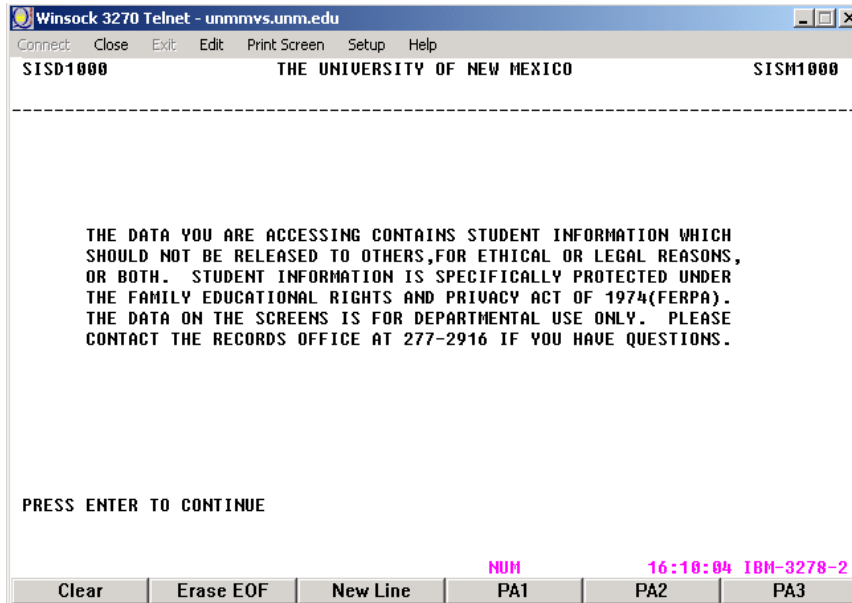
```

Winsock 3270 Telnet - unmmvs.unm.edu
Connect Close Exit Edit Print Screen Setup Help
Profname=USRENHAN TPX MENU FOR ANNTORR Panelid - TEN0041
Cmdkey=PF12/24 Jump=PA2 Menu=PA3 Terminal - TCP00081
Cmdchar=\ Exit/Logoff=K Model - 3278-2
Print=NONE Cmdchar=\ System - TPX
System - TPX

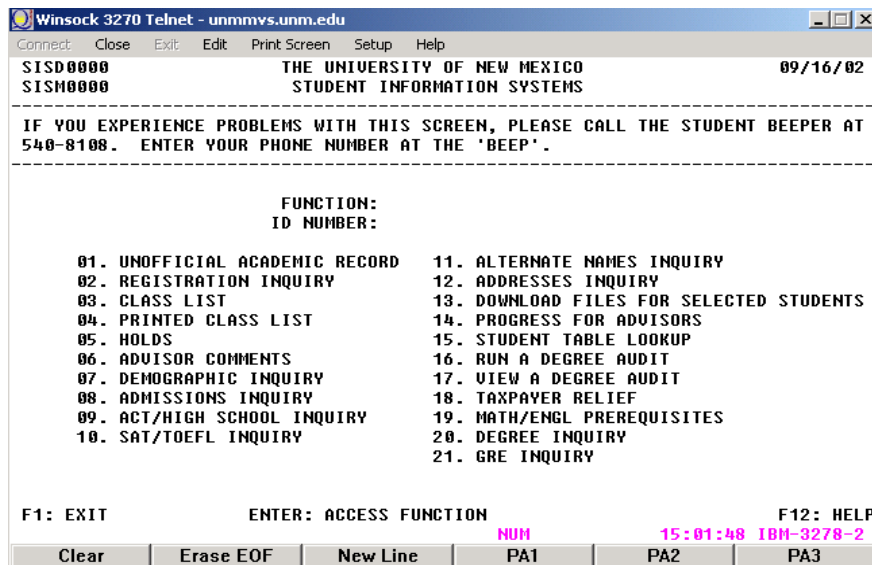
Sessid Sesskey Session Description Status
- BRS PF 2 Billing & Receivables System
- FAM PF 3 Financial Aid Mgmt System
- FRS PF 4 Fin Rec Sys - Fiscal Year 2003
- FRS2002 PF 5 Fin Rec Sys - Fiscal Year 2002
- FRS2001 PF 6 Fin Rec Sys - Fiscal Year 2001
- FRSNY PF Inactive - Rsrud/Vr End Process
- HRS PF 9 Human Resource System
- SIS PF 10 Student Information System
- STUSYS PF 11 Student Systems
- DISPATCH PF 15 Report Online Viewing
- IBMNEWS PF 19 IBM News - System Information

Command ==> Check Messages
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
NUM 14:54:52 IBH-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
  
```

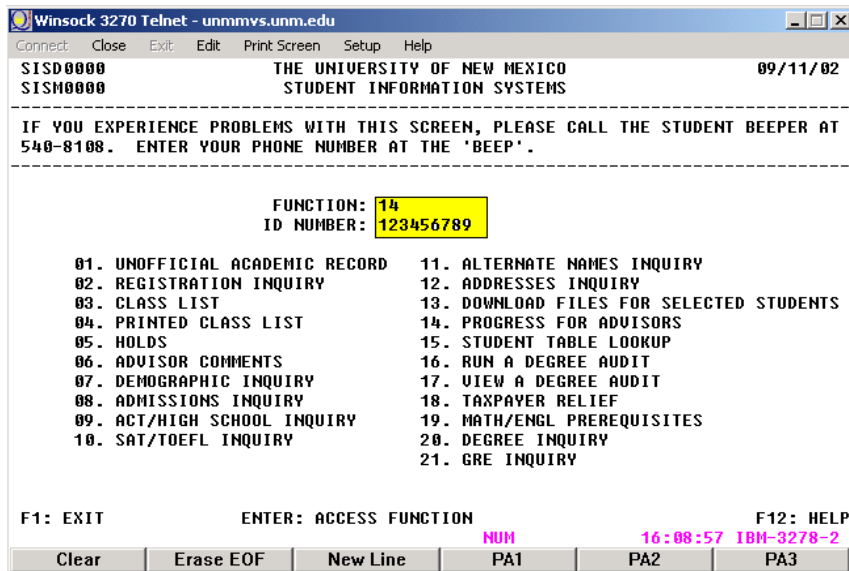
The [FERPA](#) information screen below will appear:



Press Enter to continue, to the Student Information Systems screen.

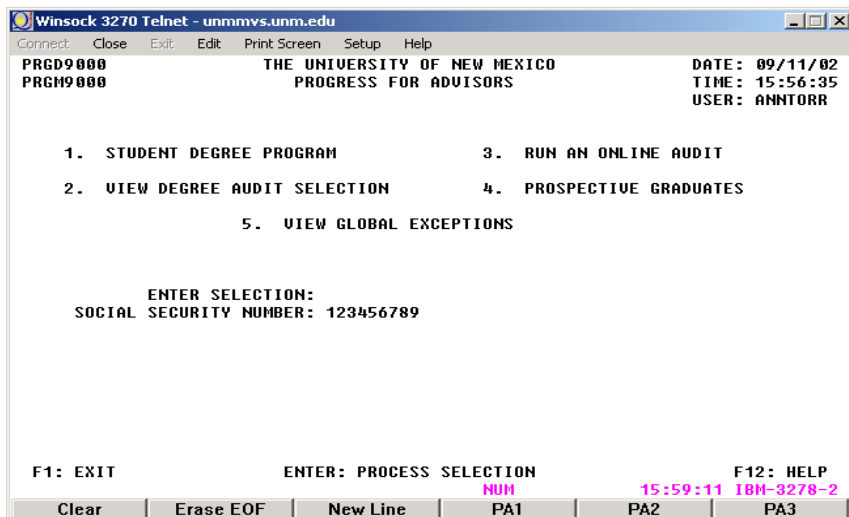


Once you have accessed this screen select 14 (**PROGRESS FOR ADVISORS**). In the **FUNCTION** field type 14 and then the student's ID NUMBER.



The **PROGRESS FOR ADVISORS** screen allows you to enter or change a student's degree program, view a current degree audit, run a new audit, view global exceptions, and run lists of prospective graduates.

Enter selection number, make sure student identification number is correct and press enter again.



Student Degree Program

Adding a Degree Program

```
Winsock 3270 Telnet - unmmvs.unm.edu
Connect Close Exit Edit Print Screen Setup Help
PRGD6100 THE UNIVERSITY OF NEW MEXICO DATE: 10/24/02
PRGM6100 STUDENT DEGREE PROGRAM TIME: 12:03:18
LAST UPDATED: / /
BY OPERATOR:

ID #: 123-45-6789 NAME: SONSHINE,VERY MUCH CURRENT COLLEGE: ??

TITLE:
CODE:
STATUS: CATALOG YEAR: █ ANTICIPATED GRADUATION:
ALT CATALOG YEAR: APPLIED TO GRADUATE (Y/N): N
DEGREE CENTER:

EFFECTIVE SEMESTER: _ SPRING _ SUMMER _ FALL

DEL - ADD 2ND MAJOR _ ADD 1ST MINOR _ ADD 2ND MINOR
ADDITIONAL MAJOR/MINOR SPECIFICATIONS CATALOG YEAR

-
-
-
-
** PRESS F2 TO ADD A DEGREE PROGRAM FOR THIS STUDENT **
F1: EXIT F2: ADD ACADEMIC PROGRAM F3: RESTORE F4: SELECT MAJOR/MINOR
F5: EXCEPTIONS F8: NEXT PROGRAM ENTER: EDIT F10: UPDATE F12: HELP
NUM 12:05:19 IBM-3278-2

Clear Erase EOF New Line PA1 PA2 PA3
```

Press F2 to display the Academic Degree Summary screen. Use the F8 (page forward) or F7 (page backward), or the page up and page down keys on your keyboard to scroll through the list of available degrees. The list of degrees will now start with those in the designated college; the degree list will also show in alphabetical order.

```
Winsock 3270 Telnet - unmmvs.unm.edu
Connect Close Exit Edit Print Screen Setup Help
PRGD1000 UNIVERSITY OF NEW MEXICO DATE: 10/24/02
PRGM1000 ACADEMIC DEGREE SUMMARY TIME: 12:03:18

START DPROG: █

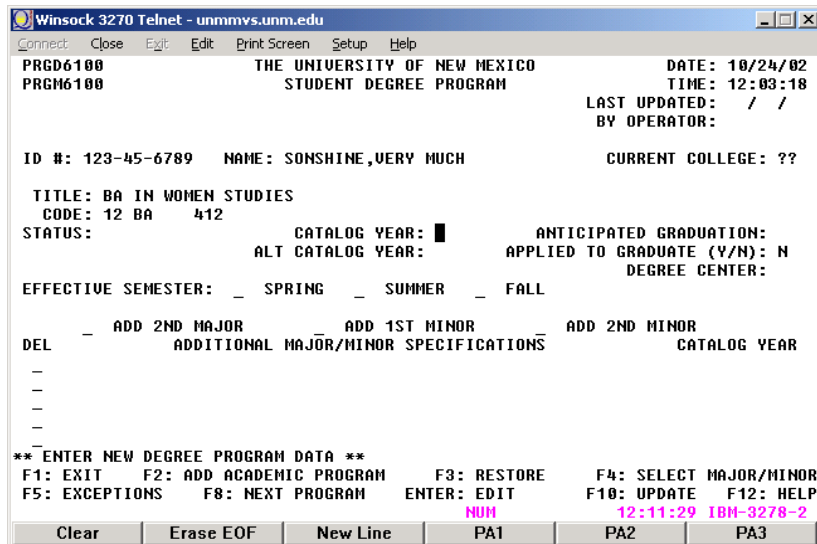
S DPROG----- FYT LYT DPTITLE1----- ST
- 12 BA 340 1993 9999 BA IN EARTH & PLANETARY SCIENCE
- 12 BA 352 1889 9999 BA IN EUROPEAN STUDIES
- 12 BA 357 A 1889 9999 BA IN RUSSIAN-OPTION A
- 12 BA 374 1889 9999 BA IN MEDIA ARTS
- 12 BA 392 1997 9999 BA IN SPEECH AND HEARING SCIENCES
- 12 BA 411 1998 9999 BA IN AFRICAN AMERICAN STUDIES
S 12 BA 412 1998 9999 BA IN WOMEN STUDIES
- 12 BAA 006 1889 9999 BAA IN ARCHITECTURE
- 12 BAED 008 1889 9999 BAED IN ART EDUCATION
- 12 BAED 019 1889 9999 BAED IN COMMUNICATION ARTS EDUCATION
- 12 BAED 074 1889 9999 BAED IN MUSIC EDUCATION
- 12 BAED 093 1889 9999 BAED IN SOC STUDIES EDUCATION
- 12 BAED 132 1889 9999 BAED IN BILINGUAL EDUCATION
- 12 BAENU 159 1889 9999 BAENU IN ENVIRONMENTAL DESIGN

F1: RETURN TO MENU F7: PAGE BACKWARD F8: PAGE FORWARD F12: HELP
NUM 12:14:59 IBM-3278-2

Clear Erase EOF New Line PA1 PA2 PA3
```

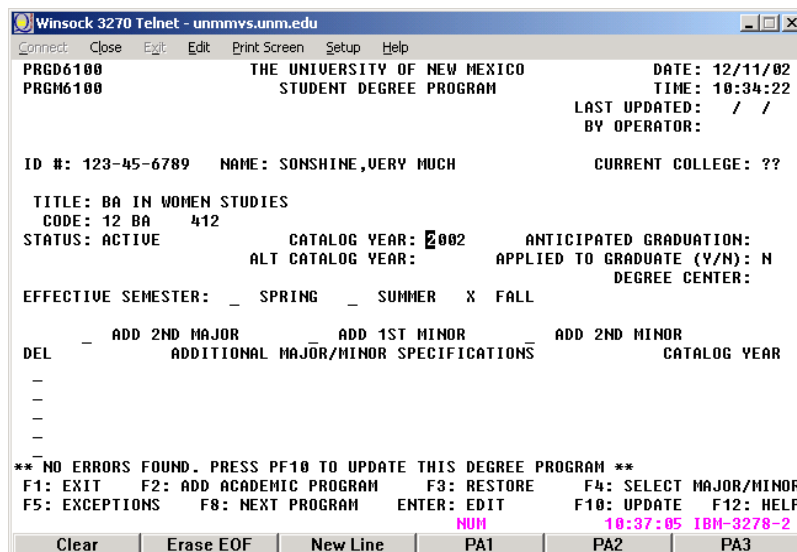
Mark the degree program with an S (for select) on the left hand side of the screen under the S field in the description line. Press enter. If you choose not to make a selection at this time you can press F1 to get back to the Student Degree Program Screen.

The Student Degree Program screen will come back with the student's degree plan identified in the title field. The cursor will come back to the Catalog Year field. If choosing a catalog year other than the current year (default), type the 4-digit year. Tab to *Effective Semester*, select the semester and ENTER.



The Student Degree Program screen will now show the status field as active or future depending on what effective semester you selected. Message at the bottom of the screen will indicate no errors found and to press F10 to update this student's degree program. Press F10.

The bottom of the screen will state that the student degree program has been updated.



Adding a Second Major, First or Second Minor

Tab to category selection area, enter selection (2nd major, 1st minor, 2nd minor), and Press F4 to bring up the lists of second majors and first or second minors. Use the F8 (page forward) or F7 (page backward), or the page up and page down keys on your keyboard to scroll through the list of available degrees.

Mark the degree program with an S (for select) on the left hand side of the screen under the S field in the description line. Press enter. If you choose not to make a selection at this time you can press F1 to get back to the Student Degree Program Screen.

SISD0210 THE UNIVERSITY OF NEW MEXICO				
MARKMAJ2 STUDENT ACADEMIC PROGRAM SECOND MAJOR SPECIFICATIONS				
S	NAME	RNAME	DRUAL	DESCRIPTION
	M2BA 284	\$MAJOR2	R	COMMUNICATIONS
	M2BA 291	\$MAJOR2	R	BA - -ASIAN STUDIES
	M2BA 314	\$MAJOR2	R	BA - -PHILOSOPHY/PRE-LAW (CONCT)
	M2BA 316	\$MAJOR2	R	BA - -CLASSICAL STUDIES
	M2BA 334	\$MAJOR2	R	BA - -CRIMINOLOGY
	M2BA 337	\$MAJOR2	R	BA - -JOURNALISM & MASS COMMUNICATION
	M2BA 338	\$MAJOR2	R	BAED - -THEATRE
	M2BA 340	\$MAJOR2	R	BA - -EARTH AND PLANETARY SCIENCES
	M2BA 352	\$MAJOR2	R	BA - -EUROPEAN STUDIES
	M2BA 357	\$MAJOR2	R	BA - -RUSSIAN
	M2BA 374	\$MAJOR2	R	BA - -MEDIA ARTS
	M2BA 392	\$MAJOR2	R	BA - -SPEECH AND HEARING SCIENCES
	M2BA 405	\$MAJOR2	R	BA - -PHYSICS AND ASTROPHYSICS
	M2BA 411	\$MAJOR2	R	BA - -AFRICAN AMERICAN STUDIES
S	M2BA 412	\$MAJOR2	R	BA - -WOMEN STUDIES

F1:EXIT ENTER: SELECT ENTRY F7:PAGE BACKWARD F8:PAGE FORWARD F12:HELP
 NUH 13:23:23 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
-------	-----------	----------	-----	-----	-----

The Student Degree Program screen will now show the selection entered. Press F10 to update.

Press F1 to get back to the PROGRESS FOR ADVISORS screen.

Dangers of Using An Outdated Audit

PROGRESS audits are only as accurate as the information they contain. If the audit you are using is out dated (**dated more than 2 weeks ago**), the audit may be missing recent registration changes, program updates, and processed exceptions.

Save yourself and the student some time by not working with outdated information. Working with the most recent PROGRESS audit could possibly eliminate paperwork and time processing exceptions that are not necessary.

PROGRESS draws its information from SIS (UNM Student Information System). Each time a new audit is run you can be assured that the PROGRESS audit contains the most up-to-date information.

Running a new PROGRESS audit only takes a minute or two, when in doubt, **Run A New Audit**.

View Degree Audit Selection

The On-Line Degree Audit Viewing screen will have the student's identification number, name, and a list of audits that have been previously run. Mark the degree audit with an S (for select) on the left hand side of the screen under the S field. Press Enter.

```

Winsock 3270 Telnet - unmmvsn.unm.edu
Connect  Close  Exit  Edit  Print Screen  Setup  Help
PRGD7000      THE UNIVERSITY OF NEW MEXICO      DATE: 09/11/02
PRGM7000      ONLINE DEGREE AUDIT VIEWING              TIME: 15:52:19

ID #: 123-45-6789  NAME: SONSHINE,VERY MUCH

S          DEGREE PROGRAM TITLE          ST CATLYT  RUN  RUN
-----
_ BA IN WOMEN STUDIES          F 9999    09/09/02 10:54

=====
TO VIEW AN AUDIT, TYPE AN 'S' IN FRONT OF THE TITLE AND PRESS ENTER
NUM          15:52:58 IBM-3278-2
Clear      Erase EOF      New Line      PA1      PA2      PA3
    
```

The audit shows the student's information concerning their degree program. At the top of the audit you will see:

Date and time the audit was prepared → PREPARED: 09/09/02 - 10:54

Student's ID# → 123-45-6789

Student's Name → SONSHINE,VERY MUCH

Student's Graduation date → GRADUATION DATE: UNKNOWN

Student's Program code → PROGRAM CODE: 01 BA 412

Students Degree Program → BA IN WOMEN STUDIES

Student's Catalog Year → CATALOG YEAR: 9999

 THIS PROGRESS REPORT HAS BEEN PREPARED TO ASSIST YOU
 IN KEEPING ON TRACK TOWARD RECEIVING YOUR DEGREE FROM THE
 UNIVERSITY OF NEW MEXICO. THE FORMAT FOR THIS PROGRESS REPORT
 LISTS UNM GRADUATION REQUIREMENTS FIRST; THE GRADUATION REQUIRE-
 MENTS FOR THE SCHOOL OR COLLEGE YOU HAVE BEEN ADMITTED TO; AND
 THEN THE SPECIFIC REQUIREMENTS FOR THE DEGREE YOU ARE SEEKING.
 IF YOU HAVE ANY QUESTIONS, CONTACT YOUR ACADEMIC ADVISOR IN THE
 COLLEGE OR SCHOOL YOU HAVE BEEN ADMITTED TO, OR THE RECORDS
 OFFICE AT PROGRESS@UNM.EDU. YOUR PROGRESS REPORT IS NOW
 AVAILABLE ON-LINE AT I-TEL UNM.

Run an On-Line Audit

The Submit a Degree Audit Request screen will have the student's name, student identification number, and their current degree program. The cursor will be flashing over the N after **EMAIL COPY TO STUDENT (Y/N)** field. To run a current audit on the system for the student press **ENTER**. To e-mail the student a copy you will need to type a **Y** in the field and press **ENTER**. A copy will be sent to the student's UNM e-mail account. (**PROGRESS** audits **CANNOT** be sent to outside e-mail addresses.)

Tab again to the **INCLUDE PSEUDO NAMES (Y/N)** field. Degree audits with PSEUDO NAMES cannot be run online, only printed. These audits will be helpful for processing exceptions. More information on pseudo courses is provided in the appendix of this document.

```
Winsock 3270 Telnet - unmmvs.unm.edu
Connect Close Exit Edit Print Screen Setup Help
PRGH0100 THE UNIVERSITY OF NEW MEXICO DATE: 09/11/02
PRGD0100 DEGREE AUDIT SYSTEM TIME: 15:56
SUBMIT A DEGREE AUDIT REQUEST USER: ANNTORR
-----
ID #: 123-45-6789 NAME: SONSHINE,VERY MUCH
PROGRAM: 01 BA 412 CATLYT: 9999 STATUS:
TITLE: BA IN WOMEN STUDIES
COMPLETE? C
EMAIL COPY TO STUDENT (Y/N): N PRINT DESTINATION:
INCLUDE PSEUDO NAMES (Y/N): N

** PRESS ENTER TO SUBMIT DEGREE AUDIT **
-----
F1: MENU ENTER: SUBMIT DEGREE AUDIT F2: SELECT A "WHAT-IF" DEGREE PROGRAM
F8: DISPLAY STUDENT'S NEXT PROGRAM F12: HELP
NUM 15:57:23 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
```

After pressing **ENTER**, the audit request has been submitted, and the **PROGRESS FOR ADVISORS** screen will reappear.

```
Winsock 3270 Telnet - unmmvs.unm.edu
Connect Close Exit Edit Print Screen Setup Help
PRGD9000 THE UNIVERSITY OF NEW MEXICO DATE: 09/11/02
PRGM9000 PROGRESS FOR ADVISORS TIME: 15:53:47
USER: ANNTORR

1. STUDENT DEGREE PROGRAM 3. RUN AN ONLINE AUDIT
2. VIEW DEGREE AUDIT SELECTION 4. PROSPECTIVE GRADUATES
5. VIEW GLOBAL EXCEPTIONS

ENTER SELECTION:
SOCIAL SECURITY NUMBER: 123456789

F1: EXIT ENTER: PROCESS SELECTION F12: HELP
NUM INSERT 15:54:48 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
```

Run a List of Prospective Graduates

Enter the [semester code](#), and Enter [college code](#). Press **ENTER**.

The list of Perspective Graduates will appear on the screen. Use the F8 (page forward) or F7 (page backward), or the page up and page down keys on your keyboard to scroll through the list of prospective graduates.

```
Winsock 3270 Telnet - unmmys.unm.edu
Connect Close Exit Edit Print Screen Setup Help
PRGD9010 THE UNIVERSITY OF NEW MEXICO DATE: 10/24/02
PRGM9010 PROGRESS FOR ADVISORS TIME: 13:21:41
REQUEST LIST OF PROSPECTIVE GRADUATES BY COLLEGE

SEMESTER: █ (CCYYS)
COLLEGE:

ENTER A SEMESTER AND COLLEGE CODE AND PRESS THE ENTER KEY TO SUBMIT REQUEST.

F1: RETURN TO MENU ENTER: SUBMIT REQUEST F12: HELP
NUM 13:28:36 IBN-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
```

Frequently Asked Questions

What is PROGRESS?

Simply stated PROGRESS is a degree audit reporting system (DARS). PROGRESS brings together specific degree requirements and individual student records, generating a degree audit showing requirement components, listing remaining courses and requirements necessary for graduation.

Why is PROGRESS needed?

PROGRESS has the ability to integrate complex degree programs that have multiple emphases and concentrations, an ever-changing student body, and continual changes in degree requirements that keep UNM current with legislation and national standards.

Does PROGRESS Replace Advising?

No. PROGRESS is a tool to assist in the advising process. It is meant to help advisors and students in the process of course selection and academic program planning. It reduces the mechanical record-keeping tasks and gives advisors more time to interact with students, concentrating on academic and career counseling.

What if certain transfer courses are not showing?

This may mean that transfer credit has not been processed yet or that these courses were not transferable. You may want to check with your academic advisor to find out about the status of your transfer credits.

What if transfer courses are not being assigned to requirements?

This is probably because equivalencies aren't specific enough to apply to major requirements – see your advisor for possible exceptions.

What do I do if my report is wrong?

Students should contact their academic advisor for questions regarding PROGRESS degree audits.

Who should use PROGRESS degree audits?

Students – PROGRESS degree audits can help students make informed decisions and answer some of the many questions that may arise (e.g. What do I have to do to graduate? What if I change my major? How will my transfer courses be counted?)

Advisors & Faculty – UNM offers a wide variety of degrees, PROGRESS can summarize complex college and university requirements.

PROGRESS Resources for Advisors

The following links have been provided specifically for academic advisors.

- ❖ [Access to PROGRESS – for Academic Advisors](#)
- ❖ [Access to PROGRESS – for Students](#)
- ❖ [Adding a Degree Program in PROGRESS](#)
- ❖ [Adding a Second Major, First or Second Minor in PROGRESS](#)
- ❖ [College Codes](#)
- ❖ [Course Names in PROGRESS](#)
- ❖ [Exception Request Form](#)
- ❖ [FERPA](#)
- ❖ [How to Transfer to UNM](#)
- ❖ [PROGRESS Semester Codes \(5-digit - CCYYS\)](#)
- ❖ [Pseudo Courses](#)
- ❖ [Run an On-Line Audit](#)
- ❖ [Run A List of Prospective Graduates](#)
- ❖ [Run / View a PROGRESS Degree Audit \(brief step by step instructions\)](#)
- ❖ [SIS Overview \(Student Information System\)](#)
- ❖ [University Semester Codes \(3-digit\)](#)
- ❖ [UNM Course Identifiers \(Course Name Abbreviations\)](#)

Contacting the PROGRESS Team

PROGRESS encoding is a time-consuming procedure. It involves entering into a complex matrix every requirement and the courses that may or may not be used to meet each requirement. Encoding enables the PROGRESS program to evaluate an individual student's courses, credits and grades in terms of meeting requirements for completion of a degree, major, or minor. Dozens of options can be controlled through proper encoding, and extensive testing is required to be sure that PROGRESS interprets student records according to the expectations of each college. The PROGRESS audit will indicate which requirements (or parts of requirements) have been completed and which requirements remain. In the latter case, courses that may be used to meet outstanding requirements are listed on the PROGRESS audit.

, Degree Audit Analyst

Hello, I'm _____, one of the PROGRESS degree audit analysts. I will be happy to assist you with any needs or concerns regarding the PROGRESS degree audit.

Exception Processing (student last names A thru L)

505-277-7745

SSC Center, Room 250

Robben Baca, Degree Audit Analyst

Hello, I'm Robben Baca, one of the PROGRESS degree audit analysts. I will be happy to assist you with any needs or concerns regarding the PROGRESS degree audit.

Exception Processing (student last names M thru Z)

505-277-7609

rbaca@unm.edu

SSC Center, Room 250

Marge Klimt, Degree Audit Coordinator

Hello, I'm Marge Klimt, the PROGRESS degree audit coordinator. I will be happy to assist you with any needs or concerns regarding the PROGRESS degree audit.

505-277-6310

mklimt@unm.edu

SSC Center, Room 250

Jep Choate, Associate Registrar

Hello, I'm Jep Choate, Associate Registrar and the PROGRESS team manager. Please don't hesitate to contact me if you have any questions regarding PROGRESS degree audit.

505-277-6419

jchoat@unm.edu

SSC Center, Room 250

PROGRESS Degree Audit

Office of the Registrar

MSC06 3650

1 University of New Mexico

Albuquerque, NM 87131-0001

Fax: 505-277-6809

Email: progress@unm.edu

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College Codes	24
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College Codes

01	A S	College of Arts & Sciences
02	ASM	The Robert O. Anderson School of Management
03	EDUC	College of Education
04	ENGR	College of Engineering
05	F A	College of Fine Arts
06	LAW	School of Law
07	MED	School of Medicine
08	NURS	College of Nursing
09	PHAR	College of Pharmacy
12	UNIV	University College
13	GRAD	Graduate Programs
14	N D	Non-Degree Status
15	ARCH	School of Architecture and Planning
16	BUS	University Studies
17	T S	Transitional Status
18	UNCL	Unclassified
19	PHTH	Physical Therapy Bachelor Program
20	AGSM	The Robert O. Anderson Graduate School of Management
21	MEDT	Medical Technology Bachelor Program
22	EXT	Extension
23	V-SP	Vocational Special Status
24	D P	Dental Programs
25	OCCT	Occupational Therapy Bachelor Program
26	H S	Health Sciences
30	PHRD	Doctor of Pharmacy Program
35	GEN	General College
50	ASDH	Dental Hygiene
51	AAHS	Human Services
52	ASML	Medical Laboratory Technology
53	ASIE	Instrumentation Engineering Technology

Course Names

The University of New Mexico uses course names that consist of the department code and the course number. PROGRESS allows 10 positions for the combined course name. The first 6 positions are for the department code, the next 3 positions for the course number, and the final position for the lab designator.

For example, ART HI (Art History) uses all 6-department code positions, while E&PS (Earth & Planetary Science) only uses 4 of the required positions. All course names that do not use all 6 positions must be followed by additional blank positions. The E&PS courses would be followed by 2 blank positions.

Using the example above, ART HI 101 and E&PS 105L courses would be entered into PROGRESS as indicated below:

Art History 101 would be entered as

ART HI101

Earth and Planetary Sciences 105 Lab would be entered as

E&PS 105L

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Confidentiality of Student Records

Family Educational Rights and Privacy Act (FERPA) November 19, 1974

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

Students should submit it to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the records they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of New Mexico to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Copies of and information about FERPA are available in the Records and Registration Office located in the Student Service Center, Room 250.

Directory Information

Both federal and state laws permit The University of New Mexico to release to the public "directory" information regarding current and former students without the student's consent. Directory information includes: student's name, current address, e-mail address, telephone number, date of birth, major field of study, full or part-time status, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received and most recent previous educational institution attended by student.

UNM students can prohibit the release of directory information to the public by bringing a photo ID to the Records and Registration counter located upstairs, Room 250, in the Student Services building or submit a written request. Such requests must be made by the end of late registration for any semester. It will NOT, however, prohibit the release of directory information to entities of UNM which have a "need to know" to accomplish their required tasks. It further will NOT prohibit UNM departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at UNM.

Students who also are UNM employees should be aware that filing this restriction will result in suppression of both employee and student information.

The authorization to restrict directory information remains in effect until the student revokes it. This authorization has no affect on directory information released prior to the completion of this request.

PROGRESS Semester Codes

YEAR	SPRING = 1	SUMMER = 2	FALL = 3
1995	19951	19952	19953
1996	19961	19962	19963
1997	19971	19972	19973
1998	19981	19982	19983
1999	19991	19992	19993
2000	20001	20002	20003
2001	20011	20012	20013
2002	20021	20022	20023
2003	20031	20032	20033
2004	20041	20042	20043
2005	20051	20052	20053
2006	20061	20062	20063
2007	20071	20072	20073
2008	20081	20082	20083

Pseudo Courses

A pseudo course is a unique labeling convention used in **PROGRESS** to identify a particular area of an audit. A pseudo course is like the address of the requirement, and each requirement's address is different.

To find the appropriate pseudo course used to make an exception, print the PROGRESS audit with pseudo courses. At the **PROGRESS FOR ADVISORS** screen select Run an On-Line Audit.

```
Winsock 3270 Telnet - unmmvs.unm.edu
Connect  Close  Exit  Edit  Print Screen  Setup  Help
PRGM0100      THE UNIVERSITY OF NEW MEXICO      DATE: 09/12/02
PRGD0100      DEGREE AUDIT SYSTEM                    TIME: 14:10
                                          USER: ANNTORR
SUBMIT A DEGREE AUDIT REQUEST
-----
ID #: 123-45-6789      NAME: SONSHINE,VERY MUCH
PROGRAM: 01 BA 412      CATLYT: 9999      STATUS:
TITLE: BA IN WOMEN STUDIES
COMPLETE? C
EMAIL COPY TO STUDENT (Y/N): N      PRINT DESTINATION: TEST3
INCLUDE PSEUDO NAMES (Y/N): Y
** PRESS ENTER TO SUBMIT DEGREE AUDIT **
-----
F1: MENU      ENTER: SUBMIT DEGREE AUDIT      F2: SELECT A "WHAT-IF" DEGREE PROGRAM
F8: DISPLAY STUDENT'S NEXT PROGRAM      F12: HELP
NUM INSERT      14:12:34 IBN-3278-2
Clear  Erase EOF  New Line  PA1  PA2  PA3
```

In the **PRINT DESTINATION:** field type the printer you will send the audit to.

To run an audit that includes pseudo names type a **Y** over the **N** in the **INCLUDE PSEUDO NAMES (Y/N):** field. Then press **ENTER**.

This audit will look different from a regular audit.

Regular Audit

Audit that includes Pseudo courses

```

=====
NO      BACHELOR OF ARTS IN WOMEN STUDIES.
--> NEEDS: 27.00 HOURS
- 1) WOMEN STUDIES MAJOR REQUIRES THE FOLLOWING COURSES.
    SELECT FROM: WM ST 200,322,324,492
- 2) WOMEN STUDIES MAJOR REQUIRES TWO FROM THE FOLLOWING.
    SELECT FROM: WM ST 233,234,250,331,332,335
- 3) WOMEN STUDIES MAJOR REQUIRES ONE FROM THE FOLLOWING.
    SELECT FROM: HIST 315,316,330,415,416,418,419,479
- 4) WOMEN STUDIES REQUIRES FOUR 300 LEVEL OR ABOVE
    ELECTIVES.
    SELECT FROM: AM ST 330,331,332,333 ANTH 361,362
                C & J 472,473 DANCE 464 HIST 315,316,330,415,416,
                HIST 418,419,479 MGT 467 POL SC365,374
                PSYCH 375 SOC 308 WM ST 3**,4**
- 5) WOMEN STUDIES REQUIRES ONE ELECTIVE FROM ANY LEVEL
    FROM THE FOLLOWING LIST:
    SELECT FROM: AM ST 400,300,331,332,333 ANTH 361,362
=====
NO      BACHELOR OF ARTS IN WOMEN STUDIES.
--> NEEDS: 27.00 HOURS
- 1) WOMEN STUDIES MAJOR REQUIRES THE FOLLOWING COURSES.
    SELECT FROM: WM ST 200,322,324,492 $: BA-WM ST1
- 2) WOMEN STUDIES MAJOR REQUIRES TWO FROM THE FOLLOWING.
    SELECT FROM: WM ST 233,234,250,331,332,335 $: BA-WM ST2
- 3) WOMEN STUDIES MAJOR REQUIRES ONE FROM THE FOLLOWING.
    SELECT FROM: HIST 315,316,330,415,416,418,419,479 $: BA-WM ST3
- 4) WOMEN STUDIES REQUIRES FOUR 300 LEVEL OR ABOVE
    ELECTIVES.
    SELECT FROM: AM ST 330,331,332,333 ANTH 361,362
                C & J 472,473 DANCE 464 HIST 315,316,330,415,416,
                HIST 418,419,479 MGT 467 POL SC365,374
                PSYCH 375 SOC 308 WM ST 3**,4** $: BA-WM ST4
- 5) WOMEN STUDIES REQUIRES ONE ELECTIVE FROM ANY LEVEL
    FROM THE FOLLOWING LIST:
    SELECT FROM: AM ST 183,330,331,332,333 ANTH 361,362
                C & J 472,473 DANCE 464 ECON 239 HIST 315,316,
                HIST 330,415,416,418,419,479 MGT 467 POL SC365,
                POL SC374 PSYCH 231,375 SOC 225,308 WM ST ***
                $: BA-WM ST5
    
```

The highlighted areas are the pseudo courses. Pseudo courses are always preceded by “\$” in the printed degree audit. Pseudo courses are used when processing exceptions. The pseudo course needs to be typed exactly how it appears including all hyphens and spaces. Ignore the “\$:”, it is there just to identify the course as being a pseudo course. Please refer to the PROGRESS Exception Manual for more information.

Transfer Courses

Transfer courses that are equivalent to UNM courses will be given the same course name and number as the UNM course.

Transfer courses that are not directly equivalent to a UNM course will be given an upper or lower division number. These courses will not automatically be integrated into the PROGRESS degree audit system. Advisors will need to complete an exception form; once the exception is processed these courses will show in the PROGRESS degree audit.

Course names for transfer courses need to follow the same convention as UNM courses. The transfer course name and number must appear exactly as it appears on the audit.

PROGRESS allows 10 positions for the combined course name. The first 6 positions are for the department code, the next 3 positions for the course number, and the final position for the lab designator.

For example: The course Immigrant Experience in the US from Santa Barbara Community College ETHST 101 transfers into UNM as American Studies 1L03. Course names from other institutions need to be entered using the UNM course name (ETHST was changed to AM ST). The course number 101 is changed to 1L03. The first number signifies the level of the transferred course; the L identifies the course as a lower division course (U is used for upper division courses), and the 03 is a number that is automatically assigned to the course and only denotes a course count.

Using the example above, the transfer courses ETHST 101 would be entered into PROGRESS as indicated below:

S:99	AM ST 1L03	3.0 C	IMMIGRANT EXP IN US
			S BRB CC: ETHST 101

ETHST 101 would be entered as

AM ST 1L03

University Semester Codes

YEAR	SPRING	SUMMER	FALL
1995	945	952	953
1996	955	962	963
1997	965	972	973
1998	975	982	983
1999	985	992	993
2000	995	002	003
2001	005	012	013
2002	015	022	023
2003	025	032	033
2004	035	042	043
2005	045	052	053
2006	055	062	063
2007	065	072	073
2008	075	082	083