How to Run a Degree Progress Report

1. Log into LOUIE
2. Once logged in, use Search box in upper left hand corner and type in New Drop-in Advisees exactly as it is typed here
3. Click on the link that appears-New/Drop-In Advisees
4. In the upper right hand corner, click on the Add to Favorites button and label it however you would like
5. To bring up your student, enter the 7-digit student ID number and then from the drop down box, choose Degree Progress Report and click on “Go”-if you don’t know the student’s 7-digit ID, click on the microscope and you can search using students first and last name. Once you have typed in the name, click on “Look Up”. Click on the student’s name that you are searching for and it will take you back to the original New Drop-In Advisees screen, where you can continue with choosing from the drop down box, Degree Progress Report and clicking on “Go”
6. Under the “Report Type”, choose Undergraduate Degree Progress
7. Hit “Go”
8. Report will run-takes about 30 seconds
9. Print it off for easiest access to viewing the entire report

This report allows you to view a student’s progress toward their selected major/minor under their catalog year. You will see a students transfer credits (if any) and their NAU transcript. Bold language indicates that a requirement has NOT been met by the student. If the language is gray text, it indicates that the requirement has been met by the student. There is an “electives bucket” at the end of the report where classes that are not specified in the report will fall. If you would like a course in this “bucket” to count towards a requirement, we need your permission to make that correction. Emails to one of the Student Services Staff will suffice as your written permission.

If there is anything that is not reading correctly or classes (including transfer courses) are not counting where they should, please contact the Student Services Center to have them correct.