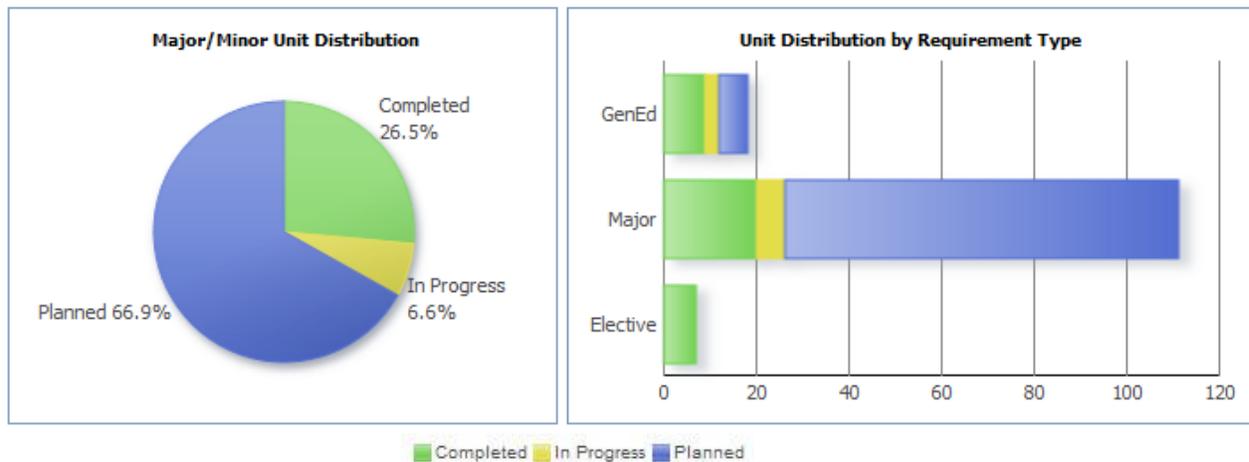


Instructions to Prepare for Mandatory Advising

1. Log into your student center and access the Smart Planner tool. If you're unfamiliar with Smart Planner, visit the ECC Student Success Center in OCNL 246 and/or http://www.csuchico.edu/dgap/Smart_Planner_Intro.shtml and view the video tutorials and FAQs.
2. Use Smart Planner to plan your course of study all the way to graduation including both major and general education courses.
 - For major courses, be sure to select your elective(s).
 - For Gen Ed, you must select your upper division theme courses and should also verify that you are satisfying the additional requirements such as Global Cultures, US Diversity, and Writing Intensive.
 - i. Use the DPR to see what requirement you may have already met and the GE Form to assist deciding which pathway to choose based on your GC and USD needs.
3. When your plan is complete you should see Major/Minor Unit Distribution charts as shown:



4. Clicking Continue should take you to a screen that summarizes your future semesters and lists all remaining courses semester by semester. Print the page by selecting the Print button, upper right.

Smart Planner

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▼ Preferences

Fall 2017	20.00 units	To make the best possible suggestions, Smart Planner needs to know which terms you plan to attend and how many units you plan to take each term. The system initially chooses terms and units based on your progress so far. Additional terms and units are added as a default and may be removed in Edit Preferences.
Spring 2018	15.00 units	

Please edit your Preferences if they are not correct. You may update Preferences at any time.

[EDIT PREFERENCES](#)

[ARRANGE MY PLAN](#)

[SMART PLANNER REPORT](#)

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5. Next run a Degree Progress Report (DPR) with planned courses. This is done within Smart Planner as shown and is different from the regular DPR.

**Smart
Planner**

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6. If your plan of study will fulfill all graduation requirements, the fully collapsed DPR will show only green checks or yellow diamonds as shown:

This report last generated on 03/11/2018 2:17PM

collapse all

expand all

▶ DEGREE UNITS, CHICO GPA, CUMULATIVE GPA (RG 1002)	◆
▶ GENERAL EDUCATION FOUNDATION AND BREADTH (RG 2365)	◆
▶ GENERAL EDUCATION UPPER-DIVISION PATHWAYS (RG 2366)	✓
▶ GENERAL EDUCATION ADDITIONAL REQUIREMENTS 2014 (RG 2367)	◆
▶ CIVIL ENGINEERING MAJOR 2016-2017 (RG 1248)	◆

7. If your DPR is satisfactory (no red squares):
- Make a screenshot of the fully collapsed DPR with Planned Course. Be sure to capture the date and time that the report was generated.
 - Paste screenshot into CMGT Mandatory Advising Form.
 - Fill out remainder of form, with attached Smart Planner printout (step 4).
 - Sign and date when complete.
 - Submit the package to your advisor.
8. If any area of your DPR has red squares:
- Expand the area and determine which requirements are not being met.
 - Return to your plan and make the necessary changes.
 - Re-run the DPR with planned courses (step 5 above).
 - Continue until you have eliminated all the red squares and return to step 7.
9. If you cannot obtain a fully collapsed DPR with no red squares and need help:
- Review the tutorials and FAQ's from step 1.
 - Stop by the Student Success Center in O'Connell 246.
 - Attend one of the group advising sessions for instructions and one-on-one help.
10. If you cannot obtain a fully collapsed DPR with no red squares, and can justify the reason:
- Fill out the form from step 7 and INCLUDE in the "Comments" section
 - An explanation as to why the red square cannot be eliminated within Smart Planner.
 - Your plan to satisfy the graduation requirement(s) in question.