Degree Planner Introduction

March 2023

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Objectives

By the end of this lesson, you will be able to:

- Understand what Degree Planner is
- Build "What If" plans for yourself in Degree Planner

What is Degree Planner?

- Degree Planner is an educational planning tool in Starfish.
- You can use Degree Planner to personalize course or pathway maps as a guide to degree and/or certificate completion.
- You can create as many plans as you'd like. However, there is only one **active** plan at any given time. Your active plan is the main plan that you should be following.

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Degree Planner is not…

- **Degree Planner is not a registration tool.** If you plan to take a course in Degree Planner, that does not guarantee that you will be able to register for the course. You will register for courses using ctcLink.

- **Degree Planner is not an official evaluation or degree audit tool.** While Degree Planner does have programs that are built to guide you towards completing a degree, Degree Planner should not be used as an official evaluation. Contact the Evaluations team for an official evaluation to determine degree completion.

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Using Degree Planner in Starfish

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Building a Plan Overview Process

This is an overview of how to build a plan. We'll go through these steps in the next slides.

1. Go to Starfish.
2. Find the Degree Planner tool.
3. Create a new plan.
4. Go through the Requirements, Courses, Schedule, and Student Records pages and adjust the plan accordingly.

Go to Starfish

First, log in to Starfish. You will use the following credentials to log in:

Username

- First Initial + Last Name + Last Four Digits of Student ID Number*
- **Example:** jgonzales6789
  - **If you were admitted to Pierce on or before April 30th, 2020: Use your old SID number.*
  - **If you were admitted to Pierce on or after May 1st, 2020: Use your ctcLink ID number.*

Password

- PCD!+YYYY+MM+DD
  - Where the YYYY MM DD is your birthdate.
  - **Example:** If your birthday was January 27, 1985, your password would be PCD!19850127
  - The PCD in the password is case-sensitive and needs to be in all caps.

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Find Degree Planner

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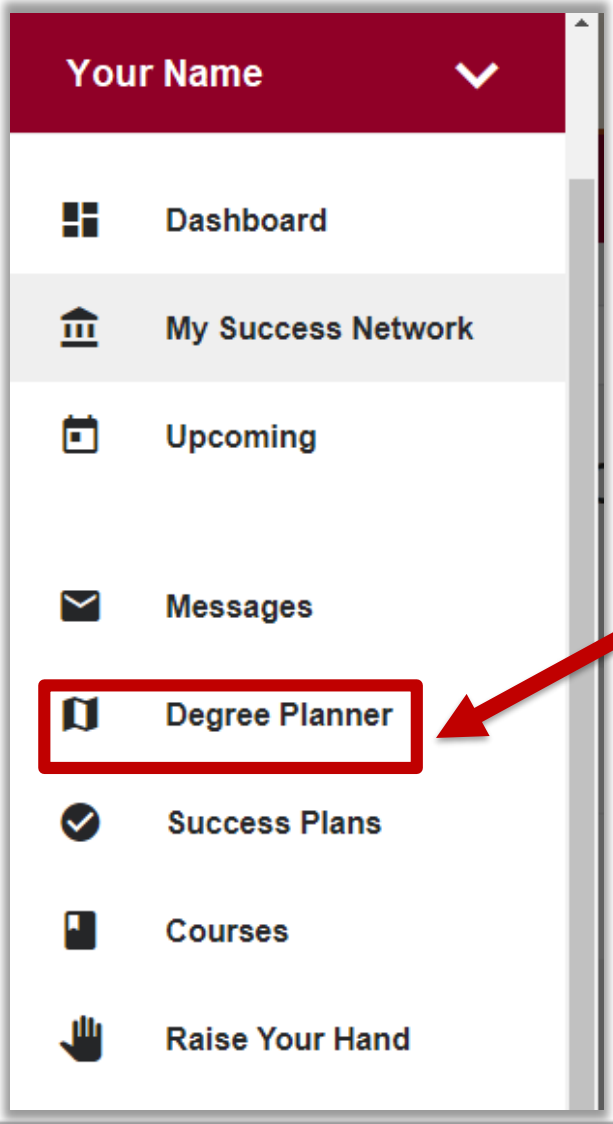
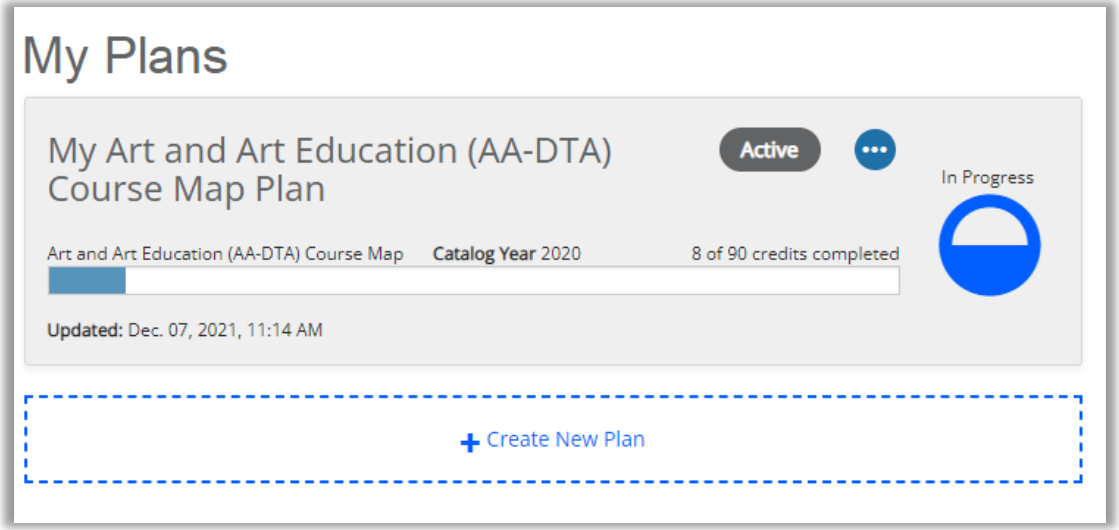
Go to Degree Planner



From the Main Menu, click Degree Planner.

Existing Plans

- You may see some existing plans in Degree Planner already! These are plans that your advisor may have created for you.
- Do not edit your Active plan made for you by your advisor! You can create additional "What If" plans in Degree Planner that you can edit and play around with. Let's build one now.



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Building a Plan

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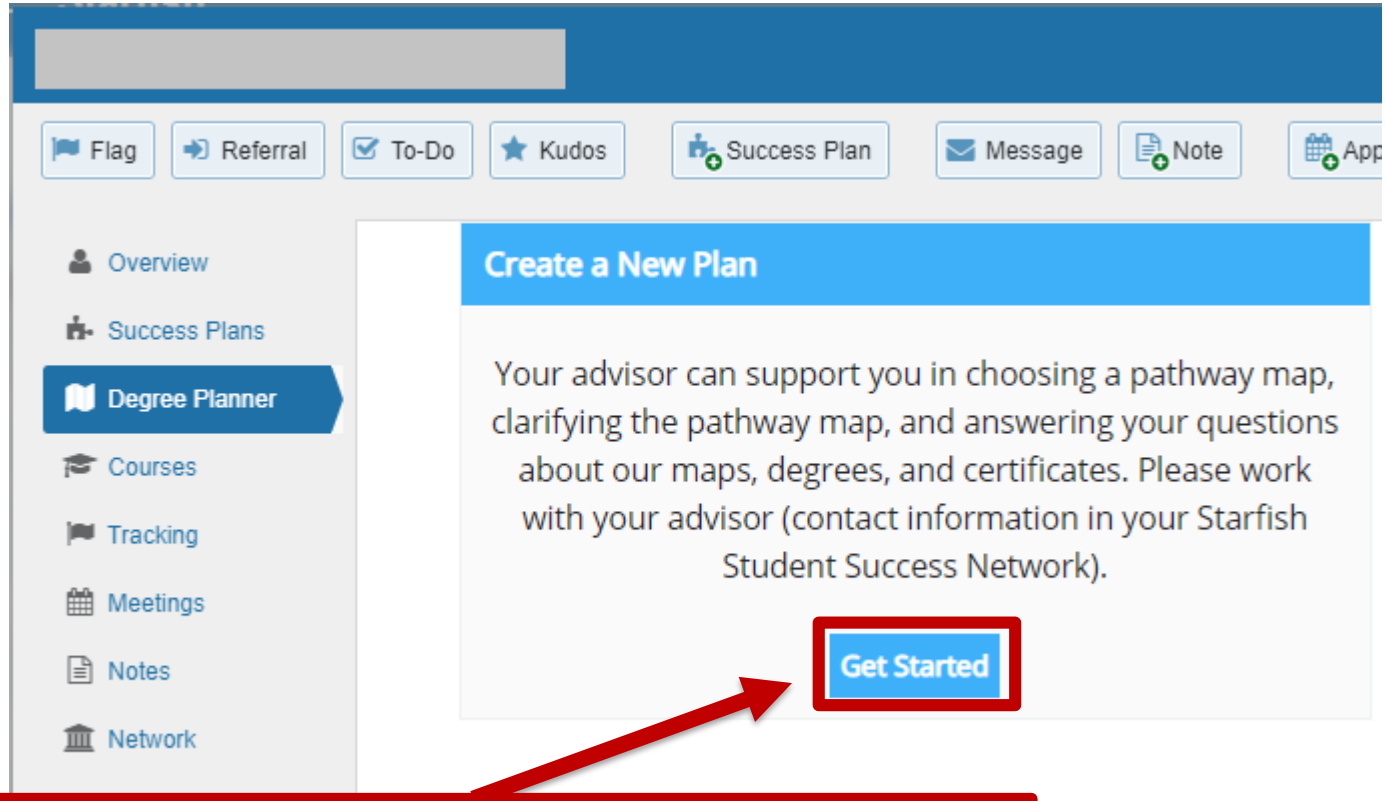
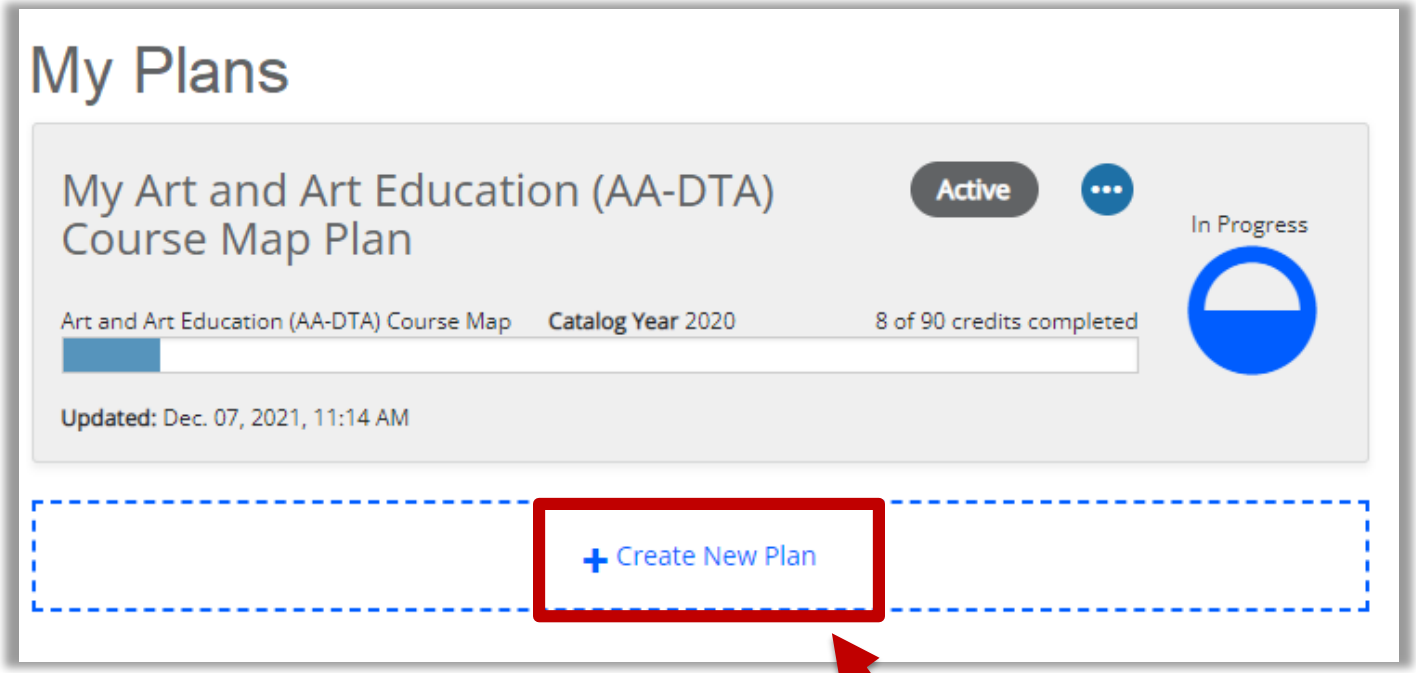
Click Get Started



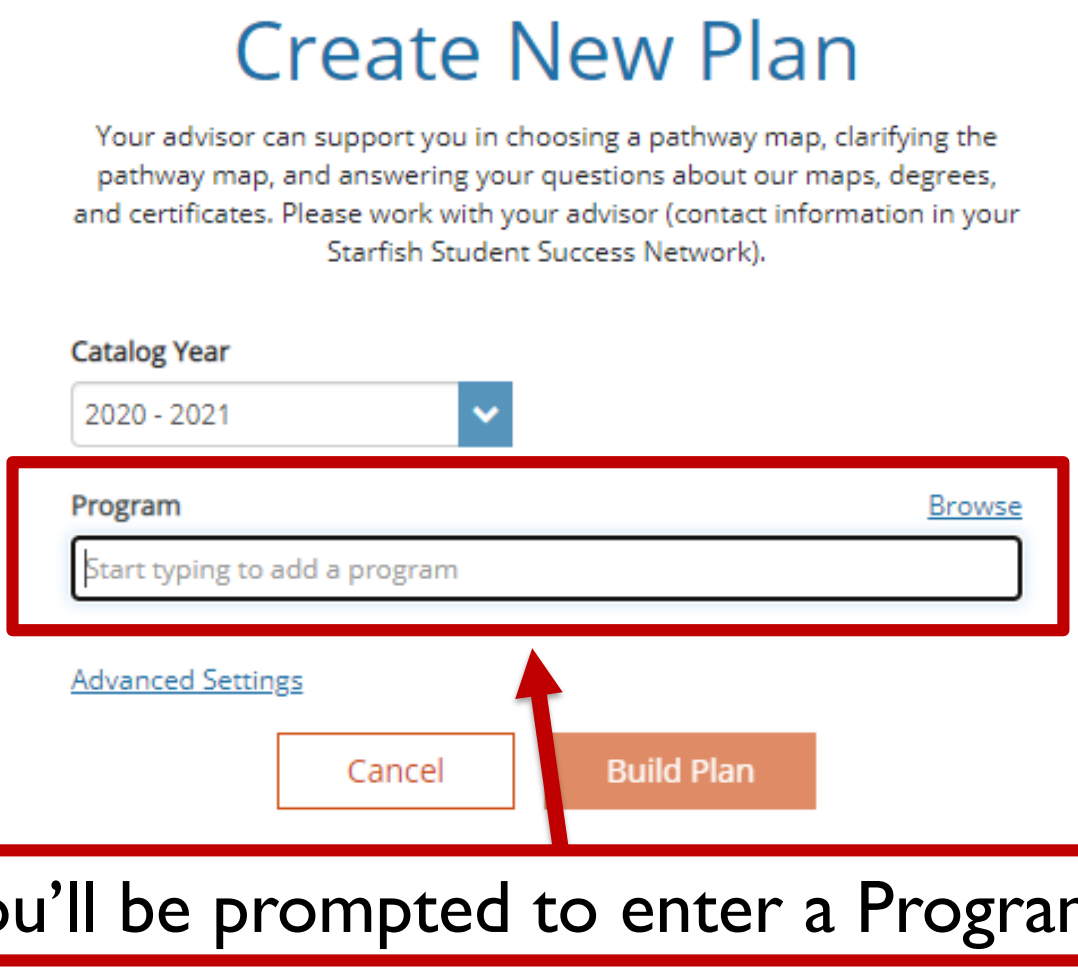
If this is your first plan, click Get Started.

Click Create New Plan



Otherwise, if you are creating an additional plan, then click the "Create New Plan" button at the bottom of your list of plans.

Create a New Plan



You'll be prompted to enter a Program.

What are Programs in Degree Planner?

- All plans in Degree Planner are identical to the Course Maps from the Pierce College Catalog.
- You can choose any of these maps to create a plan from them.

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Create New Plan

Your advisor can support you in choosing a pathway map, clarifying the pathway map, and answering your questions about our maps, degrees, and certificates. Please work with your advisor (contact information in your Starfish Student Success Network).

Catalog Year

2020 - 2021

Program Browse

aa-d

American Sign Language Interpreting, Deaf Studies, or Deaf Education (**AA-D**TA) Course Map

Archaeology (**AA-D**TA) Course Map

Art and Art Education (**AA-D**TA) Course Map

Start typing to search for program options. Or, click "Browse" to see all program options.

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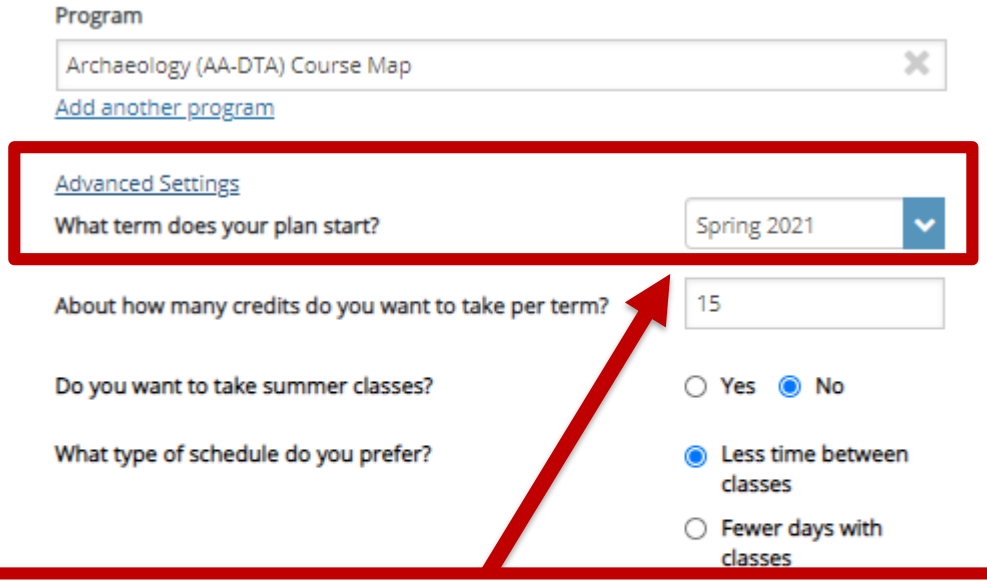
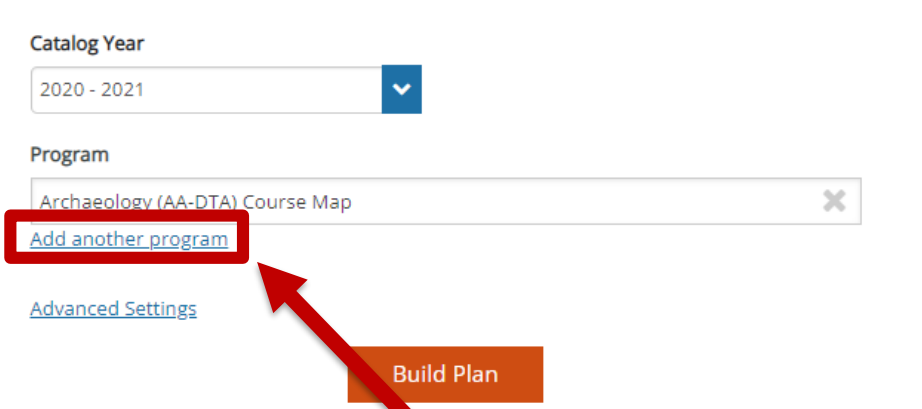
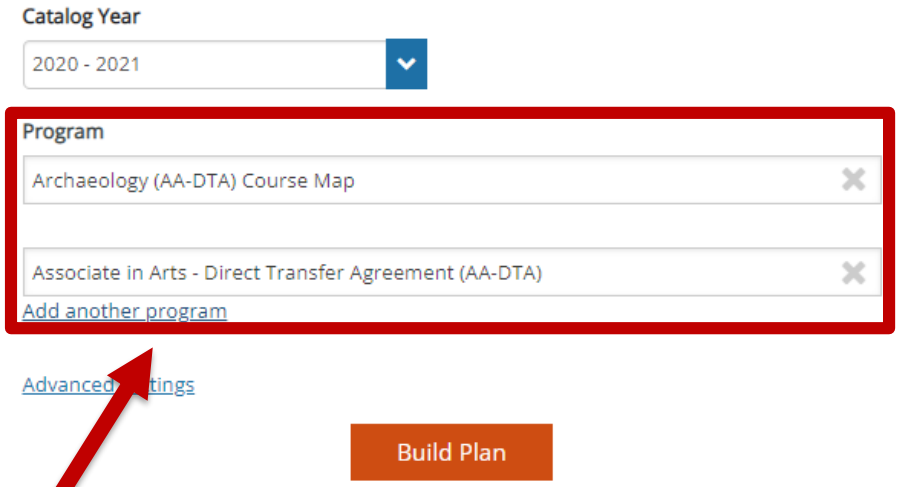
Advanced Settings Option



If you click "**Advanced Settings**," you will see scheduling preference options. The, "**What term does your plan start?**" option **must remain** on the upcoming term (or a future term), even if you already have course history. If you change this setting to a past term, Degree Planner will likely **make errors** while building the plan.

Adding Multiple Programs Into One Plan





When building a Degree Plan, you can add up to 3 separate programs into a single Degree Plan using the "Add another program" option.

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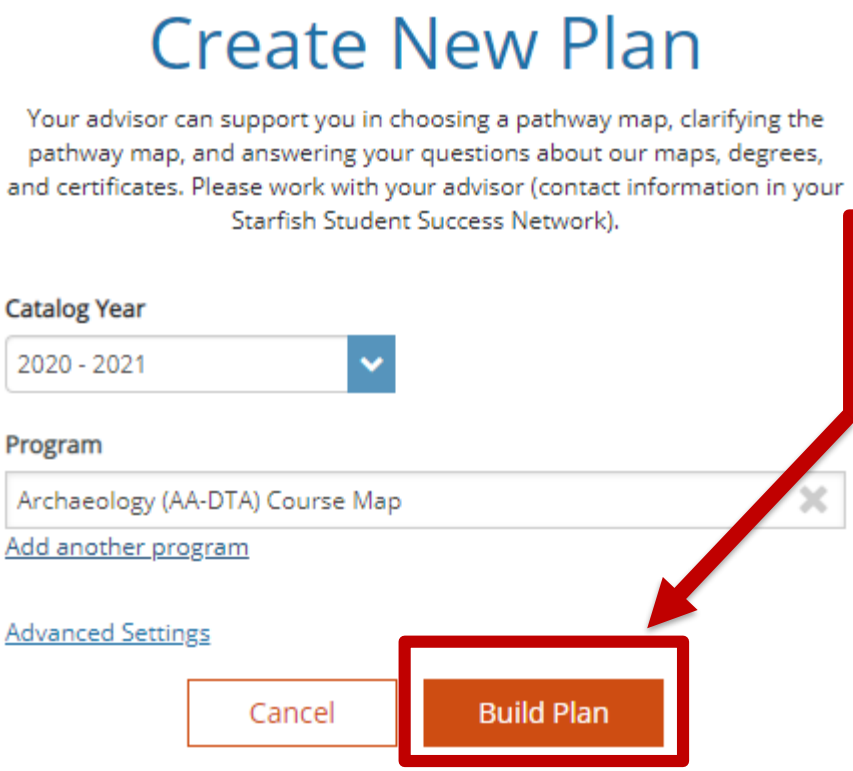
Why would you build a Degree Plan with Multiple Programs?

- Using the "Add another program" feature allows you to pursue multiple degree options without having to refer to multiple plans.
- This can reduce guesswork and overthinking about what courses would meet requirements between different programs, as well as provide GE or GTE credit.

Click the Build Plan Button



After selecting a program, click Build Plan!

Building the Plan

- After clicking Build Plan, Degree Planner will build a plan for you based on the program chosen.
- Degree Planner will attempt to take into account your course history, transfer courses (as noted officially in ctcLink), plan requirements, course priority, and course prerequisites when building the plan.

You've built your first plan!

Next we'll go through an overview of the main screens in your plan.

You may need to make some adjustments to the plan after it is auto-built to meet your needs. The next slides will go over different ways you can modify your plan.

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The Requirements Page

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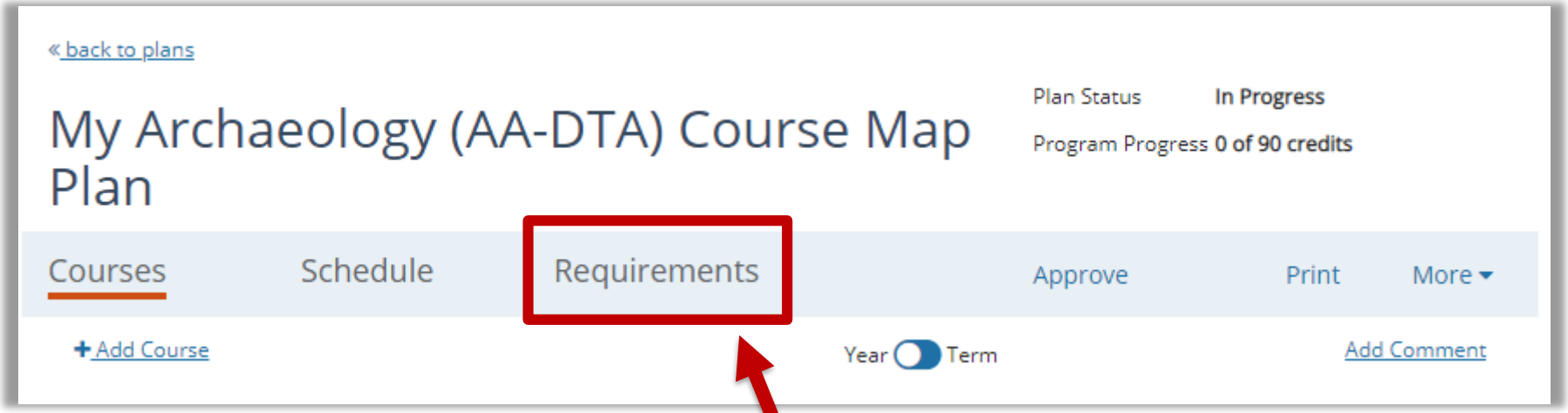
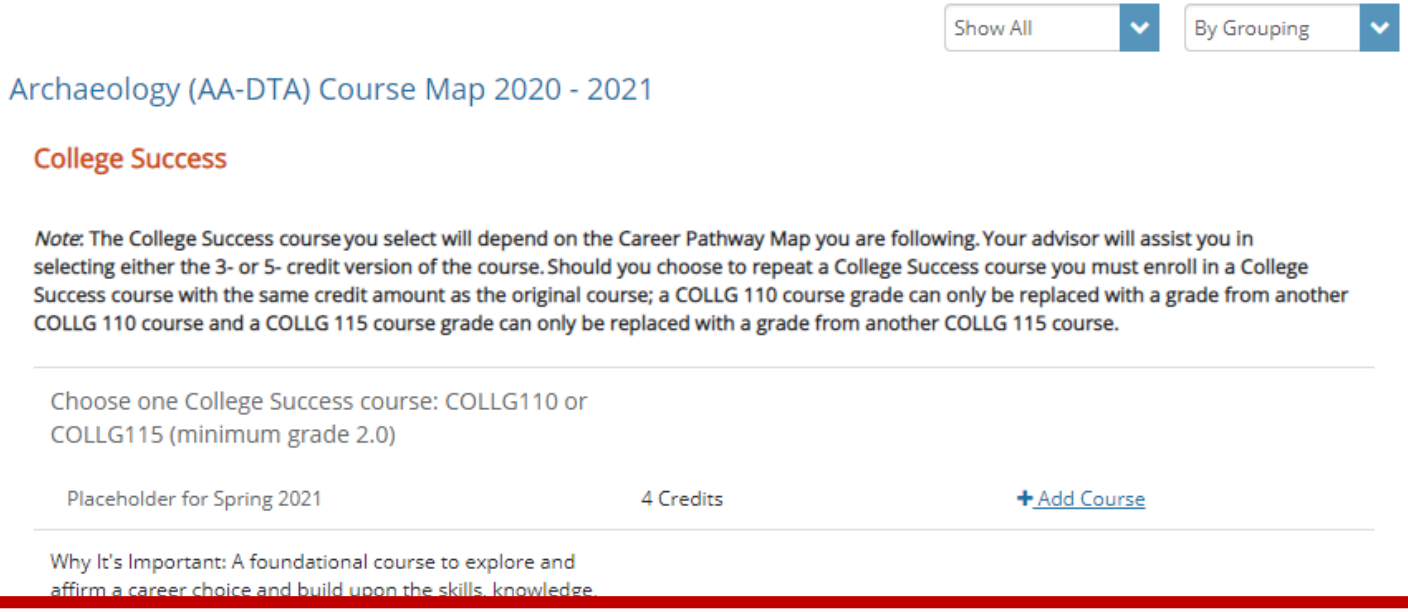
Go to the Requirements Page



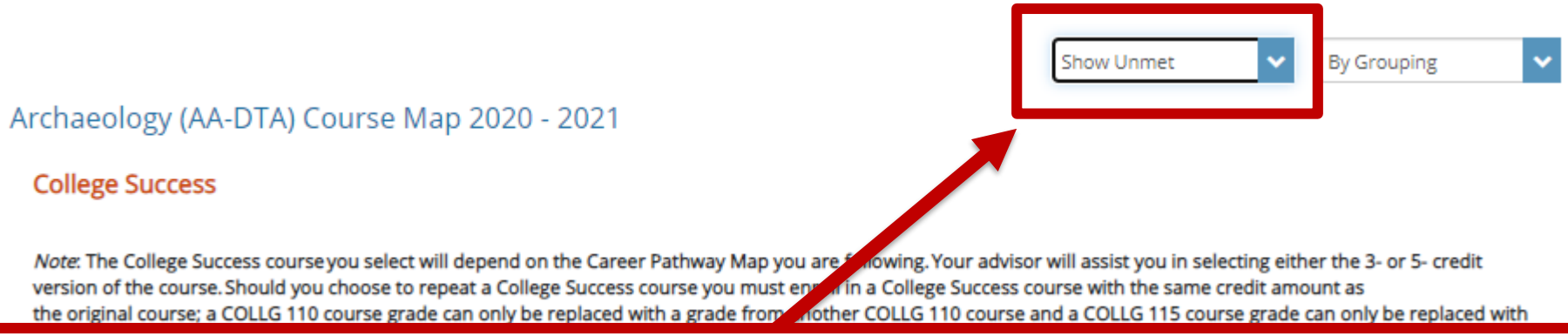
Once a plan is built, the first page you should go to is the Requirements page. It's a good place to start, as it shows a detailed overview of the program, with a description of every requirement needed.

Requirements page



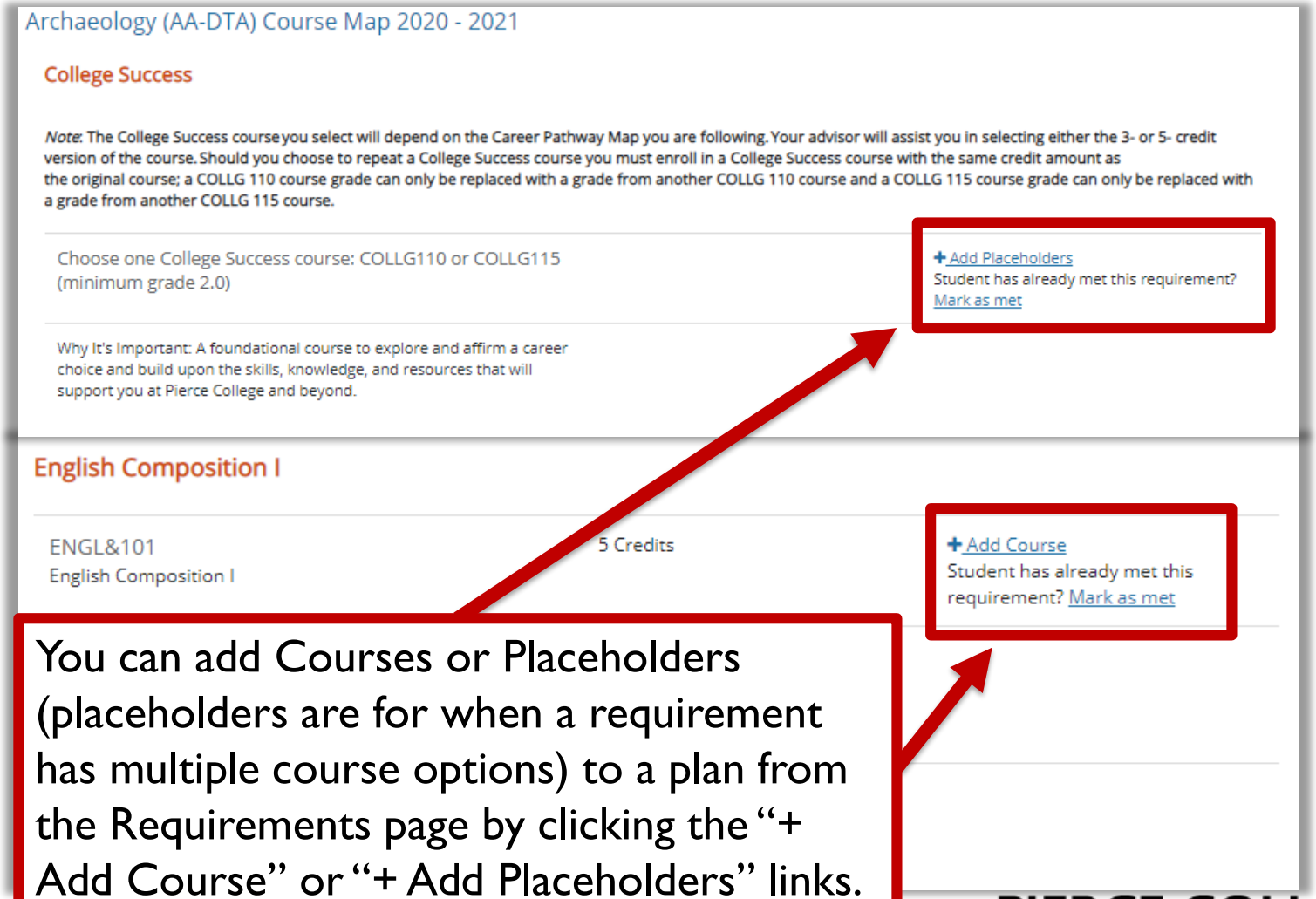
The Requirements page is a list of course requirements for the plan, prioritized by the order in which the courses should be taken. This page will match the corresponding map from the Pierce College Catalog.

Show Unmet Requirements



On the Requirements page, filter to "Show Unmet" to see any unmet requirements. An unmet requirement is a requirement that either has not been satisfied, or that has not been added to the plan yet. Unmet requirements should be added to the plan or "marked as met" to satisfy unmet requirement warnings.

Add Unmet Requirements to the Plan



You can add Courses or Placeholders (placeholders are for when a requirement has multiple course options) to a plan from the Requirements page by clicking the "+ Add Course" or "+ Add Placeholders" links.

More about Requirements

In summary, the Requirements page is the place to check to make sure every requirement is scheduled on the plan.

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The Courses Page

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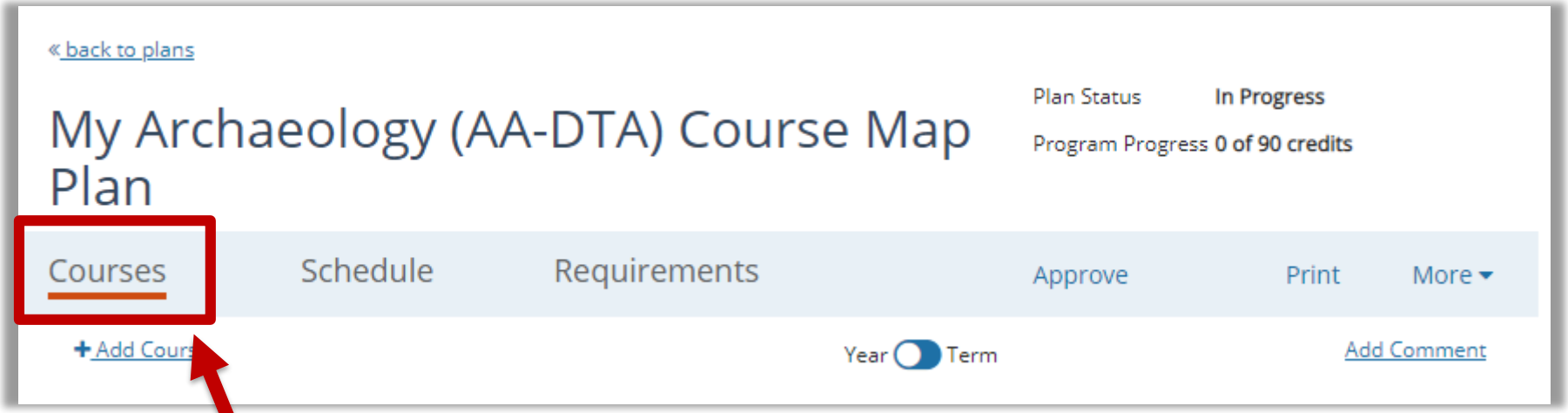
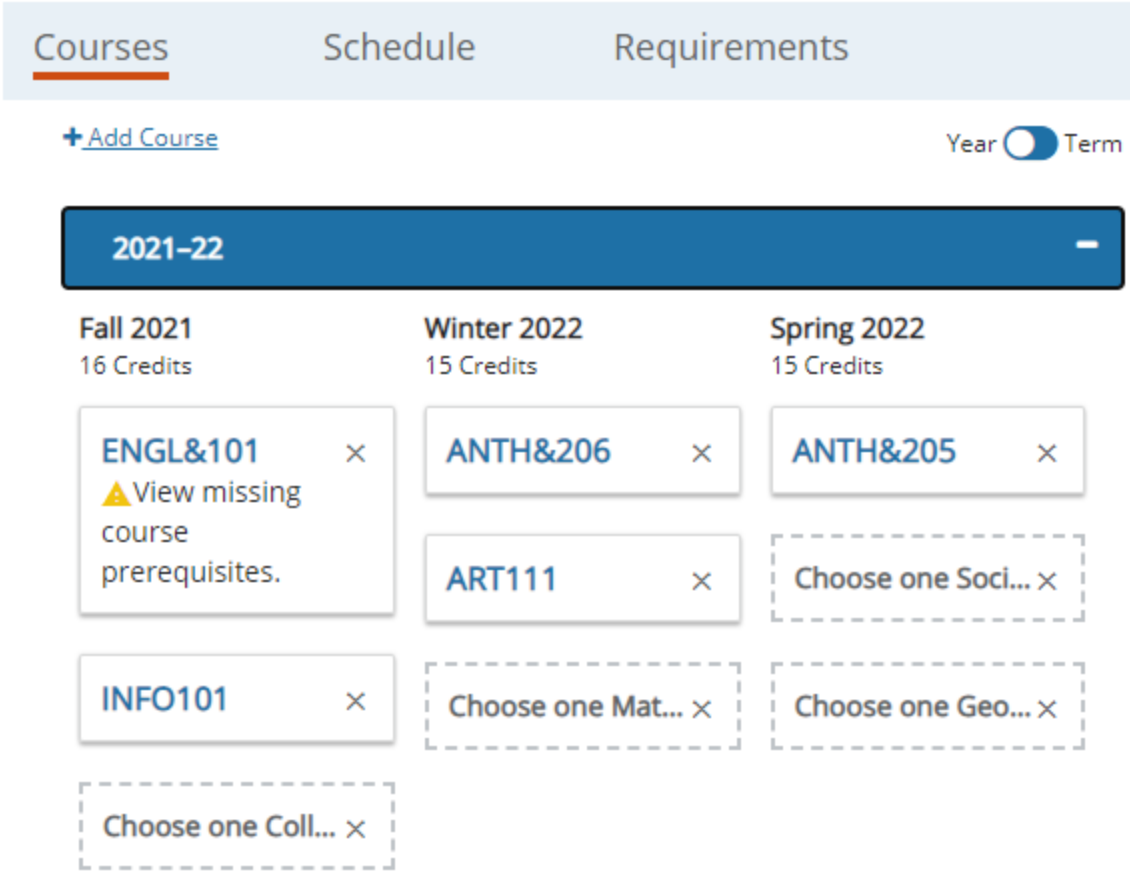
Go to the Courses Page



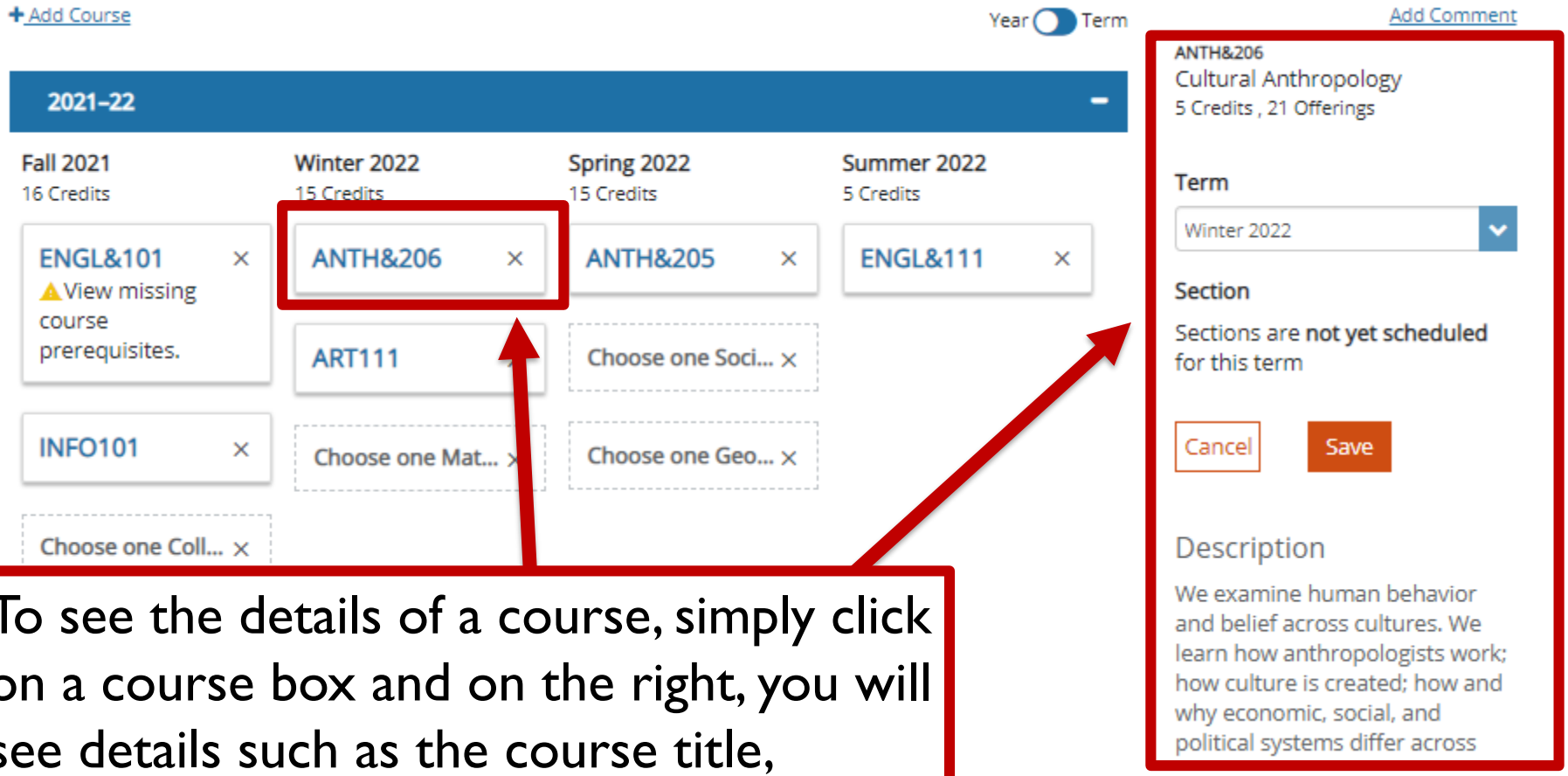
After checking the Requirements page, go to the Courses page. This page is where your course plan is housed.

Courses Page



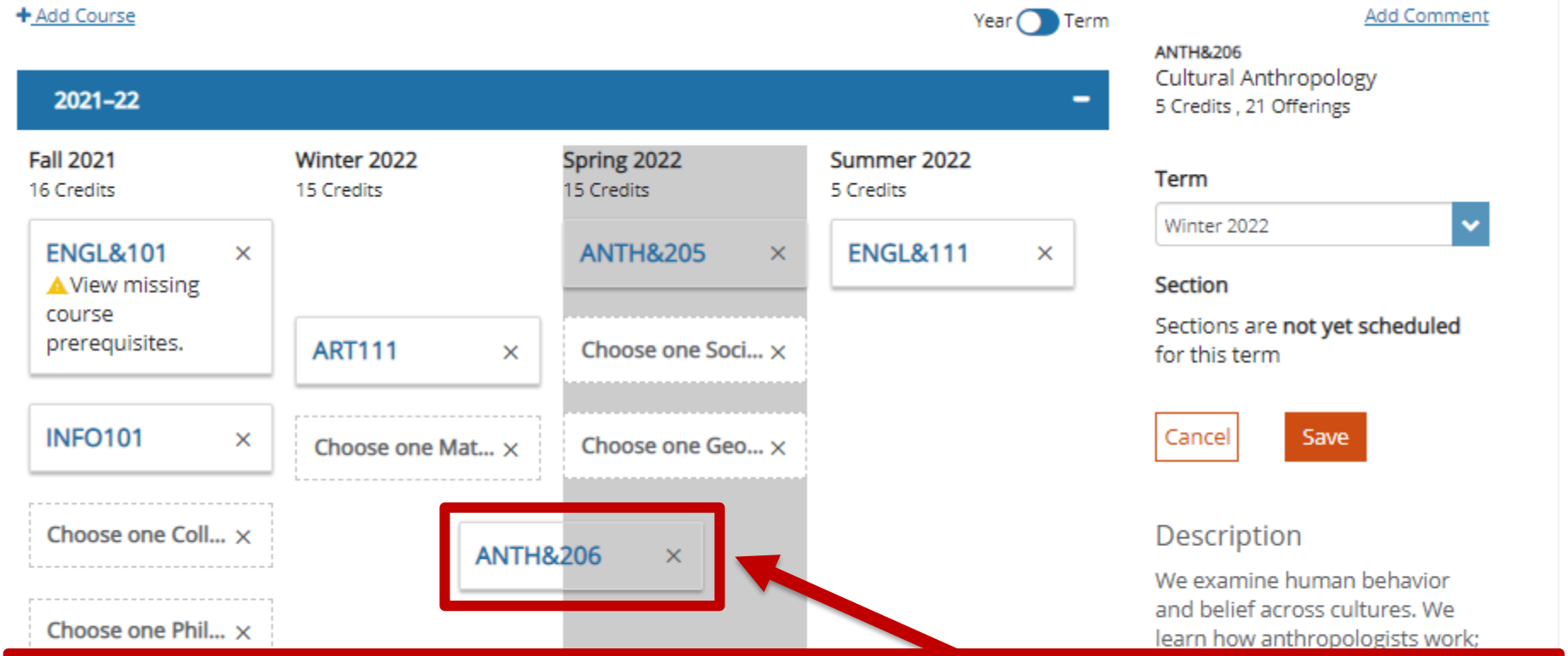
The Courses page is where you will be doing the majority of your adjustments to the plan. Degree Planner will build a preliminary plan that can then be customized.

View Course Details



To see the details of a course, simply click on a course box and on the right, you will see details such as the course title, number of credits for the course, description, and prerequisites.

Move Courses to Different Terms



To move a course to another term, simply click, hold, and **drag and drop** the course box into another column.

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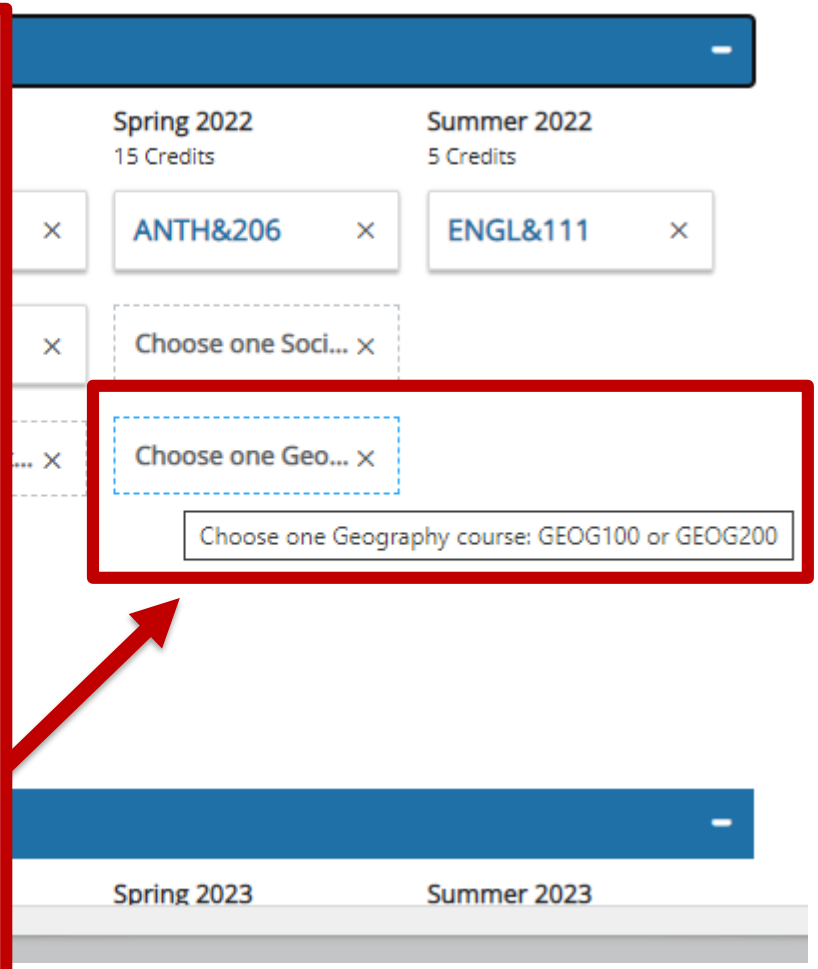
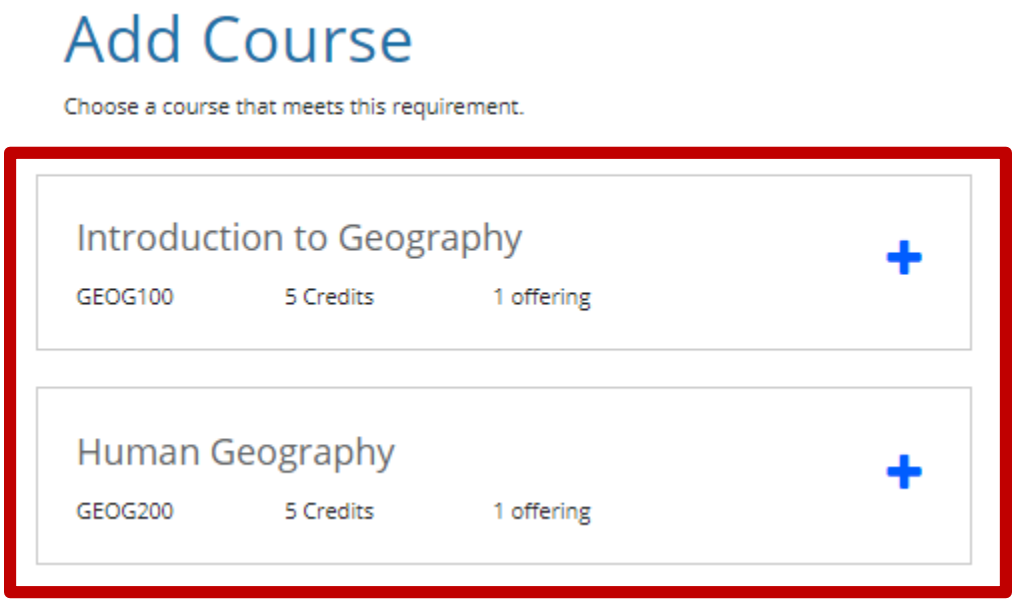
Placeholders

You may see items on the plan that have a dotted outline. These are called "Placeholders". These appear on the plan when there are multiple course options that you can take to fulfill a requirement. Hover your mouse over the placeholder to view the full description.

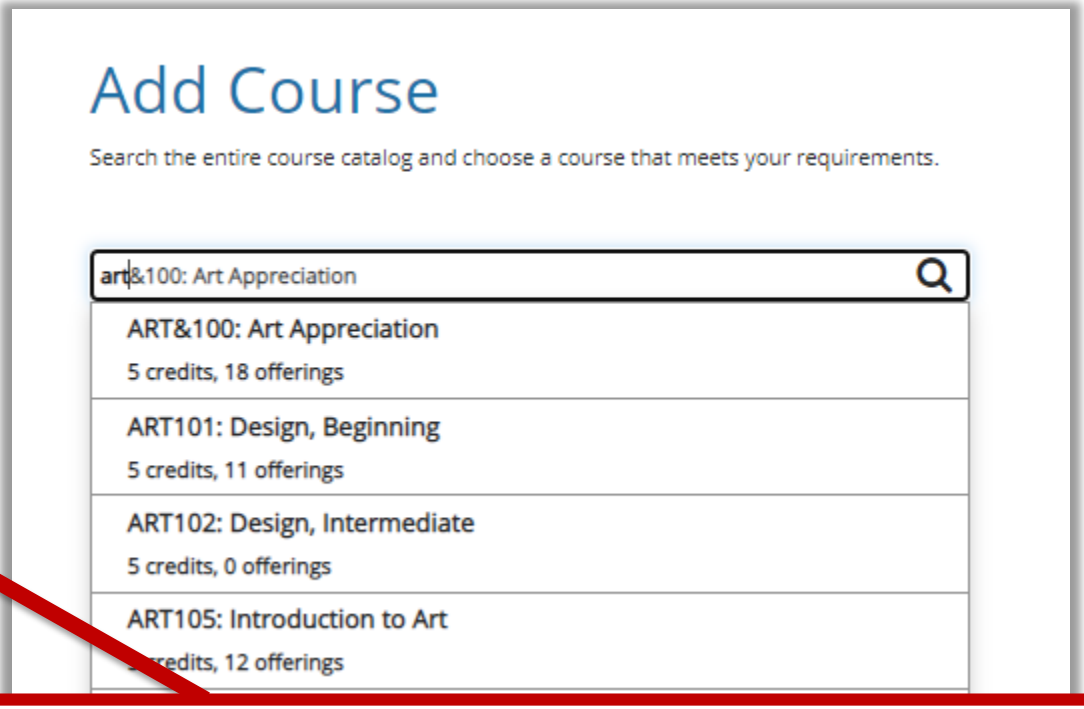


Choose a Course from a Placeholder



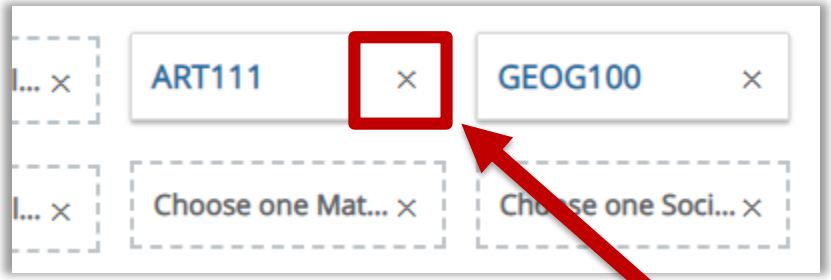
If you know which course you want to take from a placeholder, click on the placeholder. Degree Planner will offer you the option to choose the specific course to replace the placeholder.

Add Courses



To add courses to the plan, click the "+ Add Course" link. Then start typing to search for the course that you would like to add to the plan.

Delete Courses or Placeholders



To delete courses or placeholders from the plan, click the "x" icon in the course box.

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More about Courses

In summary, the Courses page is where you will be adjusting the plan by adding, deleting, or moving courses around. You may want to check on the Requirements page after modifying your plan to make sure all requirements have been satisfied.

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The Schedule Page

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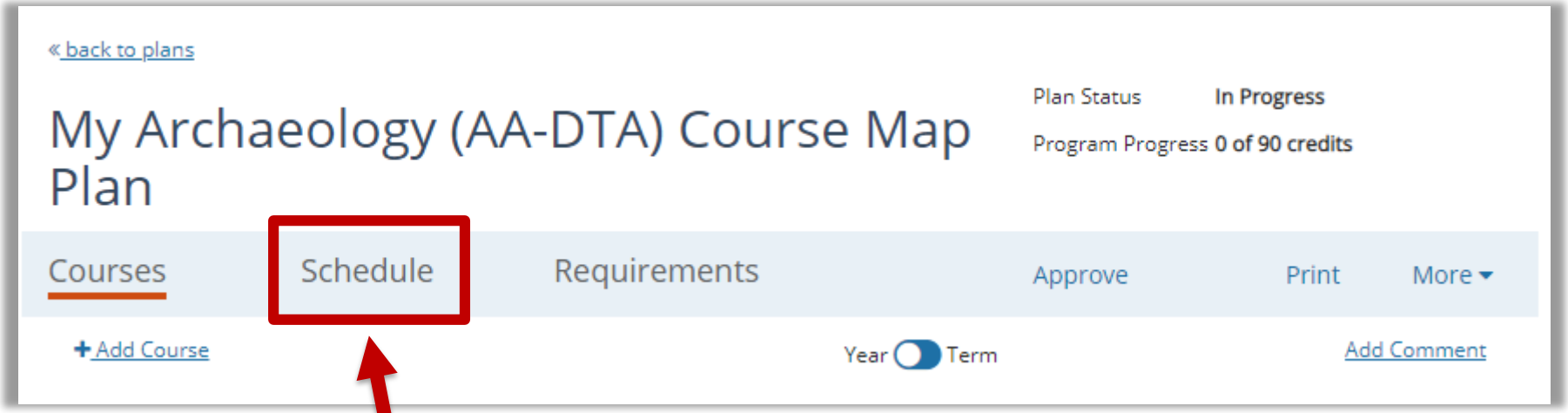
Go to the Schedule Page



The Schedule page is where you can see your schedule for the upcoming term.

Schedule Page

Spring 2021 15 credits scheduled

Reschedule my courses

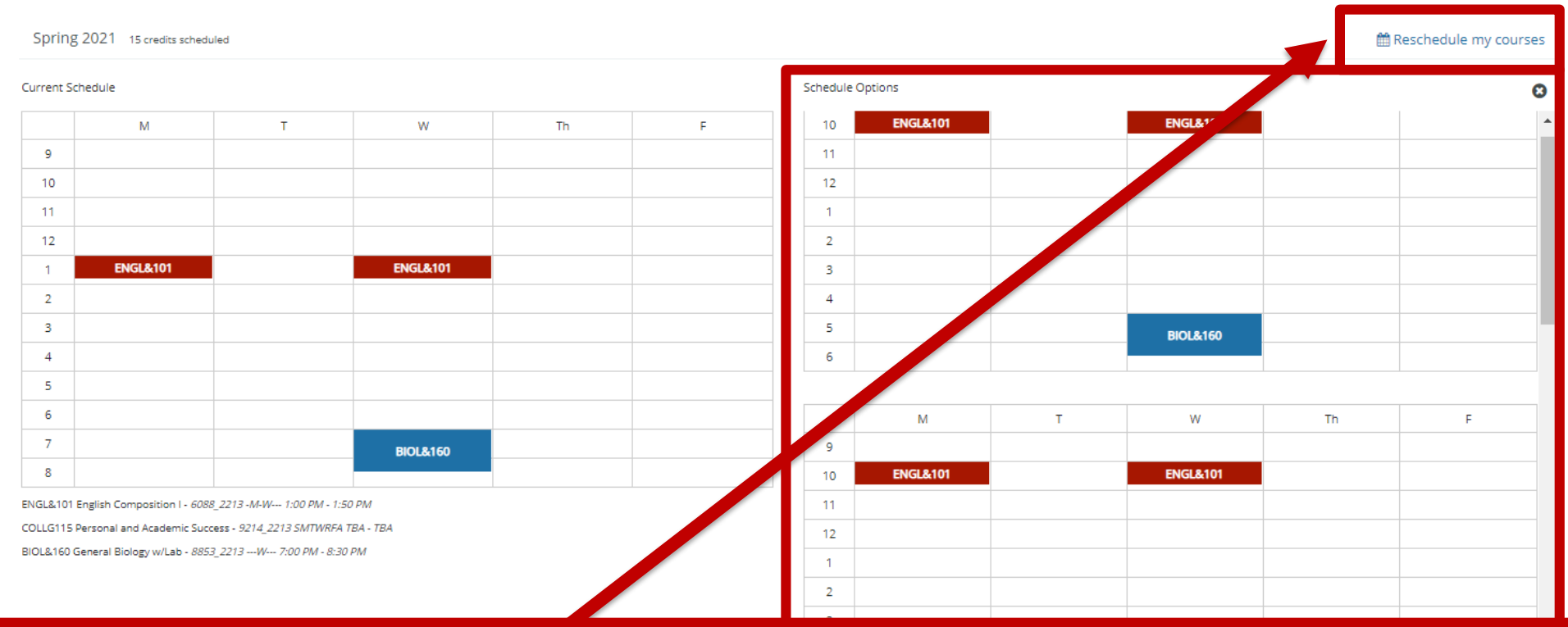
	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM	ENGL&101		ENGL&101		
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM			BIOL&160		
8:00 PM					

ENGL&101 English Composition I - *6088_2213 -M-W--- 1:00 PM - 1:50 PM*

COLLG115 Personal and Academic Success - *9214_2213 SMTWRFA TBA - TBA*

If you have selected specific sections for courses for the upcoming term, the Schedule page shows what your schedule will look like if those sections have a meeting pattern. **Asynchronous online courses** will not show in the schedule page.

Reschedule Courses



If you would like to explore different options for section meeting patterns, click "Reschedule my courses." Degree Planner will offer alternate meeting pattern options based on the sections that exist for the next term.

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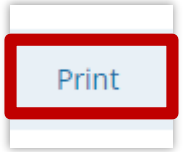
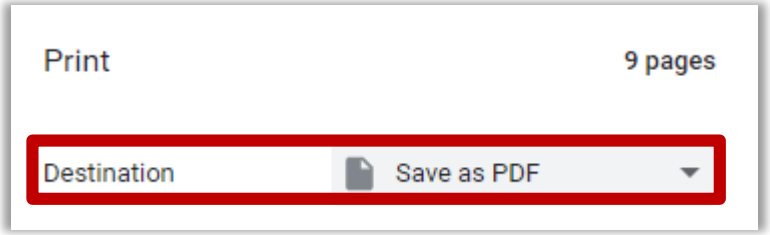
Schedules are Tentative

- The Schedule page can be a place to play around with different schedule options.
- **Degree Planner is *not* a tool that registers you into classes.** Degree Planner does not send these intended sections over to ctcLink. Even if you plan to take a specific section in Degree Planner, that does not guarantee a spot in that section when you enroll in classes in ctcLink.

Save as PDF

- Degree Planner auto-saves any changes you make to your plan, but if you want a copy of your plan then you can save it as a pdf.
- To do so, click the "Print" button in Degree Planner and set the Destination to "Save as PDF".





Requesting Approval

- Click "Request Approval" and your advisor will be notified you completed a degree plan in Starfish.

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That's it!

We've gone though the main pages in a plan. You should now be able to build, edit, and save What If plans from Starfish Degree Planner.

Starfish

Need help?

If you have questions or feedback about Starfish, please email StarfishTeam@pierce.ctc.edu.

Thanks!

Student Success Technology Specialist

StarfishTeam@pierce.ctc.edu

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