Understanding My Progress

My Progress is a powerful tool that you can use to view and print your degree program and explore other programs. My Progress allows you to see the courses you have completed towards your program (degree, diploma, certificate) and it shows you the courses you still need to take. My Progress also allows you to see how the credit you have already earned will apply to another program here at Wilkes Community College. You will find below a legend explaining how to read and understand My Progress.

At the top of the screen you will see your progress in the **At a Glance** section. This section will provide you with your cumulative and institutional GPA, along with information about the program of study you are in, such as the programs description.
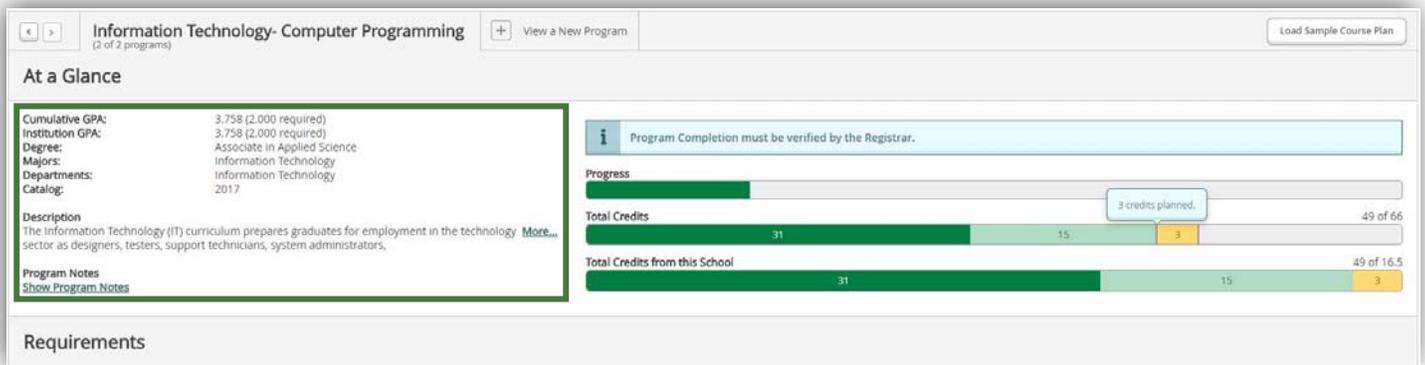
In this section you will also find three progress bars. The first bar (1) shows your total progress towards the completion of your program. The second bar (2) shows the total number of credits you have earned towards the completion of your program. The third bar (3) shows the total number of credits you have earned here at Wilkes community College.
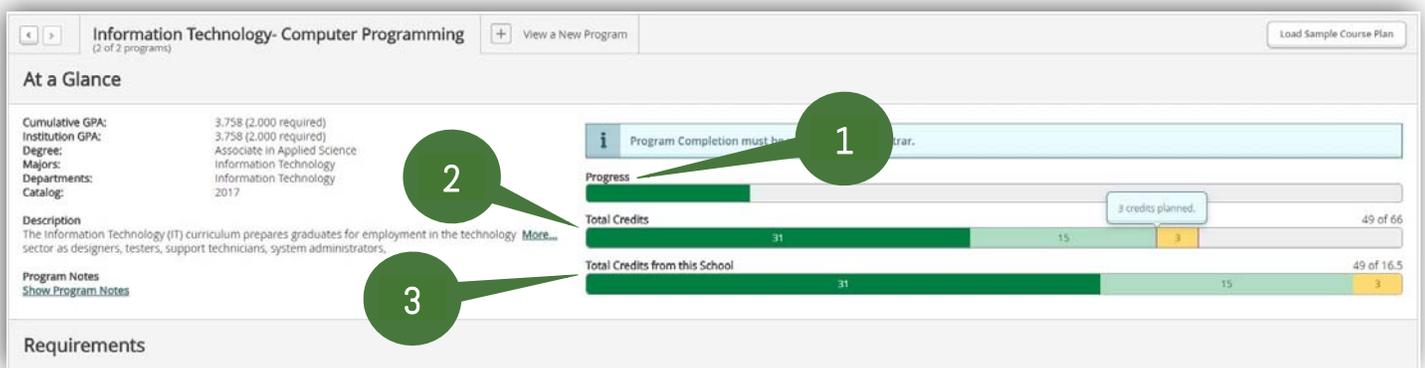
On the bottom two bars you will notice that there are three different colors showing. The dark green is all the credits you have **completed** towards your program. The light green is all the credits **in progress** (currently taking), and the yellow is all the credits that you have **planned** to take.
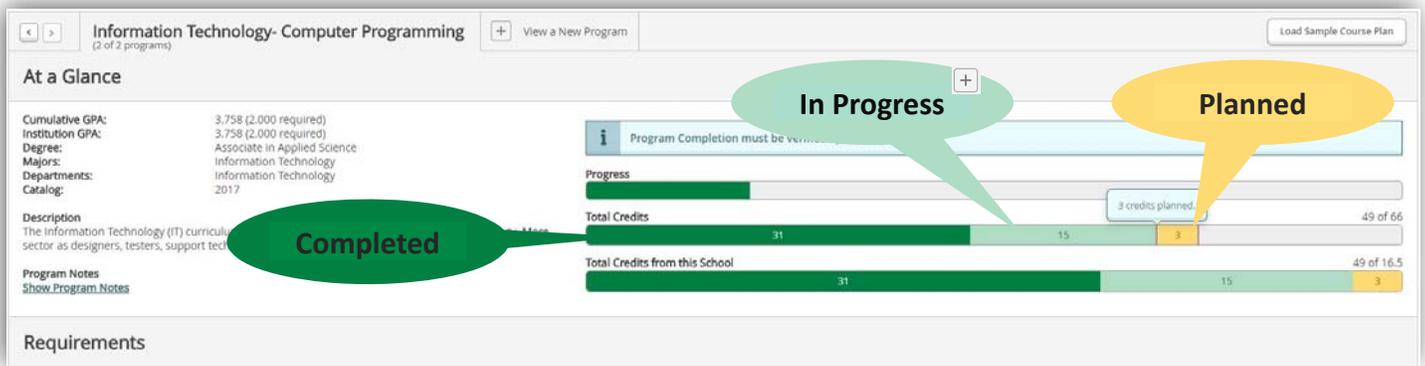
If you are enrolled in more than one program, use the arrow buttons (1) in the upper left-hand corner to move between your programs. If you would like to see how your credits would apply to another program here at Wilkes Community College, click on the button (2) on the **View a New Program** tab. For further instruction on how to see how your credits would apply to another program, please see the **How to View a New Program** document.
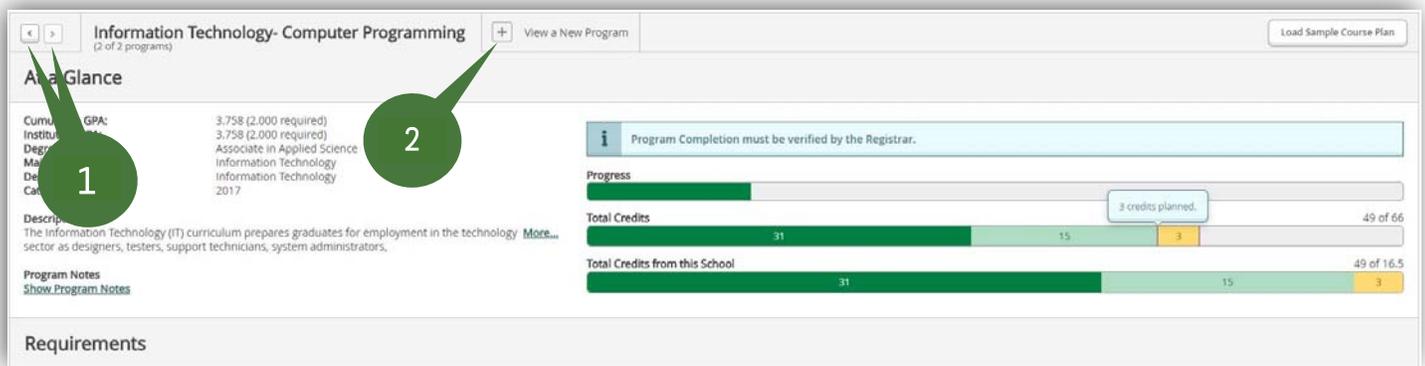
Below the **At a Glance** section is the **Requirements** section. The **Requirements** section provides you with a list of all the classes you need to take to complete the program. In the requirements section you will have one or more main requirements sections (1). Each main requirement section can have one or more sub-sections (2).

Under each sub-section you see how many credits (1) you need to take from the list of classes (2) provided.

Listed in each sub-section is the list of approved courses for that section in a table format. The table shows the status (1) of the class, the course number and name (2), the grade (3) you received in the course, the term (4) you took the course in, or will be taking the course in, and the number of credits (5) for that course.

Under each main section and sub-section, you will see that status (1) of that section. **Fully Planned** means you have not completed the section, but you have it fully planned out on your schedule. This may mean that you have taken one or more of the courses and you have registered for the remaining courses; you are currently taking one or more courses to finish up the requirements for that section; or you just have added those courses to your plan. **Completed** means you have completed all the requirements for that section.

Under each main section and sub-section you will see how many requirements/credits you have completed for that section compared to how many are required (1).

In the table under each section, you can click on the **course number** (1) or you can click the **Search** button (2) to view the courses in the course catalog. Once in the catalog, you can view the course description, view the available sections, and add the course and sections to your schedule for registration. For more information on registering for courses, see the **How to Register** document.

In the table under each section, you will see a list of courses that need to be taken to meet that requirement. Beside each course, you will see the status of the course. Below is a legend explaining each status.
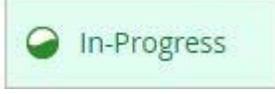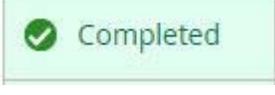
Status	Meaning
! Not Started	You have not taken the course, you are not currently taking the course, or you have not added the course to your plan.
✓ Planned	You have added the course to your plan, but you are not registered for the course, or currently taking the course.
✓ Registered	You are registered for the class.
◑ In-Progress	You are currently taking the course.
✓ Completed	You have completed the course.
✓ Fulfilled	The requirement for this course has been met through completing another course(s), course substitution, etc.
! Attempted	You attempted the course, but you made an "F", or you withdrew from the course.