

# Degree Planner Introduction

July 2022

# 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.

# 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.

# Using Degree Planner in Starfish

# 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: abrown6789
  - *\*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.*

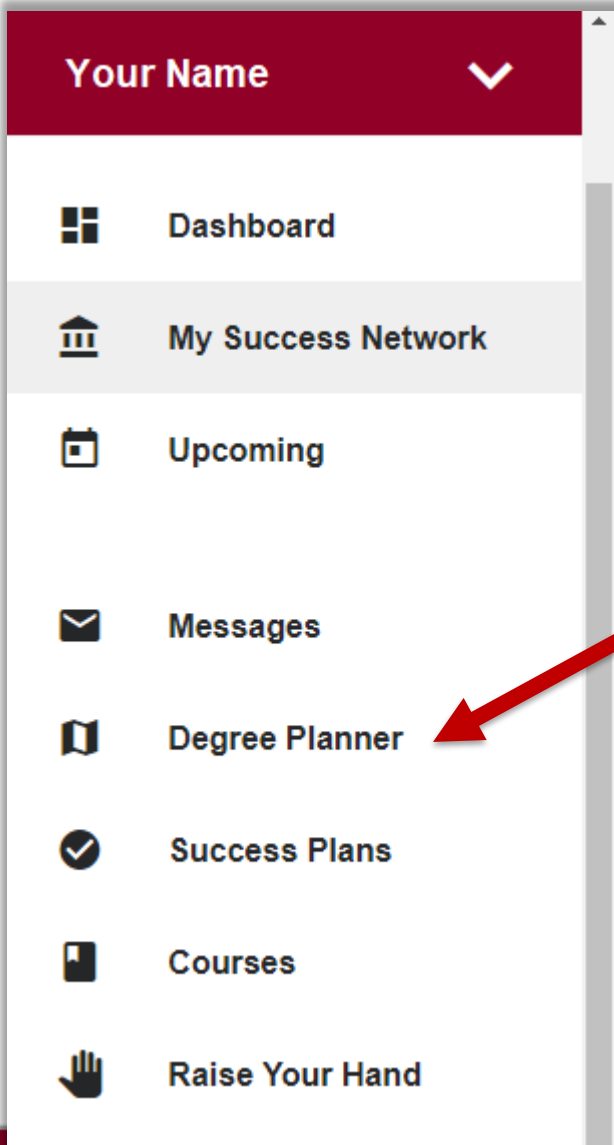
## Password

- PCD!YYYYMMDD
  - Where the YYYY MM DD is your birthdate.
  - Example: PCD!19990531

# Find Degree Planner



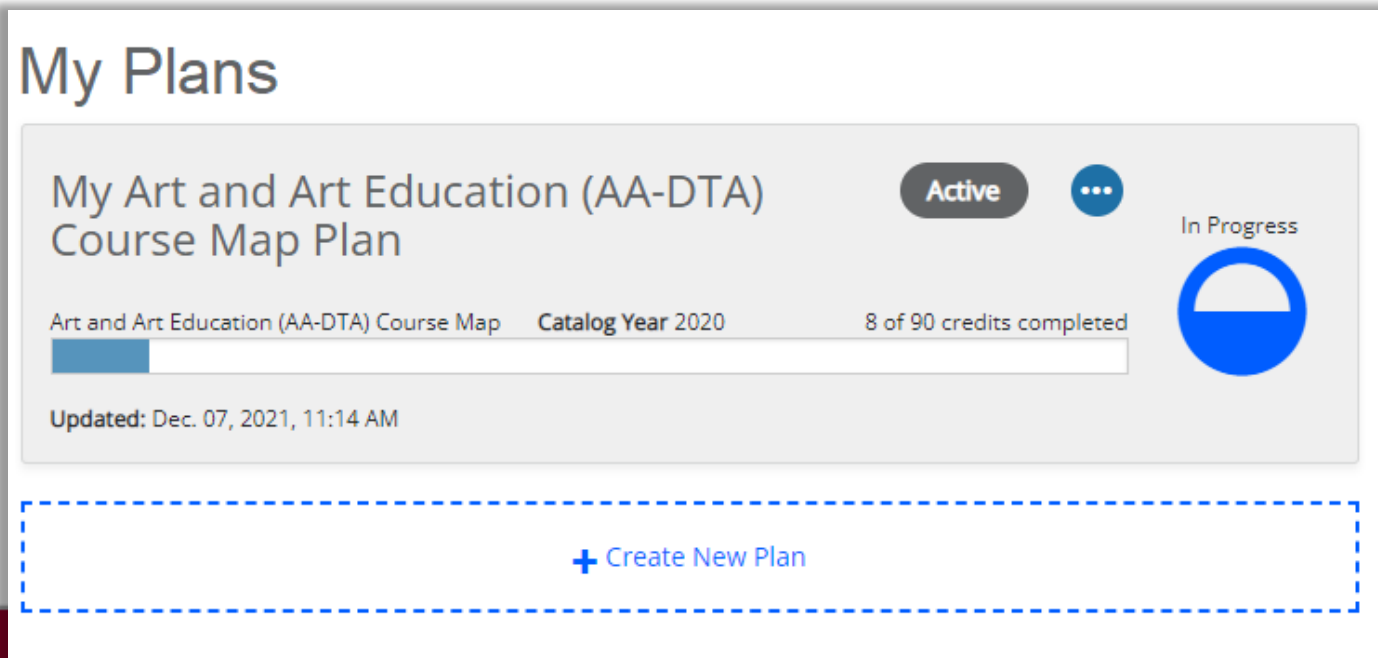
# Go to Degree Planner



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.



**My Plans**

My Art and Art Education (AA-DTA)  
Course Map Plan

Active

In Progress

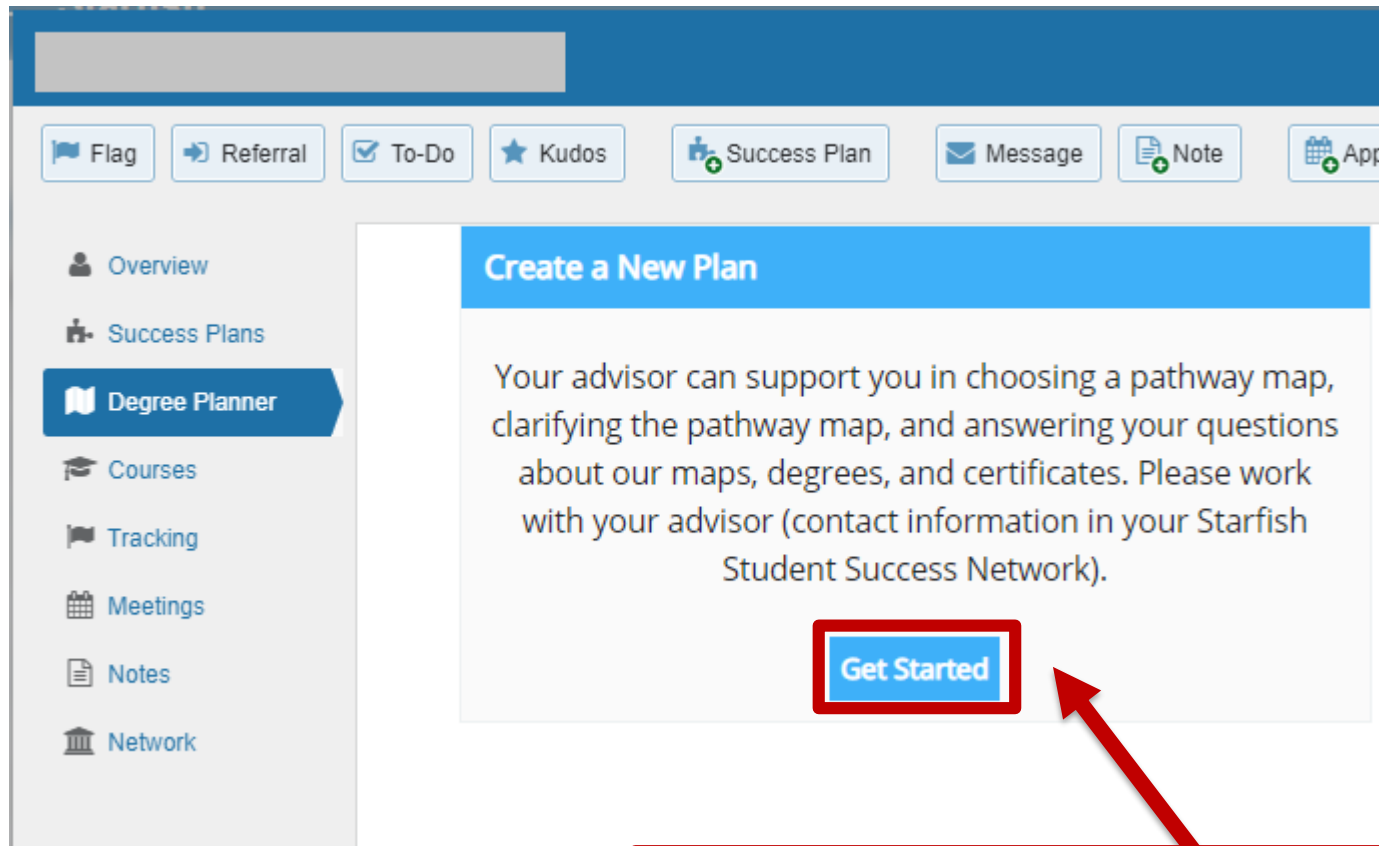
Art and Art Education (AA-DTA) Course Map Catalog Year 2020 8 of 90 credits completed

Updated: Dec. 07, 2021, 11:14 AM

+ Create New Plan

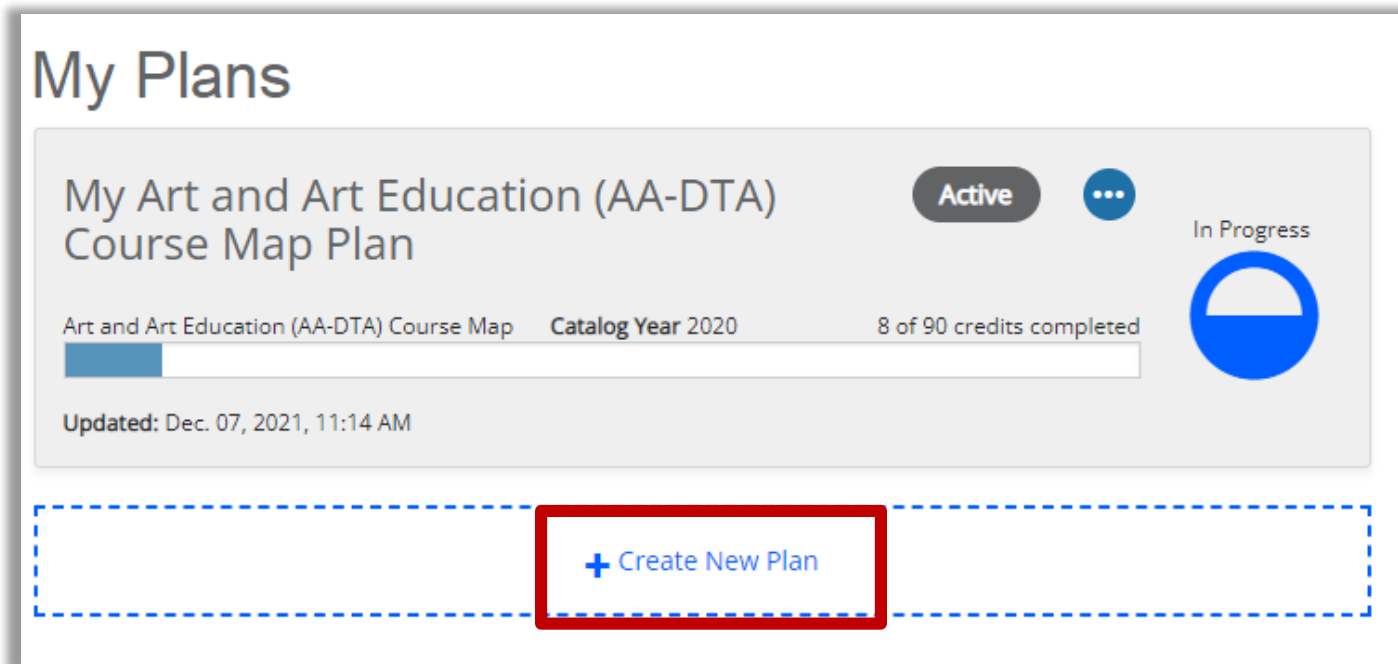
# Building a Plan

# Click Get Started



If this is your first plan, click Get Started.

# Click Create New Plan



**My Plans**

My Art and Art Education (AA-DTA)  
Course Map Plan

Active

In Progress

Art and Art Education (AA-DTA) Course Map Catalog Year 2020 8 of 90 credits completed

Updated: Dec. 07, 2021, 11:14 AM

+ 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

## 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](#)

Start typing to add a program

[Advanced Settings](#)

Cancel

Build 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.

# 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-DTA) Course Map

Archaeology (AA-DTA) Course Map

Art and Art Education (AA-DTA) Course Map

Associate in Arts - Direct Transfer Agreement

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



# Advanced Settings Option

Program  
Archaeology (AA-DTA) Course Map ✕  
[Add another program](#)

[Advanced Settings](#)


What term does your plan start? Spring 2021 ▼

About how many credits do you want to take per term? 15

Do you want to take summer classes?  
☐ Yes ☒ No

What type of schedule do you prefer?  
☒ Less time between classes  
☐ Fewer days with classes

When do you prefer to go to class?  
☒ Anytime



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.

# Click the Build Plan Button

## 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

Archaeology (AA-DTA) Course Map



[Add another program](#)

[Advanced Settings](#)

Cancel

Build Plan

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.

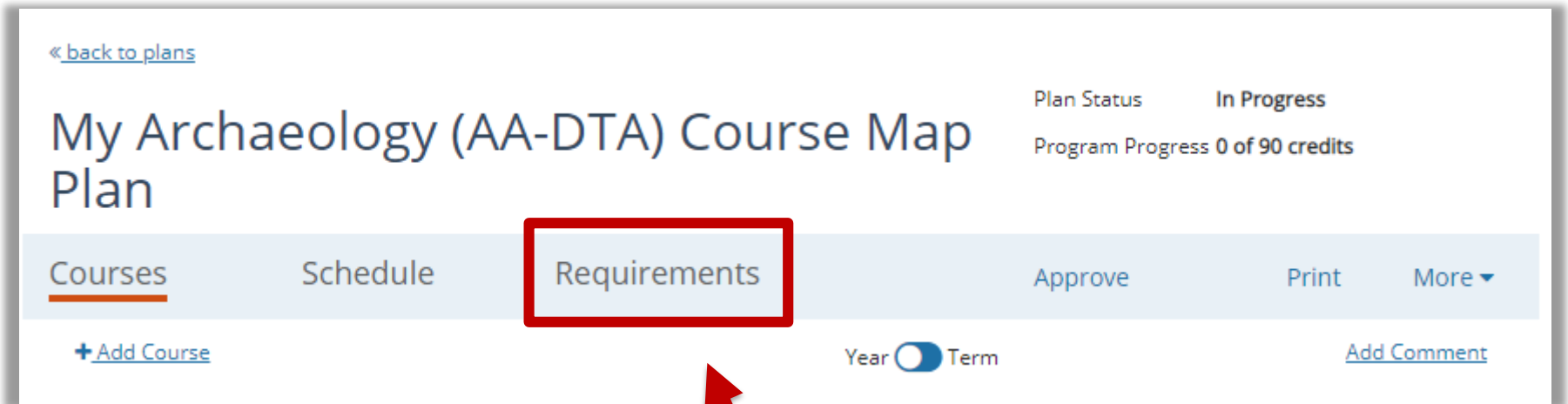
# You've built your first plan!

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.

# The Requirements Page

# Go to the Requirements Page



« [back to plans](#)

## My Archaeology (AA-DTA) Course Map Plan

Plan Status In Progress  
Program Progress 0 of 90 credits

[Courses](#) [Schedule](#) **Requirements** [Approve](#) [Print](#) [More ▼](#)

[+ Add Course](#) Year ☒ Term [Add Comment](#)

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

[Show All](#)[By Grouping](#)

## Archaeology (AA-DTA) Course Map 2020 - 2021

### College Success

*Note:* The College Success course you select will depend on the Career Pathway Map you are following. Your advisor will assist you in selecting either the 3- or 5- credit version of the course. Should you choose to repeat a College Success course you must enroll in a College Success course with the same credit amount as the original course; a COLLG 110 course grade can only be replaced with a grade from another COLLG 110 course and a COLLG 115 course grade can only be replaced with a grade from another COLLG 115 course.

Choose one College Success course: COLLG110 or  
COLLG115 (minimum grade 2.0)

Placeholder for Spring 2021

4 Credits

[+ Add Course](#)

Why It's Important: A foundational course to explore and affirm a career choice and build upon the skills, knowledge, and resources that will support you at Pierce College and

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



The screenshot shows a web interface with two dropdown menus. The first dropdown menu, labeled 'Show Unmet', is highlighted with a red rectangular box. The second dropdown menu, labeled 'By Grouping', is to its right. Both menus have a blue downward arrow icon.

Archaeology (AA-DTA) Course Map 2020 - 2021

## College Success

*Note:* The College Success course you select will depend on the Career Pathway Map you are following. Your advisor will assist you in selecting either the 3- or 5- credit version of the course. Should you choose to repeat a College Success course you must enroll in a College Success course with the same credit amount as the original course; a COLLG 110 course grade can only be replaced with a grade from another COLLG 110 course and a COLLG 115 course grade can only be replaced with a grade from another COLLG 115 course.

Choose one College Success course: COLLG110 or COLLG115  
(minimum grade 2.0)

[+ Add Placeholders](#)

Student has already met this requirement?

[Mark as met](#)

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

## Archaeology (AA-DTA) Course Map 2020 - 2021

### College Success

*Note:* The College Success course you select will depend on the Career Pathway Map you are following. Your advisor will assist you in selecting either the 3- or 5- credit version of the course. Should you choose to repeat a College Success course you must enroll in a College Success course with the same credit amount as the original course; a COLLG 110 course grade can only be replaced with a grade from another COLLG 110 course and a COLLG 115 course grade can only be replaced with a grade from another COLLG 115 course.

Choose one College Success course: COLLG110 or COLLG115  
(minimum grade 2.0)

Why It's Important: A foundational course to explore and affirm a career choice and build upon the skills, knowledge, and resources that will support you at Pierce College and beyond.

[+ Add Placeholders](#)

Student has already met this requirement?  
[Mark as met](#)

### English Composition I

ENGL&101  
English Composition I

5 Credits

Why It's Important: Archaeologists write a variety of types of reports, memos, brochures, and other documents for a variety of audiences. Clear written communication for a variety of audiences.

*Note:* Your advisor will assist you in reviewing your Guided Self Placement and selecting either the 5-credit or the 7-credit co-requisite ENGL& 101 + ENGLC 101 course.

[+ Add Course](#)

Student has already met this requirement? [Mark as met](#)

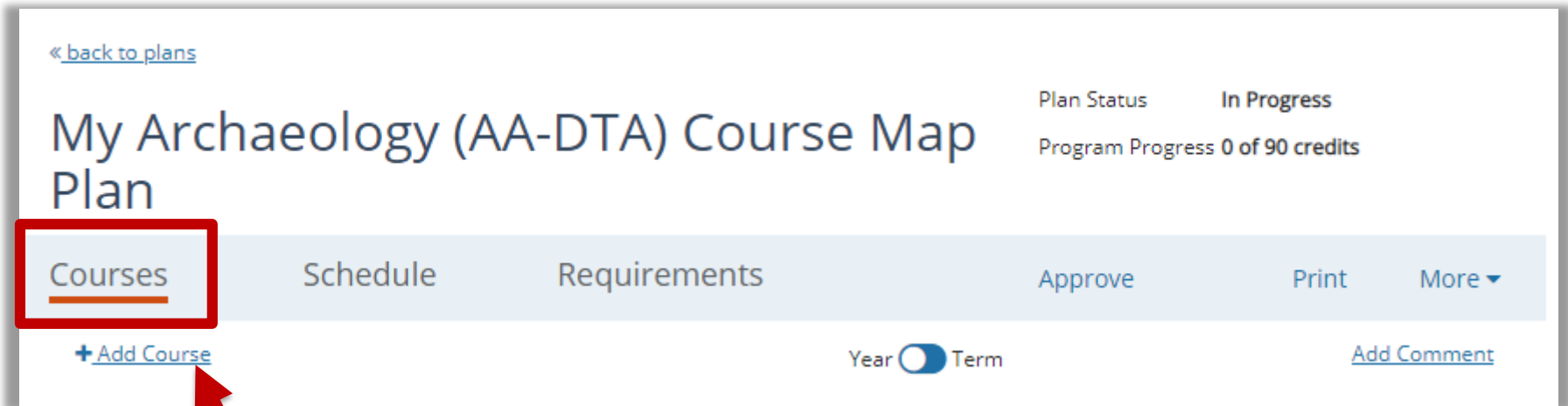
You can add Courses or Placeholders (placeholders are for when a requirement has multiple course options) to a plan from the Requirements page by clicking the “+ Add Course” or “+ Add Placeholders” links

# More about Requirements

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

# The Courses Page

# Go to the Courses Page



« [back to plans](#)

## My Archaeology (AA-DTA) Course Map Plan

Plan Status In Progress  
Program Progress 0 of 90 credits

**Courses** Schedule Requirements Approve Print More ▾

[+ Add Course](#) Year ☒ Term [Add Comment](#)

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



# Courses Page

[Courses](#)
[Schedule](#)
[Requirements](#)
[Approve](#)
[Print](#)
[More ▾](#)

[+ Add Course](#)
Year ☒ Term ☐
[Add Comment](#)

2021-22

| Fall 2021<br>16 Credits   | Winter 2022<br>15 Credits                     | Spring 2022<br>15 Credits                                 |
|---|---|---|
| <div>ENGL&amp;101 ×</div> <div>⚠ View missing course prerequisites.</div> | <div>ANTH&amp;206 ×</div> <div>ART111 ×</div> | <div>ANTH&amp;205 ×</div> <div>Choose one Soci... ×</div> |
| <div>INFO101 ×</div>  | <div>Choose one Mat... ×</div>                | <div>Choose one Geo... ×</div>                            |

Select a course to get more details. To change the term a course is in, use the dropdown menu.

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

[+ Add Course](#) Year ☒ Term [Add Comment](#)

2021-22

| Fall 2021<br>16 Credits   | Winter 2022<br>15 Credits  | Spring 2022<br>15 Credits   | Summer 2022<br>5 Credits   |
|---|--|---|--|
| <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>ENGL&amp;101</b> ×<br/> <small>⚠ View missing course prerequisites.</small> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>INFO101</b> ×         </div> <div style="border: 1px dashed #ccc; padding: 5px; margin-bottom: 5px;">           Choose one Coll... ×         </div> <div style="border: 1px dashed #ccc; padding: 5px;">           Choose one Phil... ×         </div> | <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <b>ANTH&amp;206</b> ×         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>ART111</b> ×         </div> <div style="border: 1px dashed #ccc; padding: 5px; margin-bottom: 5px;">           Choose one Mat... ×         </div> | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>ANTH&amp;205</b> ×         </div> <div style="border: 1px dashed #ccc; padding: 5px; margin-bottom: 5px;">           Choose one Soci... ×         </div> <div style="border: 1px dashed #ccc; padding: 5px; margin-bottom: 5px;">           Choose one Geo... ×         </div> | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>ENGL&amp;111</b> ×         </div> |

↗

**ANTH&206**  
Cultural Anthropology  
5 Credits , 21 Offerings

**Term**

**Section**  
 Sections are **not yet scheduled** for this term

**Description**  
 We examine human behavior and belief across cultures. We learn how anthropologists work; how culture is created; how and

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

[+ Add Course](#)

Year ☐ Term ☒

[Add Comment](#)

2021-22

Fall 2021

16 Credits

ENGL&101

⚠ View missing course prerequisites.

INFO101

Choose one Coll... x

Choose one Phil... x

Winter 2022

15 Credits

ART111

Choose one Mat... x

Spring 2022

15 Credits

ANTH&205

Choose one Soci... x

Choose one Geo... x

ANTH&206

Summer 2022

5 Credits

ENGL&111

ANTH&206

Cultural Anthropology

5 Credits, 21 Offerings

Term

Winter 2022

Section

Sections are **not yet scheduled** for this term

Cancel

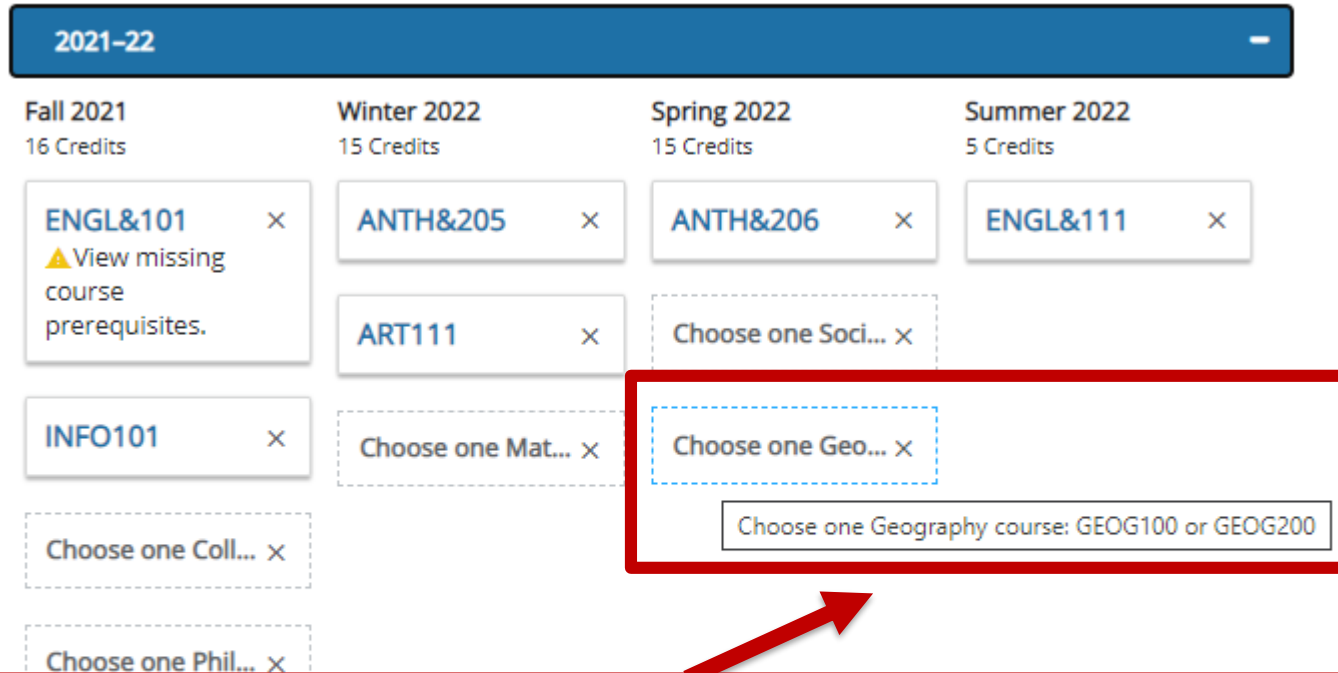
Save

Description

We examine human behavior and belief across cultures. We learn how anthropologists work; how culture is created; how and

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

# Placeholders



The screenshot shows a course plan for the 2021-22 academic year, organized by semester. The plan includes several placeholders for course selection, indicated by dotted outlines. A red box highlights the 'Choose one Geo...' placeholder, and a red arrow points from the explanatory text below to it.

| 2021-22  |                           |   |                          |
|--|---------------------------|---|--------------------------|
| Fall 2021<br>16 Credits                            | Winter 2022<br>15 Credits | Spring 2022<br>15 Credits                       | Summer 2022<br>5 Credits |
| ENGL&101 ×<br>⚠ View missing course prerequisites. | ANTH&205 ×                | ANTH&206 ×                                      | ENGL&111 ×               |
| INFO101 ×  | ART111 ×                  | Choose one Soci... ×                            |                          |
| Choose one Coll... ×                               | Choose one Mat... ×       | Choose one Geo... ×                             |                          |
| Choose one Phil... ×                               |                           | Choose one Geography course: GEOG100 or GEOG200 |                          |

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

## Add Course

Choose a course that meets this requirement.

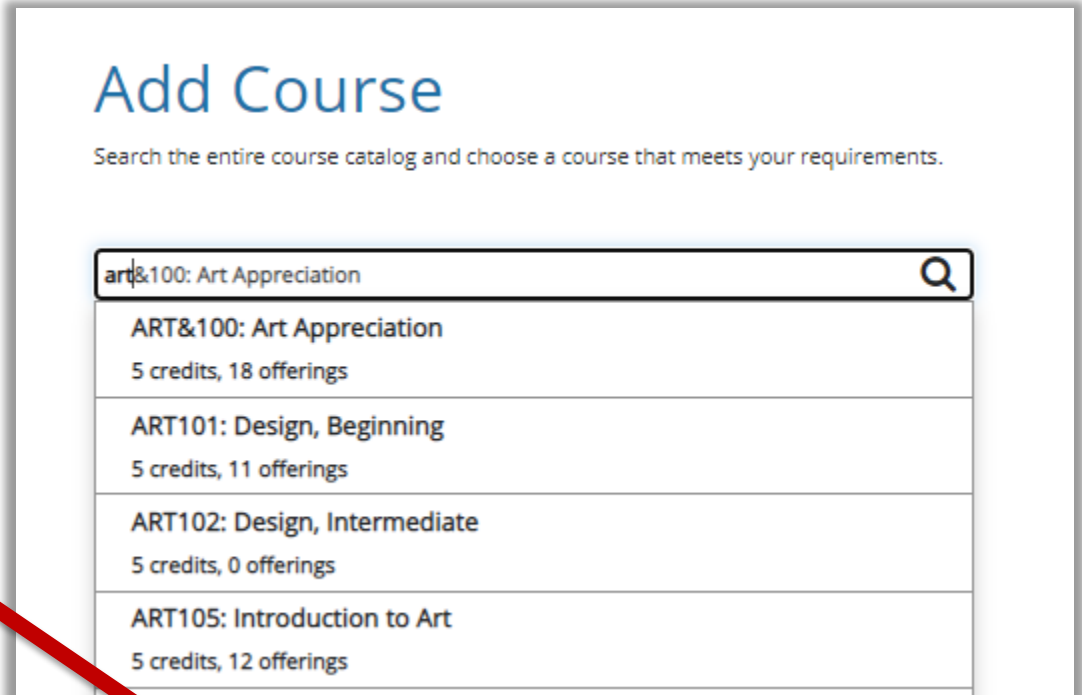
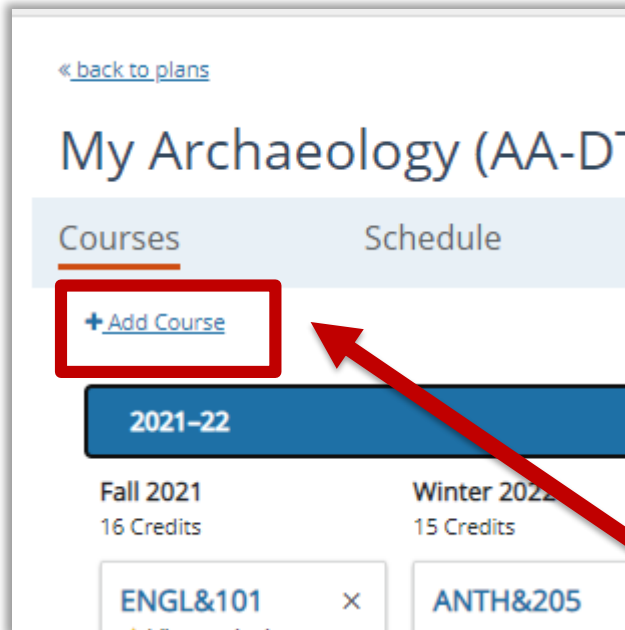
|                           |           |            |
|---------------------------|-----------|------------|
| Introduction to Geography | +         |            |
| GEOG100                   | 5 Credits | 1 offering |

|                 |           |            |
|-----------------|-----------|------------|
| Human Geography | +         |            |
| GEOG200         | 5 Credits | 1 offering |

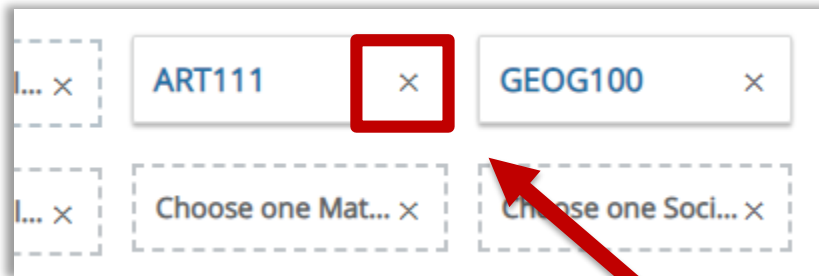
If you know which course you want to take from a placeholder, click on the placeholder. Degree Planner will offer you the option to choose the specific course to replace the placeholder.

# 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



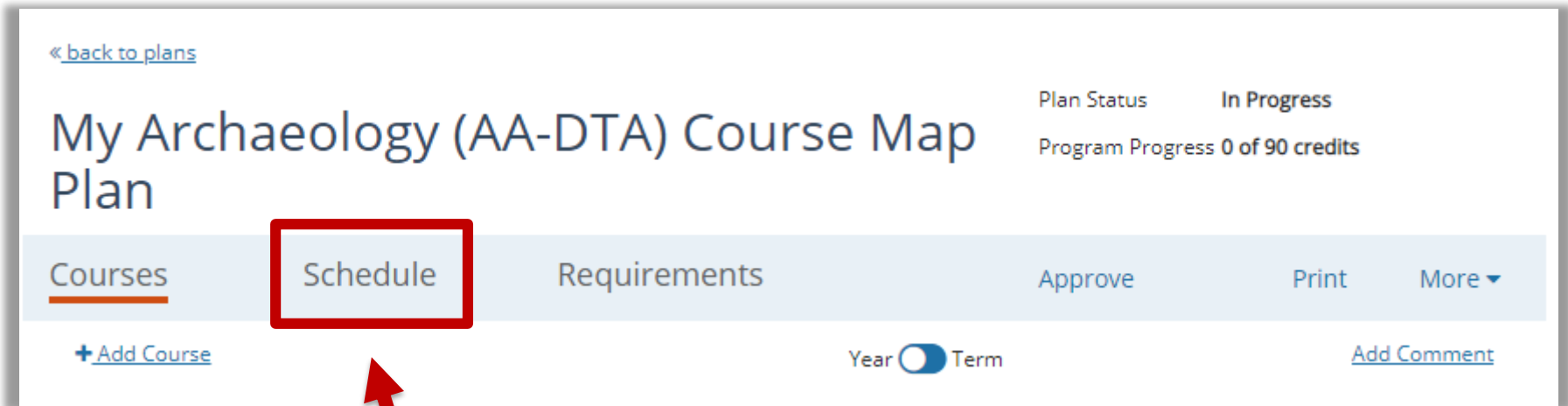
To delete courses or placeholders from the plan, click the “x” icon in the course box.

# 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.

# The Schedule Page

# Go to the Schedule Page



« [back to plans](#)

## My Archaeology (AA-DTA) Course Map Plan

Plan Status In Progress  
Program Progress 0 of 90 credits

[Courses](#) **Schedule** [Requirements](#) [Approve](#) [Print](#) [More ▼](#)

[+ Add Course](#) Year ☒ Term [Add Comment](#)

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

BIOL&160 General Biology w/Lab - 8853\_2213 ---W--- 7:00 PM - 8:30 PM

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

Spring 2021 15 credits scheduled

Current Schedule

|    | M        | T | W        | Th | F |
|----|----------|---|----------|----|---|
| 9  |          |   |          |    |   |
| 10 |          |   |          |    |   |
| 11 |          |   |          |    |   |
| 12 |          |   |          |    |   |
| 1  | ENGL&101 |   | ENGL&101 |    |   |
| 2  |          |   |          |    |   |
| 3  |          |   |          |    |   |
| 4  |          |   |          |    |   |
| 5  |          |   |          |    |   |
| 6  |          |   |          |    |   |
| 7  |          |   | BIOL&160 |    |   |
| 8  |          |   |          |    |   |

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

BIOL&160 General Biology w/Lab - 8853\_2213 ---W--- 7:00 PM - 8:30 PM

 Reschedule my courses

Schedule Options

|    |          |  |          |  |  |
|----|----------|--|----------|--|--|
| 10 | ENGL&101 |  | ENGL&101 |  |  |
| 11 |          |  |          |  |  |
| 12 |          |  |          |  |  |
| 1  |          |  |          |  |  |
| 2  |          |  |          |  |  |
| 3  |          |  |          |  |  |
| 4  |          |  |          |  |  |
| 5  |          |  | BIOL&160 |  |  |
| 6  |          |  |          |  |  |

|    | M        | T | W        | Th | F |
|----|----------|---|----------|----|---|
| 9  |          |   |          |    |   |
| 10 | ENGL&101 |   | ENGL&101 |    |   |
| 11 |          |   |          |    |   |
| 12 |          |   |          |    |   |
| 1  |          |   |          |    |   |
| 2  |          |   |          |    |   |
| 3  |          |   |          |    |   |

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.

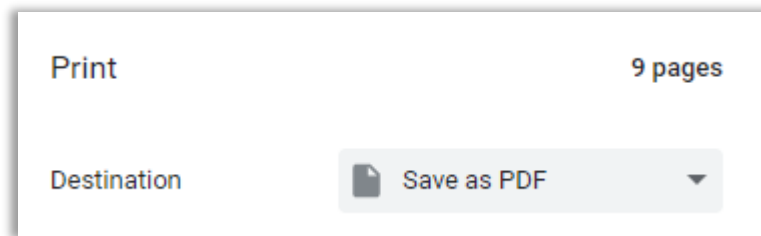
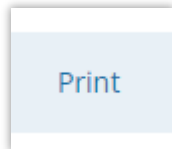


# Schedules are Tentative

- 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”.



# Future Feature: Requesting Approval

- You may see a button in Degree Planner on your plan called “Request Approval”. This feature is being developed! Look out for more information about the Request Approval process in the future.

Request Approval

# That's it!

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

# Need help?

If you have questions or feedback about Starfish, please email [StarfishTeam@pierce.ctc.edu](mailto:StarfishTeam@pierce.ctc.edu).

Thanks!

Student Success Technology Specialist  
[StarfishTeam@pierce.ctc.edu](mailto:StarfishTeam@pierce.ctc.edu)