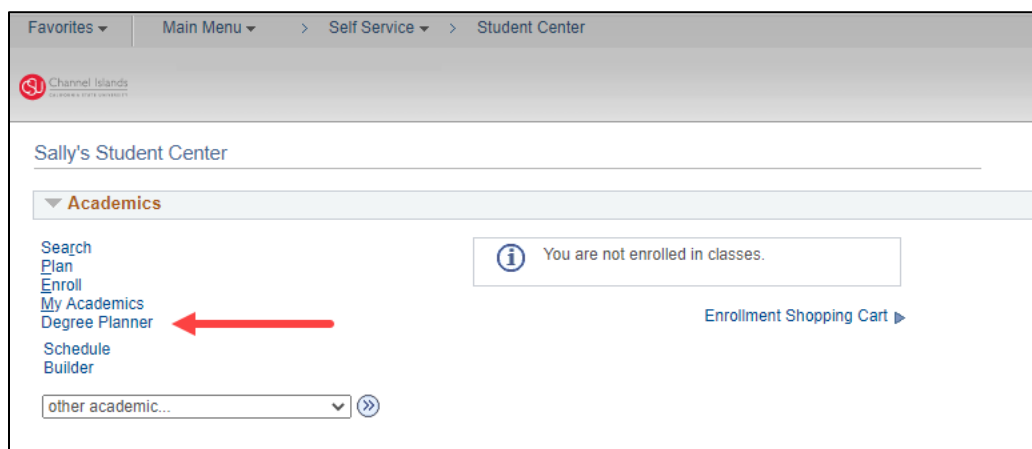


Introduction

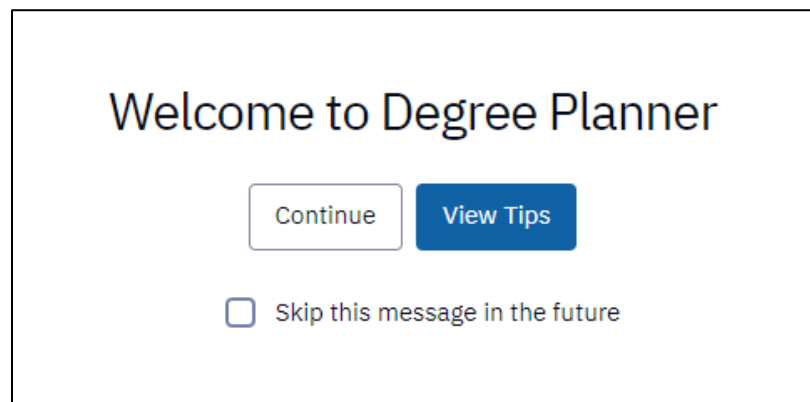
The Degree Planner is a digital tool that assists in planning your degree. The Planner leverages all the data from your CARR to suggest a path to successfully complete degree requirements in a timely manner. This planner will recognize all work students have completed including Transfer and Test Credit.

Navigation:

1. Login in to myCI
2. Click the CI Records Tile
3. From the Student Center or Advisee Center, click the Degree Planner link under Academics.

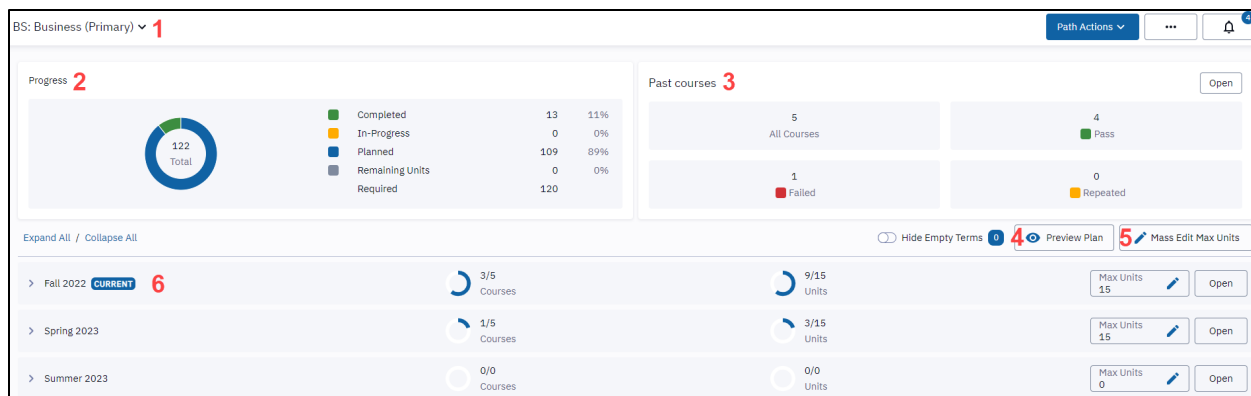


If this is your first time accessing the Degree Planner, you will see a welcome message. You may either select Continue or Tips. Continuing will take you directly to the planner. Tips will do the same, but it will also provide a quick overview of the planner.



At the top of the Degree Planner, you will see a message stating, “We are updating your path, please wait a few moments.”

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

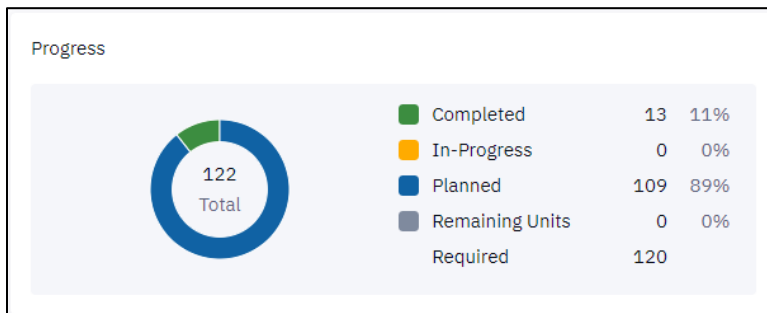
Current Path Title

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)

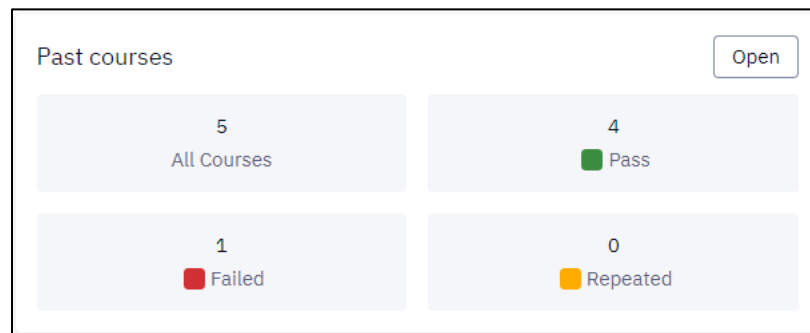


Past Courses

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

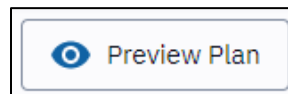
1. All Courses
2. Pass
3. Failed
4. Repeated

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.



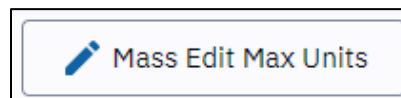
Preview Plan

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.



▼ Fall 2022 **CURRENT**

3/5 Courses

9/15 Units

Max Units 15

Open

REQUIREMENT	COURSE	COURSE TITLE	UNITS			
A-2 English Writing	ENGL 105	Composition and Rhetoric	3		Edit Course	...
BUS 110	BUS 110	Business Law	3		Edit Course	...
ECON 110	ECON 110	Principles Of Microeconom...	3		Edit Course	...
MATH 140 or MATH 150	-	-	3		+ Select Course	...
University Requirements	-	-	3		+ Select Course	...
Add An Elective Course						

> Spring 2023

1/5 Courses

3/15 Units

Max Units 15

Open

> Summer 2023

0/0 Courses

0/0 Units

Max Units 0

Open

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.

▼ Fall 2022 **CURRENT**

3/5 Courses

9/15 Units

Max Units 15

Open

REQUIREMENT	COURSE	COURSE TITLE	UNITS			
A-2 English Writing	ENGL 105	Composition and Rhetoric	3		Edit Course	...
BUS 110	BUS 110	Business Law	3		Edit Course	...
ECON 110	ECON 110	Principles Of Microeconom...	3		Edit Course	...
MATH 140 or MATH 150	-	-	3		+ Select Course	...
University Requirements	-	-	3		+ Select Course	...
Add An Elective Course						

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.



Add an elective course

Subject

Catalog Number

Q

Search

Apply

More Filters

If you want to get even more specific in your selection, click **More Filters** to see additional options. Click **Apply** to search for the course. Once you have the desired course, click **Select** to add it to your planner.

Add an elective course

Subject

Catalog Number

Q

Search

Apply

Academic Career

Campus

Typically Offered

Min Units

Max Units

Prerequisite

Academic Group

Course Attribute

Course Attribute Value

Fewer Filters

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.

A-2 English Writing	ENGL 105	Composition and Rhet...	3		Edit Course	...
BUS 110	BUS 110	Business Law	3		Edit Course	...
ECON 110	ECON 110	Principles Of Microec...	3		Edit Course	...
MATH 140 or MATH 150	-	-	3		+ Select Course	...

Add An Elective Course

Spring 2023	1/5 Courses	3/15 Units	Max Units 15	Open
University Requirements	-	-	3	+ Select 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.

Select a term

Select a term to move University Requirements requirement to.

- ☐ Spring 2023
- ☐ Summer 2023
- ☐ Fall 2023
- ☐ Spring 2024
- ☐ Summer 2024
- ☐ Fall 2024
- ☐ Spring 2025
- ☐ Summer 2025
- ☐ Fall 2025
- ☐ Spring 2026
- ☐ Summer 2026

Move Cancel

Review Plan

Mass Edit Max Unit

Edit Course

Edit Course

Edit Course

+ Select Course

Select Course

Max Units 15

Max Units 0

Max Units 15

Open

Open

Open

Move

Notes

Remove

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.

MATH 140 or MATH 150 Requirement ⓘ

Validate ... X

Prerequisite ▾

Offered ▾

Min Units

Max Units

Q Search

Select a course from the list below

COURSE TITLE	COURSE	UNITS	PRE-REQ	OFFERED		
> Calculus For Business	MATH 140	3	Yes	Fall and Spring	View Sections	Select
> Calculus I	MATH 150	4	Yes	Fall, Spring, and Summer	View Sections	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.



REQUIREMENT	COURSE	COURSE TITLE	UNITS		
A-2 English Writing	ENGL 105	Composition and Rhetoric	3		Edit Course
BUS 110	BUS 110	Business Law	3		Edit Course
ECON 110	ECON 110	Principles Of Microecono...	3		Edit Course
MATH 140 or MATH 150	MATH 140	Calculus For Business	3		Edit Course
University Requirements	-	-	3		+ Select Course

Max Units 15 Open

4/5 Courses 12/15 Units

Add An Elective Course

Updating Units

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

Max Units 15 Open

4/5 Courses 12/15 Units

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. 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.

Max Units: 18

Cancel **Save** Open

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.

Mass Edit Max Units

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

Term Type:

All

Selected Terms: 0

Max Units:

0

Update Selected

<input type="checkbox"/>	TERM NAME	TERM TYPE	CURRENT MAX UNITS	NEW MAX UNITS
<input type="checkbox"/>	Fall 2022	Regular Term	15	-
<input type="checkbox"/>	Spring 2023	Regular Term	15	-
<input type="checkbox"/>	Summer 2023	Summer Term	0	-
<input type="checkbox"/>	Fall 2023	Regular Term	15	-
<input type="checkbox"/>	Spring 2024	Regular Term	15	-
<input type="checkbox"/>	Summer 2024	Summer Term	0	-
<input type="checkbox"/>	Fall 2024	Regular Term	15	-
<input type="checkbox"/>	Spring 2025	Regular Term	15	-

Cancel

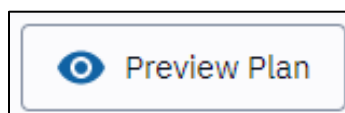
Save Changes

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: 09/8/2022
PROGRAM		PLAN		
Undergraduate		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.

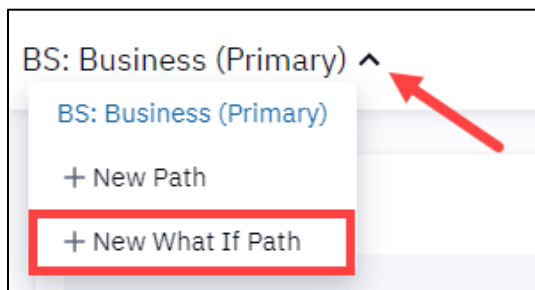
What Ifs and Alternate Paths

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), Add New Path, and Add New What If Path.

Click **Add 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.

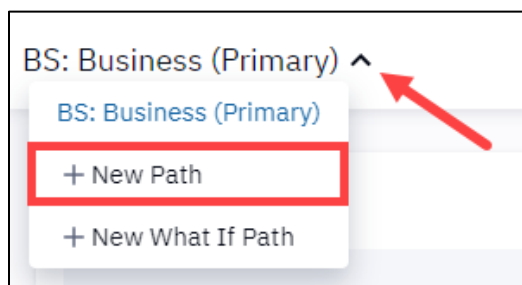
Creating Alternate Paths

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), Add New Path, and Add New What If Path. You may see additional paths if you have used these features before.

Click **Add 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

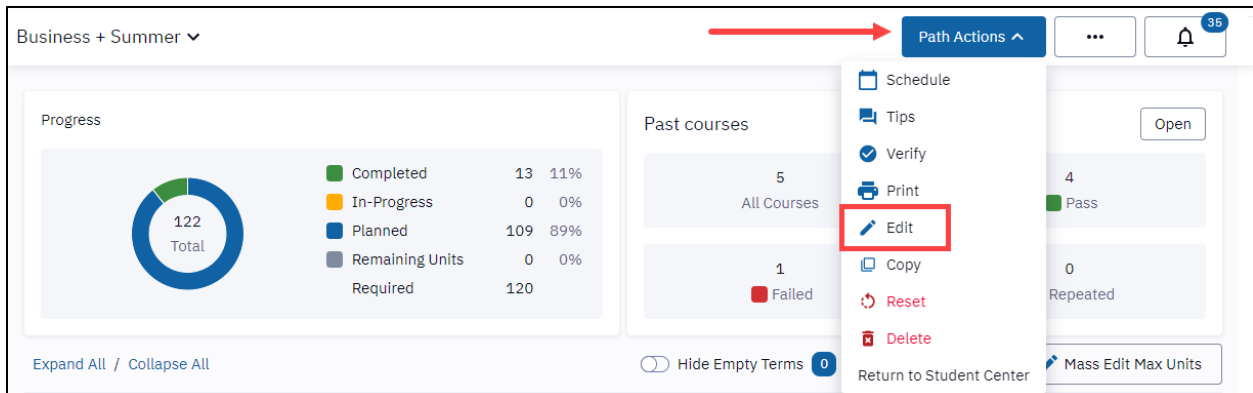
☐ Make this my primary path

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.

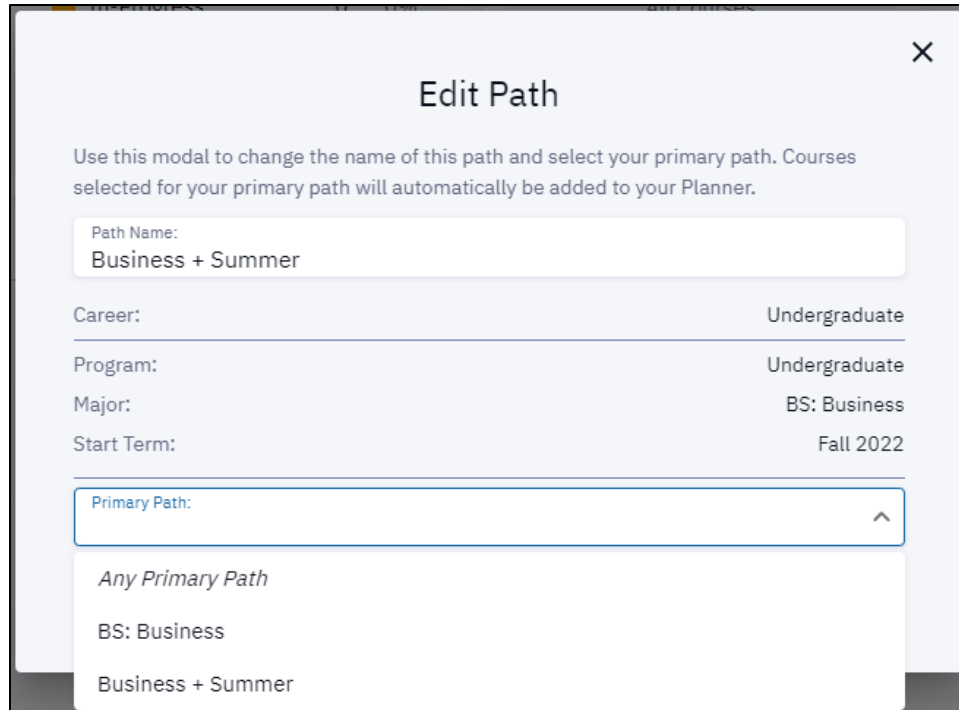
Once you have finished editing your alternate path and if you like the edits you made, you can switch this path to your new Primary Path.

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



The screenshot shows the Degree Planner interface for a path titled "Business + Summer". A red arrow points to the "Path Actions" dropdown menu in the top right corner. The dropdown menu is open, showing options: Schedule, Tips, Verify, Print, Edit (highlighted with a red box), Copy, Reset, and Delete. Below the dropdown, there is a "Return to Student Center" link and a "Mass Edit Max Units" button. The main content area shows a progress donut chart with 122 total units, a table of course status (Completed: 13, In-Progress: 0, Planned: 109, Remaining Units: 0, Required: 120), and a list of past courses (5 All Courses, 1 Failed).

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.



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.