# How Do I Create a My Degree Plan?

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How do I create a MyDegreePlan for Pre-Business?

If you have not declared your option yet by submitting an Option Contract, you will need to use this section to complete a Pre-Business plan.

Select My Degree Plan from your Student Services Portal

Select Create Plan

On the tabs section, select Plans. This will redirect you to create your own plan.

Manage Victor E. Bulldog III’s Plans

Program: Pre-Business
Catalog: 2017

[Create a new Plan]
Enter Plan Information

1. Your current major should be listed as Pre-Business until you sign and submit the paperwork for your intended option. Paperwork can only be signed and submitted once all Pre-Business courses are completed and a Campus and Cumulative GPA is at or above a 2.25.

2. Your catalog year will be displayed

3. Create a name for your plan

4. Select the term you wish to start planning from. Example, you are currently enrolled in Spring 2018 courses, you will want to select Fall for the planning term. The plan will not allow you to add courses you are currently enrolled in.

5. Input the beginning term you wish to start in. Using the above example, you will type 2018 as the planning year

6. Select the amount of years you wish to plan out
   a. Example, you wish to graduate in two years, select two. This will add four total terms to your plan.

7. Select Add Plan to start the intended plan.
When You First Open Your Plan

When the My Degree Path Plan Builder opens, you will first see the image below. There is the Pre-Business* Audit and the My Degree Plan side.

*Note: The Pre-Business Audit does not reflect all courses needed for degree completion. Once your option is declared, all courses for a complete degree will be shown.

My Degree Plan

Step 1: Locate unmet requirements on the DPR. Bold course requirement can be dragged into the plan.

Step 2: Click and drag course into appropriate term on your plan. Click on a course to view more details about that course.

Step 3: Use the "check" Plan button to validate your Plan against the DPR to ensure requirements are planned in required areas.

Audit: PRE-BUSINESS

Program: PRE-BUSINESS
Effective: 2016
Expand All / Collapse All

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

OPT

U.DIRECT Audit Includes PLANNED Courses

My Degree Plan is a planning tool that allows you to customize your graduation plan. You can plan from your declared major and check your plan against your DPR to make sure requirements are being fulfilled.

PLEASE NOTE:
Creating a plan does not guarantee course availability.

NON-DEGREE COURSEWORK - DOES NOT APPLY TOWARD A DEGREE

PRE-BUSINESS
THE BUSINESS ADMINISTRATION MAJOR REQUIRES COMPLETION OF PRE-BUSINESS COURSES PRIOR TO ADVANCING INTO MAJOR AND OPTION COURSES. COMPLETE THE FOLLOWING COURSES WITH AT LEAST A "C" GRADE IN EACH COURSE TO MEET THE ENROLLMENT QUALIFICATION TO ENROLL IN 100-LEVEL BUSINESS

Legend
- Completed Course
- In Progress Course
- Incomplete Planned Course
- Completed Course, No Credit
- Complete
- Planned
- In Progress
- Unfulfilled

Plan: test

Expand All / Collapse All

Fall 2018
Spring 2019
Fall 2019
Spring 2020
Fall 2020
Spring 2021

This side displays the plan you are creating and the courses you have planned to take.

This side displays requirements for Pre-Business and General Education requirements.

Review the Legend to understand what each symbol on your plan means.
How Do I Add Courses to My Plan?

Adding Courses by Dragging

By clicking the arrow down button next to the Red “X” you will be able to review any courses required for completion. You can add courses to specific terms by dragging the course from the requirements side of your plan to the specific term* you wish to add the course to.

*When dragging a course, the term you wish to drop the course into must highlight in order for the course to drop in.

My Degree Plan

Audit: PRE-BUSINESS

Program: PRE-BUSINESS
Effective: 2016

Expand All / Collapse All

**NON-DEGREE COURSEWORK - DOES NOT APPLY TOWARD A DEGREE**

PRE-BUSINESS
THE BUSINESS ADMINISTRATION MAJOR REQUIRES COMPLETION OF PRE-BUSINESS COURSES PRIOR TO ADVANCING INTO MAJOR AND OPTION COURSES. COMPLETE THE FOLLOWING COURSES WITH AT LEAST A "C" GRADE IN EACH COURSE TO MEET THE ENROLLMENT QUALIFICATION TO ENROLL IN 100-LEVEL BUSINESS COURSES: ACCT 4A, 4B; BA 18; DS 71, 73; ECON 40 OR AG EC1, ECON 60; ENGL 10. INTERNATIONAL (FOREIGN) STUDENTS MUST ALSO HAVE A MINIMUM TOEFL SCORE OF 500 TO MEET THE ENROLLMENT QUALIFICATION.

2004-05 CATALOG THRU CURRENT

EARNED: 4 SUB-GROUPS 2.625 GPA
NEEDS: 1 SUB-GROUP

1) LOWER-DIVISION PRE-BUSINESS CORE:
LINE 1 - COMPLETE 3 COURSES
NEEDS: 3 COURSES
SELECT FROM: ACCT 4A, 4B DS 73

2) LINE 2 - COMPLETE 1 COURSE OR GROUP
40 UNITS EARNED 1 GROUP TAKEN
**Adding a Course Manually**

Another way to add courses to your plan is to add the courses manually. For this, you will need to know the specific course abbreviation and course number.

- Example: Accounting 4A: Financial Accounting Principles and Systems
  - ACCT 4A is the course abbreviation

Adding a course manually will be useful when trying to add your Business Core (BA105W, DS 123, IS 130, FIN 120, MKTG 100S, MGT 110) and your option courses to a Pre-Business Plan.
Adding Required Areas with Multiple Course Options

When working on your plan, you will encounter required areas where multiple courses are allowed to complete the requirement. An example for this will be GE area’s (A1, A2, A3, B1, B2, etc.) and your Option Electives, you will need to select the required amount of area specific courses from the area you wish to satisfy.

- Example: Upper Division GE area IB. The Audit indicates that one course needs to be selected to complete this area. Click and drag one course to the planned courses.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION - UPPER-DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS INTEGRATION AND MULTI/INTERNATIONAL</td>
</tr>
<tr>
<td>(MINIMUM OF 9 UPPER-DIVISION UNITS REQUIRED)</td>
</tr>
<tr>
<td>2012-13 THROUGH CURRENT</td>
</tr>
<tr>
<td>NEEDS: 9.0 UNITS</td>
</tr>
</tbody>
</table>

1) INTEGRATION / IE - COMPLETE 1 UPPER-DIVISION COURSE (3 UNITS)

NEEDS: 2.0 UNITS | 1 COURSE

SELECT FROM:
- ANTH 161
- CHM 170
- CS 100
- EES 112, 167
- GEOG 115, 120
- NSCI 116
- NSCI 120
- PSY 100
- PSYCH 173 (17SP)
- SSCI 110
- SOC 131, 143
- 163
- WS 101, 149 (18SP OR AFTER)

2) INTEGRATION / IC - COMPLETE 1 UPPER-DIVISION COURSE (3 UNITS)

NEEDS: 2.0 UNITS | 1 COURSE

SELECT FROM:
- AFRS 129
- ARM 148
- ART 102 (02SP OR AFTER)
- DANCE 171
- DRAMA 163
- ENGL 101
- ENGL 102, 103, 112, 113, 114, 174
- FREN 109, 149
- HUM 104, 108, 110, 118
- IAS 108
- LING 115, 130, 138 (14FA OR AFTER)
- MUSIC 170A, 171, 187
- PHIL 120
- PHIL 150, 151
- SPAN 125, 129

3) INTEGRATION / ID - COMPLETE 1 UPPER-DIVISION COURSE (3 UNITS)

NEEDS: 2.0 UNITS | 1 COURSE

SELECT FROM:
- AFRS 144
- AGS 155
- AIS 103
- ANTH 116W
- 145
- CLAS 114
- CRIM 101, 120, 153
- ECON 146
- 167
- 171
- 183
- GEOG 173
- GERON 100
- HIST 101, 154
- J5 154
- KINES 111
- MCJ 178
- PAX 100 (17FA OR AFTER)
- PSY 173 (17SP)
- SSCI 110
- SOC 131, 143
- 163
- WS 101, 149 (18SP OR AFTER)
How Do I Add Additional Terms to My Plan?

To add additional terms (Summer, Winter, Spring and Fall) to your plan, you will want to click on the “+” button under your “Plan” name.

When the **Add Term** screen comes up, use the arrow down arrows to select the correct term and year.
How Do I Check My Plan Against the Audit?

Once you have input all courses into your plan you may select the check mark to check the requirements against the audit.

Upon checking the plan, your audit should return with no red errors and should indicate one of three things next to your courses: Letter Grade (A,B,C,D,F,I, W), In Progress (IP), or Planned (PL).

If there is an error, you will see a red “X” next to the area with an error as well as “AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED” at the top of the Audit.
How Do I Create a MyDegreePlan for my Declared Option?

You can only create an official plan for your option once you have declared your option. Please note, all option contracts are conditional upon your completion of an option plan.

Select My Degree Plan from your Student Services Portal

Select Create Plan

On the tabs section, select Plans. This will redirect you to create your own plan.
Enter Plan Information

8. Your current major should be listed as the option you have declared.
9. Your catalog year will be displayed
10. Create a name for your plan
11. Select the term you wish to start planning from. Example, you are currently enrolled in Spring 2018 courses, you will want to select Fall for the planning term. The plan will not allow you to add courses you are currently enrolled in.
12. Input the beginning term you wish to start in. Using the above example, you will type 2018 as the planning year
13. Select the amount of years you wish to plan out
   a. Example, you wish to graduate in two years, select two. This will add four total terms to your plan.
14. Select Add Plan to start the intended plan.
When You First Open Your Plan

When the My Degree Path Plan Builder opens, you will first see the image below. There is the Pre-Business* Audit and the My Degree Plan side.

<table>
<thead>
<tr>
<th>Audit: BS BUS ACNTCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: BS BUS ACNTCY</td>
</tr>
<tr>
<td>Effective: 2016</td>
</tr>
<tr>
<td>Expand All / Collapse All</td>
</tr>
<tr>
<td>BUSINESS ADMINISTRATION MAJOR ACCOUNTANCY OPTION</td>
</tr>
<tr>
<td>2012-13 THROUGH CURRENT</td>
</tr>
<tr>
<td>EARNED: 4.0 UNITS</td>
</tr>
<tr>
<td>NEEDS: 20.0 UNITS</td>
</tr>
<tr>
<td>0 SUB-GROUPS</td>
</tr>
<tr>
<td>2 SUB-GROUPS</td>
</tr>
<tr>
<td>1) LINE 1: COMPLETE 3 COURSES (12 UNITS)</td>
</tr>
<tr>
<td>4.0 UNITS EARNED</td>
</tr>
<tr>
<td>1 COURSE TAKEN</td>
</tr>
<tr>
<td>18SP ACCT 120A 4.00 IP</td>
</tr>
<tr>
<td>INTERMED ACCT I</td>
</tr>
<tr>
<td>NEEDS: 8.0 UNITS</td>
</tr>
<tr>
<td>SELECT FROM:</td>
</tr>
<tr>
<td>ACCT 120B, 132</td>
</tr>
<tr>
<td>2) LINE 2: COMPLETE 3 ELECTIVE COURSES (12 UNITS)</td>
</tr>
<tr>
<td>NEEDS: 12.0 UNITS</td>
</tr>
<tr>
<td>SELECT FROM:</td>
</tr>
<tr>
<td>ACCT 144, 145, 146, 162, 165, 167, 169</td>
</tr>
<tr>
<td>CSB INTEGRATIVE COURSE REQUIREMENT</td>
</tr>
<tr>
<td>NEEDS: 3.0 UNITS</td>
</tr>
<tr>
<td>1 SUB-GROUP</td>
</tr>
<tr>
<td>1) COMPLETE ONE COURSE (3 UNITS)</td>
</tr>
<tr>
<td>NEEDS: 3.0 UNITS</td>
</tr>
<tr>
<td>SELECT FROM:</td>
</tr>
<tr>
<td>ACCT 187 MGT 187</td>
</tr>
<tr>
<td>MAJOR TOTAL SUMMARY (ACCOUNTANCY)</td>
</tr>
<tr>
<td>EARNED: 20.0 UNITS</td>
</tr>
<tr>
<td>NEEDS: 44.0 UNITS</td>
</tr>
<tr>
<td>0 REQUIREMENTS</td>
</tr>
<tr>
<td>3 REQUIREMENTS</td>
</tr>
</tbody>
</table>

Plan: ACCT 2018 Spring

| Expand All / Collapse All |
| Fall 2018 |
| Spring 2019 |
| Fall 2019 |
| Spring 2020 |

Legend

- = Completed Course
- = In Progress Course
- = Incomplete Planned Course
- = Completed Course, No Credit
- = Complete
- = Planned
- = In Progress
- = Unfulfilled

This side displays requirements for your Option and General Education Requirements

This side displays the plan you are creating and the courses you have planned to take.

Review the legend to understand what each symbol on your plan means.
How Do I Add Courses to My Plan?

Adding Courses by Dragging

By clicking the arrow down button next to the Red “X” you will be able to review any courses required for completion. You can add courses to specific terms by dragging the course from the requirements side of your plan to the specific term* you wish to add the course to.

*When dragging a course, the term you wish to drop the course into must highlight in order for the course to drop in.

My Degree Plan

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<table>
<thead>
<tr>
<th>2012-13 THROUGH CURRENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EARNED: 40.0 UNITS</td>
<td></td>
</tr>
<tr>
<td>NEEDS: 20.0 UNITS</td>
<td></td>
</tr>
</tbody>
</table>

1) LINE 1: COMPLETE 3 COURSES (12 UNITS)

- 4.0 UNITS EARNED
- 1 COURSE TAKEN
- 8SP  ACCT 120A | 4.00 | IP | IP | INTERMED ACCT 1

NEEDS: 8.0 UNITS
SELECT FROM:
ACCT 120A, 132

2) LINE 2: COMPLETE 3 ELECTIVE COURSES (12 UNITS)

- 12.0 UNITS
- 3 COURSES
- 18SP  ACCT 144, 145, 146, 148, 163, 165, 167, 169

CSB INTEGRATIVE COURSE REQUIREMENT

|  |
|--------------------------|---|
| EARNED: 3.0 UNITS |  |
| NEEDS: 3.0 UNITS |  |

1) COMPLETE ONE COURSE (3 UNITS)

- 3.0 UNITS
- 1 COURSE
- 18SP  ACCT 187 MGT 187

MAJOR TOTAL SUMMARY (ACCOUNTANCY)

|  |
|--------------------------|---|
| EARNED: 20.0 UNITS |  |
| NEEDS: 44.0 UNITS |  |

0 REQUIREMENTS

3 REQUIREMENTS
Adding a Course Manually

Another way to add courses to your plan is to add the courses manually. For this, you will need to know the specific course abbreviation and course number.

- Example: Accounting 4A: Financial Accounting Principles and Systems
  - ACCT 4A is the course abbreviation

Adding a course manually will be useful when trying to add your Business Core (BA105W, DS 123, IS 130, FIN 120, MKTG 100S, MGT 110) and your option courses to a Pre-Business Plan.
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- Example: Upper Division GE area IB. The Audit indicates that one course needs to be selected to complete this area. Click and drag one course to the planned courses.

- Example: Upper Division Accountancy Option: The Audit will reflect that three courses need to be completed to the plan to satisfy this area. Click and add three different courses from the list to your plan to satisfy this area.
How Do I Add Additional Terms to My Plan?

To add additional terms (Summer, Winter, Spring and Fall) to your plan, you will want to click on the “+” button under your “Plan” name.

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How Do I Check the Prerequisites for My Courses?

In order to check the prerequisites for your courses, please use one of the following online resources:

**Fresno State Catalog Course Descriptions:** [https://www.fresnostate.edu/catalog/courses-by-subject/index.html](https://www.fresnostate.edu/catalog/courses-by-subject/index.html)

**Fresno State Catalog Degree Roadmap:** [https://www.fresnostate.edu/catalog/degree-roadmaps.html](https://www.fresnostate.edu/catalog/degree-roadmaps.html)

* Majors are listed as Business Administration - *OPTION*

**When using the Catalog, please note the default catalog online is the current year. You will need to search the Archived Catalogs to use your Catalog

**Craig School of Business Flowcharts:** [http://fresnostate.edu/craig/advising/flowcharts.html](http://fresnostate.edu/craig/advising/flowcharts.html)

*You will need to know your Catalog Year in order to access the correct Catalog