How to Edit Preferences in Degree Planner

Step 1: “Degree”

During the first two weeks of each semester:

1. Open Degree Planner:
   Login to MyCSUSM and Click Student Center. Click Degree Planner. Click Continue to proceed.

2. Review the number of units suggested in the upcoming semester.
   
   *Most students will not have to make any changes in this step as the Degree Planner default suggestion is approximately 15 units.*

   ![Spring 2020 Course Plan](image)

   If the number of units suggested needs to be adjusted, continue below:

3. Click Edit Preferences:

4. Increase or decrease the number of units planned for each semester by typing into the Target Units column next to the upcoming semester.
   *Note: if decreasing the number of units, an additional semester may need to be added.*

   ![Future Units Table](image)

5. Click OK:

The Degree Planner will automatically update to suggest coursework according to the target units. As a reminder, it is unnecessary to click the “Select” lines for now. This step is strictly planning for unit load.

The “Degree” phase is complete!