

PLANNING YOUR COURSES IN THE DEGREE PLANNER

Plan your Spring 17 & Fall 17 Semesters by September 21

1. Login to my.csusm.edu and click on your Student Center.



2. Now open your Degree Planner. → [Search Degree Planner](#)
[Enroll My Academics](#)
[Schedule Assistant](#)



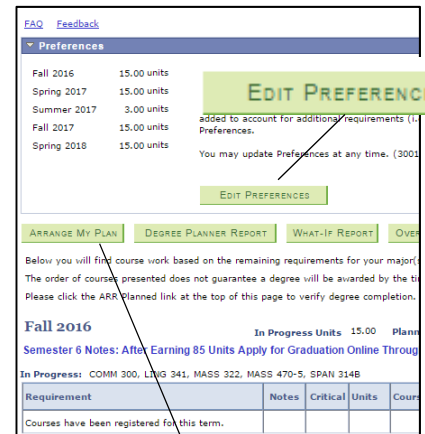
3. Click .
4. This page will open up. Don't spend time here, just click 'Continue'.

5. Review your default Degree Planner. Consider the following. Is a course being suggested in your spring 17 or fall 17 semesters that you've already completed w/ transfer credit or a test score? If yes, follow instructions on the reverse side of this document before moving on to number 6.

6. Click on 'Edit Preferences'.

'Edit Preferences' is used to adjust the number of units you plan to take each semester. The default is 15 units. If you would like to take less, you can adjust it here and the Degree Planner will automatically re-assign courses to other semesters based on your changes. If you're okay with 15 units each semester, you won't need to edit your preferences.

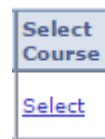
Note: If you reduce the units you plan to take in a semester, they will need to be added to a different semester or you may need to add (+) an additional semester to your plan.



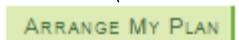
Future Units	*Target Units	Approx Begin Date	Approx End Date
Fall 2016	15	08/29/2016	12/17/2016
Spring 2017	15	01/23/2017	05/19/2017

7. Return to your Degree Planner to set the courses you plan to take in spring 17 and fall 17.

While you're welcome to select specific courses from the 'Select' list, it is not necessary. At this time, we just need to know that you're planning to take a class from the category the 'select' line represents. You will receive an email in November, when the new class schedule is released, prompting you to go back and select specific courses from the 'Select' lines.



If you're okay with the suggested plan, no further action is required. If you wish to deviate from your suggested plan, click on 'Arrange My Plan' to drag and drop courses to different semesters.



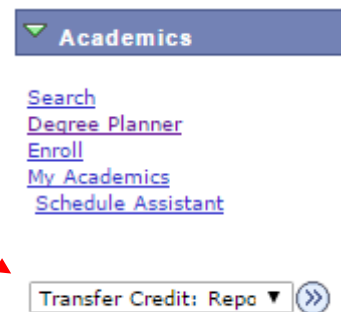
Note: Courses with prerequisites cannot be dragged into a semester before the prerequisite course.

8. Congratulations! Your Degree Planner is done for now! In November you'll be asked to return to the Degree Planner to select specific courses, then use the Schedule Assistant to help you choose a schedule and register for classes.

TO VERIFY TRANSFER CREDIT AND TEST SCORES:

If your Degree Planner is suggesting a course you have already fulfilled with a transfer course or a test score (AP, IB, CLEP) and the course/test score has not yet been posted to your record, OR you have a course in progress at another institution, you can remove these courses from your Degree Planner.

- A. Login to my.csusm.edu and click on your Student Center.
- B. In the drop-down menu, select 'Transfer Credit: Report'.



- C. Your report will list all of the transfer credit (courses and tests) that have been posted to your record.

If something has not yet been posted to your record that clears a requirement suggested by your Degree Planner for either spring 17 or fall 17, and you are certain you've met the requirement, click the "x" on the course line.

Requirement	Notes	Critical	Units	Course	Info	Select Course	Lock	Advisor Message	Remove
GE - Humanities, Social Science or Critical Thinking (Fulfills GE Areas A3, C1, C2, DH, DC, D, DorD7)			3	HIST 131		Select	<input type="checkbox"/>		

- D. You will then be prompted to supply the reason for removing the requirement:

- 'Course taken at Community College'
- 'Test Credit AP, IB, CLEP'

Reason for removing this course:

- E. Click 'OK' to update your Degree Planner.
- F. A message will appear at the bottom of the Degree Planner stating which course has been removed.

*Note: This does not mean you are exempt from the requirement!
The course can always be restored if you made a mistake.*

- E. Proceed to number 6 on the reverse side of this page.