Frequently Asked Questions for MyDegreePlan

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1. What is MyDegreePlan?

MyDegreePlan is a web-based tool to help students and advisors monitor students’ progress toward degree and certificate completion. MyDegreePlan combines Pima Community College’s degree requirements and the coursework you have completed with an easy-to-read degree audit (also known as a worksheet) that helps you:

- see how courses that you have completed count toward degree requirements
- see what courses and requirements you still need to complete
- develop, with an advisor, a semester-by-semester plan to complete your requirements

2. Who can use MyDegreePlan?

All students who attended Pima Community College any time within the past three years, and who are using a 2008-2009 or later catalog to fulfill their degree requirements, can use MyDegreePlan.

In order to have an audit available to you when you log in, all students have been updated to the 2008-2009 catalog year in our student information system. If you are eligible to use an earlier catalog you can still do so, but in that case you cannot use MyDegreePlan to track your progress. Instead, you can get an unofficial degree audit at a campus Student Services Center.

3. Why don’t I see an audit when I log in to MyDegreePlan?

There are two reasons that you might not see an audit.

- On occasion, audits are not generated automatically through MyDegreePlan. If you see one of the following messages, you can contact a Student Services Center staff member who can run the audit:
  
    “Status = 4”
  
    “Status = 4325. No existing audit was found for this student. Run a new audit to view the audit report.”

- Since audits are only available for program requirements from the 2008-2009 catalog and later, if you are following an earlier catalog, or have a major that is no longer active, an audit will not exist. Contact an advisor to help you with your program requirements, or to discuss changing your major or moving to a more recent catalog. Also consider using MyDegreePlan’s What-If function to explore other options.

4. How is my degree audit different from my transcript?

Your degree audit is a tool to provide you with academic information related to your degree progress; it is not an official transcript. The degree audit displays courses required and completed in your degree program. Your transcript is your official academic record and provides a chronological list of courses completed. You can request an official transcript online, or through a campus Student Services Center.
5. **I think my audit is incorrect. What should I do?**
   The first step is to clarify what you think is wrong. Ask your advisor for help. We want to correct any issues as soon as possible. While we have done our best to make sure your audit is correct, it is impossible to predict every unique situation or problem. Click on the Contact Us tab at the top of MyDegreePlan and submit the details of what you think is incorrect in your audit.

6. **What if the major or concentration indicated on the audit is incorrect or I’ve decided to pursue a different one?**
   The audit reflects information in our student information system. If what is showing is not the program you are pursuing, you should change your major and/or concentration at a campus Student Services Center. Once that change is entered in Pima’s student information system, it will appear in MyDegreePlan the following day. In the meantime you can use MyDegreePlan’s [What-If](#) function for the major or concentration you want.

7. **My audit says a concentration is required but not found. What’s wrong?**
   Our student information system does not have a concentration listed in your student record, but without one you will not have a complete degree audit. You can add or change your desired concentration at a campus Student Services Center. Once that change is entered in Pima’s student information system, it will appear in MyDegreePlan the following day. In the meantime you can use MyDegreePlan’s [What-If](#) function for the concentration you want.

8. **The requirements for my major don’t match what’s in the catalog.**
   Program requirements may change from year to year. Look at the catalog year on your audit. If you’re actually using older or newer requirements, update your catalog year at a campus Student Services office. Once the change is entered, it will appear in MyDegreePlan the following day. In the meantime you can use MyDegreePlan’s [What-If](#) function using a 2008-2009 or later catalog year. Keep in mind that MyDegreePlan does not have audits available for students following a catalog prior to 2008-2009.

9. **I processed a course substitution but it’s not showing on my audit. What can I do**
If your substitution is not showing on your audit you will need to request that it be added to your audit. Click the Contact Us tab at the top of MyDegreePlan and submit the details of your substitution. Be aware that substitutions will only show on an audit if the program listed on the substitution matches the degree and major listed at the top of you MyDegreePlan audit.

10. MyDegreePlan placed one of my courses in two different places. Is that okay?

In most cases, yes. Many courses are able to “double-dip” between major and general education requirements, and MyDegreePlan is programmed to recognize that some courses can fulfill more than one requirement.

11. There was a change on my student record. When will it appear in my audit?

MyDegreePlan is updated each night so changes should appear the next business day. If you do not see those changes the next day, contact a Student Services Center and request that the data in MyDegreePlan be refreshed, and a new audit run.

12. What if I want to change my major or catalog year? Can I see what would be required if I made this change?

Yes. Click on “What-If” from your Worksheet page to see how your courses would apply to a different degree, major, catalog year, and/or concentration. Running a What-If audit does not actually change your major in the student information system. If you decide you’d like to change your major, go to a campus Student Services Center to make that change. Please note that the What-If audits are not saved.

13. How do I process a What-If?

To run a What-If audit, follow these steps:
1. Select a degree
2. Check the catalog year and change if needed
3. Select a major, the major appears in the Chosen Majors/Concentrations box
   • If there is a colon (:) followed by a 3 letter code at the end you will need to select a concentration (for example, Anthropology:ANT)
   • Select one of the concentrations that starts with the same 3-letter code for the major
   • Some concentrations will have two 3-letter codes listed (for example. BCT/BCA), and that will apply for both BCT and BCA majors.
4. Click the ‘Process What-If’ button
14. I repeated a course and I don’t understand how it appears on the degree audit. Can you explain this to me?

If you repeat a course, only the attempt with the highest grade counts toward degree requirements. All other attempts will be placed in the “Zero Credits Earned” section near the bottom of your worksheet. There are a few courses which may be repeated for credit, and those would appear in the appropriate section in your audit.

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15. What should I do if my MyDegreePlan is not applying courses to the requirements that I intended?

MyDegreePlan will try to apply your coursework appropriately. However, since it is an automated system and sometimes courses can apply to more than one category, it is possible that a course may be applied to requirements or sections that were not your original intention. Talk to your advisor or click on the Contact Us tab at the top of MyDegreePlan and submit the details of the course that is not applying correctly.

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16. What is the Planner?

The Planner is a semester-by-semester plan of the courses you should take to complete your program - it is very similar to a Pima Educational Plan (PEP), which you may already have, but this one is saved electronically in MyDegreePlan and is accessible whenever you want. Because every student’s situation is unique, a personalized academic plan should be developed with an advisor or counselor to meet your needs.

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17. I looked in the Planner link but didn’t see anything there. How do I get a plan?

If you would like to have an academic plan you must see your advisor, who will work with you to develop one that works for you. Visit a campus Student Services Center.

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18. Who should I contact if I still have questions?

Your first point of contact should be your advisor. If you still have questions after that meeting, click on the Contact Us tab at the top of MyDegreePlan and submit your question.

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