UC San Diego

eleanor roosevelt college
UC San Diego

Academic Planning Workshop

Presented by Ivonne Avila and Julie Nguyen of ERC Academic Advising

Welcome to the Academic Planning Workshop! Presented by ERC Academic Advising. My name is Ivonne and this is Julie and we will be showing you how to create your own academic plan using academic resources available to you.

UC San Diego

KUMEYAAY LAND ACKNOWLEDGEMENT

The UC San Diego community holds great respect for the land and the original people of the area where our campus is located.

The university was built on the unceded territory of the Kumeyaay Nation.

Today, the Kumeyaay people continue to maintain their political sovereignty and cultural traditions as vital members of the San Diego Community.

We acknowledge their tremendous contributions to our region and thank them for their stewardship.

Before we begin, we will give land acknowledgement.

The UC San Diego community holds great respect for the land and the original people of the area where our campus is located.
The university was built on the unceded territory of the Kumeyaay Nation.
Today, the Kumeyaay people continue to maintain their political sovereignty and cultural traditions as vital members of the San Diego Community.
We acknowledge their tremendous contributions to our region and thank them for their stewardship.

UC San Diego

Academic Advising Resources

General Education & Transfer Agreements (roosevelt.ucsd.edu)
Degree Audit (TritonLink)
Academic History (TritonLink)
2 or 4-Year Plans (plans.ucsd.edu)

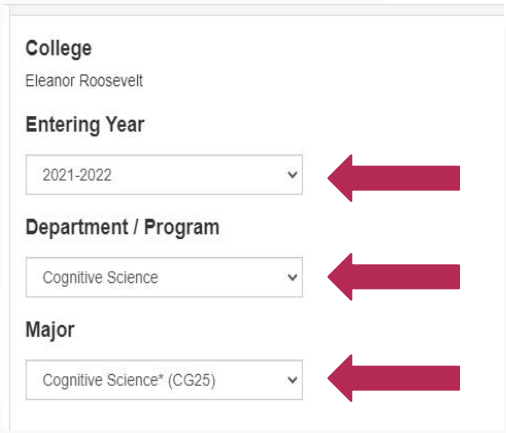
Degree Planner (http://degree-planner.ucsd.edu/)

To create an academic plan, we will review the following academic advising resources and you may open these webpages as we go along:

- General Education page (roosevelt.ucsd.edu) - to learn how to locate GE requirements with approved course lists, AND/**OR** to check your GEs based on a transfer students status
- Degree audit (tritonlink.ucsd.edu) - where to find and how to interpret the information
- Academic History (tritonlink.ucsd.edu) - what information is found on there
- Transfer or 4 Year Academic Plans (plans.ucsd.edu)--review where to find your major requirements

- And the Degree Planner (degree-planner.ucsd.edu) -- the tool you will use to create and edit your plan using the resources above

Academic Plans (plans.ucsd.edu)



- Select your College
- Entering Year
- Department/Program
- Major

*Also refer to your major website for more information

One of the first resources you will need to open is your major's 4 year or transfer Academic Plan. Students should also refer to the major's website for more information on major requirements.

To find your major's Academic Plan:

1. Go to plans.ucsd.edu
2. Select Eleanor Roosevelt
3. Enter 2021-2022
4. Select your major department or program
5. Find your specific major (title and major code)
6. Select the appropriate tab for the type of plan. If no plan available, then contact the major department/program for planning.

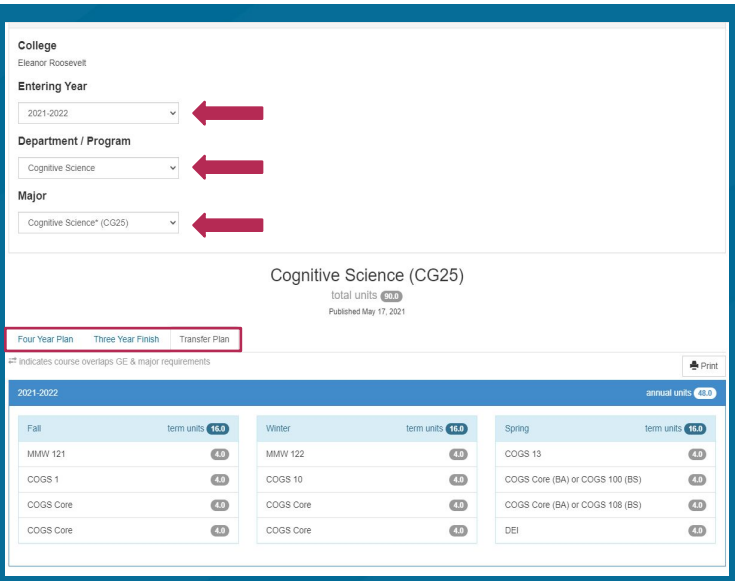
If planning to change your major, then look up the proposed major's plan.

Academic Plans

Select Transfer Plan or 4 Year Plan

*Helpful tool if you want to switch majors

*Capped Majors:
Review department website and contact advisors

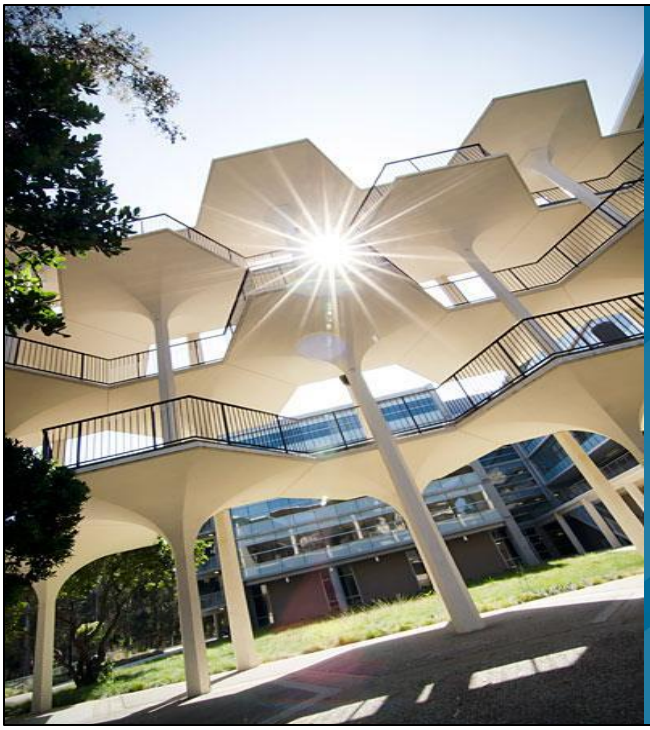


Here is an example of an Academic Plan for an Cognitive Science major at ERC.

Again, make sure to select the appropriate plan -- either the Transfer Plan or the 4 Year Plan tab

To graduate, students need at least 180 units and 60 units of upper division (courses numbered 100-199), so some majors/colleges will require students to take Elective courses to reach this unit minimum. These may not be necessary as the general plan is under the assumption that you came in without any units which is why it's important to create your own personalized plan.

For the Transfer 2-year academic plan, it's a sample plan for transfer students who have completed a full IGETC at a California Community College (or other approved transfer agreement program), and started at UCSD with 90 units.

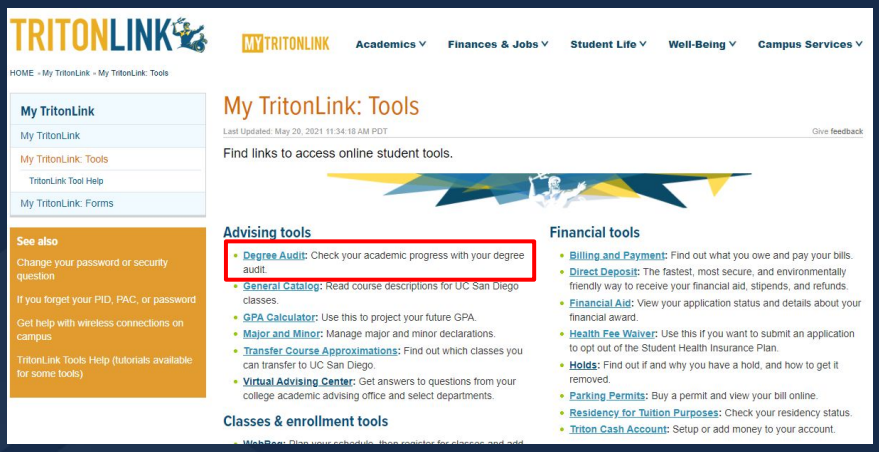


GENERAL EDUCATION AND DEGREE AUDIT

These next two resources, General Education and Degree Audit, will go hand-in-hand with each other so we'll go over each. We will review the major and General Education section of the degree audit separately.

Degree Audit

Where is my Degree Audit?



http://tritonlink.ucsd.edu

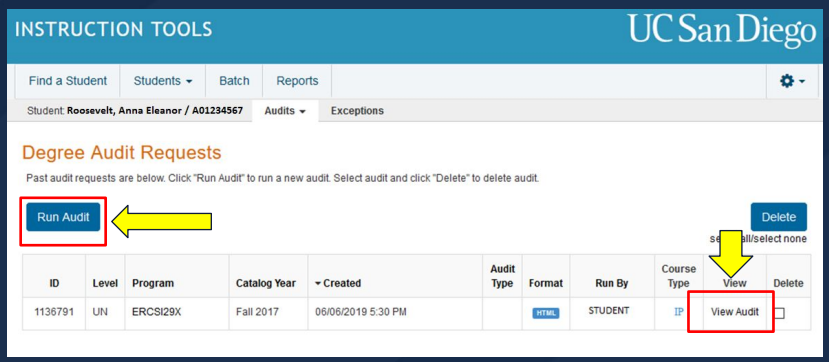
To find your degree audit, go to TritonLink>TritonLink Tools>Advising tools>Degree Audit.

The degree audit is the tool to track your degree. It will list missing major, General Education, and University requirements.

Degree Audit

How to view an updated degree audit?

- Run Declared Program
- Click View Audit



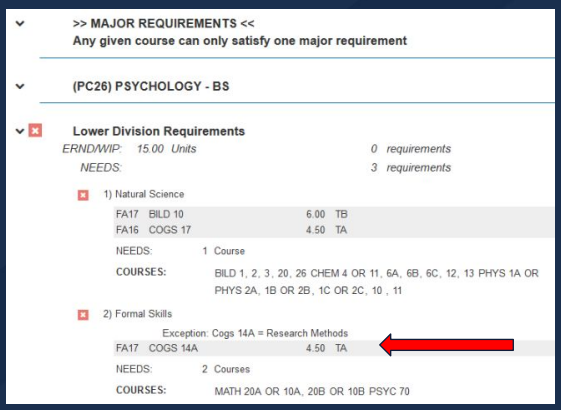
The degree audit is not a dynamic document, so make sure a new degree audit is run every time to view it.

- Select “run Declared Programs” to run a new degree audit
- Wait a few seconds for the system to run a new a degree audit, and then select “View Audit”

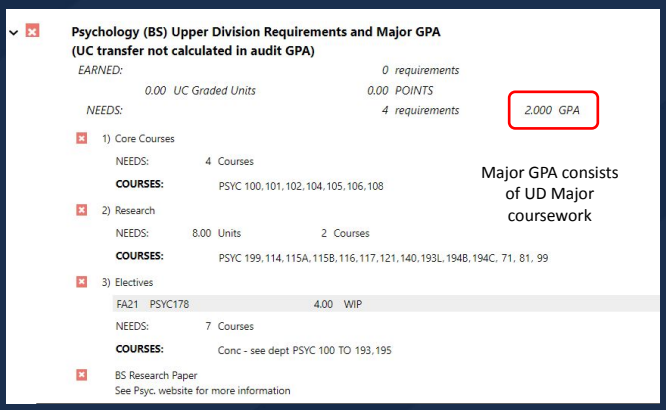
Degree Audit (Major)

Example: Psychology Major

- Lower Division Requirements



Upper Division ISP Major Requirements



Major GPA consists of UD Major coursework

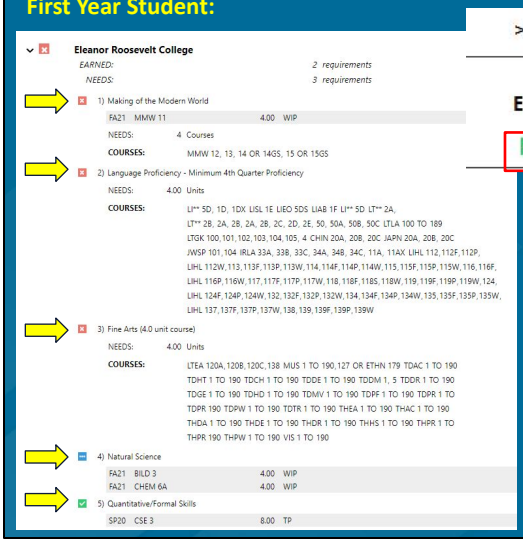
"T" Indicates Transfer Course with an A Grade

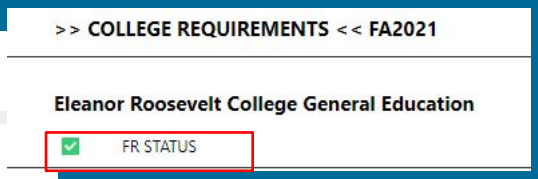
At the top of the degree audit, the Major requirements are listed (separated by lower division as seen on the left and upper division requirements as seen on the right). Questions about major requirements should be directed to your major advisor.

- Courses listed with a T, indicates a transfer credit with the grade earned either letter grade or P for Pass.
- The major example shows, the student has transferred BILD 10, COGS 17, and COGS 14A; therefore satisfying two major's Natural Science and one Formal Skills requirements. When you reference the Academic Plans website, you can omit requirements you have already cleared the requirement with transfer credit.

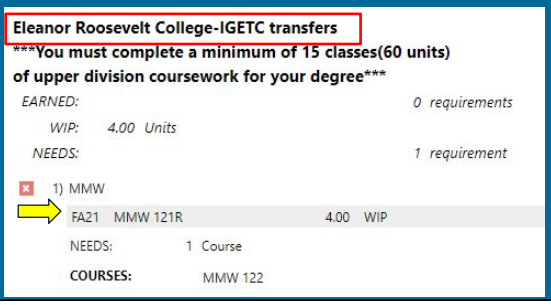
Degree Audit (General Education): College Requirements

First Year Student:





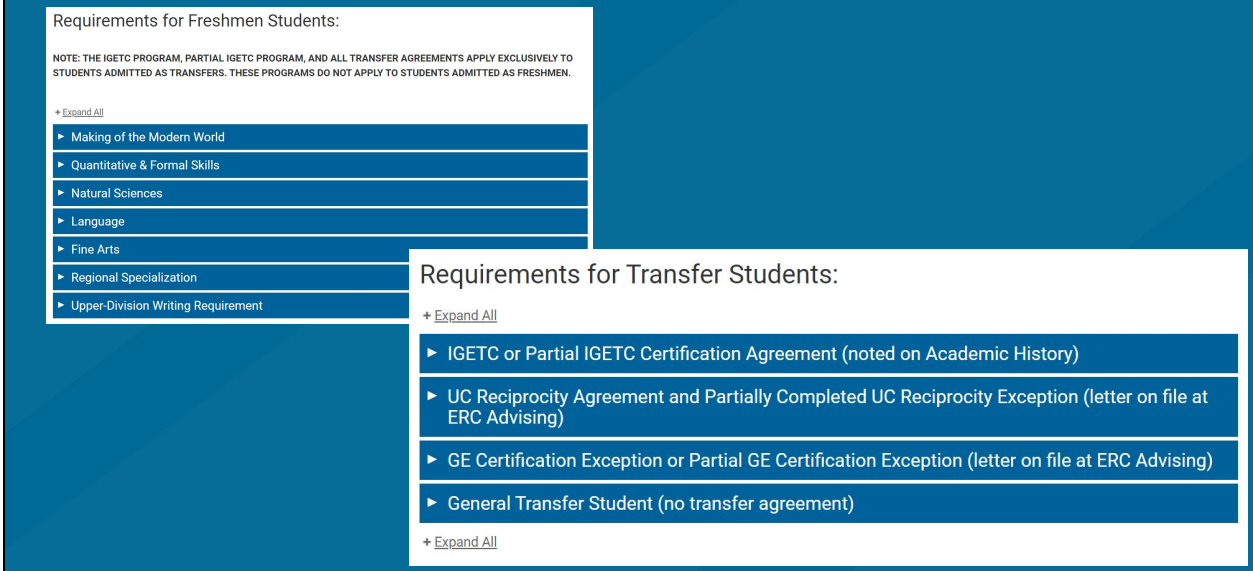
Transfer:



ERC General Education requirements are located after your major requirements. Questions pertaining to the General Education requirements, should be directed to ERC Advising.

- Under College Requirements: you find your GEs either as a First Year Student (Click) or a Transfer student (Click)
- In the First Year Example, the missing GE requirements are shown in red, Work in Progress section is in blue and the completed Quantitative/Formal Skills is in Green. This student met Q/FS with AP Computer Science credit noted with a TP (with a transfer Pass grade)
- Check your degree audit if AP/IB or transfer coursework met any GE requirements
- In the Transfer example, this student is an IGETC transfer who needs MMW 121R and MMW 122. (Click) They are currently in MMW 121R and will need to take MMW 122 in Winter.
- General Transfer students with no transfer agreements will need to check their degree audit for missing GEs. Check with ERC Advising if you have transfer courses that may be petitioned to meet a GE requirement.

General Education (https://roosevelt.ucsd.edu/academics/gen-ed/index.html)



You can find ERC's General Education requirements on our website. Each requirement has a list of approved courses students may choose from. The requirements for first year students and transfer students are located on the same page but in different sections.

Refer to your degree audit to find out what your missing GEs are and then refer to our GE page to find eligible courses to take.

UC San Diego

Academic History

http://tritonlink.ucsd.edu

- **AP/IB and Transfer Courses**
- **Course approximation**
- **Quarter-by-quarter schedule and grades**

Grades & transcript tools

- **Academic History:** See your grades and unofficial transcript.
- **Academic History as an alumni:** See your grades and unofficial transcript using Social Login after you have graduated.
- **Late Grades Report:** If you don't see a grade listed for a class (10 days after the end of the quarter), check this list, then contact your instructor.
- **Order Transcripts:** Order your transcript online.
- **Order Transcripts as an alumni:** Order your transcript online using Social Login after you have graduated.
- **Order Verifications:** Order your verification documents online.
- **Track Verification Orders:** See if your requested verification has been sent.

Many of you may have come in with AP/IB credits or transfer coursework which would also appear on your degree audit. However, you should use the Academic History to:

- See what you earned from each respective AP/IB exams
- View transfer course approximations (transfer course to UCSD course equivalency)

Moreover, Academic History is your unofficial transcript so you can see your completed classes from each quarter and the grades you earned.

Academic History - Approximation

Community college grades are not calculated into the UC GPA

Transfers:
IGETC or Partial IGETC posted here

Transfer Courses

Subject	Course	Course Title Transferred From	Units	Grade	Term	Level	UCSD Approx
BIOL	111	General Biology Modesto Junior College	6.00	B	FA17	LD	BILD 10
PSYC	103	Introduction to Neuroscience Modesto Junior College	4.50	A	FA16	LD	COGS 17
PSYC	102	Research Methods Modesto Junior College	4.50	A	FA17	LD	COGS 14A
HIST	101	History of the U.S to 1877 Modesto Junior College	4.50	A	S116	LD	
HIST	102	Hist of U.S. post Civil War Modesto Junior College	4.50	A	S117	LD	HILD 2A HILD 2B HILD 2C
MATH	134	Elementary Statistics Modesto Junior College	6.00	A	SP17	LD	MATH 11
MUSI	101	Music Fundamentals Modesto Junior College	4.50	C	S111	LD	MUS 1A
PSYC	101	General Psychology Modesto Junior College	4.50	A	FA15	LD	PSYC 1
PSYC	104	Intro to Social Psychology Modesto Junior College	4.50	A	FA16	LD	PSYC 6
POLI	101	American Politics Modesto Junior College	4.50	A	S117	LD	POLI 10
SOCI	101	Introduction to Sociology Modesto Junior College	4.50	B	SP16	LD	SOCI 1
THEA	100	Intro to Theater Arts Modesto Junior College	4.50	B	SP16	LD	TDGE 1

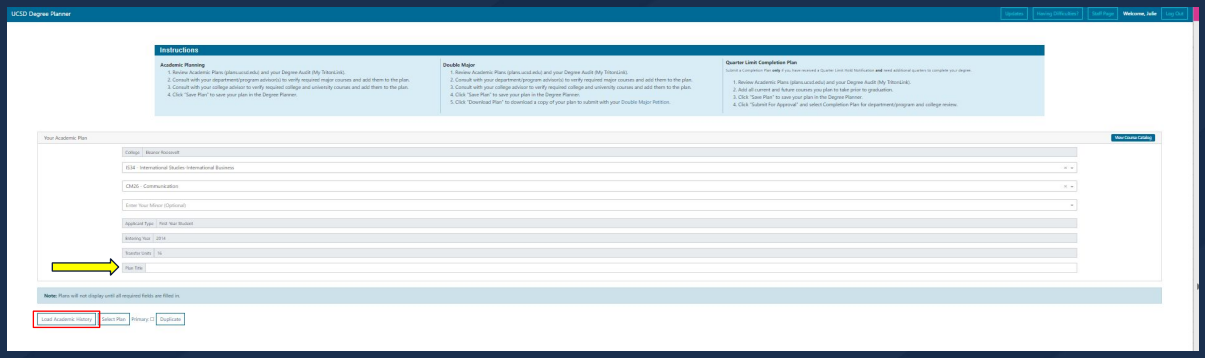
This is an example of an Academic History with course approximations. Students can view:

- (Click) transfer courses and units
- (Click) Course level (LD stands for lower division and UD for upper division)
- (Click) Transfer course approximated to a UCSD course
- IGETC certification

Note: all community college courses transfers as lower division and grades are not included in the UC GPA.

It's important to go over your Academic History so you do not take courses you do not need. Again, if you have credit for courses that are listed on the Academic Plans website, you can omit those from your personalized plan.

How to Use the Degree Planner



http://degree-planner.ucsd.edu

Now that we have gone over all of these resources, we will show you how to use the tool to put your plan together. To Access the degree planner go to http://degree-planner.ucsd.edu and log in using your MyTritonLink account.

When you open the degree planner

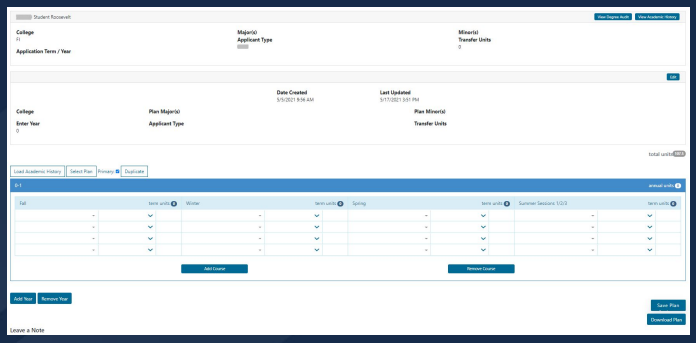
- Select Create a New Plan

Your student information should then be auto populated

- (Click) You can add a title to your plan like Fall 2021
- (Click) Click on Load Academic History to include Fall quarter's course schedule
- and you may click on the Primary box to have this plan be your primary plan

Degree Planner

http://degree-planner.ucsd.edu



1. Load Academic History
2. Enter current and future courses for each quarter including summer
   a. Summer has two 5 week sessions (Summer Session I and II)
   b. Recommended to take no more than 8-10 units in one Summer Session (8 units in summer is like taking 16 units in regular quarter)
3. Students must complete all respective major, GE, and University requirements to graduate
   a. University reqs: AHI, DEI, 60 upper-division units, 2.0+ GPA, and at least 180 units
   b. Quarter Limit (summers in between do not count)

1. If you create your plan a little later, selecting Load Academic History will pull in all your previously completed coursework so you do not have to manually add it. However, you will need to select what the course type is which we'll show you in the next slide.
2. The next step is to enter current and future courses for each quarter including summer. Be sure to add them to the appropriate year. Remember, this is where your degree audit and Academic Plans website will come in hand.
3. You can follow the general academic plan to create a foundation. Once you have, you can refer to your degree audit to cross check what you need -- add missing classes, remove classes you've already completed, customize the class if you know what you want to take, or move classes around if necessary.
   a. For example, if the general academic plan simply lists GE, you would check your degree audit to see which GEs you are missing. From there, you can put in a specific GE class or customize it by putting something like "Fine Arts GE"
   b. Transfer students -- remember that the general academic plans are under the assumption you have IGETC. If you don't, make sure to add in all missing GEs.

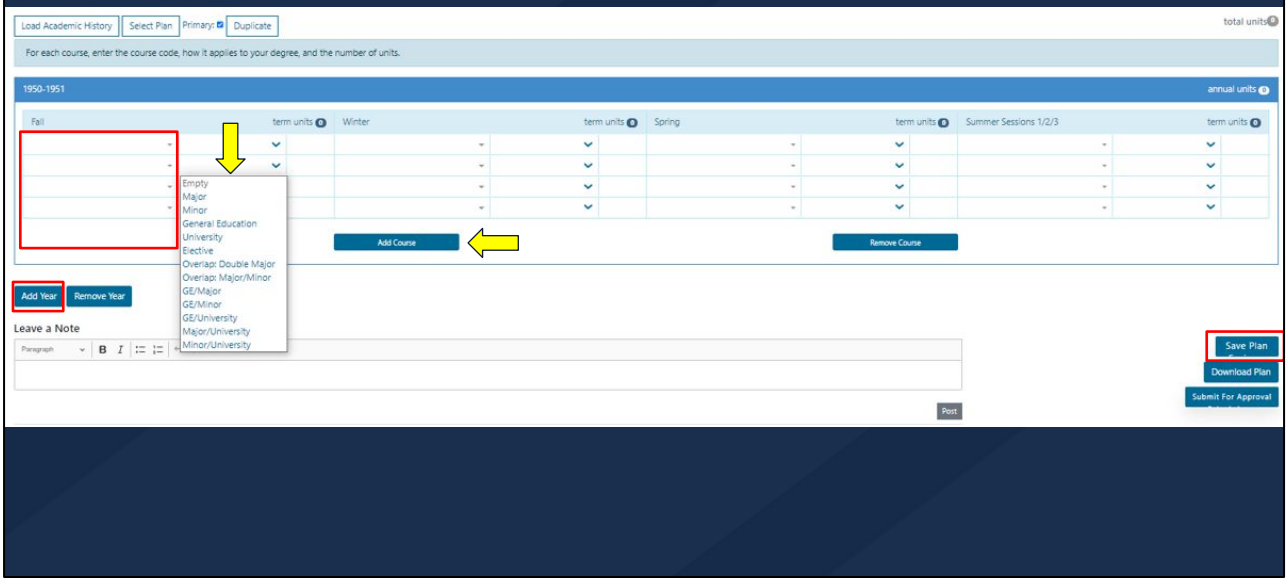
4. If you plan on taking Summer session, there are two 5 week sessions (Summer Session I and II) but the summer boxes are not divided up so you can just put all the courses in even if you are taking two separate sessions.
   i. Remember it is recommended to take no more than 8-10 units

        i. in one Summer Session (8 units in summer is like taking 16 units in regular quarter)
2. Students must complete all respective major, GE, and University requirements so it is important that everything is accounted for on your plan.
    a. These include University reqs for AHI, DEI, 60 upper-division units, 2.0+ GPA, and at least 180 units

All new students will have a Quarter Limit to finish their degree. First years have 12 quarters to complete their requirements while transfers have 6 quarters. Summers in between do not count. Creating your academic plan early will help you stay on track to finish within this timeline, though we understand things come up and timelines change so come see an ERC Advisor if you have any questions.

The last thing we'll be showing you is how to fill out a degree planner.

How to fill out the Degree Planner



When you are ready to create your own plan, take this steps:

- (Click) First add courses for each term (every quarter and summer) for your first year
- (Click) Next, select the course type to differentiate what those courses are being taken for. On the screen, you can see the list to select from. It could be major, General Education, or University or overlaps.
- Include the units for each course
    - If you need to add more courses for the quarter, then use the (Click) Add Course button
- (Click) Once you're done with the first year, Click "Add Year" to add the next year to your plan. Make sure that you are listing courses for the appropriate quarter and year. For example, if you are listing Fall 2021 courses, it should be in the fall quarter of the academic year 2021-2022.
- Regularly select save your plan so you don't lose progress. You will be able to go back and find this plan in the degree planner system.
- If you need to make any notes, you can do so under the "Leave a Note" section.

This plan is also accessible by your college advisor and major advisor. Always check your plan first with the major department and then with the college. Transfer students may meet with us in the fall quarter and first years in the winter quarter for long-term planning.

Once you're all set, you can download your plan in a PDF file.

Degree Planner

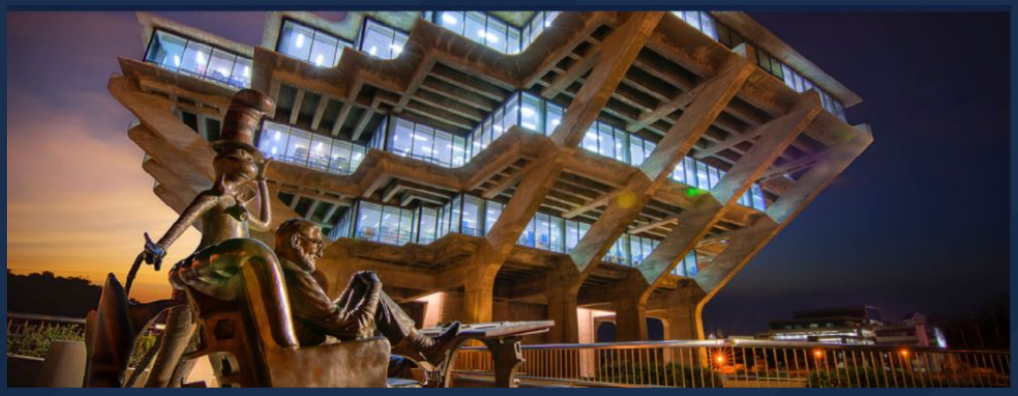
Creating an Academic Plan Guide

https://roosevelt.ucsd.edu/academics/Academic-Plans.html

Hopefully, you now have a better understanding of how to get started on your own academic plan. We'll be posting this video later as reference but you can also use our step by step guide called "Creating an Academic Plan Guide" which will include the steps we went over today as well as the links to the resources. You can find this guide on the link on the slide or by going to the QR code.

UC San Diego

Questions?



Submit your questions in the Q&A portion.
Specific questions to your major or college advisor in the Virtual Advising Center (vac.ucsd.edu)

Please go ahead and submit questions you may have regarding academic plans.

Specific questions about your major requirements should be directed to your major advisor on the Virtual Advising Center (vac.ucsd.edu).