

# Your Academic Requirement Report (ARR) and Degree Planner

**How- to-Guide for First-Year/First-Time Students and  
Continuing Students**



# Academic Requirement Report (ARR) and Degree Planner

***Should I consult  
my Degree Planner  
or my Academic  
Requirement  
Report (ARR) for  
tracking my  
degree progress?***

# Academic Requirement Report (ARR) and Degree Planner

The ***Academic Requirements Report (ARR)*** is the official record of your degree progress at CSULB, including the number of units taken and needed to graduate (see slides 4 & 5).

The ***Degree Planner*** is a student scheduling tool and you the student must keep it updated. It is a student scheduling tool not an official university document (see slides 6 & 7).

# Using the ARR: How-to Guide

- The **Academic Requirements Report (ARR)** is the official record of your degree progress at CSULB, including the number of units taken and needed to graduate. This tool is your guide to completing General Education, major, and elective requirements. Visit Enrollment Services for [step-by-step instructions](#) on running and reading your ARR on MyCSULB.



Student Center  
(MyCSULB)

## Instructions on how to check your Academic Requirement Report (ARR) for students:

- Log on to MyCSULB
- Click on (Student Center) on the left side of the screen
- Under (Academics) use the drop-down menu to select (Academic Requirements)
- Click the (Expand All) button once the report loads
- Your **GE pattern year** and **major catalog year** is listed on the top right side (see example on next slide)
- Scroll down a bit and check UNITS REQUIREMENT SUMMARY
- Scroll down further and check your GE requirements and MAJOR/MINOR requirements
- **Check color coding on your Academic Requirement Report:**
  - **Green** = completed
  - **Yellow** = in progress with current coursework
  - **RED** = To do (incomplete)

# Using the ARR: How-to-Guide

## Checking GE Pattern Year and Major Catalog year on ARR

 **Program:** Undergraduate Degree (example below- Fall 2014 ) Lists your GE Pattern year

 **Plan:** Human Development (example below- Fall 2017 ) Lists your major and major catalog year

Note: Your GE pattern year and major catalog years can be the same or different  
See Example below:

**Current Academic Objective** 1 of 1

		<u>Requirement (Catalog) Term</u>
Program:	Undergraduate Degree	Fall 2014
Plan:	Human Development BA	Fall 2017

**Expected Grad Term:** Spring 2022

**Graduation Status:** On track with course work in progress



Student Center  
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# Using the Degree Planner—How-to-Guide

Degree Planner is an online tool allowing students to map their entire academic path to graduation. **The student must keep it updated.**

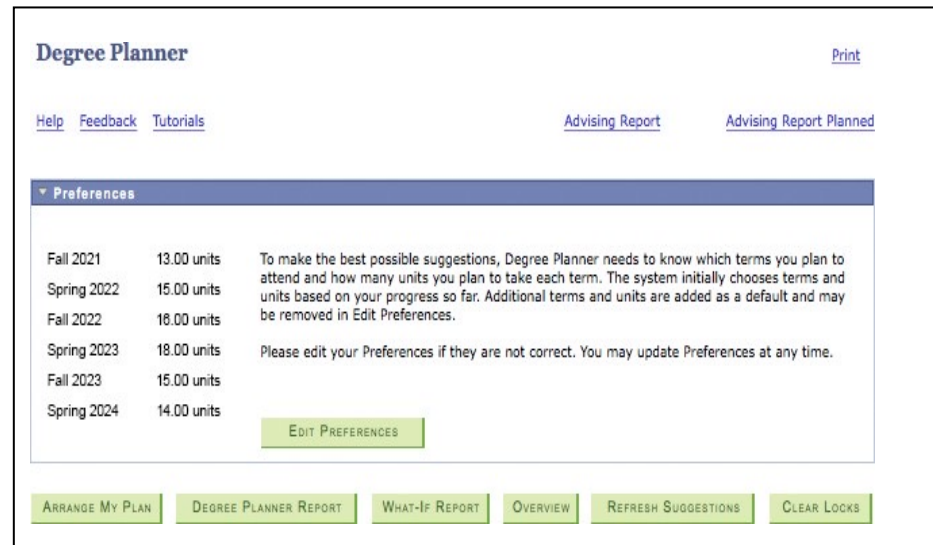
Click on “Degree Planner” from the Student Center in [MyCSULB](#) to get started.

## Degree Planners Video Tutorials:

- [Degree Planner Overview](#)
- [Understanding Your Degree Plan](#)
- [Edit Preferences](#)
- [Arrange Your Plan](#)
- [Understanding Degree Planner Reports](#)
- [Enrolling From My Degree Planner](#)

## Still Need help?

- [Degree-Planner-FAQs](#)



The screenshot displays the 'Degree Planner' web application. At the top, there is a 'Print' link. Below it are navigation links: 'Help', 'Feedback', 'Tutorials', 'Advising Report', and 'Advising Report Planned'. The main content area is titled 'Preferences' and contains a table with columns for term, units, and instructions. The table lists terms from Fall 2021 to Spring 2024 with their respective unit counts. A green 'EDIT PREFERENCES' button is located at the bottom of the table. At the very bottom of the page, there is a row of buttons: 'ARRANGE MY PLAN', 'DEGREE PLANNER REPORT', 'WHAT-IF REPORT', 'OVERVIEW', 'REFRESH SUGGESTIONS', and 'CLEAR LOCKS'.

Term	Units	Instructions
Fall 2021	13.00 units	To make the best possible suggestions, Degree 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 2022	15.00 units	
Fall 2022	16.00 units	Please edit your Preferences if they are not correct. You may update Preferences at any time.
Spring 2023	18.00 units	
Fall 2023	15.00 units	
Spring 2024	14.00 units	



# Using Your Degree Planner: How-to- Guide

- Start searching for classes by loading your plan into **Class Schedule Planner**. Ensure your plan meets all requirements.
- Select **Edit Preferences** to choose the terms and unit load to maximize your path to graduation.
- Select **Arrange My Plan** and then drag and drop classes to move classes to your preferred term.
- Your **Degree Planner Report** will let you review a summary of all requirements completed, in progress, and planned.
- Degree Planner provides a number of helpful features to ensure you remain on track to graduate:
  - **Advisor Message** communicates personalized information on a specific requirement.
  - **Critical** identifies key courses necessary for timely degree completion.
  - **Notes** convey important details about a specific requirement.
  - **Info** displays the course description from the current catalog.
  - **Remove** discards a requirement that is not needed for degree completion. Removed courses may always be restored to your plan.
  - **Lock** sets a course to a specific term.
  - **Select Course** allows you to choose a specific course for that requirement.

