How to Access the Online Graduate Student Progress Report

1. To access the Graduate Progress Report: Log on to go.sfu.ca
2. Navigate to the Student Centre
3. In the Academics section, choose other academic (note: the ‘Academic Progress’ link is not the graduate student progress report).

Then choose Graduate Progress Report from the drop down menu and click.

You will then see

Graduate Student Progress Report

The following reports are available

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Reporting Term</th>
<th>Academic Program</th>
<th>Report Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>RMMRM</td>
<td></td>
</tr>
</tbody>
</table>

When you click on the ‘continue’ button the Progress report will appear in ‘collapsed format’. Click on each section to see information that has come from the student system, or to enter information. You can save for later and submit when you have finished the report. Please be sure to have entered any information that you want to have included before you submit.
If any of the information that is coming from the student information system appears to be incorrect or out of date (for example citizenship or visa status), please report it (including your student number) by sending an e-mail to gradap@sfu.ca, or you may report it to your graduate program assistant.

Please note that all of the sections titled ‘Previously Reported….”’ are intended to display the information entered in previous years’ reports and so you are not expected (or able) to enter any information in the ‘Previously reported….’sections.

You aren’t expected to enter information in every section – only those that are applicable or relevant. When your supervisor completes their section of the report, it will be returned to you for acknowledgement and you need to log in and submit to indicate your acknowledgement. When the graduate chair has added any comments, the report will be returned to you for the final time. You need to log back in and review any comments from the grad chair, and then click on the yellow ‘I acknowledge receipt of the final report for this period’ button.