

# Advisors: Degree Planner User Guide

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## Log in to the PeopleSoft/HighPoint CX Dashboard

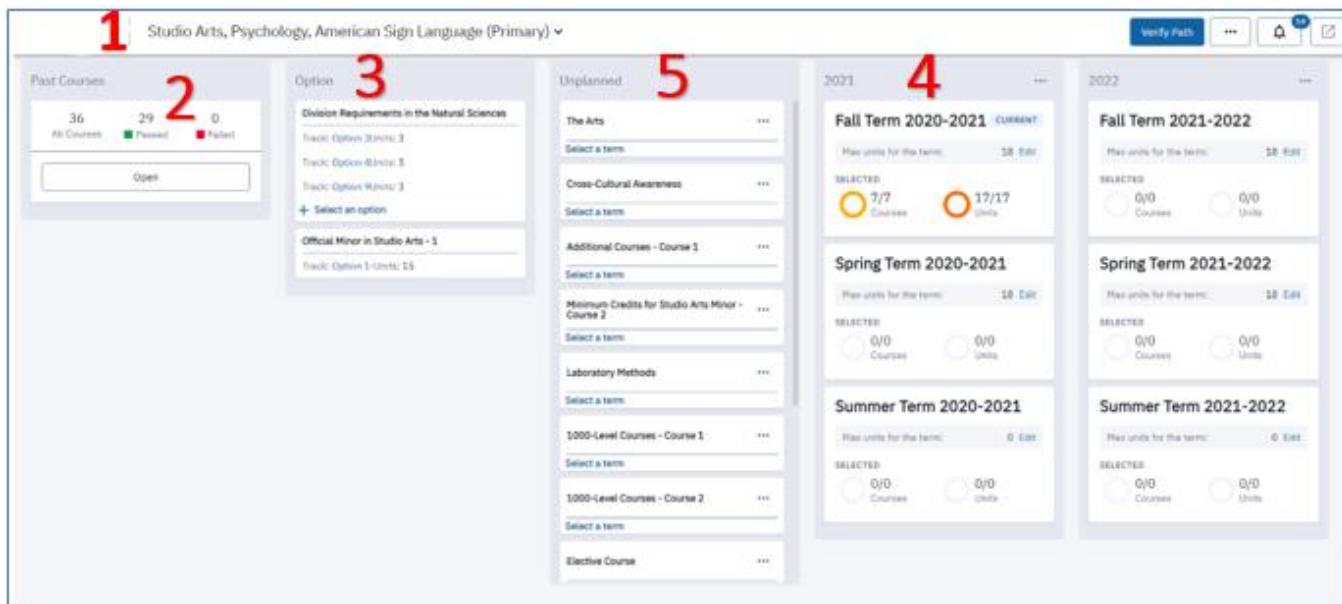
1. Access PeopleSoft/HighPoint CX by:
  - a. Searching for "CX" in [myPitt](#)
  - b. Using PeopleSoft Classic (Main Menu → HighPoint → Campus Experience → Dashboard)

2. You will now be on your personal dashboard. To view a student's degree path:

- Click **View Advisees** and select the student you wish to view
  - If you do not have any advisees, click on **Lookup Student** and enter the student's name or ID number
- Click "Act As User" and acknowledge the FERPA Notification before proceeding
- From the left side navigation menu, select **Academics**, then **Degree Planner**.

Note: You can also view a student's degree path without entering the CX Dashboard. Using PeopleSoft Classic, navigate to (Main Menu → HighPoint → Degree Planner → Degree Planner Student Search and enter the student's name or ID number.

## Learn the 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 back or around using the "breadcrumbs" next to the student name.
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

## Getting Started – Review Any Options

3. **Review “Options”, if present** – If there are requirements in the student plan that give different choices for completion, you may see a box listing those requirements and the possible options a student can choose. To review these options:
  - a. Click **Select an option** to see the available tracks.
  - b. Choose each option from the left column to see the list of courses required for that option, and if they have 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.
    - iv. Keep some preferred “options” in mind and to consider where they may best fit in the Degree Path. You will be moving these to a specific term as you design a personalized path.

## Plan a Degree Path

Once you have considered any possible options, you can begin designing a path.

4. **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 shows how many courses have been selected for the requirements of that term.
  - a. Click **Edit** on the **Max units** line to change the credit load for each semester
    - Undergraduate defaults to 15; Graduate to 12
  - Tip:** 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. Requirements will appear on the left and courses that fulfill those requirements are on the right. Expand the arrow for more details on the course.

*The Office of the University Registrar is actively working with departments to have all undergraduate plans automatically populate terms with a recommended sequencing of requirements. All plans will eventually have each “Term” populated with suggested requirements that are designed to deliver the curriculum in a logical way, i.e., introduces introduction courses before more advanced coursework, provides a more enriching experience, and maximizes success and time to graduation.*

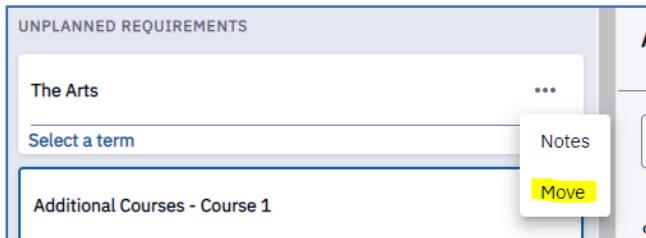
### Selecting Courses to for a Requirement

1. Requirements will be listed on the left hand side, or an elective can be added.
2. Click **Select a Course** to review which ones will fulfill the requirement.
  - ii. Expand the arrow to view details on the course
  - iii. Click **Select** to add that course to your Degree Planner
5. **Unplanned Requirements** – If there are requirements in your plan that have not been assigned to a term for completion, 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.
  - d. Expand each course using the arrow icon to view its description and any additional information.
  - e. Use the drop-down filters to sort the list by **campus**, **academic career**, **pre-requisites**, and **typically offered term**, or use the search field to search for specific courses.
  - f. Once you have reviewed a option(s), the click the “...” icon, then **Move**, and pick a term to assign the requirement
6. **Options** – Plan to fit the requirements from your chosen options you considered earlier into the terms where they best fit

### Move Requirements to a Term (or Another Term)

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.

## Deeper Look: Adding a Course to a Requirement

The screenshot shows a user interface for managing course requirements. At the top left, there are buttons for 'Max units for the term' (0/1 Courses, 0/3 Units) and 'Edit'. Below this is a section titled 'Cross-Cultural Awareness Requirement' with three dropdown filters: 'Campus', 'Prerequisite', and 'Offered'. A search bar with a magnifying glass icon and the word 'Search' is also present. On the left, a sidebar labeled 'REQUIREMENTS' lists 'Cross-Cultural Awareness' with a lock icon and a blue 'Select' button. Below it is a '+ Add an elective course' button. The main area is titled 'Select a course from the list below' and contains a table with columns: COURSE, COURSE TITLE, UNITS, PRE-REQ, OFFERED, View Sections, and Select. The table lists five courses: AFRICNA 0031 (INTRODUCTION TO AFRICA STUDIES), AFRICNA 0522 (INTRODUCTION AFRICN LITERATURE), AFRICNA 0586 (EARLY AFRICAN CIVILIZATIONS), AFRICNA 0787 (BLACK CONSCIOUSNESS), and AFRICNA 0805 (BLACK PERFORMANCE AESTHETICS). Each row has a 'View Sections' button and a blue 'Select' button.

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, 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.

## 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 [412-624-7608](tel:412-624-7608) if you have any questions regarding this information.