MY GRADUATION PLAN

Frequently Asked Questions - Students

How can I access My Graduation Plan?

My Graduation Plan can be accessed through the My Academics tile in Catalyst. Click on Academic Progress for the link to My Graduation Plan. A link is also available in the upper right corner of your online degree audit.
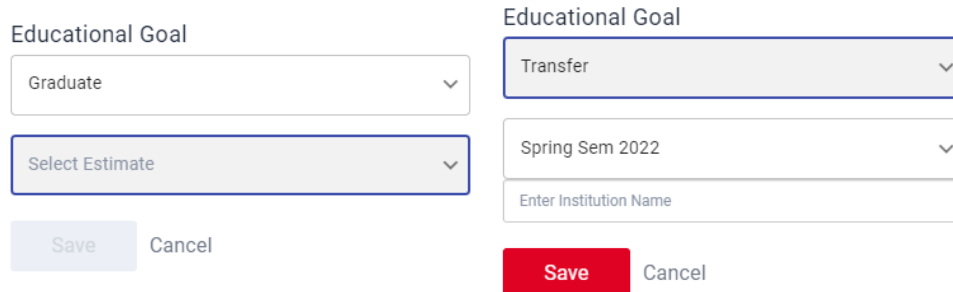

Can multiple educational or career goals be identified?

Only one educational goal and one career goal can be chosen and saved in My Graduation Plan.

Is there a way to record additional information regarding my educational goal?

Choosing Transfer or Graduate as the educational goal will require the entry of an estimated semester and year. A goal of Transfer will also include an open text box for the name of the target institution. Job/Career Development, Personal Improvement, and Other do not allow for the entry of additional information.

Can I change my career and educational goals after I've set them?
Yes. If you choose "Clear" next to either the Educational or Career goal on the Profile page, you will get a pop-out asking if you are sure you want to clear the goal.

Educational Goal
Graduate

Graduation Estimate
Fall Sem 2023

Edit   Clear

Are you sure you want to clear the Educational Goal?

Cancel   Confirm

Clicking confirm will prompt another pop-out letting you know that the goal has been successfully cleared.

Confirmation:
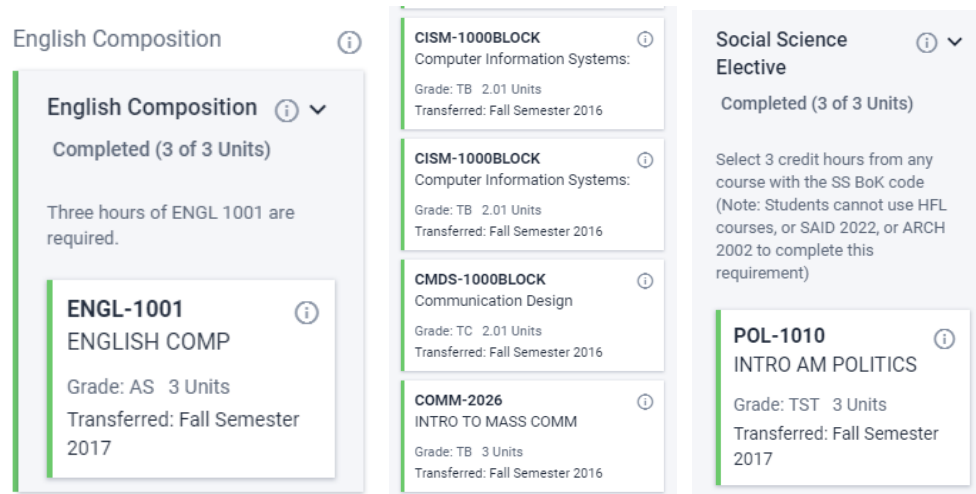Educational goal has been cleared.

You can then set an updated goal.

How does advanced standing, test credit, and transfer work appear in My Graduation Plan?
On the Profile tab, your entire course history is displayed, broken down as in-progress courses, transfer/test credits, and completed courses. A complete list of advanced standing, test credits, and transfer coursework is listed here.

∨ Transferred Courses/Test Credits

Course		Units	Grade	Repeat	Term
CNA-0000BLOCK	Credit Not Awarded	0	TST		Fall Semester 2017
CNA-0000BLOCK	Credit Not Awarded	0	TST		Fall Semester 2017
ENGL-1001	English Composition	3	TST		Fall Semester 2017
ENGL-1001	English Composition	3	TA		Fall Semester 2017
ENGL-2000BLOCK	English	3	TA-		Fall Semester 2017
FAM-1000BLOCK	Fine Arts - Music	6	TST		Fall Semester 2017
HIST-1001	United States History I	3	TB		Fall Semester 2017

On the Degree Progress tab, credits that complete course requirements are included in the left rail of the planner. Transferred courses and test credits do not appear in the planning space under the term to which they were posted.
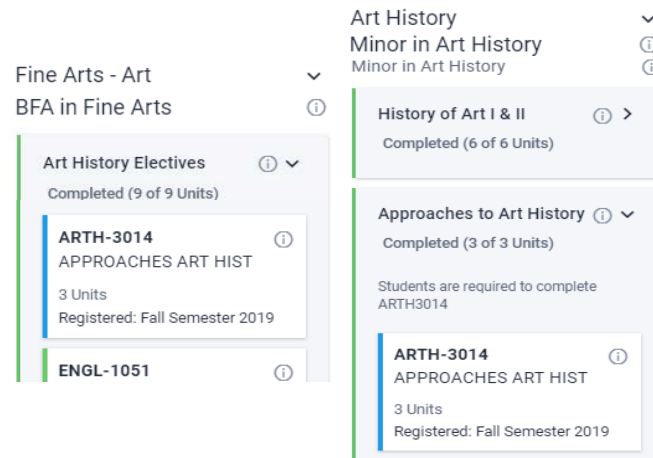

Can I use My Graduation Plan to plan courses for all of my degrees, majors, minors, and certificates?

Progress for each of your active programs can be found in the "Progress by Program" display at the top of each tab in My Graduation Plan. The Overall Degree Progress chart reflects the total of all requirements for all active programs. Additionally, on the Degree Progress page, the left rail will have a line for each of your active programs. The requirements for each program will be listed under the program's name. Students with multiple programs will have a progress chart for each major, minor, or certificate and a section of the left rail for each program.
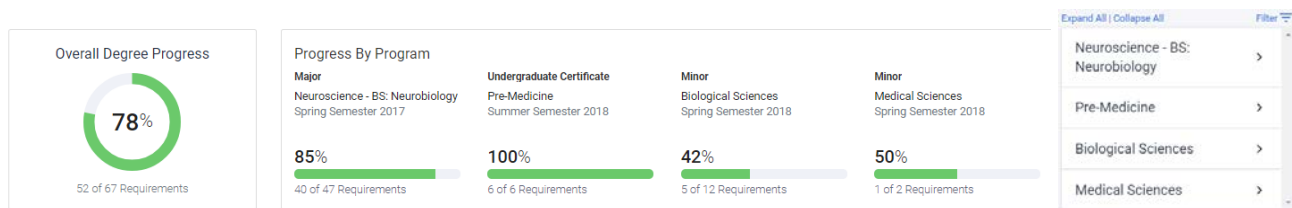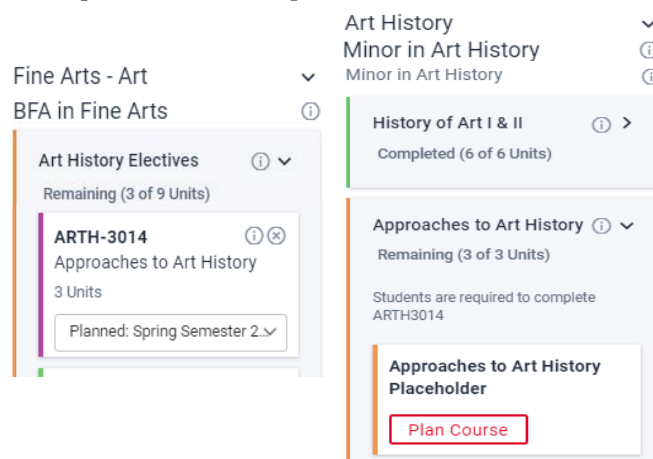

Information in My Graduation Plan is pulled directly from your degree audit and will therefore reflect the structure of the audit.

Course sharing that is allowable in the audit will be reflected in the planner for courses that are completed and registered. However, planned courses will not show in more than one requirement.

For example, ARTH3014 is required by the Art History minor and can be used in the Fine Arts major as an Art History elective. When a student who is both a Fine Arts major and an Art History minor registered for ARTH3014, it appears in both programs as registered.

When a student who is a Fine Arts major and Art History minor plans ARTH3014 for an upcoming semester, it will only show as planned in one program.

However, if the student tried to plan ARTH3014 from the Art History minor, a repeat alert would appear on the course telling the student that ARTH3014 has already been planned.

Viewing available courses for

Approaches to Art History

Plan 3 units to complete all 3 for this requirement.

Term

Fall Semester 2019 ▼   Filter ≡

1 Course   Sort by: Course Level Low to High ▼

ARTH-3014 (3 Units)   ⓘ   Plan
Approaches to Art History
- Typically Offered: Annually, Spring
- Prerequisite: To take this course you must: Have taken the following Courses 23ARTH111 min grade C-,23ARTH112 min grade C-,23ARTH113 min grade C-, or ARTH1001 min grade C-,ARTH1002 min grade C-. Be enrolled in the following Program 23BAC. Be enrolled in the following Plan ARTH-MIN.
- Cross-listed / Duplicate Courses: ARTH-3014

Alert ❶
ARTH-3014 is already planned for Spring Semester 2020

When should I begin creating my plan?
Begin planning right away! Your advisor can review your plan with you and help you adjust along the way.

How much planning can/should I do?
Five years of planning space is available. You can plan the entirety of your program. In many programs, requirements are presented as semester-by-semester which makes planning very straightforward. Your advisor can assist you with creating a complete plan.

Fall Semester 2019 - Summer Semester 2020

Fall Sem 2020 - Summer Sem 2021

Fall Sem 2021 - Summer Sem 2022

Fall Sem 2022 - Summer Sem 2023

Fall Sem 2023 - Summer Sem 2024

Urban Studies—Year 1-Spring   ⓘ

Understanding the Urban   ⓘ >
Environment (DC)
Remaining (3 of 3 Units)

Statistics for Urban   ⓘ >
Settings
Remaining (3 of 3 Units)

Introduction to Geographic ⓘ >
Information Systems
Remaining (3 of 3 Units)

Urban Studies—Year 2-Fall   ⓘ

Economics for Planning   ⓘ >
Remaining (3 of 3 Units)

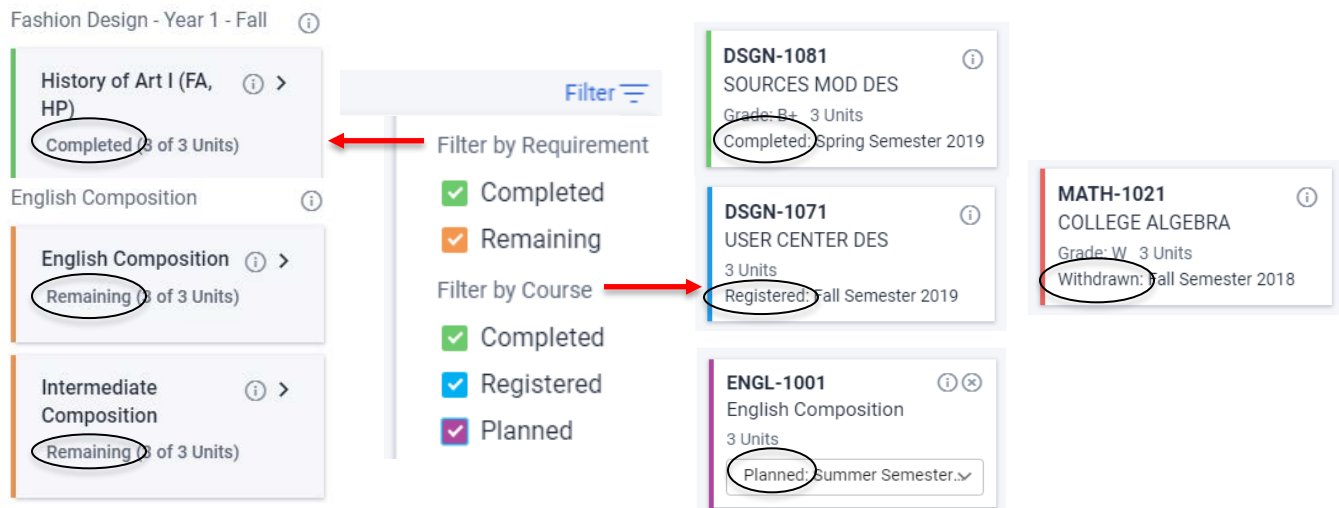## How does My Graduation Plan determine where courses fit in my program?

My Graduation Plan follows the logic of the degree audit, so placement of courses is based entirely on the construction of the audit.

How are the total number of requirements calculated?

My Graduation Plan counts all the requirements and requirement lines in the audit. It should be considered a representation of progress rather than an exact number of courses or requirements remaining.

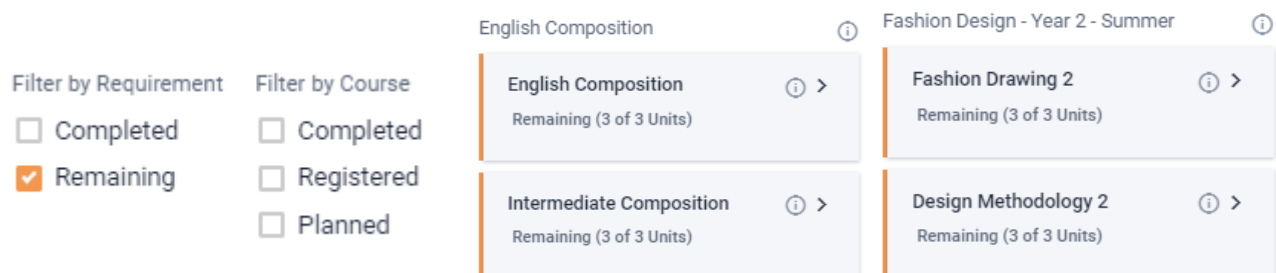## What do the different colors on courses and requirements mean?

Colors on the edges of requirements and courses indicate their status. Requirements are either green – completed, or orange – remaining. Course colors are green – completed, blue – registered, purple – planned, and red – invalid grades. Each status is also printed under the course or requirement.

## How can I find the requirements and/or courses I have remaining?

By using the filtering feature and choosing "Remaining" under "Filter by Requirement", you can get a quick overview of the requirements that still need to be completed.

If I change my program of study, will my plan automatically be removed from My Graduation Plan?

Planned courses are not automatically removed when a program is changed and can only be removed individually. They can either be removed from the term-by-term planning space or from the left rail by clicking the X. This will prompt a pop-out confirming the removal of the course.
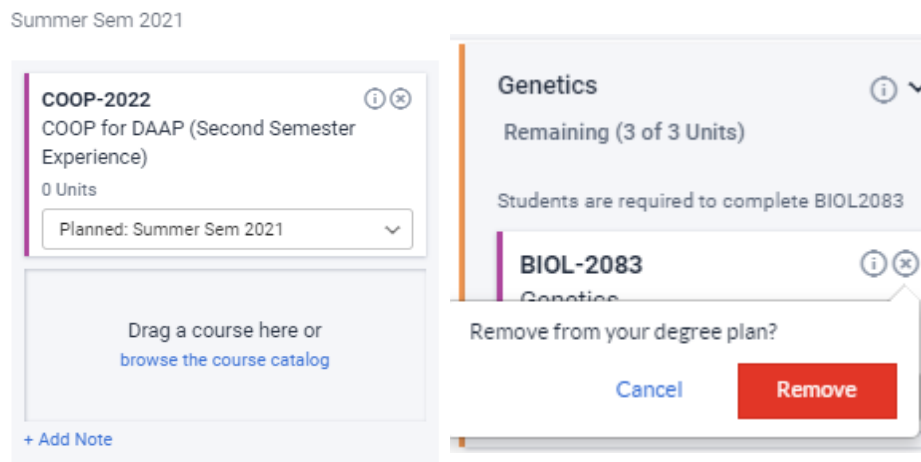
Clicking remove will result in a pop-up confirmation that the course has been removed.
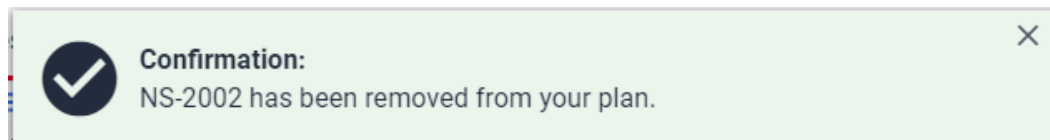
Using the filter functionality, you can ensure that all previously planned courses were successfully removed.
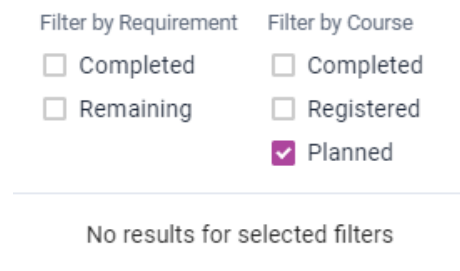
How often does the information in My Graduation Plan get updated? If I register for classes, will those registered courses immediately be populated in My Graduation Plan?

The information shown in My Graduation Plan is pulled directly from the degree audit information in Catalyst. Data is refreshed nightly, but a refresh is also prompted when you log in to My Graduation Plan. A few moments after accessing My Graduation Plan, a pop-up will appear at the top of the screen. Clicking the red Refresh box will update your information. This refresh is available once an hour and will happen automatically if you close My Graduation Plan and then re-enter the program. Once the information has been refreshed, the "Last Updated" date will reflect the current date.

Refresh your browser to view latest degree information   Refresh

Last Updated June 13, 2019

What should I do if My Graduation Plan doesn't show me an option to refresh my information?

Contact your academic advisor. He/She can manually refresh your information and knows the next steps to take if that manual refresh does not properly work.

Some of the information I'm seeing in My Graduation Plan isn't accurate.

Information in My Graduation Plan is pulled directly from Catalyst. If you've recently changed your major, added or dropped a minor or program, or made some other kind of programmatic change, that change will be reflected in My Graduation Plan when it has been updated in Catalyst. If you see inaccurate information regarding grades or registration, be sure you have clicked the red Refresh button at the top of the page. If this does not accurately update your academic information, contact your Academic Advisor.

Why does an "Alert" appear on a course? Does that mean I cannot take the course?

Alerts can appear on courses that have been planned or when searching a course list for a potential course. These Alerts are designed to prevent you from planning a course that you have already planned, are currently taking, or have successfully completed. Additionally, Alerts will appear on courses with a prerequisite if you have not already completed, registered, or planned that prerequisite. Clicking on the Alert will give you specific information regarding the reason for the alert. The number in the orange circle indicates how many alerts are applicable to that course. if you don't understand why a course has an Alert, contact your Academic Advisor.

ENGL-2089 ⓘ ⊗
Intermediate Composition
3 Units

Planned: Fall Semester 2019 ⌄

Alert ❶

Unsatisfied requisite: To take this course you must: Have taken the following Courses 15ENGL102 min ENGL1001 min grade C-, or ENGL1002 min grade C-, or ENGL1012 min grade C-, or ENGL1902 min grade C-. Be at least a Sophomore. .
This requisite may not be satisfied due to one or more missing courses.

ENGL-2089 ⓘ ⊗
Intermediate Composition
3 Units

Planned: Fall Semester 2019 ⌄

Alert ❶

Viewing available courses for
Advanced Electives   ✕
Plan 6 units to complete all 9 for this requirement.

Term

Spring Semester 2020 ⌄   Filter ⇟

36 Courses   Sort by: Course Level Low to High ⌄

C-,COMM3006 min grade C-,COMM3007 min grade C-.
- Cross-listed / Duplicate Courses: COMM-4040

COMM-4042 (3 Units)   ⓘ [Plan]
Public Relations Campaigns
- Typically Offered: Annually, Fall, Spring
- Prerequisite: To take this course you must: Have taken the following Courses 15COMM242 min grade C-,15COMM243 min grade C-, or COMM2042 min grade C-,COMM2043 min grade C-. Be enrolled in one of these Plans MKTG-AS, JOUR-C2, MKTG-BBA, MKTG-MIN, COMM-PB, COMM-BA, COMM-MIN, COMM-AA, JOUR-MAJ, JOUR-BA, MKTG-FOC, MKT30-BSAB, MKT15-BSAB, MKTG-C1, MKTG-BS, COMM-MAJ, COMM-CIE.
- Cross-listed / Duplicate Courses: COMM-4042

Alert ❶

COMM-4042 is already registered for Fall Semester 2019

COMM-4043 (3 Units)   ⓘ [Plan]
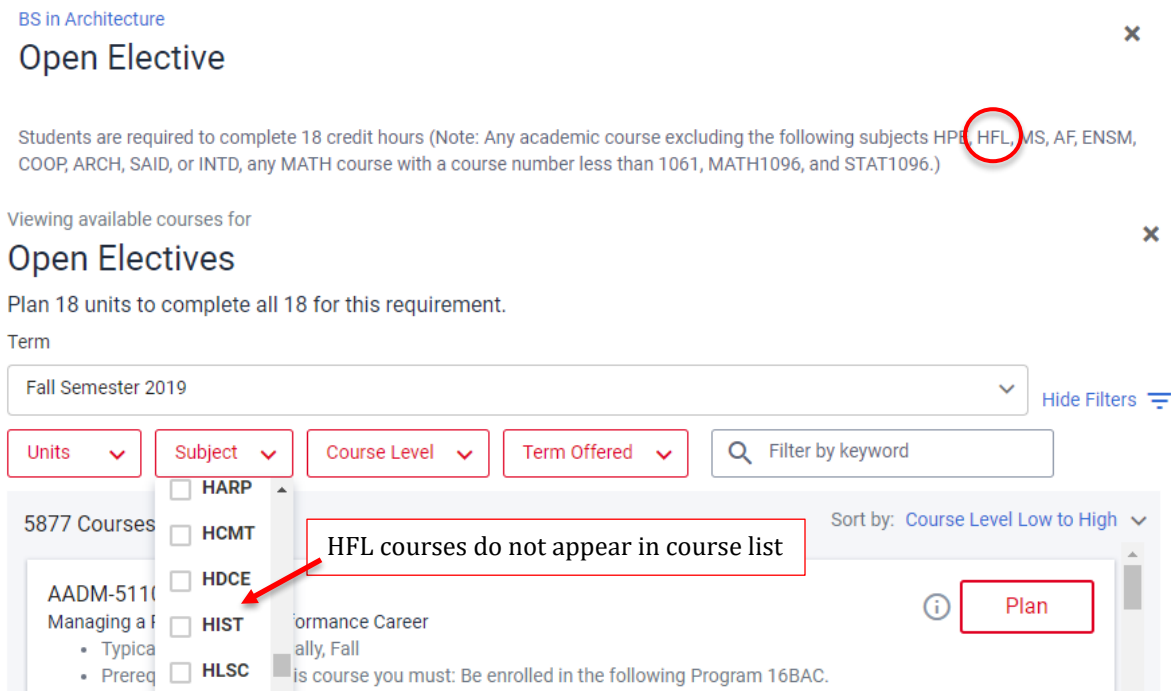Theories of Interpersonal Communication
- Typically Offered: Occasionally
- Prerequisite: To take this course you must: Have taken the following Courses 15COMM171 min grade C-,15COMM176 min grade C-,15COMM306 min grade

What happens if I plan a course and then don't end up registering for that course?

If you've planned a course in a semester and then do not end up registering for that course, the planned course will still appear as Planned (purple.) You will need to move that planned course to the semester do intend to complete it.

I want to plan a specific course to fulfill one of my program requirements, but the course isn't showing up in the Course List.

Because the logic of My Graduation Plan is based entirely on the audit, courses that have been excluded from certain requirements in the audit will also be excluded from provided course lists in My Graduation Plan. For instance, in Architecture, courses from certain subjects cannot be used toward the free elective requirement. Those courses will not appear as options in the plannable course list.

I want to take a course that is not specifically required for any of my programs. Can I plan that course?

Yes. Every semester has an option to "browse the course catalog" through which *any* course in the UC catalog can be added to your plan.

Searching can be done by course or keyword. Search results can also be filtered.

What does "Typically Offered" mean on courses?

The typically offered information seen in My Graduation Plan is set and maintained by offering colleges. It is not a guarantee that a course will be offered in a given semester. Questions regarding typically offered course information should be directed to your academic advisor.

Can planned semesters be sent directly from My Graduation Plan to Visual Schedule Builder?
This functionality is not currently available, however, the integration of the two tools is being explored.

Who can see my plan? Who can edit my plan?
My Graduation Plan is a collaborative space occupied by both students and advisors. Any advisor can view and edit any student plan. Some additional staff with advisor level Catalyst access can also view student plans, such as Athletics, Veteran's Affairs, and the Registrar's Office.

If my advisor adds a note to my plan, will I be notified? Can I delete or edit notes on my plan?
Only Advisors can create or delete notes. My Graduation Plan does not send notifications that a note has been created or deleted. Students can see advisor notes when they log in to the tool.

Can I create multiple plans?
My Graduation Plan can store only one plan. By using the print feature, students can create multiple plans for purposes of comparison.

How does My Graduation Plan calculate my progress toward a potential new degree plan in Explore Degrees?
When the Explore Degrees function is used, My Graduation Plan runs a what-if audit from Catalyst comparing your progress against the requirements of the selected major, minor, certificate, etc. and returns a visual representation of the progress toward completion.
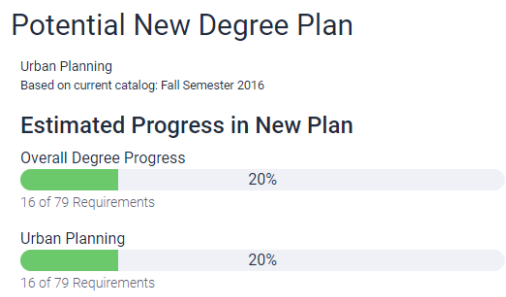
The percentage toward completion is based on all the requirements and courses in the audit for the chosen degree, just as it is in the progress charts for your declared degree. Graduation requirements for the degree being explored will be presented, as will the requirements, complete with color-coding for completed and remaining. These requirements can also be filtered.
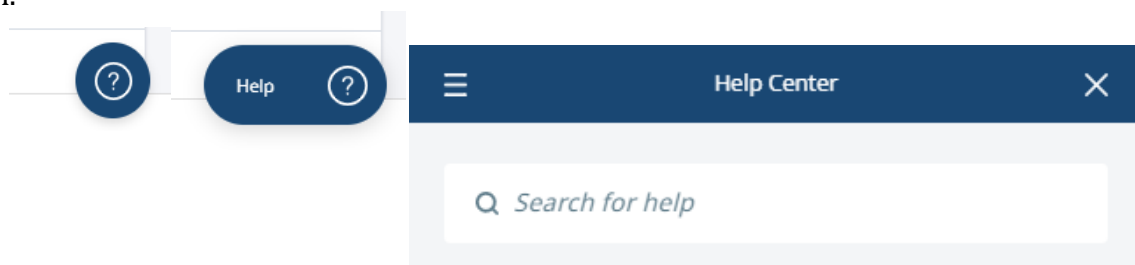
Can courses be planned from Explore Degrees?

Courses cannot be planned from the Explore Degrees tab. A student who is transitioning to a new program can plan courses applicable to the new program through the "browse the course catalog" feature. Through this method, typically offered course data can also be viewed for the courses being planned.

What is the source of the career data presented in Explore Careers? Can My Graduation Plan be integrated with Handshake or other UC career platforms?

Civitas, the company that has created My Graduation Plan, contracts with EMSI (Economic Modeling Specialists International) for the career data presented in the Explore Careers page of the tool. UC is currently investigating avenues for integration between Handshake and My Graduation Plan.

I have a question that wasn't covered.

In the bottom right corner of every page in My Graduation Plan is a blue circle with a question mark. Clicking this will open the Help Center in which you can search for specific keywords or browse the topics. Additionally, you can contact your Academic Advisor with questions regarding the tool.