Help Session for Using Smart Planner for Mandatory Advising
Objective

• Help you create a plan to graduation that is realistic and supports you.
• Be able to know whether or not your plan meets all graduation requirements.
• Become proficient in Smart Planner so you do not have to attend another Smart Planner workshop
• Mandatory advising is no longer a mystery
Mandatory Advising

• High unit major with a lot of prerequisites
• Maintaining prerequisite order is critical to graduating on time
• Need a plan to stay on track
Every Plan Starts with Clear Goals

• Without clear goals you end up working on some else’s goals.
• What are your goals?
• When do you want/need to graduate?
• What is your target GPA?
• Do you want a summer internship?
• Do you want to be class president?
Create a Schedule and Stick to It

• Only way to achieve goals is to dedicate time
• Without dedicating time, goals remain distant
• Doing well in STEM requires 3 hrs outside of class for every 1 hr in class: 12 units + 12 x 3 = 48 hrs/week
• How many hours do you work outside of school?
• How many hours committed to clubs/social groups?
• How was the past semester?
• Include all commitments in a weekly schedule
• Add personal/social time (part of being realistic)
• Stick to the schedule
Create a Plan Using Smart Planner

- Takes your remaining classes and creates a plan semester by semester
- Not necessarily the best plan
- For help go to Smart Planner Introduction
- Navigate to the student center
- Under Academics click on Smart Planner
Smart Planner Overview

The graphs and chart(s) below are a helpful snapshot in determining your progress toward your degree(s). The graph on the left is a visual display of the percentage of units you have completed, units in progress, and units still left in your planner. The graph on the right displays a breakdown of units by requirement type for your degree(s). If you have multiple majors/minors, the graphs display the sum of these plans. The degree breakdown chart(s) located under each major/minor description, show you a plan specific breakdown of units by requirement type for an individual major or minor. Click CONTINUE to see your suggested path to graduation.

Click Continue
Select Courses

- Find tables of requirements
- Select courses that meet requirements
Help for Selecting Classes: Go to MMEM Website, [https://www.csuchico.edu/mmem](https://www.csuchico.edu/mmem)
### Modified GE Planning Sheet

**Diversity Requirements**
- Must take one course with GC and one with USD

**Modified Requirements**

**Writing Requirements**
- Must take two in addition to ENGL & 440AW

*Transfer students and others may have fewer writing requirements.

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### GE Pathways

**GE Area C & D**
- No Pathway Requirement

Must take one class from each of the bottom two rows (UD-C & UD-D) and both classes must be from only one column (pathway).
Flowchart

- Solid lines identify pre-requisites, tail must be taken before tip of arrow
- Dashed lines identify concurrent enrollment, can be taken at the same time
- Dotted lines are suggested order but not required
- * C- or better
- ** USD, GC, and W

Key:
- Course Number
- Course Title
- Semester offered: F=Fall, S=Spring
- Pre-requisite

Legend:
- GE Area A-2*: Written Communication
- GE Area B-2: Life Sciences
- GE Area C*: Arts or Humanities
- GE Area D**: Nat & Society or Social Sciences
- CMST 131*: Speech Comm
- CMST 132*: Group Comm
- MATH 120*: Analyt Geom & Calculus
- MATH 121*: Analyt Geom & Calculus
- PHYS 204A: Mechanics
- PHYS 204B: Electricity & Magnetism
- MECH 100 / 100L: Graphics I / Lab
- CHEM 111: General Chemistry
- PHYS 321: Strength of Materials
- EECE 211 / 211L: Linear Circuits I / Lab
- MATH 260: Elem Diff Equations
- MECH 200: Energetics
- MECH 210 / 210L: Materials Science & Eng, Lab
- MATH 320: Dynamics
- MECH 306: Eqn Solving Techniques
- MECH 332: Thermodynamics
- MECH 338: Heat Transfer
- CIVIL 211*: Statics
- CIVIL 311*: Strength of Materials
- CIVIL 321: Finite Mechanics
- CIVIL 331: Structural Analysis
- MECH 340: Mechanical Eng Design
- MECH 344: Capstone Design I
- MECH 420: Control System Design
- MECH 440B: Capstone Design II
- MECH 440A: Capstone Design I
- MECH 440G: Control System Design
- TECHNICAL ELECTIVE
- TECHNICAL ELECTIVE
- TECHNICAL ELECTIVE
- TECHNICAL ELECTIVE

* C- minimum grade required.
** One U.S. Diversity course, one Global Cultures course, and two Writing Intensive (WI) courses are required.

www.csuchico.edu/mmem

18/04/05
Arrange My Plan

- Move classes to different semesters
- Prerequisite order automatically maintained
- Some classes not offered during semester desired
### Changing Order of Classes

**Smart Planner: Arrange My Plan**

Use drag-and-drop to adjust your plan. Or with the keyboard, use Tab to select a line and arrow keys to move it to a different term.

- **OK**
- **CANCEL**

#### Unassigned Requirements (unassigned units: 0)

#### Fall 2020 (planned units: 16, target units: 17)

- **MATH 120** (GE Area A4)  
  Selected: MATH 120  
  UNITS: 4  
  PREREQ
- **SMFG 160**  
  Selected: SMFG 160  
  UNITS: 3  
  PREREQ
- **CSCI 111**  
  Selected: CSCI 111  
  UNITS: 4  
  PREREQ
- **MECH 200**  
  Selected: MECH 200  
  UNITS: 2  
  PREREQ
- **HIST 130 or POLS 155**  
  UNITS: 3

#### Spring 2021 (planned units: 16, target units: 17)

- **MATH 121**  
  Selected: MATH 121  
  UNITS: 4  
  PREREQ, COREQ
- **PHYS 204A**  
  Selected: PHYS 204A  
  UNITS: 4  
  PREREQ, COREQ
- **MECH 140**  
  Selected: MECH 140  
  UNITS: 2  
  PREREQ, COREQ
- **EECE 237**  
  Selected: EECE 237  
  UNITS: 3  
  PREREQ
- **Upper Division GE course**  
  UNITS: 3

**Click OK when finished**

**Move to Next Semester**
Verify Your Plan

• Just because Smart Planner has a plan of courses, doesn’t mean you have met all requirements to graduate
• Click DEGREE PROGRESS REPORT WITH PLANNED COURSES to verify plan
DPR

- Degree Progress Report (DPR) is the definitive guide to meeting all requirements
- Collapse All to see what requirements are met, in progress, planned or unmet
Collapse All DPR

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEGREE UNITS, CHICO GPA, CUMULATIVE GPA (RG 1002)</td>
<td><img src="yellow-diamond.png" alt="Yellow diamond" /> in progress</td>
</tr>
<tr>
<td>GENERAL EDUCATION FOUNDATION AND BREADTH (RG 2365)</td>
<td><img src="green-circle.png" alt="Green circle" /> requirement has been met</td>
</tr>
<tr>
<td>GENERAL EDUCATION UPPER-DIVISION PATHWAYS (RG 2366)</td>
<td><img src="green-circle.png" alt="Green circle" /> requirement has been met</td>
</tr>
<tr>
<td>ADDITIONAL GRADUATION REQUIREMENTS (RG 2367)</td>
<td><img src="blue-star.png" alt="Blue star" /> requirement is planned</td>
</tr>
<tr>
<td>MECHANICAL ENGINEERING MAJOR 2015-2016 (RG 1430)</td>
<td><img src="red-square.png" alt="Red square" /> requirement has not been met</td>
</tr>
<tr>
<td>COURSES NOT USED (RG1264)</td>
<td></td>
</tr>
</tbody>
</table>

- Yellow diamond means in progress
- Green circle means requirement has been met
- Blue star means requirement is planned
- Red square means requirement has not been met
Smart Planner Goal is No Red Squares

DEGREE UNITS, CHICO GPA, CUMULATIVE GPA (RG 1002)
GENERAL EDUCATION FOUNDATION AND BREADTH (RG 2365)
GENERAL EDUCATION UPPER-DIVISION PATHWAYS (RG 2366)
ADDITIONAL GRADUATION REQUIREMENTS (RG 2367)
MECHANICAL ENGINEERING MAJOR 2015-2016 (RG 1430)
COURSES NOT USED (RG1264)

Return
Complete Mandatory Advising

Print “Smart Planner Report” to a PDF

Print collapsed DPR to a PDF

Use ctrl+P to print to a pdf.
If using Chrome, type ctrl+shift+P to “Print using system dialog”
Save Both PDFs to Your Computer

Smart Planner Report

Collapsed DPR
Send Both PDFs to Your Program Advisor

• Email both documents to your Program (faculty) Advisor as attachments
  • Include your name and student ID in the subject line
• If there is a red square that you cannot resolve through your Smart Plan, explain it to your Program Advisor in the email.
• Advisor will respond if there are questions
• Otherwise, Advisor sends approved plan to department
When Approved, Put Classes in Wildcat Scheduler

Load Classes from Smart Planner
Put Classes in Shopping Cart and Enroll

• Load Desired Schedule into Shopping Cart from WildCat Scheduler
• Wait for your enrollment date and then ENROLL!
That’s It........

• See you next semester!