Log onto Self-Service via Connect2U or directly at https://selfservice.wne.edu

Click on Student Planning Tile

Click on Go to My Progress

The My Progress screen is divided into two sections: At a Glance and Requirements. The Progress area provides a comprehensive view of your progress through your chosen program.

If you have more than one program, click on the arrow buttons to scroll through the programs.

- Dark Green indicates completed credits
- Light Green indicates in progress credits
- Yellow indicates credits planned for future semesters

Click View a New Program if you are considering changing or adding a new program. You can view your progress if you were to change your major. Note that viewing a new program is not official. You will still need to go to your Dean’s office to change or add a major.

AT A GLANCE

- A summary of your program is on the left. Includes GPA, Degree, Major, Catalog, Description, Notes.
- The Progress bar visually indicates the amount of your required program credits that are completed.
- The Total Credits bar indicates the number of credits completed (dark green), currently in progress (light green), and currently planned (yellow) out of the total number required by your plan of study.
- The Total Credits from this School bar indicates the number of credits you have completed at Western New England University out of the number required.
DEGREE REQUIREMENTS

The Undergraduate Degree Requirements are made up of up to four blocks:

1. **General University Requirements** (GUR) – These include four foundation requirements and seven perspective requirements. Requirements are listed in alphabetical order.
2. **College Core** (for College of Business and College of Engineering only)
3. **Required Courses for Major**
4. **General Electives**

Additional courses that do not fulfill degree requirements will be listed under a fifth category titled **Other Courses**.

The degree requirement blocks can be collapsed by clicking **Hide Details** at the Requirement level. This provides a high level overview of the students’ progress. Once collapsed, click **Show Details** to drill down.

In the example above, there are:
- 11 sub-requirements of General University Requirements,
- 1 sub-requirement of Business Core,
- 2 sub-requirements for Marketing majors
- 1 sub-category of General Electives

Note that each requirement or sub-requirement can consist of numerous courses.
Each of these sections will list the required classes and the options available for you to complete the requirements for your program.

The chart will list the course prefix and course number, course title, your course grade (if applicable), the semester in which you took the course (if applicable), and the associated credit hours. Each course will have one of six possible Status indicators:

1. **Completed**: This is a green box with green font and a green checkmark indicating that you have completed that course with a passing grade.

2. **In-Progress**: This is a green box with green font and a half-filled green circle indicating that you are currently registered for this course. **NOTE**: This could refer to classes in the current semester or next semester if you have already registered.

3. **Planned**: This is a yellow box with yellow font and a yellow checkmark indicating that you have this course planned for a future semester.

4. **Not Started**: This is a red box with red font and a red exclamation point indicating that you have not registered for, planned, or completed this course.

5. **Fulfilled**: This is a light blue box with blue font and a blue checkmark indicating that you did not take that class but you have completed another class that meets that requirement.

**Dropped**: This will be found in the Other Courses area. This is a red box with red font and a red exclamation point indicating that you have withdrawn from the course.
The **Other Courses** area also displays any courses you have completed that are not relevant to your current major.

Note that Degree requirements are not listed in sequence. For a suggested sequence of courses by major, consult the online College Catalog located off of the Academic Affairs Web page: [https://www1.wne.edu/academic-affairs/catalogue.cfm](https://www1.wne.edu/academic-affairs/catalogue.cfm). In the future, **Load Sample Course Plan** will be available. The sample course plan will provide a possible sequence of courses.

To obtain information on all courses that satisfy a particular requirement or sub-requirement, click on the Search button. All of the courses that satisfy the particular requirement will be listed in the Course Catalog.

To obtain more information regarding just one particular course, go to the College Catalog by clicking on a hyperlinked course code. Once in College Catalog, a course can be added to your plan Click Add Course to Plan and then select the term.
Note: If you would like to take the course in the next upcoming semester, you can choose to View Available Sections and then directly Add Section to your Schedule. When planning for later future terms, you must choose Add Course to Plan.

Click **Back to My Progress** to return to your degree audit information.
FAQ

Where can I find a suggested sequence of courses?

Obtain a suggested sequence of courses for your major and calendar year by searching for Catalog on the wne.edu webpage.

Can I get a printed degree audit?

This system promotes paperless. You are encouraged to view your “My Progress” data in Self-Service. Additionally, the mobile app will be available soon where you can view from a cell phone or tablet.

There is a Print Option available in the At a Glance section. This results in a large multi-page output.

What if I am considering another major?

You can click on View a New Program to see how your existing course work will slot into a new program. If you opt to officially change or add a major, you will need to go your Dean’s office.

The degree audit is too detailed. It is overwhelming and difficult to see what I need to take in upcoming semester. Can anything be done to make it more straightforward?

Soon a sample course plan will be available to all students.

It is helpful to collapse the requirements in your My Progress and only expand when you are looking into a particular category.