Subject Line: Degree Planner: Plan Now and Graduate on Time

Student-

Please take a few moments to update your Degree Planner before the upcoming deadline on Wednesday, September 29th. This deadline corresponds with departmental planning target dates, allowing departments to anticipate your plans and to try and provide enough seats in their upcoming classes.

(*Freshmen/Transfers can read more about Degree Planner at the end of this email in green font.)

Degree Planner is a tool that intends to help you graduate on time, if used properly. There are many incentives for regularly maintaining an accurate plan:

- Registration is simplified in Schedule Builder, which automatically imports your planned courses.
- Seat capacity is accurately adjusted by departments as they finalize their plans for upcoming terms and strategize future staffing needs.
- Communication is enabled; departments can proactively alert you regarding unforeseen upcoming course issues (term typically offered changes, staffing shortages, etc.).

We host weekly virtual drop-in labs to answer all your Degree Planner-related questions. Our first fall lab is scheduled for Thursday, September 23rd, from 11 a.m. to 12 p.m. (UU Hour). For additional details and Zoom links, please visit our Upcoming Training Opportunities Calendar.

Our office welcomes your technical questions. Please feel free to email us at degreeplanner@calpoly.edu or refer to the Degree Planner Website for guidance and troubleshooting. (Contact the Mustang Success Center or your college advising office for advising help.)

*Freshmen/Transfers – Degree Planner is a planning tool used to map out your future courses until graduation. Degree Planner pre-populates many courses for you based on prerequisites and departmental guidance, but some planning and course selections require your attention. You are encouraged to update your plans whenever they change. Your personalized plans are exported to Schedule Builder, a registration tool that is used during enrollment to register for classes in upcoming terms.

Please visit the Degree Planner FAQ page for more Frequently Asked Questions, as well as video tutorials.

Locate Degree Planner:

Degree Planner is located in the Student Center. In your My Cal Poly Portal, your Student Center will appear on the left-hand side under your "My Apps":
Both Degree Planner and Schedule Builder are located in the Student Center under the "Academics" tab on the left-hand side of the screen: