How to Use Degree Planner (FAQ)

**Why are courses appearing under the Unassigned Requirements section?**
This occurs when there are not enough units in remaining semesters to place the unassigned courses. Courses may also appear here if a student has not completed the necessary pre-requirements.
Tip: Under "Edit Preferences" add a semester or additional units to existing “target units”.

**Does Degree Planner recognize failed courses?**
If a student fails a course required for their degree, the course will repopulate in a later term in the Degree Planner.

**Why is an ‘Off Track’ alert appearing in my Degree Planner?**
Click on the ‘Off Track’ button to get specific information on why it is occurring in your Degree Plan. Off Track alerts appear if your plan is missing a fundamental University level degree requirement.

**What does “Lock” do?**
By checking the “Lock” box, the specified course will remain in that term. All other courses will arrange themselves around the locked course. Once a student uses the Arrange My Plan page, the lock option is automatically checked. You can unselect the “Lock” at any time.

**What does “Refresh Suggestions” do?**
Clicking the Refresh Suggestions button restores the recommended plan back to its original sequence of courses, except for courses that are locked. Locked courses will remain in the term for which they are locked.

**What is the difference between “Reset Defaults” on the Edit Preferences page and “Refresh Suggestions” on the main screen?**
*Reset Defaults* restores the term and unit preferences back to the default for that specific plan.
*Refresh Suggestions* reruns the recommended order of courses for your major, with the exception of courses that are locked into a term.

**Can I drag and drop a course to a term when it is not typically offered?**
Degree Planner displays a warning message when you drag a course from a suggested term to a term when the course is not typically offered. Example: Dragging a “Spring only” course into a Fall Semester.

**How are changes saved in Degree Planner?**
Degree Planner saves automatically every time you make a change to the plan.

**What if I want to take a course in summer or winter intersession?**
Select “Edit Preferences” to add a summer or winter term along with the units you plan on taking. Since the Class Schedule must be posted to see specific intersession courses, you may need to add a “proxy” course and allocate 1 to 4 units. This can sit as a placeholder course until the schedule is posted.

**Why is the Academic Requirements Report not showing up when I select the link?**
When you access the ARR though Degree Planner, the ARR will always open in a new tab or new window. You may need to disable pop-up blockers for your internet browser to successfully view the ARR or ARR Planned.

**Who should I contact if I need additional assistance with the Degree Planner?**
Please contact CMS@Sonoma.edu