A Step-by-Step Guide to Accessing your Degree Progress Report

The Degree Progress Report allows students, advisors, and evaluators to determine what requirements a student has satisfied and what requirements are still needed. The progress report matches academic requirements (university, GE and major) against a student’s individual academic record. Official verification of completion of your degree requirements will be processed by the Graduation Evaluators.

To begin, access your MySJSU account by going to http://my.sjsu.edu and click on the “Login to MySJSU” link. For questions regarding your account and password, you may receive assistance by selecting the CMS Help Desk link as outlined in green.
**STEP 1**
Enter your User ID number, which is your SJSU student identification number (ex: 0012345), and password.
STEP 2
Once at the MySJSU homepage, you may retrieve your Degree Progress report by clicking on the “Degree Progress” link located under Academic History as outlined in red.
STEP 3
When you have reached the “View Degree Progress Report” page, use the Report Type drop-down menu to select Academic Advising Report. Make sure San José State University is selected as the Academic Institution, then click Go to continue.
STEP 4 (a)
Located at the top of the next page are four tabs. The first, Degree Audit, reflects the courses that you have taken at SJSU and for which requirement it has fulfilled. This is also known as an Unofficial Degree Progress Report.
STEP 4 (b)

The following tab, **Course History**, displays a list of courses that have been taken at SJSU. The “Additional Course Info” exhibits the requirement designation for each course previously or currently taken.
STEP 4 (c)  
**External Credit**, the third tab, produces a summary of units acquired from colleges other than San Jose State University. A maximum of 70 units may be accepted from a 2 year college to apply toward total units required for your degree.
STEP 4 (d)

The last and final tab, **Campus Tab**, reveals test scores of university administered exams such as the EPT, ELM, and WST.