How to the Use the Degree Planner (FAQ)

**Why are courses appearing under the Unassigned Requirements section?**
Normally this occurs when there are not enough units in the remaining semesters for the unassigned courses to be placed. Courses may also appear here if a student has not completed the necessary pre-requirements. Tip: Under "Preferences" in the Degree Planner add semesters, intersession terms and/or additional units to existing semesters to resolve this issue. Once you have updated your preferences, click “Refresh Suggestions” to populate your new preferences. Students who need assistance resolving unassigned requirements should meet with their department advisor.

**Where does the Degree Planner display the student’s catalog year?**
On the Degree Planner Overview page. The student’s catalog year and degree plan(s) are listed just below the graphs.

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

**Why is the ‘Off Track’ indicator appearing in the Degree Planner?**
Click on the ‘Off Track’ button to get specific information on why it is occurring in your Degree Planner. Off Track notification should be taken very seriously because it will only appear if your plan is missing a fundamental University level degree requirement.

**What is the difference between an “error” and a “warning” in the message pop-ups?**
An error indicates that a student or advisor cannot proceed with a change until the error is resolved. A warning serves as a cautionary notice; it will let the student or advisor proceed with making a change.

**What does “Lock” do?**
By checking the “Lock” box, the specified course will remain in that term. If the Refresh Suggestions button is clicked, courses will arrange around the requirement locked to that term. A course can be locked for various reasons: it was placed into a specific term on the Arrange My Plan page, the lock option is clicked, or the course is chosen by the “Add Course” link. Please note you can uncheck the “Lock” box to allow courses to rearrange back to the original sequence.

**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 have been locked. Locked courses will remain in the term for which they have been locked.

**What is the difference between “Reset Defaults” on the Edit Preferences page and “Refresh Suggestions” on the main screen and “Reset” on the Arrange My Plan page?**
Reset Defaults – restores the term and unit preferences back to the default for that specific plan. Refresh Suggestions – sets the recommended order of courses back to default for the major, with the exception of courses that have been locked into a term. Reset – allows students to undo drag and drop changes made during the current session.
Can I drag and drop a course to a term when it’s not typically offered?
No. The Degree Planner gives an error message when you drag a course from a suggested term to a term when the course is not typically offered. Note: You can, however, drag a course to any term regardless of when it’s typically offered if the course was not assigned to a term and was put in the UNASSIGNED area of the planner.

What happens when I select a course for a term in the future and the course is cancelled or inactivated?
Degree Planner will automatically remove the course from your planner and will send you an email notifying you to select another course.

How are changes saved in Degree Planner?
Degree Planner saves automatically every time you make a change within the tool.

What if I want to take a course in summer or winter intersession?
Click Edit Preferences at the top of the Degree Planner and add the summer or winter term along with the units you plan on taking. The Degree Planner will automatically shuffle courses that are typically offered in the summer or winter term to the term you just added.

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

Why is the ARR or the ARR Planned not showing up?
When you access the ARR though the Degree Planner, the ARR will always open in a new tab or window to allow side-by-side comparison. You may need to disable the pop-up blocker of your internet browser to successfully view the ARR or ARR Planned.