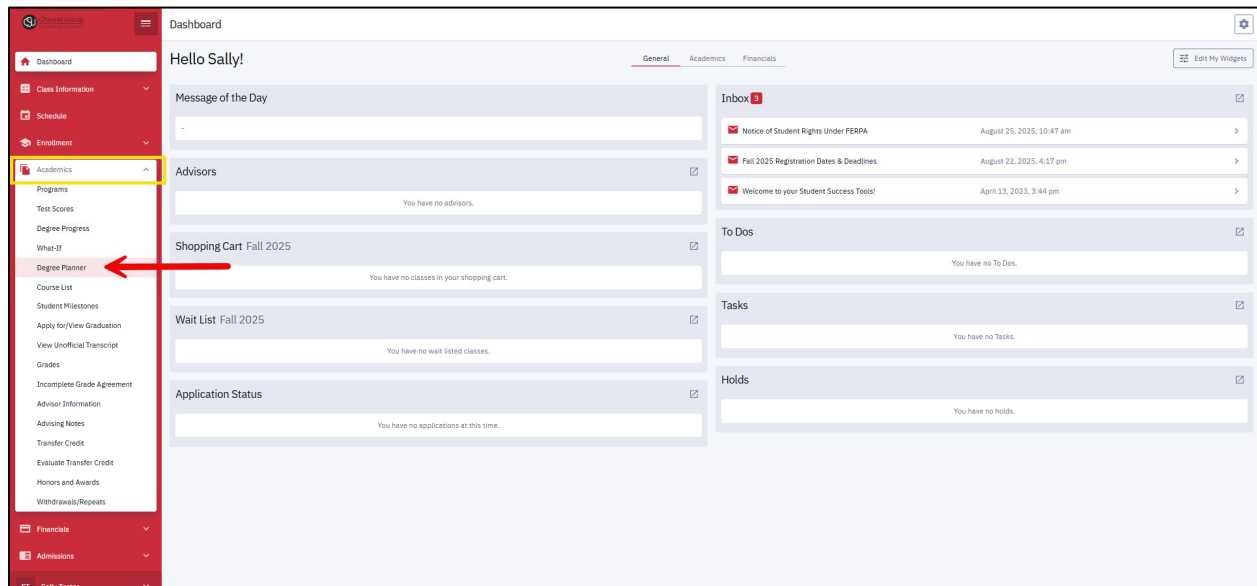


Introduction

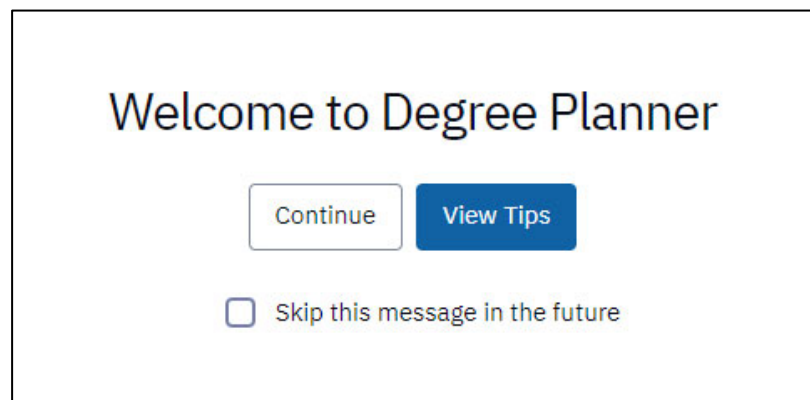
The Degree Planner is a digital tool that assists in planning your degree. The Planner leverages all the data from your CARR to suggest a path to successfully complete degree requirements in a timely manner. This planner will recognize all work students have completed including Transfer and Test Credit.

Navigation:

1. Login into myCI
2. Click the CI Records Tile
3. From the Dashboard, click the Degree Planner option under Academics.

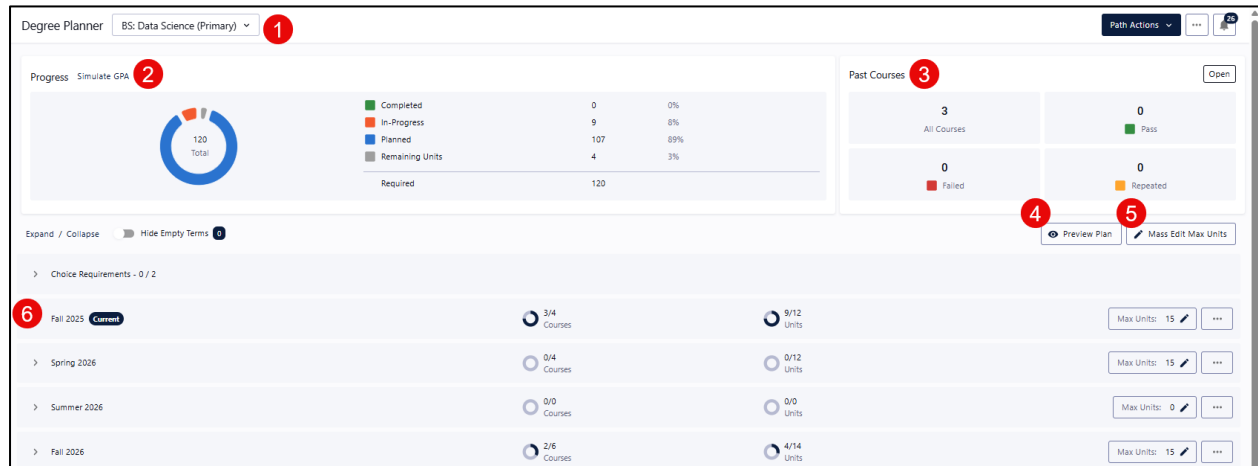


If this is your first time accessing the Degree Planner, you will see a welcome message. You may either select Continue or Tips. Continuing will take you directly to the planner. Tips will do the same, but it will also provide a quick overview of the planner.



At the bottom of the Degree Planner, you will see a message stating, “Updating your path...”

When the message is gone, the Degree Planner has loaded and is ready for you to use.



1. Current Path Title
2. Progress Chart
3. Past Courses
4. Preview Plan (Degree Planner Report)
5. Mass Edit Max Units
6. Degree Pathway and Semester Edits

Overview

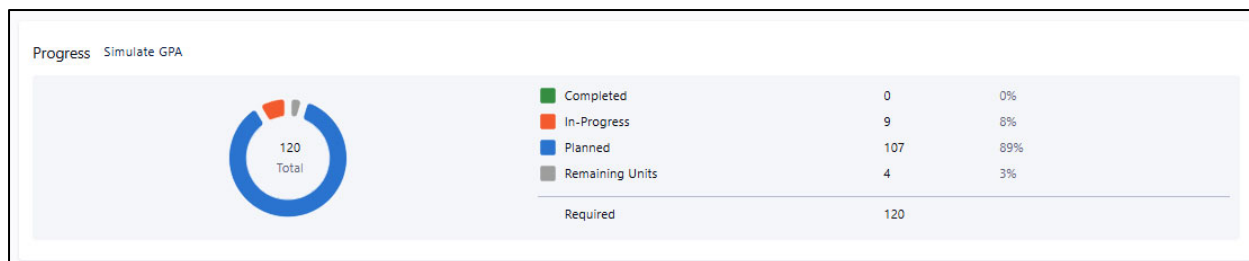
Current Path Title

The title of the current path always displays at the top of the page. It will indicate all active academic plans in the student's record.

Progress Chart

The Progress Chart displays the total number of units you will complete in your current degree path. This number will fluctuate as you update your course selections. The breakdown includes number of units and percentage of those units in each category:

1. Completed Units
2. In-Progress Units
3. Planned Units
4. Remaining Units (Unplanned)
5. Simulate GPA

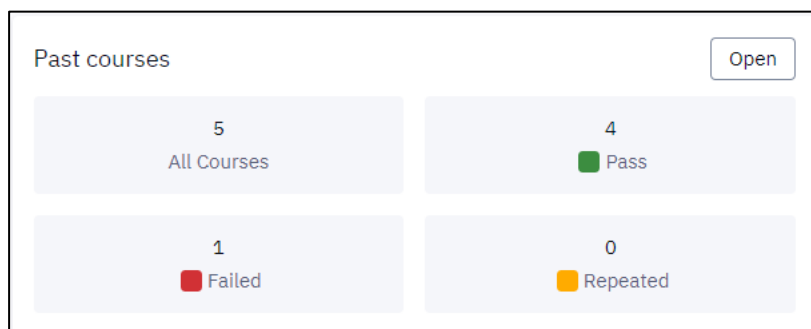


Past Courses

The Past Courses box shows how many courses a student has completed. Courses will appear in the following categories:

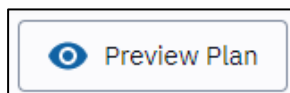
1. All Courses
2. Pass
3. Failed
4. Repeated

To see a full breakdown on the courses, requirements they complete, and more, click the **Open** button on the upper right corner of the Past Courses box.



Preview Plan

The Preview Plan button will open a new page and give a full breakdown on the student's academic career. You will be able to see all remaining requirements to be completed and how many semesters that may entail.



Mass Edit Max Units

The Mass Edit Max Units button allows users to update unit totals in all terms at the same time. Users may indicate new maximums for the Degree Planner to use when creating paths.



Degree Pathway and Semester Edits



This is the main planning area of the Degree Planner. In this area, you may edit semesters, select courses to complete requirements, move courses, add courses, change semester units individually and more.

REQUIREMENT	COURSE	COURSE TITLE	UNITS		
1B: Critical Thinking and Composition	-	-	3		+ Select Course
3B: Humanities	-	-	3		+ Select Course
Language Requirement					...
5A: Physical Sciences	-	-	3		+ Select Course
5C: Laboratory Component	-	-	1		+ Select Course
DATA 213	DATA 213	Programming for Data Science	3		Edit Course
MATH 390	MATH 390	Junior Seminar	1		Edit Course
Add An Elective Course					
Fall 2026			2/6 Courses	4/14 Units	Max Units: 15
Spring 2027			2/5 Courses	6/15 Units	Max Units: 15
Summer 2027			0/0 Courses	0/0 Units	Max Units: 0

Updating Semester Selections

This section reviews how to Add and Move Courses, Select and Lock courses, and update Semester Units.

Add and Move Courses

In each semester, there will either be requirements pre-suggested or empty terms like summer.

REQUIREMENT	COURSE	COURSE TITLE	UNITS		
1B: Critical Thinking and Composition	-	-	3		+ Select Course
3B: Humanities	-	-	3		+ Select Course
Language Requirement					...
5A: Physical Sciences	-	-	3		+ Select Course
5C: Laboratory Component	-	-	1		+ Select Course
DATA 213	DATA 213	Programming for Data Science	3		Edit Course
MATH 390	MATH 390	Junior Seminar	1		Edit Course
Add An Elective Course					
Fall 2026			2/6 Courses	4/14 Units	Max Units: 15
Spring 2027			2/5 Courses	6/15 Units	Max Units: 15
Summer 2027			0/0 Courses	0/0 Units	Max Units: 0

To add a course, click on the desired semester. At the bottom of the semester, you will see **Add An Elective Course**. Click that button and a new window will pop-up. In the new window, you can search for any course to add based on the available filters. Once you have the desired course, click **Select** to add it to your planner.



Fall 2025 Add an elective course

Typically Offered	Subject	Academic Career
Course Attribute	Offered this term	Prerequisite
Min Units	Max Units	Search

Course Title	Course	Units	Pre-Req	Offered	Course Sharing	
> Intro to Asian American Studie	AAS 100	3	No	Fall and Spring	0 Reqs	View Sections Select
> Financial Accounting	ACCT 210	3	No	Fall and Spring	0 Reqs	View Sections Select

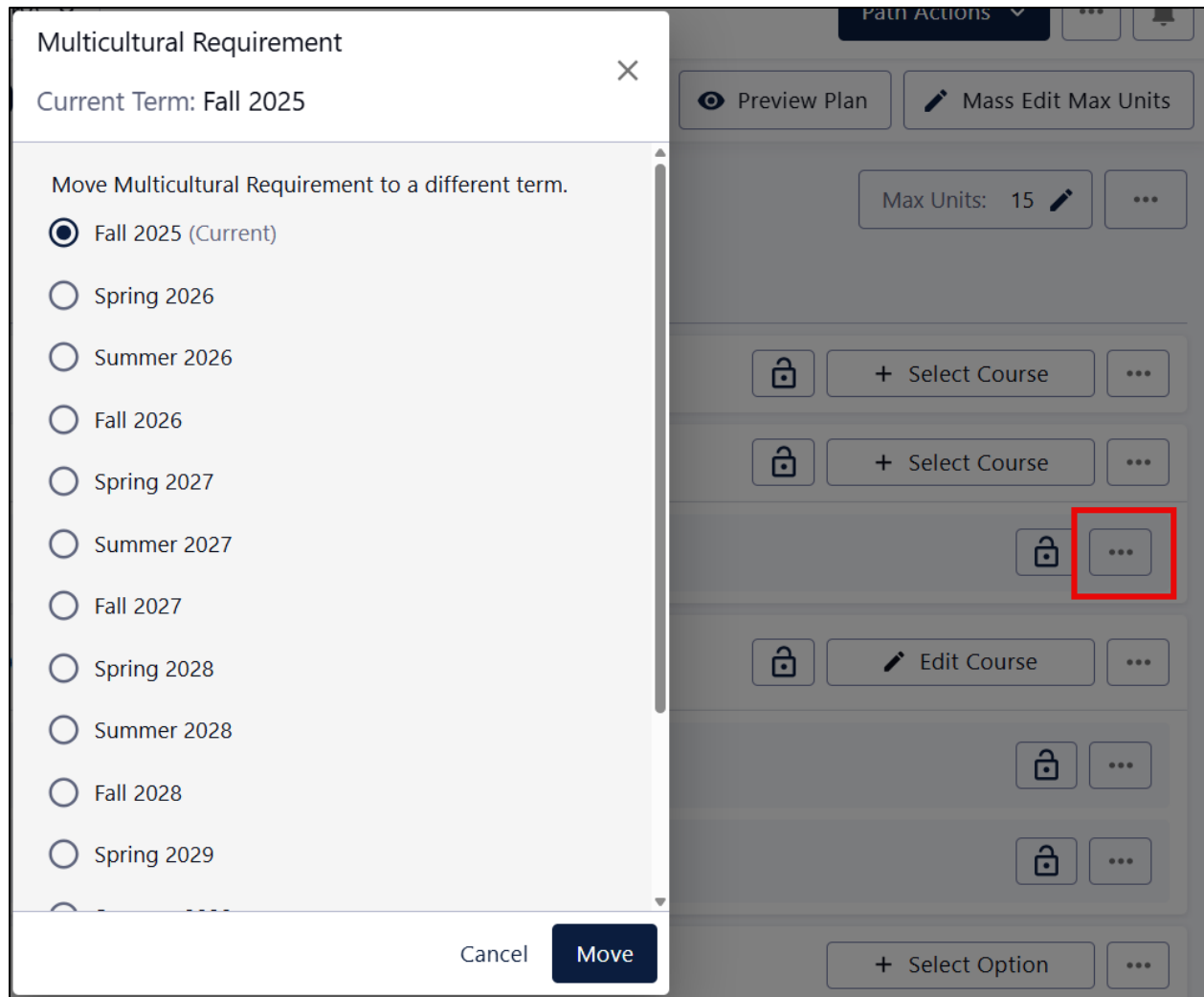
Once a course is selected, the window will automatically close and the course will appear in the selected semester. If you choose to not have that added course or any other course in that semester, you can move them around. Click and hold the requirement line you wish to move. You can now drag and drop that requirement into a new semester.

2: Mathematical Concepts and Quantitative Reasoning								
Data Science and Statistics								
Data Science Sequence Requirement	-						+ Select Option	
Elective Course	AAS 100	Intro to Asian American Studie	3				Edit Course	

Add An Elective Course

You may also move courses around by clicking the ellipses next to the requirement and select **Move**. This will open a window for you to choose which semester to move the requirement.





Please Note: Be careful when moving courses around as you do not want to put off prerequisite coursework too late.

Selecting and Locking Courses

Open the semester you want to plan. A list of degree requirements for your Major will display. Some courses may be pre-selected for you if there is only one course that completes that requirement.

For requirements that have multiple course options, a **Select Courses** button will show. Click **Select Courses** to display course options. A new window will load displaying all the possible courses that may be used to meet the requirement.



Fall 2026 POLITICAL SCIENCE ⓘ

... [Fullscreen] [Close]

SELECTED COURSE

>	Course Title American Political Institution	CAN SHARE	Course POLS 150	Units 3	Pre-Req No	Offered Fall, Spring, and Summer	Course Sharing 1 Reqs	Deselect
---	--	-----------	--------------------	------------	---------------	-------------------------------------	--------------------------	----------

Typically Offered ▾ Course Attribute ▾ Prerequisite ▾

Min Units Max Units Search

	Course Title		Course	Units	Pre-Req	Offered	Course Sharing	
>	American Political Institution	CAN SHARE	POLS 150	3	No	Fall, Spring, and Summer	1 Reqs	Deselect
>	Comparative Government		POLS 102	3	No	Fall and Spring	0 Reqs	Select
>	International Politics		POLS 103	3	No	Fall and Spring	0 Reqs	Select

You may click on the courses to view their description, course details (such as number of units, grading basis, course attribute), and you will see the enrollment information which include typical offerings and enrollment prerequisites.

Once you are ready to select the course, click **Select** next to the desired option. The Degree Planner will refresh and display the course you chose. Click out of the course selection window to see your updated semester.

If you are finished planning that semester, you may lock the course selection by clicking the **padlock** next to **Edit Course**. Locking a course means that the Degree Planner will keep your selections in the term they are locked until completed. If you do not complete those courses, they will be the first courses displayed in the next semester available.

▼ Fall 2026 2/5 Courses 6/15 Units Max Units: 15 [Edit] [More]

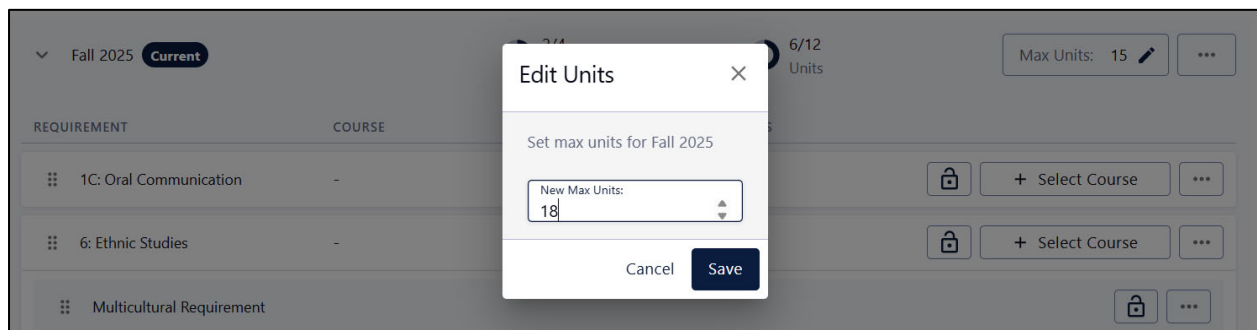
REQUIREMENT	COURSE	COURSE TITLE	UNITS		
1B: Critical Thinking and Composition	-	-	3	🔒	+ Select Course [More]
1C: Oral Communication	-	-	3	🔒	+ Select Course [More]
3A: Arts	-	-	3	🔒	+ Select Course [More]
Multicultural Requirement				🔒	[More]
ECON 111	ECON 111	Principles Of Macroeconomics	3	🔒	✎ Edit Course [More]
POLITICAL SCIENCE	POLS 150	American Political Institution	3	🔒	✎ Edit Course [More]

Updating Units

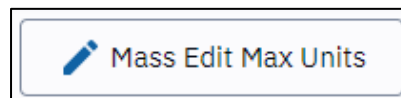
In each semester, there is a **Max Units** box on the top right corner.



This displays how many units you may plan for in that semester. If you want to adjust that number, click on the **Max Units** box. An “Edit Units” pop up will appear. You may highlight the number with your mouse or Ctrl (on PC) / Command (on Mac) + A on the keyboard to change the number of units with a keypad. You may also use the up and down arrows inside the box to adjust units. Once you have reached the desired number of units, click the Save button to lock in the unit choice. Your Degree Planner will now refresh and adjust as needed.



To change units in mass, scroll to the top of the page. Above the current semester on the right-hand side, you will see a Mass Edit Max Units button. This will allow you to change units for multiple semesters at the same time.



Click the box next to each term you want to update or click the box in the Header to select all terms. Use the box next to **Update Selected** to enter the new number of units you want for each semester chosen.



Mass Edit Max Units

Selected Terms: 0

Max Units:
0

Update Selected

Term Type

☐	Term Name	Term Type	Current Max Units	New Max Units
☐	Fall 2025	Regular Term	15	-
☐	Spring 2026	Regular Term	15	-
☐	Summer 2026	Summer Term	0	-
☐	Fall 2026	Regular Term	15	-
☐	Spring 2027	Regular Term	15	-
☐	Summer 2027	Summer Term	0	-

Cancel

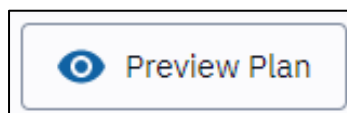
Submit

Click **Update Selected** once you have the desired new max units. Click **Save Changes** at the bottom of the window to save and refresh the Degree Planner.

Degree Planner Report

The goal of this report is to have all requirements planned in full. This will assist you in creating your enrollment selections for future semesters, and this gives programs notice on what courses to make available and how many seats.

Underneath the Past Courses box, click **Preview Plan**.



Here, you will see the entirety of your career in one full page. Your Academic Plans will display on the top of the page. Underneath you will see the Student Name, ID Number, as well as Academic Program(s) and Plan(s) they are currently enrolled.



Student Name: Sally Tester	ID: 000671555	Institution: Channel Islands	Min. Units Required: 120	Printed: 10/3/2025
PROGRAM Undergraduate	PLAN BS: Business			

The Report will begin at the most current term and continue to the final term in which courses are planned or suggested. Scroll through your Report to review the coursework that may be planned or unplanned.

All completed Requirements and Courses will appear under the final term as **Past Courses**. This will include the grade, the term completed, units, and if it is completed by Transfer/Test Credit.

At the end of the report, there is a section that shows what courses are double counting and any notices the student needs to be aware for the remaining requirements planned.

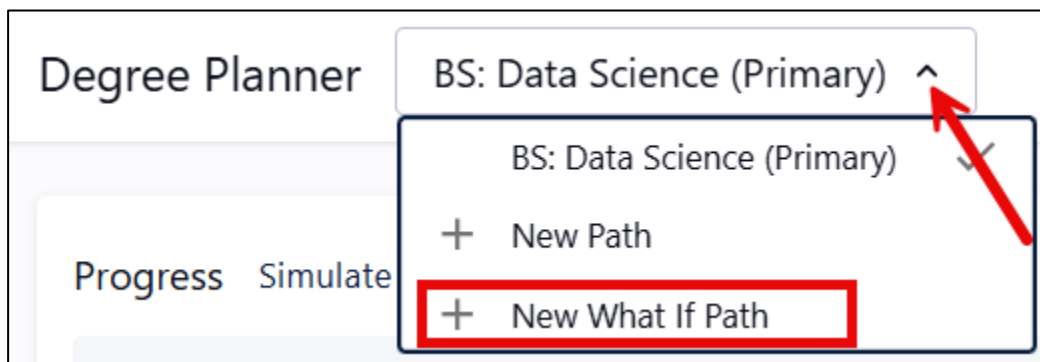
What Ifs and Alternate Paths

What If Paths

If you are considering a change of major, adding a minor or just want to explore a major using the courses you have taken the What If Path will help you find what major works best for you. The What If Path provides a possible pathway and an anticipated time of completion for a different major based on coursework already completed or are in-progress towards completing.

At the top of the Degree Planner, click the title of the current path. In the dropdown menu, you will see the Current Path (Primary), New Path, and New What If Path.

Click **New What If Path**



Follow these steps to create your What If Path:

1. It will show your current Academic Career. Click Next.
2. Enter the start term. This will always be what you have catalog rights to based on your application.
 - a. *Please note that choosing alternate terms in here does not mean you will receive catalog rights outside of your application year.*
3. Choose the major that you would like to explore.

- a. Use the dropdown menu in academic program and choose undergraduate
 - b. In the Plan Type, use the dropdown option and choose major, minor or certificate.
 - c. In Academic Plan, choose the desired Major, Minor or Certificate.
 - d. You may add more than one plan if you choose. Once you are finished, click Next.
4. Enter a Path Name
 - a. Enter a name in the box that describes the plans you chose
5. Click Create.

The Degree Planner will now refresh and load your What If path. This path works the same as your Primary Path. You may edit this path as much or as little as you desire to see what it would be like in the new Academic Plan. Clicking on the Preview Plan Button will show you a full break down of the semesters and the requirements left to complete in your new What If Path.

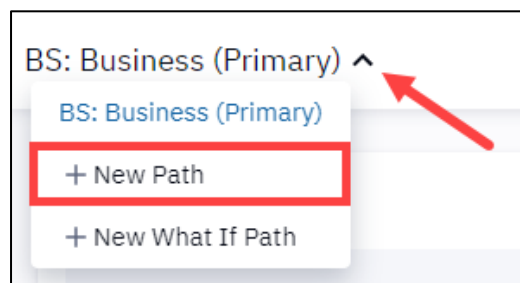
Creating Alternate Paths

Have you adding courses and planned your semesters out but now you're wondering, "What if I took Summer Courses?" Maybe you want to see what it would be like to take alternate courses for a requirement, but you don't want to undo all your work in Degree Planner.

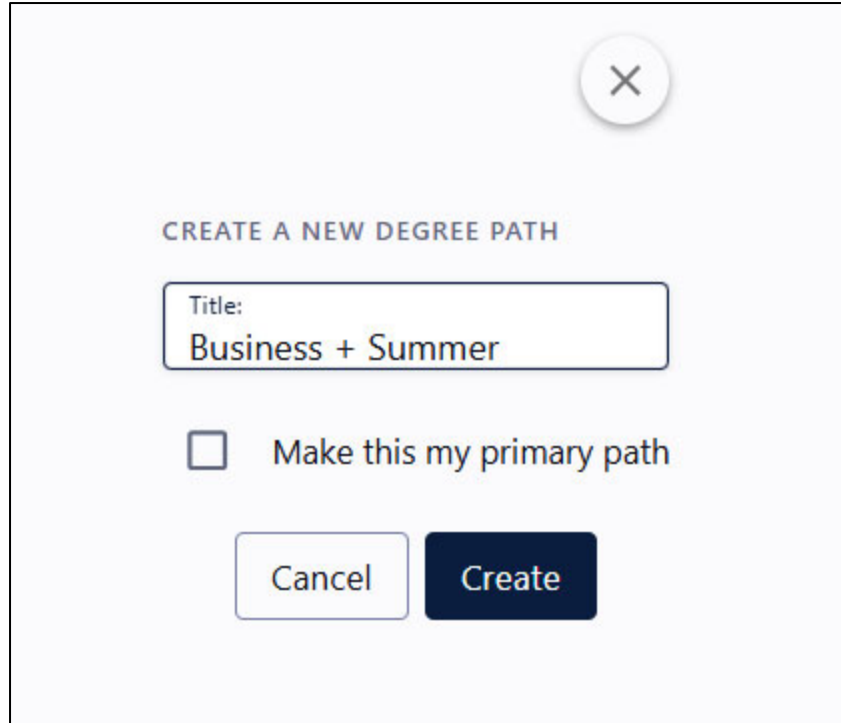
The Degree Planner has a feature called **Add New Path** that will assist you in visualizing and creating those alternate path views.

At the top of the Degree Planner, click the title of the current path. In the dropdown menu, you will see the Current Path (Primary), New Path, and New What If Path. You may see additional paths if you have used these features before.

Click **New Path**.



In the next window, type in the name of this new path. For example, you are interested in seeing a new path that will include summer coursework. A potential name could be Major Name + Summer.



CREATE A NEW DEGREE PATH

Title:
Business + Summer

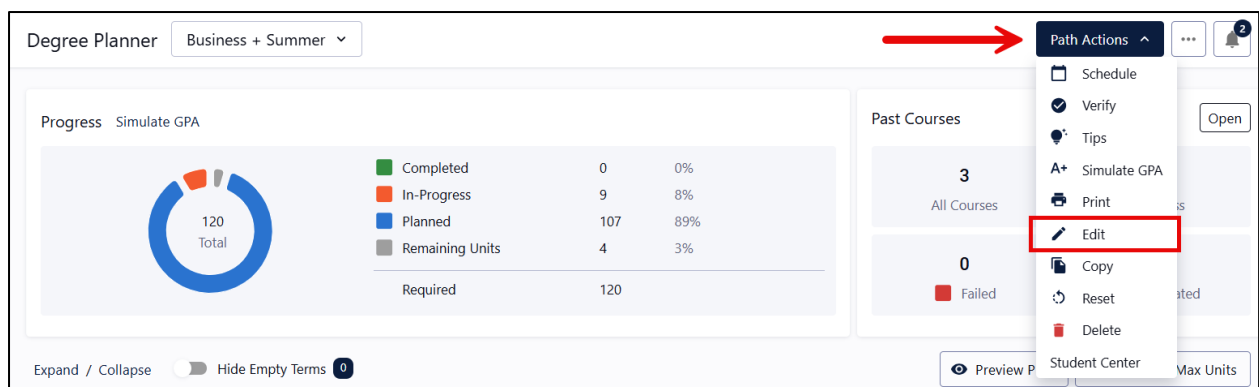
☐ Make this my primary path

Cancel Create

Your Degree Planner will load a fresh path for you. In here, you may make changes to units, add and remove courses, move requirements around, add summer coursework, and so much more. Everything you can do on the Primary Path you can also do in your alternate path.

Once you have finished editing your alternate path and if you like the edits you made, you can switch this path to your new Primary Path.

At the top of the page, click the **Path Actions** dropdown menu. Select **Edit**.



Degree Planner Business + Summer

Progress Simulate GPA

120 Total

Completed	0	0%
In-Progress	9	8%
Planned	107	89%
Remaining Units	4	3%
Required	120	

Past Courses

3 All Courses

0 Failed

Path Actions

- Schedule
- Verify
- Tips
- A+ Simulate GPA
- Print
- Edit**
- Copy
- Reset
- Delete

Expand / Collapse Hide Empty Terms 0

Preview P Student Center Max Units

From the new window, click the menu on the bottom that says **Primary Path**. Select the Title of the path you are currently on. You may also choose a path name that you are not on to change to your Primary Path.



Edit Path

Use this modal to change the name of this path and select your primary path. Courses selected for your primary path will automatically be added to your Planner.

Path Name: *
Business + Summer

Career: Undergraduate

Program: Undergraduate

Major: BS: Data Science

Start Term: Fall 2025

Created By: sally.testers15

Make Primary Path

Cancel Save

Once you have selected the new primary path, click the **Update** button.

Your Degree Planner will refresh and now show the Primary Path has been updated to your desired path.

Overall, this is a great tool to view the possibilities of what your degree plan would be if you increased or decreased unit amounts, took summer classes, changed majors, added minors and certificates, and other scenarios you may have.

Need help selecting courses? Contact an Academic Advisor or contact your program's Faculty Advisor.