

Students: Degree Planner User Guide

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Log in to Degree Planner

1. Access PeopleSoft/HighPoint CX by:
 - a. Searching for “CX” in [myPitt](#) or in the Pitt Mobile App
 - i. Using the navigation bar on the left, expand the “Academics” section and then select “Degree Planner”
 - b. Using PeopleSoft Classic
 - i. (Main Menu → HighPoint → Degree Planner → Degree Planner)

Learn the Parts of the Degree Planner Screen

The screenshot shows the Degree Planner interface for a student named 'Studio Arts, Psychology, American Sign Language (Primary)'. The interface is divided into several sections:

- 1**: Top navigation bar showing the student's name and a 'Verify Path' button.
- 2**: 'Past Courses' section with a summary of 36 courses (29 Passed, 0 Failed) and an 'Open' button.
- 3**: 'Option' section for 'Division Requirements in the Natural Sciences', showing tracks for Option 3 (Units: 3) and Option 4 (Units: 3), with a '+ Select an option' button.
- 4**: Term selection panels for 2021 and 2022, including 'Fall Term 2020-2021 (CURRENT)', 'Spring Term 2020-2021', and 'Summer Term 2020-2021'. Each panel shows 'Plan units for the term' and 'SELECTED' counts for courses and units.
- 5**: 'Unplanned' section listing various course categories like 'The Arts', 'Cross-Cultural Awareness', 'Additional Courses - Course 1', 'Minimum Credits for Studio Arts Minor - Course 2', 'Laboratory Methods', '1000-Level Courses - Course 1', '1000-Level Courses - Course 2', and 'Elective Course', each with a 'Select a term' dropdown.

1. **The top-left of the Degree Planner screen** – Displays your name, ID photo, and a list of your 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 courses you completed or registered for, including:
 - a. Course Titles
 - b. Requirements the course satisfies
 - c. Your Grades
 - d. Terms when completed
 - e. Number of units/credits
 - f. Your Passed/Failed/Enrolled status
 - g. Transfer courses denoted by a blue box and the abbreviation TC

Getting Started – Review “Options”

3. **Review “Options”, if present** – If there are requirements in your plan(s) that give different choices for completion, you may see a box listing those requirements and the possible options you 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 you 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 your preferred “options” in mind and to consider where they may best fit in your Degree Path. You will be moving these to a specific term as you design your personalized path.

Plan a Degree Path

Once you have considered any possible options, you can begin designing your 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 a given 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 full-time credit load is 12 per semester. 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., suggests introduction courses before more advanced coursework, provides a more enriching experience, and maximizes success and on-time 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

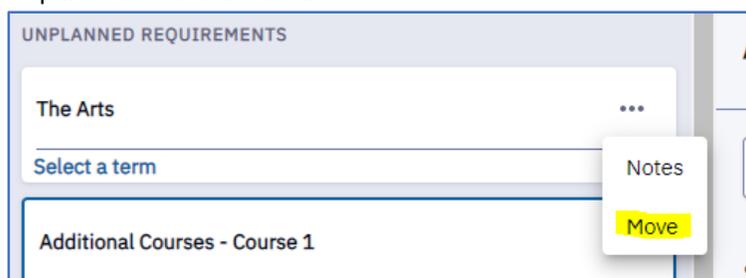
iii. Click **Select** to add that course to your Degree Planner

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 your options, then click the “...” icon, then **Move**, and pick a term to assign the requirement
6. **Options** – Plan to fit the requirements from your chosen option(s) into the terms where they best fit. Some plans may move a selected option directly to a term, based on the suggested sequencing

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**” icon, then select **Move**, then pick your desired term. This “locks” that requirement to that term.



Note: You must manually unlock the requirement after you move it, by clicking the [...] icon again and selecting “Unlock”.

Deeper Look: Adding a Course to a Requirement

The screenshot shows a web interface for selecting a course to fulfill a requirement. On the left, a sidebar indicates 'Max units for the term: 18' and 'SELECTED 0/1 Courses' and '0/3 Units'. The main area is titled 'Cross-Cultural Awareness Requirement' and features filter dropdowns for 'Campus', 'Prerequisite', and 'Offered', along with a search box. Below the filters, a table lists available courses with columns for 'COURSE', 'COURSE TITLE', 'UNITS', 'PRE-REQ', and 'OFFERED'. Each row includes 'View Sections' and 'Select' buttons.

COURSE	COURSE TITLE	UNITS	PRE-REQ	OFFERED	
> AFRCA 0031	INTRODUCTION TO AFRICA STUDIES	3	No	Fall, Spring, Summer	View Sections Select
> AFRCA 0522	INTRODUCTION AFRICAN LITERATURE	3	No	Fall	Select
> AFRCA 0586	EARLY AFRICAN CIVILIZATIONS	3	No	Spring	View Sections Select
> AFRCA 0787	BLACK CONSCIOUSNESS	3	No	Spring	View Sections Select
> AFRCA 0805	BLACK PERFORMANCE AESTHETICS	3	No		View Sections Select

To plan a required course:

1. Expand a term.
2. Select a requirement, then 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 have evaluated your options, you can add the course to your plan by clicking the blue select button next to the course.

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

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

Note: If the course is not currently being offered in the term you selected, a notification appears onscreen prompting you 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 your campus.

Enroll in a selected Class Section/Select a Course for Schedule Builder:

1. Click the blue **Enroll** button next to the course section.
2. Select **grading basis** if the course is available *or* select **waitlist** if the course enrollment is full.

Note: Enrolling directly from Degree Planner is a convenient option if you are sure you want a particular class section, or there is only one section offered. However, we recommend simply adding a course for a given term requirement importing it in Schedule Builder. In Schedule Builder you can import classes from Degree Planner using the “Import Courses” dropdown and selecting “Planner”. Schedule Builder will then consider all the Degree Planner courses you selected, anything in your shopping cart, enrolled courses, along with any unavailable times you have setup (for work/athletics/student groups, etc.), to optimize available classes for the perfect class schedule. For more information on using Schedule Builder, please review the [Students: Schedule Builder User Guide](#).

Plan an Elective Course

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 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 your 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.

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.