How to Edit Preferences in Degree Planner

Step 1: "Degree"

During the first two weeks of each semester:

1. Open Degree Planner:
   Login to MyCSUSM and **Click Student Center**. **Click Degree Planner**. **Click Continue** to proceed.

2. Review the number of units suggested in the upcoming semester.

   Most students will not have to make any changes in this step as the Degree Planner default suggestion is approximately 15 units.

Spring 2020

Planned Units 15.00   Target Units 15.00

Semester 4 Notes: Must Earn 60 Units Before Taking Upper-Division GE Courses (BB, CC, DD)

Requirement	Notes	Critical	Units	Course	Info	Select Course	Lock	Advisor Message	Remove
GEW 101B (formerly GEW 101) (Fulfills GE Area A2)			3	GEW 101B	ℹ	Select	☐	✎	✖
COMM 200			3	COMM 200	ℹ	Select	☐	✎	✖
PSYC 220 or SOC 201			3	Not Selected		Select	☐	✎	✖
GE - Humanities, Social Science (Fulfills GE Areas C1, C2, DH, DC, D7)			3	Not Selected		Select	☑	✎	✖
GE - Humanities, Social Science (Fulfills GE Areas C1, C2, DH, DC, D7)			3	Not Selected		Select	☑	✎	✖

If the number of units suggested needs to be adjusted, continue below:

3. **Click Edit Preferences:**

   EDIT PREFERENCES

4. Increase or decrease the number of units planned for each semester by typing into the Target Units column next to the upcoming semester.
   Note: if decreasing the number of units, an additional semester may need to be added.

Future Units

Term	Target Units	Approx Begin Date	Approx End Date		
Spring 2019 ▼	15	01/22/2019	05/16/2019	➕	➖
Summer 2019 ▼	6	06/03/2019	08/01/2019	➕	➖
Fall 2019 ▼	15	08/26/2019	12/14/2019	➕	➖

5. **Click OK:**

   OK

The Degree Planner will automatically update to suggest coursework according to the target units. As a reminder, it is unnecessary to click the "Select" lines for now. This step is strictly planning for unit load.

The "Degree" phase is complete!