

# NEW STUDENT ADVISING CHECKLIST



## ACCESS ONLINE SERVICES VIA MYCPP

**MYCPP** will allow you to access a variety of campus services such as email, BroncoDirect, Blackboard, myBAR, and many more.

- Go to [my.cpp.edu](http://my.cpp.edu)
- Type in your username and password (your CPP email address). e.g. [billyb@cpp.edu](mailto:billyb@cpp.edu) and click on Log In.



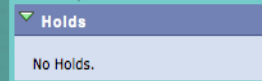
From **MyCPP** click on **STUDENT CENTER**



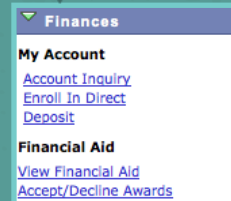
On your Student Center homepage, you can view your enrollment appointment under **ENROLLMENT DATES**



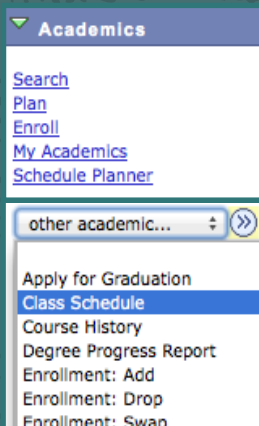
Be sure to check the **HOLDS** section in the upper right hand corner of the Student center homepage before registering. Read the information for each hold for instructions on how to get it removed before your enrollment date.



Under **FINANCES** (in the middle of the Student Center homepage), you can see any fees you owe and make necessary payments.



## ADDING/DROPPING/SWAPPING CLASSES



To view your class schedule for current, past or future quarters, click on **CLASS SCHEDULE** under the Academics drop down menu then click the double arrow button.

To add/drop/swap classes select **ENROLLMENT: ADD, :DROP, OR :SWAP** then click on the double arrow button.



After selecting **ENROLL: ADD** and clicking the double arrow, choose the appropriate term and enter the class number that matches the class you choose to enroll.



The swap feature allows you to add one class and drop another simultaneously. Under the same drop down menu, click on **ENROLLMENT: SWAP** and enter the class number of the course you wish to add underneath the class you wish to drop. Once you are added into the new class you will be dropped from the other.





## VIEW POLYPREP (PLAN A STUDENT SCHEDULE)

### PLAN YOUR SCHEDULE

- Go to **Student Center**.
- Under **Academics**, click on the **Schedule Planner** Link.
- Follow the on-screen instructions to launch the **Schedule Planner**.
- **Add** courses to take next term.
- **Add** break times to block off times where you do not have class.
- Click **"View"** to view schedules.
- When you have completed building your schedule, click **"send schedule to shopping cart"** to begin registration.



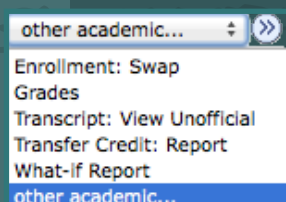
**POLY PREP** is a class search engine that incorporates students' class preferences and time availabilities to generate multiple possible class schedules that fit students' needs. Using real time information, including availability of seats in the classes, Poly Prep makes it easier for students to create their schedules and complete their registration for the next quarter.



## VIEW YOUR TRANSFER CREDIT REPORT (TCR)

### TRANSFER CREDIT REPORT (TCR)

includes courses transferred from all institutions previously attended as well as AP coursework. Only California community college coursework and AP work is articulated. Courses from four year institutions or out of state are not articulated but should appear on your transfer credit report. You will need to fill out **COURSE SUBSTITUTION FORMS**, located on the Registrar's website, if you want to receive particular credit for classes that you took at a four year or out of state institution.



### HOW TO GET THERE

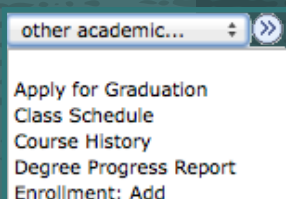
- After you log into **BroncoDirect** go to **Student Center**, click on the drop down menu under **Academics**. Select **Transfer Credit: Report** then click the double arrow to the right.
- You can see your **Transfer Credit Report** to determine what courses you took at another institution transferred in as and what courses did not.



## VIEW YOUR DEGREE PROGRESS REPORT (DPR)

### HOW TO GET THERE

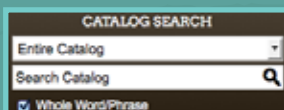
- After you log into **BroncoDirect** go to **Student Center**, click on the drop down menu under **Academics**. Select **Degree Progress Report** then click the double arrow to the right.
- You can see your unofficial unit count including units you have taken and in which you are currently enrolled.
- Use the DPR to determine your Major Core GPA, your current Cal Poly Pomona GPA, as well as transfer course articulation.



**DEGREE PROGRESS REPORT (DPR)** is used to determine your progress toward your degree. You should check this throughout your time here at Cal Poly Pomona as it shows you which courses and how many units you have left to graduate.



## VIEW THE UNIVERSITY CATALOG AND ASSIST.ORG



### CATALOG

View course titles and descriptions, General Education courses, curriculum, policies, and more at

**CATALOG.CPP.EDU**

Use **ASSIST.ORG** to determine if the classes you took at a community college transfer over to Cal Poly Pomona. If you took courses at a four year institution, out of state school, or a school that is not a California community college then you can use TES to determine if courses are articulated. If not, you will need to fill out a course substitution form. Work with your Advisor to complete the petition. The course substitution form is located on the Registrar's website under **Forms and Services**.