

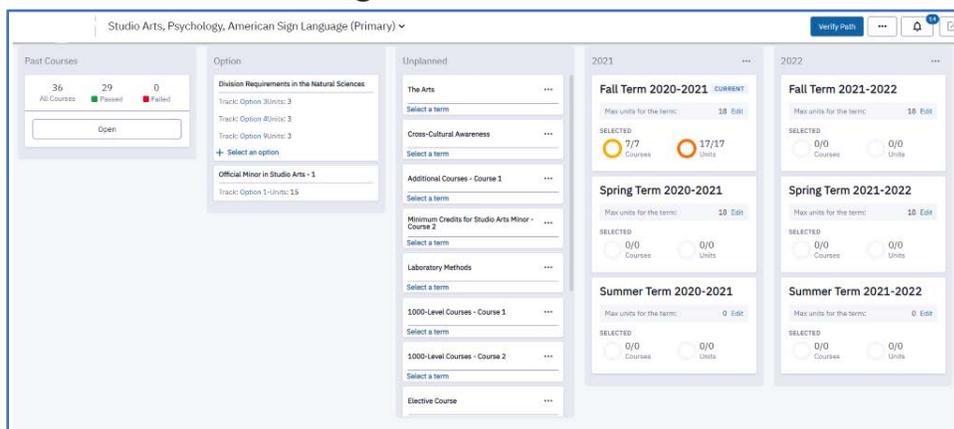
Advisors: Degree Planner Step-by-Step Instructions

Find a Degree Planner

1. Open the **Student Information System (PeopleSoft)**, then locate the Main Menu.
2. Choose **Degree Planner**, then **Degree Planner Student Search**.
3. Search for a **Student's Path** using a Student's ID number or name.

Note: A student's Path will check for updates each time you load it. This could take several minutes if this is first time the check is run *or* if there are significant changes.

Review Parts of the Degree Planner Screen



1. **The top-left of the Degree Planner screen** – Displays the student's name, ID photo, and a list of their currently declared majors, minors, and certificates.
 - a. Click the **drop-down arrow** to create options for alternative or what-if paths.
 - b. Navigate the Degree Planner using the "breadcrumbs" line.
2. **Past Courses** – Click **Open** to display a sortable section list (via filter boxes and columns) of all student information for completed or registered courses, including:
 - a. Course Titles
 - b. Requirements the course satisfies
 - c. Grades
 - d. Terms when completed
 - e. Number of units/credits
 - f. Passed/Failed/Enrolled status
 - g. Transfer courses denoted by a blue box and the abbreviation TC
3. **Options** – If there are requirements in their plans that give different choices for completion, you may see a box listing those requirements and the possible options the student can choose. To review these options with the student:
 - a. Click **Select an option**.
 - b. Choose each option from the left column to see the list of courses required for that option, and if the student has completed any of the courses.
 - c. Select each course to open a list containing course titles, units, pre-requisites, and typically offered terms, then
 - i. Expand each course to see its description and any additional information.

- ii. Use the drop-down list filters to sort by **campus, academic career, prerequisites,** and **typically offered term.**
- iii. Search for specific courses.

Plan a Selection

Once you and the student have evaluated their options, the student can plan their selection.

- a. The student clicks the blue **Select** button next to their choice.
 - b. The requirements for this option are added to their plan.
4. **Unplanned Requirements** – If there are requirements that have not been assigned to a term for completion in the student’s plan, you may see a box listing those requirements.
- a. Click **Select a term** to see the unplanned requirements list, and the courses that would fulfill them.
 - b. View the unplanned requirements in the left-hand column.
 - c. View the courses that are available to fill the highlighted requirement in the right-hand column.

Note: Course titles, units, pre-requisites, and typically offered terms are shown.

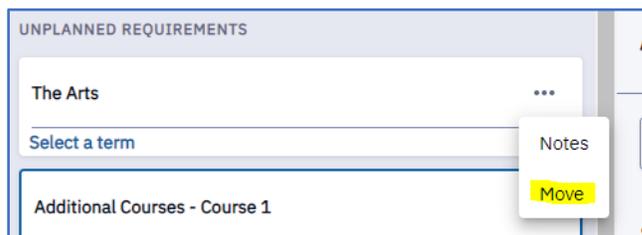
 - i. Expand each course also to view its description and any additional information.
 - ii. Use the drop-down filters to sort the list by campus, academic career, prerequisites, and typically offered term.
 - iii. Use the search field to search for specific courses.
 - d. Once you and the student have reviewed their options, the student clicks the ... **More** menu, then **Move**, then assigns a term for the requirement from the left column.
5. **Terms** – Terms are grouped by year and divided into Fall, Spring, and Summer sections. The dashboard view allows you to quickly see the number of courses and units needed for the requirements that have been assigned to that term. The **Selected Courses/Units** counts show requirements assigned to a term having no planned courses
- a. Click **Edit** on the **Max units** line, then adjust the credit load for each semester.

Note: The minimum fulltime credit load is 12 per semester and 15 credits per semester is the minimum credit load needed to reach 120 credits in 4 years.
 - b. Click a term to expand it into the familiar 2-column setup with requirements on the left and courses that can fulfill those requirements on the right.

Suggest a Term for a Requirement (See the Unplanned Requirements Section)

To move requirements from their assigned term:

1. Open the term.
2. Select the requirement.
3. Click the ... **More** menu, then **Move**, then select a new term. This locks that requirement to that term.



Note: Adjusting their course load after it is locked requires the student manually move the requirement first.

Suggest a Course for a Requirement

COURSE	COURSE TITLE	UNITS	PRE-REQ	OFFERED	
> AFRICNA 0031	INTRODUCTION TO AFRICNA STUDIES	3	No	Fall, Spring, Summer	View Sections Select
> AFRICNA 0522	INTRODUCTION AFRICN LITERATURE	3	No	Fall	Select
> AFRICNA 0566	EARLY AFRICAN CIVILIZATIONS	3	No	Spring	View Sections Select
> AFRICNA 0767	BLACK CONSCIOUSNESS	3	No	Spring	View Sections Select
> AFRICNA 0805	BLACK PERFORMANCE AESTHETICS	3	No		View Sections Select

To plan a required course with a student:

1. Expand a term.
2. Select a requirement, then let the student review the right-hand side list of courses that can fulfill that requirement:
 - a. View **course titles, units, pre-requisites, and typically offered terms.**
 - b. Expand each course listed to show its description and additional information.
 - c. Use the top drop-down lists to filter the list by **campus, academic career, prerequisites, and typically offered terms.**
 - d. Use the **Search** box to search for specific courses.
3. Once you and the student have evaluated their options, they can add the course to their plan by clicking the blue select button next to the course.

Note: This **does not register them** for the course!

4. Use the filter drop-downs to eliminate courses not offered on their campus, not offered in the term the student selected, or that require additional pre-requisites they may not have satisfied.

Note: If the course is not currently being offered in the term selected, a notification appears onscreen prompting them to select a different course or move the requirement to a term when the course is offered. A similar error message appears if a selected course is not offered on their campus.

Plan an Elective Course with a Student

An elective course does not fulfill a specific requirement. To plan an elective course:

1. Click the **Add an elective** button at the bottom of the requirements list.
2. This generates an extensive list of courses that you and the student can browse, filter, and search to find an elective course.

Adding Notes

Notes can be added to a path as a whole or for each term individually by clicking the **Notes** button on the top right-hand side of the screen in the relevant area. Notes fall into two general categories:

1. Notes made under the **Personal** tab are for the student's own use and record keeping.

2. Notes made under the **For Advisor** tab are visible to both the student and advisor and they can respond to each other in a chat-style format.

As a reminder, a notification badge on the button indicates that there are notes on this term.

What-If Reports

What-If Reports are useful for exploring alternate degree options. To create a report:

1. Click the drop-down at the top of the screen next to the student's major.
2. Select **New What-If Path** and answer the 4 questions:
 - a. **Select a Career** – Are you considering an undergraduate or graduate degree?
 - b. **Start Term** – When do you plan to begin this major?
 - c. **Academic Program** – Which University of Pittsburgh school and degree plan are you considering? If there is an optional concentration for the major you select, you can choose it here as well.
 - d. **Path Name** – This is the path title that appears in your drop-down menu. Provide a relevant, concise title.
3. Allow a few minutes for the new path to load and update. Once it does, you can use it the same way as your Primary path, assigning requirements and courses to terms, then building a plan for degree completion.

Differences between Degree Planner Paths and Advising Reports

Degree Planner paths use the requirement data from Advisement Reports to create a more interactive planning tool. Degree Planner is most useful for new students (freshmen and transfers) and for recently declared students to understand and visualize the time and term schedules needed to graduate in a given amount of time. These paths may also have pre-programmed suggestions for courses and requirement order that are based on department input and general student outcomes.

Advising Reports are most useful for students nearing the end of their degree to identify what requirements they still must complete.

Get Help

Please contact the [Office of the Registrar](#) at [412-624-7649](tel:412-624-7649) if you have any questions regarding this information.