# MyDegreePath Student Manual

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Audits

How do I run an audit?

*Note: for a more detailed explanation, use the how to run an audit powerpoint.*

Go to the audits tab and select **Request New**.

This will redirect you to the following page where you will be able to request an audit. Click **Run Declared Programs** to run an audit with your current declared major.

This will redirect you to the page with Completed Audit requests. Click on the audit name or the view audit link of the audit you want to open.

**Completed Audit Requests**

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

How do I run a what-if audit?

Go to the audits tab and select **Request New**.
To request a what-if audit, click **Select a Different Program**.

Chose the major you are interested in from the Degree list and select your corresponding catalog year.

If the what-if audit you are running is a program that requires a concentration, then you will also be given the option to select a concentration. *(Note: not all majors have concentrations)*

Once you select the appropriate information, select **Run Different Program** to run and open your what-if audit.
How do I run a What-If audit with a minor?

Click Select a Different Program.

Choose your current or intended degree and your corresponding catalog year from the drop down lists.

After choosing your degree and catalog year, the following image will appear. Select the minor button found below catalog year.

On the right side a new drop down list will appear with minor options; select the minor you are interested in.
Once you select the appropriate information, select Run Different Program to run your what-if audit.

**How do I run an audit with courses I planned for both my major and minor?**

*Note: you can only run an audit with your major and minor requirements if both are currently declared.*

Complete your graduation plan with both major and minor requirements. If you need help adding a minor roadmap to your plan, click here.

If you have multiple plans, make sure to have the plan you want to create an audit with as your preferred plan. To make a plan your preferred plan, click on the star icon to the left of the plan name.

Go to the Audits tab and select Request New.
To run an audit with your planned courses, click on the link next to Advanced Settings.

Under Advanced Settings, click on the What If Courses box. You should see a check mark after clicking on the box.

Select RunDeclared Programs to run your audit. This will run an audit with the courses you planned for.

How do I get a pdf version of my audit?

Before running your audit select Click to view available options.
Change the **Format** option to PDF and select **Run Declared Programs**.

A list of ran audits will be displayed. Look for the audit that has **PDF** under format.

**Print PDF**

To print the PDF copy of your audit, click the print button on the top right corner. You can also download it and print it at a later time.

**How do I view previously submitted audits?**

To view audits that you have previously submitted go to the audits tab and select **Manage**. Here you will find a list of audits you have created; keep in mind that audits are erased every two days.
Click on the audit name or the View Audit link of the audit you want to open.

If a purple calendar appears, this indicates an audit that you ran when using Plan Builder. You may see many of these because every time you open a Plan, a new audit is generated.

How do I read the audit?

The audit will display the requirements you need to fulfill based on your selected degree. It shows courses you have completed, courses you are currently registered for, and courses you need to take. 

Note: for a more detailed explanation, follow the link.
Under each requirement and sub-requirement, you will find specific courses you can take to meet your degree requirements.

- **Psychology Major Requirements**
  - All courses must be completed with a C-grade or better
  - Earned: 40 hours
  - Needs: 9 sub-groups

1. Complete the following two courses:
   - PSY 001
   - Needs: 1 course
   - Select from: PSY 015

2. Complete one course from the following:
   - This satisfies the SSHA General Education Quantitative Reasoning course requirement.
   - Needs: 1 course
   - Select from: PSY 010

You can select a specific course on the audit and see the course availability. Keep in mind that you will only be able to see course availability for semesters where the schedule of courses has been released.

What can I view under categories?

You can click on each category bar to view a breakdown of each requirement and view your progress on finishing that specific requirement.

When clicking a specific category, it will display only requirements from that category and the audit will also only display requirements from that category.

To exit back to the original audit view, click on the home button.

You can open this requirement and it will only show courses needed for the major.
**What is the Applied Exceptions tab for?**

The **Applied Exceptions** tab will display any exceptions that your advisor has added to your audit. If you do not have any exceptions, this will be blank.

*Note: if an exception does not appear here, it may be on the exception tab on the top of MyDegreePath.*

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**What is the Course History tab for?**

The **Course History** tab displays courses you have taken, are currently enrolled in, or plan to take; as well as courses you have transferred to UC Merced. You can see units and grades received for each course.

*Note: this is neither an official nor an unofficial transcript.*

---

You can view the units and grades received for each course. If a course has a purple calendar as the status, this means this is a course you planned for using the Plan Builder option.
## Glossary of Audit Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IP Grade</strong></td>
<td>This grade appears next to classes in which you are currently enrolled, but have not yet completed.</td>
</tr>
<tr>
<td><strong>T Grade</strong></td>
<td>This grade appears next to classes that have been transferred from a non UC institution.</td>
</tr>
<tr>
<td>✔️</td>
<td>If a requirement has been completed, this checkmark will appear.</td>
</tr>
<tr>
<td>✗</td>
<td>If a requirement has not yet been completed, this symbol will appear.</td>
</tr>
<tr>
<td>🕒</td>
<td>If a requirement is in progress, the word IP and this symbol will appear.</td>
</tr>
<tr>
<td>🌈</td>
<td>If you have planned courses on your audit, this symbol will appear.</td>
</tr>
<tr>
<td>* in course</td>
<td>If a requirement is stated as *<strong>, it means that any course will fulfill the requirement. For example, HIST *** means any history course. HIST 1</strong> means any upper-division history course.</td>
</tr>
<tr>
<td><strong>T or TUO</strong></td>
<td>Indicates that the course is for transfer units only. You will see this with courses you transferred and for AP Credit.</td>
</tr>
<tr>
<td>&gt;D</td>
<td>Indicates a course that has been retaken and the units have been removed. The course grade is still factored in. This usually means that the student has exceeded the 16 repeatable unit limit.</td>
</tr>
<tr>
<td>&gt;RP</td>
<td>Indicates a course that has been repeated for credit. This will appear next to the course that is applying toward a degree.</td>
</tr>
<tr>
<td>&gt;X</td>
<td>Indicates a course that has been retaken and replaced. These courses will appear in your audit under &quot;The following courses do not apply toward a degree.&quot;</td>
</tr>
<tr>
<td>PL</td>
<td>Indicates a course that you have planned to take using Plan Builder. This is unofficial and you would still need to enroll in these courses.</td>
</tr>
</tbody>
</table>
# Plan Builder

## Icons on Plan Builder

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF</td>
<td>View PDF</td>
<td>Roadmap side: Creates a PDF version of the roadmap to see entire roadmap. Plan side: Creates a PDF version of the plan you are building.</td>
</tr>
<tr>
<td></td>
<td>Add Roadmap</td>
<td>This allows you to add a different roadmap to plan from. The new roadmap will become associated with the plan you have. After adding a new roadmap, the first roadmap you selected will no longer appear on the roadmap side.</td>
</tr>
<tr>
<td></td>
<td>Move Preferred</td>
<td>Transfers courses from the roadmap to the plan. Only appears when you have no courses on the plan side.</td>
</tr>
<tr>
<td></td>
<td>View and Audit</td>
<td>This will run an audit that shows all courses from the current plan and how they fit into your degree requirements.</td>
</tr>
<tr>
<td></td>
<td>Associated Roadmap</td>
<td>Displays any associated roadmaps that have been added using the Add Roadmap button.</td>
</tr>
<tr>
<td></td>
<td>Completed Courses</td>
<td>Changes the display to show the plan on the left and a list of completed courses on the right. You can manually add courses by using the Add Course button found below each semester name.</td>
</tr>
<tr>
<td></td>
<td>GPA Calculator</td>
<td>Changes the display to show the plan on the left and the GPA calculator function on the right. You can manually add courses by using the Add Course button found below each semester name.</td>
</tr>
<tr>
<td></td>
<td>Check Plan</td>
<td>Checks plan against your degree audit. It verifies if requirements are being fulfilled by the courses you selected and can also check for pre-requisites and term availability.</td>
</tr>
<tr>
<td></td>
<td>Remove All</td>
<td>This removes all courses from your Plan.</td>
</tr>
<tr>
<td></td>
<td>Add Term</td>
<td>Adds a new term to your plan. Can be used when you are planning to take summer courses.</td>
</tr>
<tr>
<td></td>
<td>Edit</td>
<td>Use edit to delete an individual course from the semester. You can also change the grade for a course to use on your planned GPA.</td>
</tr>
<tr>
<td></td>
<td>Trash</td>
<td>You can delete an individual term by selecting the trash icon found in each term.</td>
</tr>
<tr>
<td></td>
<td>Course List</td>
<td>Indicates you have a list of courses to choose from for a requirement.</td>
</tr>
<tr>
<td></td>
<td>Pre-/Co-Requisite</td>
<td>Course has at least one pre-requisite or co-requisite you need to plan to take before enrolling in the course.</td>
</tr>
<tr>
<td></td>
<td>Completed</td>
<td>Indicates course or requirement has been successfully completed.</td>
</tr>
<tr>
<td></td>
<td>In Progress</td>
<td>Notes that you are currently registered in a planned course.</td>
</tr>
<tr>
<td></td>
<td>Incomplete</td>
<td>This displays on courses you have planned for but did not complete.</td>
</tr>
<tr>
<td></td>
<td>Completed Course</td>
<td>Indicates you have already completed a course you have planned. Note: you will receive this icon if you add a course you are retaking.</td>
</tr>
<tr>
<td></td>
<td>Alert</td>
<td>This indicates a course you planned for is not projected to be available in the term it was placed or you have not met a pre-requisite.</td>
</tr>
<tr>
<td></td>
<td>Required</td>
<td>This is a required course for your chosen degree program.</td>
</tr>
<tr>
<td></td>
<td>Preferred</td>
<td>From the list of course, this is the preferred course for you to take.</td>
</tr>
<tr>
<td></td>
<td>Critical</td>
<td>This requirement or course is necessary to stay on track.</td>
</tr>
</tbody>
</table>
How do I access Plan Builder?

On the tabs section, select Plans. This will redirect you to create your own plan.

![Tabs](Image)

How do I create a plan?

After selecting the Plans tab, the following page should be displayed. Click on Create a New Plan.

![Create a New Plan](Image)

A list of majors currently offered will be displayed and your current declared major will be highlighted. Click on the Degree name and make sure to select your appropriate catalog year.

![Choose a Degree Program Below](Image)

When you select a major, the following will appear. Type a name for your plan, select the semester and year you want to start your plan on, and select the years you have left to graduate. Click Add Plan.

![Enter Plan Information Here](Image)
**How do I open a plan?**

**Immediately After Creating Plan**

After creating your plan it will redirect you to a list of plans you have created. To open your plan click on the plan name or click the drop down and click on edit plan.

![Plan Table](image)

It can take several minutes for your plan to process. While the plan is processing and opening you will see a loading box for the duration, and then it will open your plan.

*Note: If you have transfer credit, already have taken courses, or are currently registered in courses, the requirements met by those courses will display a green check mark.*

**Returning to a Previously Made Plan**

If you have already created a plan, go to the **Plans** tab.

![Plan Table](image)

A list of plans you have created will be displayed. To open click on the plan name or click the drop down found below action and click on edit plan.

![Plan Table](image)

It can take several minutes for your plan to process. While the plan is processing and opening you will see a loading box for the duration, and then it will open your plan.
When you First Open a Plan

When Plan Builder opens, you will see the image below. There is a Roadmap side and a Plan side, that this manual will explain how to use in the next sections.

**Note:** If you have transfer credit, already have taken courses, or are currently registered in courses, the requirements met by those courses will display a green check mark.

This side displays requirements and recommended semesters to enroll in courses.

This side displays the plan you are creating and the courses you have planned to take.

Review the legend to understand what each symbol on your plan means.
How do I add courses to my plan?

Using the Move Preferred Button

You can automatically move certain courses to your plan by selecting the move preferred button. On your plan, you will see the courses that were moved over. Courses that give you a selection to choose a course from will not move over, and you will need to add those courses yourself.

Note: some courses require pre-requisites (ex: WRI 001), so you will need to manually add these courses.

Adding Courses by Dragging

Click the arrow next to requirement you want to plan a course for. This will show you the course or courses you can take to meet the requirement.

To view information on a course, select the course name.
To move a course to your plan, click the course name and drag it to the right side. Make sure to position it directly over the semester name you want to move it to. This should highlight the semester blue, then you can release the course.

After dragging and releasing the course to a semester, the course will be displayed below the semester.

Adding Courses Manually

Another option to add a course is to click the Add Course button and manually add the course by name.

After manually adding the course, it will be displayed directly below the semester.

Adding Wildcard Courses

Some requirements display asterisks (*** ) instead of a course number and/or name. There are different types of wildcard courses so make sure to look at the requirement name to get more information.

Example: This means that the course you select to meet this requirement needs to be a course in the 100’s level.
To add a wildcard course to your plan, drag the wildcard and release on the semester you prefer. After releasing the wildcard course to a semester name, a popup will appear asking you to enter desired course information.

Depending on the type of wildcard course it will ask you for one or both of the following: **department abbreviation** and/or **course number**.

After selecting the course, click **Ok** for it to be added to your plan.

If the course was added successfully, it will appear on your plan under the semester you placed it on.

If a course you added displays the symbol, this is alerting that there may be an issue with the course. This may be because you have not met prerequisites or the course is not offered that semester.
Adding Preparatory Courses

The roadmaps do not include prep courses and if you have not passed the placement tests or taken the courses you will receive an error. If you need to take CHEM 001, MATH 005, or WRI 001 you will need to manually add them.

Select the Add Course button under the semester where you want to add the course.

This will display a pop-up window where you can write in the course you want. Type in the department abbreviation (such as WRI) and the course number (such as 001).

Once the course is added to the semester you want it on, drag and move the course that needed the prerequisite to a future semester.

If the course is not automatically changed to green and displays as red, click the check mark button to update your plan. Click on the error image as well to see if there are other issues with the course.
How do I delete courses from my plan?

Delete Individual Courses

To delete a course from your plan, select the edit button to the right of the semester name.

Click on the box(es) of the course(s) that you want to delete and then select the red delete button.

It will ask you to verify if you want to delete the course. Click Yes and the course will be deleted.

Delete All Courses

To delete all courses, select the remove all button [―] under the plan name.

It will ask you to verify if you want to delete all course. Click Yes and the courses will be deleted.
How do I add or delete a term?

Add a Term

To add a term, such as a summer term, click the add term button [+] under the plan name.

Plan: My First Plan

A pop up will appear asking you what term and year you want to add. Select the corresponding term and year. Click Ok.

Delete a Term

To delete a term, select the trash icon to the right of the term name.

It will ask you to verify if you want to delete the term. Click yes and the term will be deleted.

How do I make a plan with a minor?

First, begin planning your courses using your major roadmap. Once you are ready to add a minor roadmap, select the add roadmap icon.

Program: Management and Business Economics, BS
Effective: Fall 2016
This will redirect you to a list of roadmaps you can add. Scroll down to the list of minors and select the minor you want to add.

After selecting the minor roadmap, you will be able to add more courses to your plan. You are only able to plan from one roadmap at a time, so the first roadmap you were using will no longer be displayed.

If you need to go back to your major roadmap to make edits, select the associated roadmaps icon.
This will provide a clickable link for you to be able to open your first roadmap. You can use this function to go back and forth from both roadmaps to make your plan.

**Plan: My First Plan**

To remove an associated map, click the **×** icon.

**Note:** If you intend to add a minor, make sure to meet with your academic advisor.

**How do I make a plan with more than one major?**

First, plan your courses using your primary major’s roadmap. Once you are ready to add a second roadmap, select the add roadmap icon.

**Roadmap: MBE Test**

Program: Management and Business Economics, BS
Effective: Fall 2016
Expand All / Collapse All

This will redirect you to a list of roadmaps you can add. Select the second roadmap you want to add; if you see more than one option for your selected major make sure to choose your correct catalog year.
After selecting the major roadmap, you will be able to add more courses to your plan. You are only able to plan from one roadmap at a time, so the first roadmap you were using will no longer be displayed.

If you need to go back to your first roadmap to make edits, select the associated roadmaps icon.

This will provide a clickable link for you to be able to open your first roadmap. You can use this function to go back and forth from roadmaps to make your plan.

Note: If you intend to add a second major, make sure to meet with your academic advisor.

How do I use the GPA calculator?

To open the GPA calculator, click on the calculator.

The GPA Calculator will appear on the right side, and your plan will move to the left.
**Graduation Goal GPA I want**

You can set a goal GPA that you want for graduation.

First, enter the remaining units you have to finish your degree. Then, enter the graduation goal you want and select the blue Calculate button.

1. **Remaining GPA Units:**
2. **Calculate Graduation Goal GPA based on:**
   - Graduation Goal GPA I want
   - GPA I can average per term
   - Max possible GPA I can get
3. **Graduation Goal GPA I want:**
4. **Average GPA I need per term:**
   - 0.000

This will generate the average GPA you need per term to meet your graduation goal GPA. If you think this is a feasible GPA, you get set it as your set graduation goal GPA.

- **Graduation Goal GPA I want:**
  - 3.5
- **Average GPA I need per term:**
  - 3.296

This is the GPA you need each term for you to reach your goal.

**Graduation Goal GPA I can Set**

You can set the average GPA you want each term and this will generate the graduation goal you can set.

First, enter the remaining units you have to finish your degree. Then, enter the GPA you can average each term and select the blue calculate button.

1. **Remaining GPA Units:**
2. **Calculate Graduation Goal GPA based on:**
   - Graduation Goal GPA I want
   - GPA I can average per term
   - Max possible GPA I can get
3. **GPA I can average per term:**
   - 0.000

This is the GPA you need each term for you to reach your goal.
This will generate the graduation goal you set based on the average GPA you said you can have each term. If you think this is a feasible GPA, you can set it as your set graduation goal GPA.

**Max Possible GPA I Can Set**

You can calculate the max possible GPA you can receive.

First, enter the remaining units you have to finish your degree and then select the blue calculate button.

This will generate a graduation goal GPA that you can obtain, based on getting the highest possible 4.0 GPA each semester. If you think this is a feasible GPA, you can set it as your set graduation goal GPA.

**Graduation Goal GPA**

You can only select one Graduation Goal GPA from the options provided previously. The GPA you chose will be displayed below the Plan icons. This is only intended for planning purposes.
Change Grade of a Planned Course

When you add a course it will list the grade as PL. You are able to change the grade to a hypothetical grade to view how your GPA would be changed based on the grades you wish to obtain.

To change a grade, select the edit button to the right of the semester name. You can only edit courses for one semester at a time.

Select the drop down option of the course you want to change. Chose a grade from the list.

Once you have changed the grades for the course(s), click the submit button to save your changes.

After submitting your changes, you will see the letter grade instead of PL.
To have your GPA be updated with the grades you changed, click the Check Plan [✓] icon.

After selecting the Check Plan [✓] icon, you will see your projected cumulative GPA change based on your hypothetical grades.

**Graduation Goal GPA:** 3.500  
**Projected Cumulative GPA:** 3.460

Note: These are unofficial GPA projections that are only meant for your Plan Builder usage. It may not account for institutional repeat policies or transfer grade policies. Be sure to see the university catalog or your academic advisor for specific information on courses or planning your GPA.

**How do I select my preferred plan?**

If you have created multiple plans, you need to select your preferred plan. This is the plan that you currently intend to follow and will be used by your advisor.

To choose a preferred plan, select the star icon to the left of the plan you want.

Note: You can change your preferred plan at any time.
Program Matcher

What is Program Matcher?

Program matcher is meant to help students determine what major may be a good fit for them based on their academic coursework. You can see which Program’s requirements best fit your completed and current coursework. Program Matcher also shows you how many units match with units required for each specific major and how many more units you would need to meet those requirements.

How do I use Program Matcher?

Go to the audits tab and select Program Matcher. This will redirect you to the program matcher tool.

Here you can see which degree programs you are closer in completing. You can also create a What-If audit to see more in detail what specific courses you would need for the major.

Look through the list and chose a major you would be interested in. Select the Run Audit button. This will run a What-If audit for the major you are interested in.
You may see a popup appear in the top right, that shows you have submitted an audit.

Once your audit has been submitted, a green **View submitted Audits** button will appear on the right side. Click the button to be redirected to your completed audits.

The audit you ran should be the first audit on your list if you have previously ran audits. Click on the audit name or on **View Audit** to open the audit.

**Completed Audit Requests**

These are the audits that have been run in the past for this student’s record. Clicking the “Run Audit” button will run a new audit report. Deleting audits removes them from this list.

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**Note:** Make sure to run a what-if audit for a program you are interested in to be able to view requirements and meet with your academic advisor. Do not rely solely on Program Matcher.