



Degree Planner Student Help

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Degree Planner Overview for Students

Starfish Degree Planner™ provides you with a method for creating and managing your degree plans so that you can register for courses with confidence. Degree Planner helps you select courses that fulfill your degree plan and monitor your progress toward completion.

To access the degree planning tool, login to Starfish and click on the **Degree Planner** tab on the left-hand side of your home screen. From this location, you can:

- [Build Degree Plans](#) to share with your advisor/counselor
- [Manage Degree Plans](#) that you have created
- [Request Approval for a Degree Plan](#) from your advisor/counselor
- [Print Degree Plans](#) for record-keeping and reference

Build Degree Plans


Start tracking progress toward program completion by building your first degree plan.

1. Click the **Degree Planner** tab on your Starfish Home Page.
2. Click the **Get Started** button to begin building a plan.

If your institution is part of a district with multiple schools, you will be prompted to select the school at which you primarily take your classes. Click **Change School** to select from a menu of other schools available within the district. You will have the opportunity to add courses to your plan from other schools on the list.

3. Select the **Catalog Year** to represent the first year of program enrollment or the year of the appropriate course catalog. Ask your advisor/counselor if you are uncertain which Catalog Year to use for your plan.
4. If the institution has multiple campuses, a Campus selection will also be available. Enter any preferred campus location here, and courses from that campus will be used to create the plan whenever possible. To allow the plan to add courses from any campus, leave "Any Campus" selected.
5. Select the program that should be used to build the plan:
 - a. Start typing the name of the program into the Program Box to display available options and select the one for which you wish to create a plan, or select the **Browse** option to learn more about your options.

To select a program using the Browse option:

- Click the program name, displayed as a link, to view the program details, including description and requirements.
 - Click **back to programs** to return to the browse list.
 - Click **Print** or **View PDF** to pop-up the program details in a new tab in a printer-friendly format.
 - Click the **Add to plan** button to add this program to the plan. This action will take you back to plan settings page.
 - Click the plus icon  beside any program to select it without viewing more details.
- b. If the wrong program is accidentally selected, click the **X** icon to remove the selection and start over.
 - c. Add additional programs before proceeding, if applicable. A plan can include up to 3

programs total.

- d. If you choose to change your school after selecting a program, the Program list will refresh, and you will need to choose a new program from the list of options at the newly selected school.
6. Specify additional preferences regarding course times, credit hours per term, and additional options by clicking **Advanced Settings**:
 - a. What term does your plan start? Select the term in which the plan starts.
 - b. About how many credits/units do you want to take per term? Select the number of credits/units that should be used to build each term of the program.
 - c. Do you want to take summer classes? Select "Yes" to allow the plan to be built with classes scheduled in the summer. Selecting "No" will prevent classes from being added to any summer term.
 - d. Do you want to take online classes? Select "Yes" if the plan should be built with online classes included. Select "No" if the plan should not include online classes when built by the system. Online classes can be added manually later even if "No" is selected.
 - e. What type of schedule do you prefer? Select "Less time between classes" to create a schedule with classes scheduled as close together as possible on any given day. Select "Fewer days with classes" to group classes together on fewer days of the week.
 - f. When do you prefer to go to class?
 - Anytime: This sets no preference for time of day.
 - Morning: This sets a preference for classes scheduled between 8:00 am - 12:00 pm.
 - Afternoon: This sets a preference for classes scheduled between 12:00 pm - 4:00 pm.
 - Evening: This sets a preference for classes scheduled after 4:00 pm.
 - g. What days are you available? Select the days of the week on which classes should be scheduled if possible.
 - h. What is the earliest class you can attend? Select the earliest start time for which classes should be scheduled if possible.
 - i. What is the latest class you can attend? Select the latest start time for which classes should be scheduled if possible.
7. Click **Build My Plan** to continue.

- Depending on the settings for your chosen program(s), you may also be prompted to select courses for some elective placeholders before the plan is built. If so, you will see an option to select specific courses that will be used to fill these placeholders. Once you select your courses, the program will build your plan.
 - The plan will be built based on institutional plan requirements, according to anticipated course offerings, and it will work around the selected preferences whenever possible. A "Building your plan..." progress bar will display on the screen.
8. Once generated in the system, the plan will be available to edit and print.
- You may request approval from your advisor/counselor.

Manage Degree Plans

Existing degree plans can be viewed by accessing the **Degree Planner** tab from the Starfish Home Page.

View a List of All Plans

Plans will display in the order they were last updated, with the most recently updated plan displayed at the top of the list. The list of plans will indicate the [Plan Status](#) and information about the progress of the plan.

Review and Manage Individual Plans

Clicking on a plan will display plan details in one of three views (Courses, Schedule, and Requirements). If any Plan Notices are available, they will display at the top of the plan.

Click the “back to plan(s)” link instead of the back button in your browser when navigating through your plan details.

For more information about reviewing and managing plans, see the following articles:

- [Plan Notices](#)
- [Plan Views](#)
- [Plan and Requirement History](#)
- [Request Approval for a Plan](#)
- [Print Plans](#)

Additional Options for Managing Plans

Starfish Degree Planner supports the creation and management of multiple degree plans. At any time, plans can be rebuilt or deleted, and additional plans can be created.

- **Build Additional Plans:**

Build additional plans at any time by clicking the **Create New Plan** button that appears below the list of existing plans. This allows new plans to be created from scratch so that multiple plans and programs can be explored.

- **Rebuild Plans:**

Within any plan view, click **More** to access the **Rebuild Plan** option. This action deletes any changes made since that plan was originally built and allows re-selection of the plan settings. Use this option only when the changes made to the existing plan should be discarded. If those

changes should be retained, build a new plan instead of rebuilding the existing one.

- **Delete Old or Unused Plans:**







Within any plan view, click **More** to access the **Delete Plan** option. This action completely removes the plan history from the **Degree Planner** tab. Deleted plans cannot be recovered. If for any reason this plan history should be retained, build a new plan instead.

Plan Status

Status Icons

View existing degree plans at any time by clicking on the **Degree Planner** tab within Starfish. A list of all plans will display, and icons will indicate each plan's status as Approved, Approved Through a term, Approval Requested, Returned, Approval Expired, or In Progress.

The most recently approved plan is the active plan, and only one plan may be active at a time.

	This indicates an approved plan for which the approval has no expiration.
	This indicates that the plan has been approved through the end of the specified term.
	This indicates a plan for which approval has been requested.
	This indicates that the term through which a plan was approved has passed.
	This indicates a plan for which approval was requested but not granted.
	This indicates any plan that is in progress but not approved, returned, or awaiting approval.

Other Status Indicators

Each plan will also display the date the plan was last updated, a progress bar, and the number of credits completed.

Updated Date

This shows the date and time at which the plan was last updated in the system.

Progress Bar

This provides a visual representation of how much of the plan has already been completed. A progress bar will display for each program in your plan.

The number of credits displayed above the progress bar indicates the number of completed credits and the number of total required credits.

Plan Notices

When applicable, important notices will display at the top of the any plan view above the plan name, providing information about plan approval and unmet plan requirements.

Notice	This displays when
Your Plan has been approved	The plan has been approved. The most recently approved plan is also the active plan and should be the plan referenced when registering for courses and for checking progress toward completion.
Your plan doesn't meet the requirements for the program you've selected	The plan needs to be adjusted in some way in order to meet the requirements for completion. Click the View unmet requirements link beside this message to review the specific requirements that are missing.
Your plan has been returned	The plan has been returned without approval. Click the View Comments link to see more information about why the plan was returned.
Your request for approval has been sent	A request for approval has been made. An updated notice will be displayed when the plan is approved or returned.

Plan Views

Depending on your institution's settings you may see all or some of the following plan views:

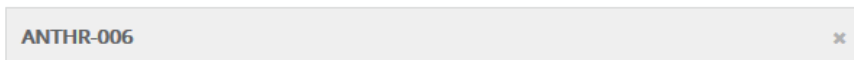
- [Courses View](#)
- [Schedule View](#)
- [Requirements View](#)

Courses can be added to any placeholder from either the Courses view or Requirements view.

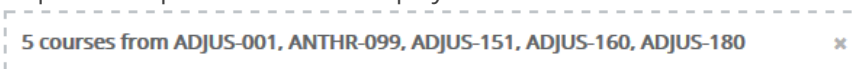
Courses View

This view displays all of the courses and placeholders that are currently included in the plan.

- Courses are displayed with a solid border



- Requirement placeholders are displayed with a broken border

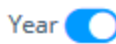


Warnings will be displayed in red and indicate issues with the plan that need attention, such as if the plan is missing prerequisites or too many or too few credit hours are scheduled.

Some courses may be listed in your plan as "not yet scheduled." As the future course schedules are added at your institution, the courses will be updated with scheduled offerings. If a course offering is added but marked as already full, or if you see a message that it meets at same time as another, you may need to update your plan and search for other offerings.

We recommend reviewing future terms regularly to make sure you are scheduled for offerings that best fit your needs.

View Courses by Year or Term

The Courses view can be organized by year or term, using the Year/Term toggle  on the right side of the screen.

Plan comments can be accessed from the Year view.


Year View

Select **Year** to display all of the courses in the plan, organized by the academic year.

If the plan has any warnings, click on the warning messages to view additional details.

View and Make Changes to Courses

- Click any course to view more details about it.
 - If your institution uses District Degree Planning, and if a course requirement can be met by equivalent courses at another school with the district, the option to **Select equivalent course at another school** will display. Clicking this link will open a drop-down menu in which the equivalent courses are listed alongside the school where they are offered. Choose a course from the list to select one of those equivalent offerings

- Courses for which an equivalent at another school was selected will be represented with an equivalent course  icon for reference. Hover over the icon to view the selected school.
- Drag and drop courses from term to term to rearrange them in the year view of the plan.
- Moving a course into a different term is not an option if the course is not available in that term. The system will prevent moving the course and will display a message indicating that there were no offerings for that course in the selected term.

View Plan Comments


Within the Year view of the plan, you can view comments made by your advisor about the plan. These comments will also be included when printing the plan.

If comments have been added, the option to Show Comments will display on the right side of the plan.

- Click **Show Comments** to open the Comments section. From the Comments section, you can view past comments, including the person who made the comment and when. Comments display in order from most to least recent.
- Click **Hide Comments** to hide the Comments section from view. Comments will also be hidden from view automatically when you choose to view something else, such as course details.

Term View

Select **Term** to display all of the courses in the plan, organized by term.

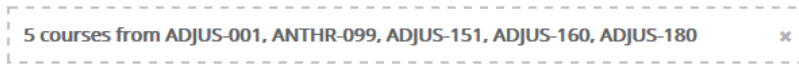
- Click on any given term in the **Plan Overview** on the right side of the screen to navigate quickly to the details of that term.
- Click the  box icon in the upper-right of any course to expand the view for more details, prerequisites, and to make changes to the section or term.
 - If a course requirement can be met by equivalent courses at another school, an **Equivalent Course** drop-down menu will display in which the equivalent courses are listed alongside the school where they are offered. Choose a course from the list to select one of those equivalent offerings.

Courses can be added to requirement placeholders from both the Year and the Term views.

Add Courses to Requirement Placeholders


To choose a course that fulfills the placeholder requirement from the Courses view, complete the following steps:

1. Placeholders are represented with a broken border




. Click any **placeholder** to view courses that meet the requirement.

2. Depending on the number of courses available to meet the requirement, either a course list or a search bar will display.

- If a course list displays, select the course you want to add by clicking the plus sign  to the right of the course information.
- If a search bar displays, you may either type in the search bar to search for a desired course or browse by department to view courses to choose from.
 - To use the search bar:
 - a. Type one or more letters to begin searching. For example, type "MAT" to see any courses that contain the letters "MAT" as options.
 - b. If courses are available from other schools, results can also be adjusted to "show courses at my school" or "show courses at other schools" via the use of radio buttons in the top, right corner of the search results.
 - c. From the search results, select the course you want to add and follow the prompts on the screen for term and section.
 - To browse by department:
 - a. Click the **Browse** link above the search bar.
 - b. Select one or more departments from which to choose a course to fulfill the requirement.
 - c. Click **View Courses** to display course options available within the department(s).

If the list of available course options is very long, you may see an option at the bottom to "Load more courses." Select this to display additional results.

To limit the results to fewer courses, you can uncheck departments to adjust the display



- d. If courses are available from other schools, results can also be adjusted to "show courses at my school" or "show courses at other schools" via the use of radio buttons in the top, right corner of the search results.
- e. From the search results, select the course you want to add by clicking the **plus sign**  to the right of the course information.




Note: If you do not see a Courses View on your Degree Plan, then your institution has chosen not to use this particular plan view.

Schedule View

This view indicates the course schedule for the current and upcoming terms when that scheduling information is available in the system.

From here you can navigate between the current term and future term by clicking on the forward  and back  buttons next to the term in the Schedule view.

Adjust scheduling preferences at any time by selecting the  [Reschedule my courses](#) link from the Schedule view to adjust the Advanced Settings for days of the week, time of day, and type of schedule.





Note: If you do not see a Schedule View on your Degree Plan, then your institution has chosen not to use this particular plan view.

Requirements View

This view specifically indicates which requirements have been met and which remain outstanding so that they can be identified easily and addressed. Requirements are considered met when they have been planned or completed with a grade that meets or exceeds the program requirement for that course.

Completed Requirements

Requirements that have been completed will be indicated with a check mark  and will be counted toward the overall program progress.

- Completed courses will indicate the grade earned and when the course was taken.
- If your institution is part of a district with multiple schools, courses for which an equivalent at another school was selected will list the school at which the course was offered and will be represented with an equivalent course  icon for reference.

Manage Unmet Requirements

Requirement actions will be indicated with links in blue, including:

- **Add Course:** allows selection of an applicable course to any placeholder based on the term in which the placeholder exist on the Course tab.

To choose a course that fulfills the placeholder requirement from the Requirements view, complete the following steps:

1. Click **Add Course** to choose a course to fulfill the requirement.
 2. From the course list, select the course you want to add by clicking the plus sign to the right of the course information.
- **Already met this requirement? Let us know:** provides a link to request approval for meeting the requirement and a space to add comments about how and why the requirement has been met. The requirement will be marked as Pending Approval until the request is approved or denied.
 - **Change met requirement** allows for selection of a different course to meet a requirement.

Plan and Requirement History

Within any plan view, click **More** to access the following options for viewing additional details about the plan.

- **Plan History:** displays the activity and comments on the plan made by you and any approvers.

- **Transfer Information:** provides a tool that can be used to determine how courses from other institutions would transfer into the plan.
- **Student Records:** displays all courses and test results that contribute to the plan progress.

Request Approval for a Plan

Only one plan can be active at any time, and the most recently approved plan will always be the active plan. This is the plan that should be referenced when registering for courses.

To request approval for a plan:

1. Click **Request Approval** option at the top of any plan view.
2. Select an approver for the plan if a drop-down menu is available from which more than one option is available. Otherwise, proceed to Step 3.
3. Write any questions or comments for the approver that should accompany the request.

Request approval for a plan whenever things change to ensure that the plan is active and that the chosen program will be completed successfully.

Print Degree Plans

All degree plans are available in a printer-friendly view. To print a plan:

1. Select the **Print** option which will open a new browser tab and display the plan in a printer-friendly format.
2. Select a printer to use.
3. Click **Okay** to print the plan.

Printed plans include plan notes followed by information from the Courses, Requirements, and Schedule views of the plan.