

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.



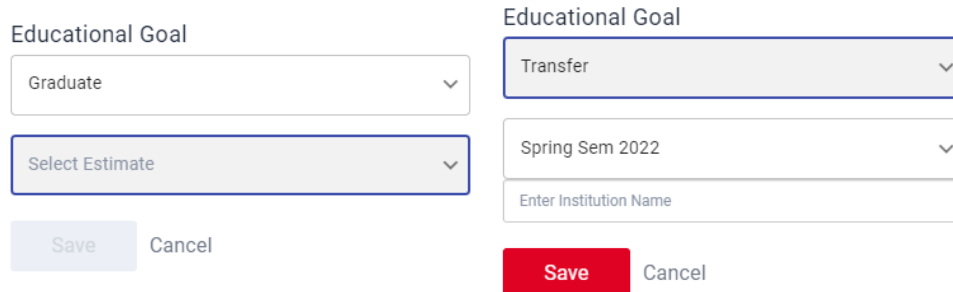
The left screenshot shows the 'Student Homepage' with a 'My Academics' tile. Under 'My Academics', there is an 'Academic Progress' section with a dropdown arrow. Below this, 'My Graduation Plan' is circled in red. Other options include 'Get My Degree Audit', 'Run a What-if Report', and 'Transfer Credit Evaluation'. The right screenshot shows the 'University of Cincinnati | Undergraduate' degree audit page. A 'My Graduation Plan' button is circled in red in the top right corner. Below it, there are buttons for 'Collapse All', 'Expand All', and 'View Report as PDF'. A progress bar shows 'Taken', 'In Progress', 'Planned', and 'Repeated' items. At the bottom, there is a 'University of Cincinnati Degree Audit Report' section.

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.



The left screenshot shows the 'Educational Goal' dropdown menu with 'Graduate' selected. Below it, the 'Select Estimate' dropdown is highlighted. At the bottom, there are 'Save' and 'Cancel' buttons. The right screenshot shows the 'Educational Goal' dropdown menu with 'Transfer' selected. Below it, the 'Spring Sem 2022' dropdown is selected. At the bottom, there is an 'Enter Institution Name' text box and 'Save' and 'Cancel' buttons.

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.

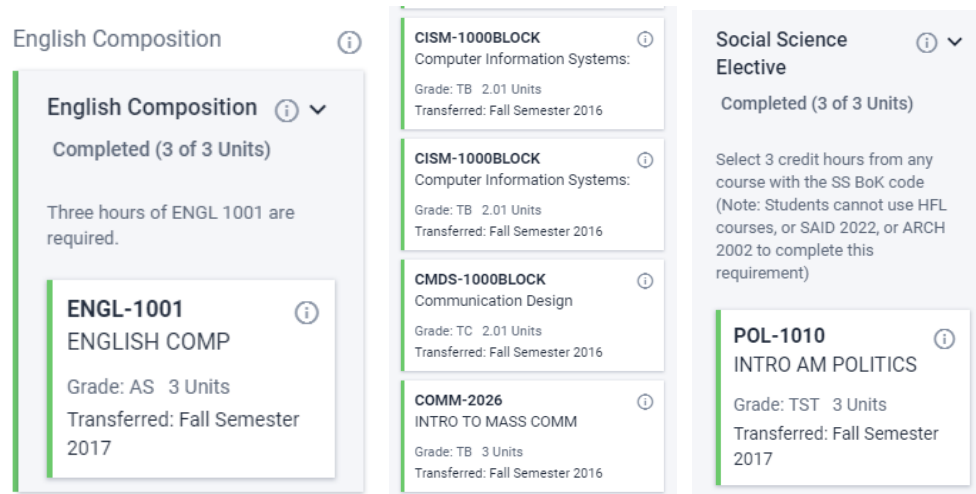
How does advanced standing, test credit, and transfer work appear in My Graduation Plan?

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.

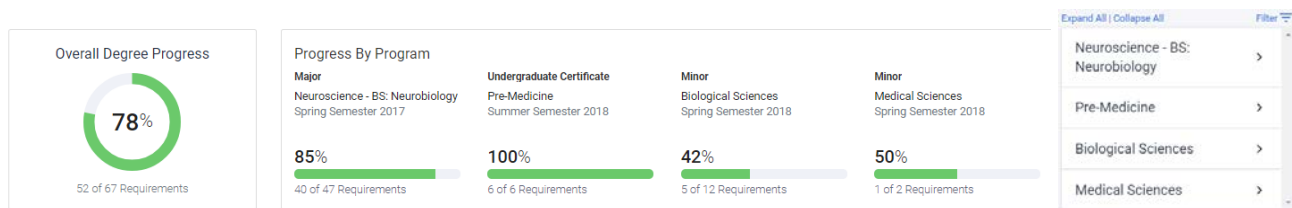


The screenshot displays a degree planner interface with three main sections:

- English Composition:** Shows "Completed (3 of 3 Units)" and lists "ENGL-1001 ENGLISH COMP" with a grade of AS and 3 units, transferred in Fall Semester 2017.
- Computer Information Systems (CISM-1000BLOCK):** Lists two instances of this course, each with a grade of TB and 2.01 units, transferred in Fall Semester 2016.
- Communication Design (CMDS-1000BLOCK):** Lists one instance with a grade of TC and 2.01 units, transferred in Fall Semester 2016.
- Intro to Mass Comm (COMM-2026):** Lists one instance with a grade of TB and 3 units, transferred in Fall Semester 2016.
- Social Science Elective:** Shows "Completed (3 of 3 Units)" and provides instructions to select 3 credit hours from any course with the SS BoK code.
- Intro to AM Politics (POL-1010):** Lists one instance with a grade of TST and 3 units, transferred in Fall Semester 2017.

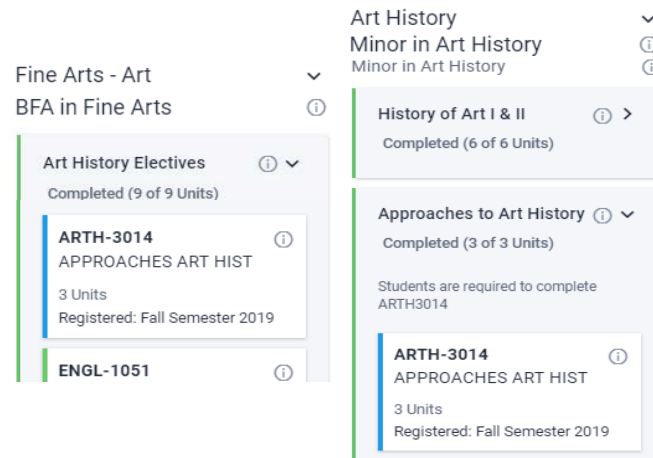
Can I use My Graduation Plan to plan courses for all of my degrees, majors, minors, and certificates?

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.



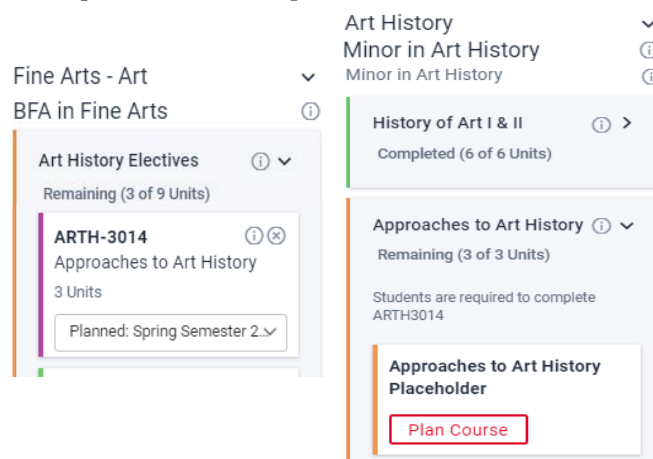
Information in My Graduation Plan is pulled directly from your degree audit and will therefore reflect the structure of the audit.

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.



The screenshot shows two program panels. The left panel, 'Fine Arts - Art BFA in Fine Arts', has a sub-panel 'Art History Electives' with 'Completed (9 of 9 Units)'. It lists 'ARTH-3014 APPROACHES ART HIST' (3 Units, Registered: Fall Semester 2019) and 'ENGL-1051'. The right panel, 'Art History Minor in Art History', has a sub-panel 'Approaches to Art History' with 'Completed (3 of 3 Units)'. It notes 'Students are required to complete ARTH3014' and lists 'ARTH-3014 APPROACHES ART HIST' (3 Units, Registered: Fall Semester 2019). Both programs also show 'History of Art I & II' as completed (6 of 6 Units).

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.



The screenshot shows the same two program panels. In the 'Fine Arts - Art BFA in Fine Arts' panel, 'Art History Electives' now shows 'Remaining (3 of 9 Units)'. 'ARTH-3014' is listed as 'Planned: Spring Semester 2'. In the 'Art History Minor in Art History' panel, 'Approaches to Art History' shows 'Remaining (3 of 3 Units)'. Below this, there is an 'Approaches to Art History Placeholder' with a red 'Plan Course' button.

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

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.

Term	Course	Remaining
Fall Semester 2019 - Summer Semester 2020	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)
Fall Sem 2020 - Summer Sem 2021		
Fall Sem 2021 - Summer Sem 2022		
Fall Sem 2022 - Summer Sem 2023		
Fall Sem 2023 - Summer Sem 2024		

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

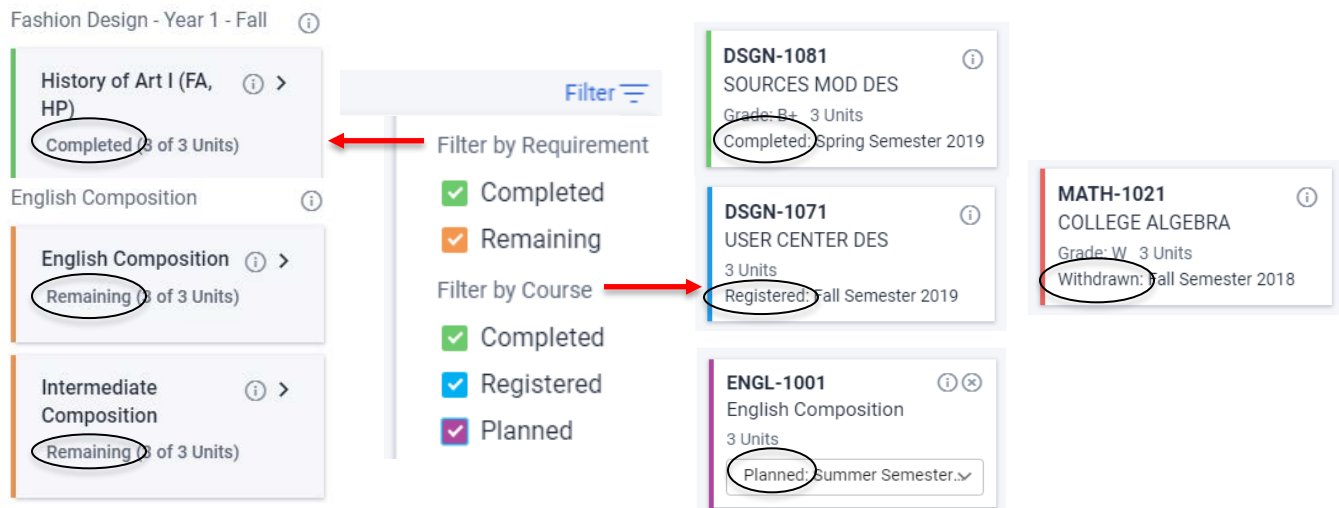
My Graduation Plan follows the logic of the degree audit, so placement of courses is based entirely on the construction of the audit.

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?

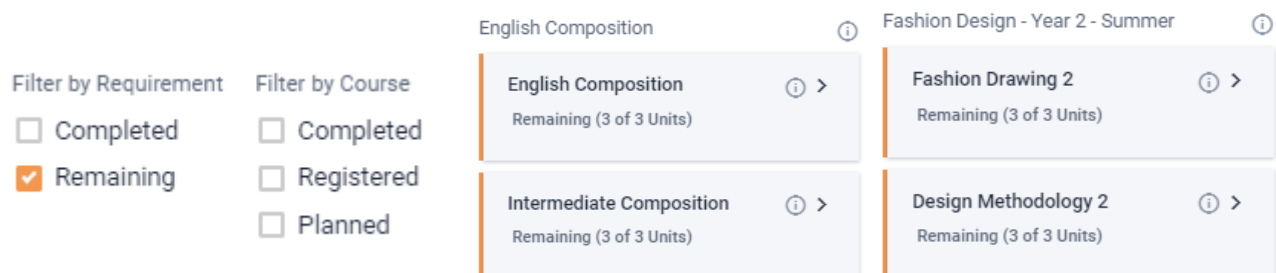
Colors on the edges of requirements and courses indicate their status. Requirements are either green – completed, or orange – remaining. Course colors are green – completed, blue – registered, purple – planned, and red – invalid grades. Each status is also printed under the course or requirement.



The screenshot shows a 'Filter by Requirement' menu with options: Completed (checked), Remaining (checked), and Planned (unchecked). A 'Filter by Course' menu has options: Completed (checked), Registered (checked), and Planned (checked). The main area displays several cards: 'History of Art I (FA, HP)' (Completed, green border), 'English Composition' (Remaining, orange border), 'Intermediate Composition' (Remaining, orange border), 'DSGN-1081 SOURCES MOD DES' (Completed, green border), 'DSGN-1071 USER CENTER DES' (Registered, blue border), 'ENGL-1001 English Composition' (Planned, purple border), and 'MATH-1021 COLLEGE ALGEBRA' (Withdrawn, red border). Red arrows point from the filter menus to the corresponding status text on the cards.

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

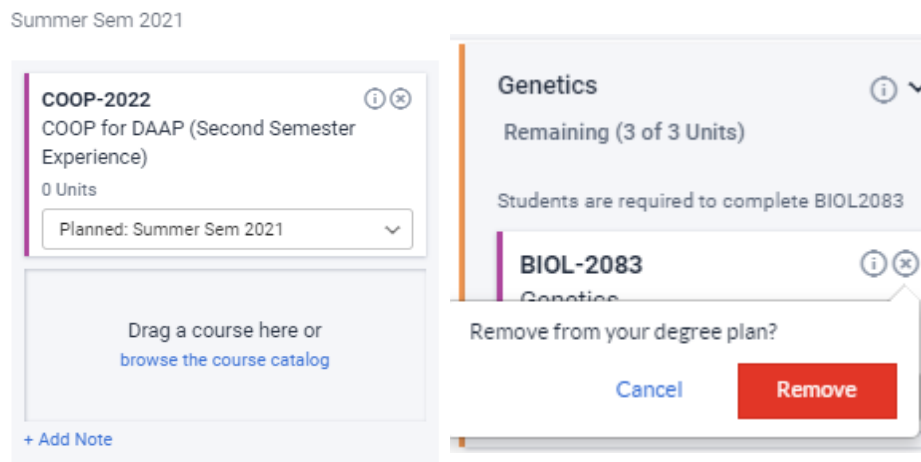
By using the filtering feature and choosing “Remaining” under “Filter by Requirement”, you can get a quick overview of the requirements that still need to be completed.



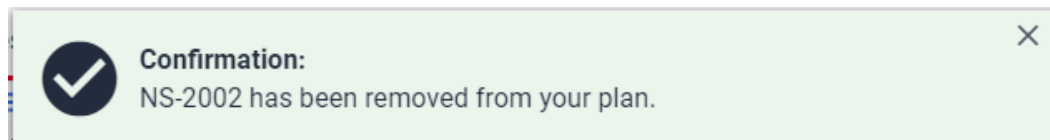
The screenshot shows the 'Filter by Requirement' menu with 'Remaining' selected. The 'Filter by Course' menu has 'Completed', 'Registered', and 'Planned' selected. The main area displays two columns of cards: 'English Composition' (Remaining, orange border) and 'Intermediate Composition' (Remaining, orange border) in the first column; 'Fashion Drawing 2' (Remaining, orange border) and 'Design Methodology 2' (Remaining, orange border) in the second column.

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

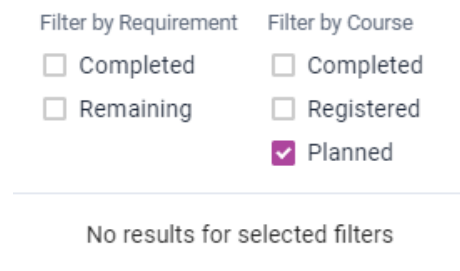
Planned courses are not automatically removed when a program is changed and can only be removed individually. They can either be removed from the term-by-term planning space or from the left rail by clicking the X. This will prompt a pop-out confirming the removal of the course.



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 1

ENGL-2089 ⓘⓧ

Intermediate Composition

3 Units

Planned: Fall Semester 2019 ▾

Alert 1

Unsatisfied requisite: To take this course you must: Have taken the following Courses 15ENGL102 min grade C-, or 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.

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 1

COMM-4042 is already registered for Fall Semester 2019

COMM-4043 (3 Units) ⓘ Plan

Theories of Interpersonal Communication

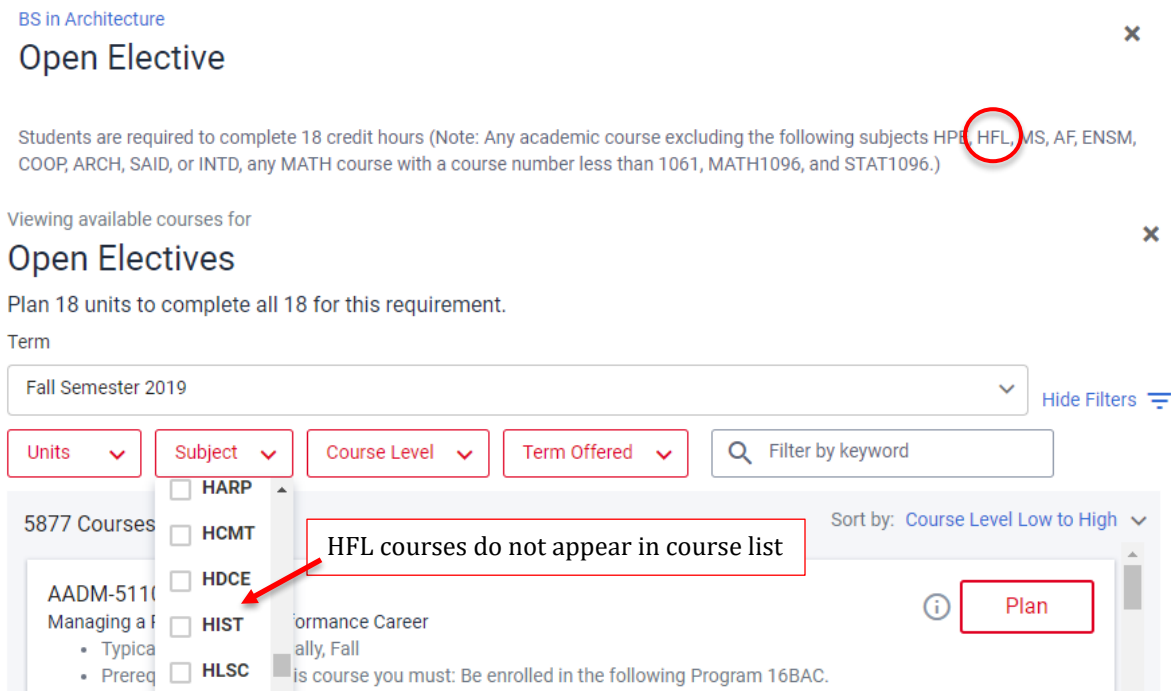
- Typically Offered: Occasionally
- Prerequisite: To take this course you must: Have taken the following Courses 15COMM171 min grade C, 15COMM176 min grade C, 15COMM206 min grade

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.



BS in Architecture ×

Open Elective

Students are required to complete 18 credit hours (Note: Any academic course excluding the following subjects HPE, HFL, MS, AF, ENSM, COOP, ARCH, SAID, or INTD, any MATH course with a course number less than 1061, MATH1096, and STAT1096.)

Viewing available courses for ×

Open Electives

Plan 18 units to complete all 18 for this requirement.

Term

Fall Semester 2019 ▼ Hide Filters ≡

Units ▼ Subject ▼ Course Level ▼ Term Offered ▼

5877 Courses

Sort by: Course Level Low to High ▼

HARP

HCMT

HDCE

HIST

HLSC

AADM-5110
Managing a f
• Typica
• Prereq

Performance Career
ally, Fall

is course you must: Be enrolled in the following Program 16BAC.

HFL courses do not appear in 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.

Fall Sem 2020

Choose Term & Search Courses

Courses found through searching the catalog may not apply towards your degree requirements.

Term

Fall Sem 2020

coop-2011

Filter

1 Course

Sort by: Course Level Low to High

COOP-2011 (0 Units)
COOP for CEAS (First Semester Experience)
• Typically Offered: Annually, Fall, Spring, Summer



Plan

Drag a course here or
browse the course catalog

+ Add Note

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

Courses found through searching the catalog may not apply towards your degree requirements.

Term

Fall Semester 2019

games

Hide Filters

Units

Term Offered

Subject

Course Level

8 Courses

Sort by: Course Level Low to High

DMC-2196 (3 Units)
Directing Actors for Animation & Games
• Typically Offered: Occasionally
• Cross-listed / Duplicate Courses: DMC-2196



Plan

DMC-3123 (3 Units)
Sound for Animation & Games



Plan

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.

FASH-3011 (3 Units)
Draping 1
• Typically Offered: Annually, Spring
• Prerequisite: To take this course you must: Have taken the following Course FASH2010 min grade D-
• Cross-listed / Duplicate Courses: FASH-3011



Plan

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?

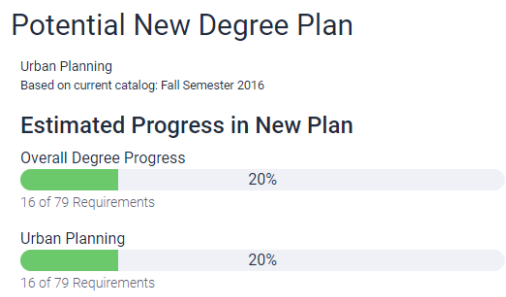
Only Advisors can create or delete notes. My Graduation Plan does not send notifications that a note has been created or deleted. Students can see advisor notes when they log in to the tool.

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.

Graduation Requirements (Units, GPA)			
Units	Completed	Remaining	GPA
Urban Planning	42 of 120	78	Urban Planning
Degree Applicable Hours			University of Cincinnati Grade Point Average
Total College Level Hours	75 of 120	45	Current GPA 2.272 of 2.000

Expand All | Collapse All Filter

- Urban Planning ▼
- BUP - Urban Planning ⓘ
- English Composition ⓘ
- English Composition ⓘ >
Completed (3 of 3 Units)
- Intermediate Composition ⓘ >
Completed (3 of 3 Units)
- Urban Planning - Year 1 - Fall ⓘ
- Principles of Planning Design Graphic Communications I ⓘ ▼
Remaining (3 of 3 Units)
Students are required to complete PLAN1011
- Introduction to Urban Planning ⓘ >
Completed (3 of 3 Units)
- Computer Graphics in Planning ⓘ >
Remaining (3 of 3 Units)

Can courses be planned from Explore Degrees?

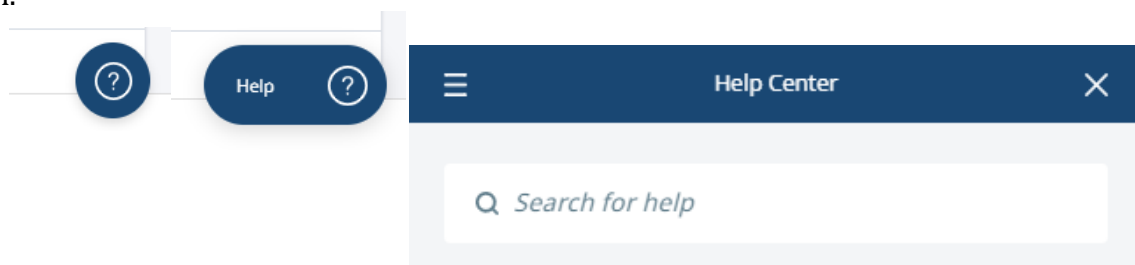
Courses cannot be planned from the Explore Degrees tab. A student who is transitioning to a new program can plan courses applicable to the new program through the “browse the course catalog” feature. Through this method, typically offered course data can also be viewed for the courses being planned.

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.



The image shows a user interface element for a help center. On the left, there is a blue circle with a white question mark. Next to it is a dark blue button with the word "Help" and another question mark icon. To the right, a dark blue header bar contains a hamburger menu icon, the text "Help Center", and a close icon (X). Below the header is a light gray search bar with a magnifying glass icon and the placeholder text "Search for help".