Degree & Program Planning Module

Slide 1
Title page: Path to Graduation

Slide 2
The information in the path to graduation module will help you to complete your degree at UTSC. If you have further questions after watching the module, Academic & learning strategists at the AA&CC are available to assist you. However, please remember that students are responsible for tracking their degree and program requirements. The final degree confirmation is completed by the Registrar’s office.

Slide 3
In order to complete your degree at UTSC, you must complete all your degree and program requirements. There are 4 tools and resources that are available to help you to keep track of your requirements.

Slide 4
Here are the 4 tools.

UTSC academic calendar is a guide that provides information about degree and program requirements.

On the AA&CC website, you can download the degree checklist, which has helpful information about planning your degree. You could also record your degree completion progress as well.

The program checklist has information which will help you to plan your programs. If you are studying more than one program, you could use the program checklist to track the 12 distinct credit requirement.

Lastly, you could use Degree explorer to monitor your program and degree requirements. A demo video is available on the Degree explorer website.

To open up these tools, you can click on the links on the screen.

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You can find information on academic policies, courses, degree, and program requirements in the UTSC academic calendar. This year’s calendar and the previous calendars could be found on the Registrar’s website.

The UTSC calendar is published at the beginning of the summer semester each year. For example, the 2013-2014 calendar was published at the beginning of summer 2013 session and was in effect throughout the fall 2013 and winter 2014 semesters.
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Degree requirements may change from year to year. You can follow the degree requirements list in the calendar from the year you started degree at UTSC.

To find out when you started your degree, log into Degree explorer and look under the Degree program of study start session.

Then, you can download the degree checklist from the year you started. This checklist will provide you with helpful tips about completing your degree requirements.

You can review your progress on degree explorer and record the information on the degree checklist to keep track of what you have completed and what you need to complete in the future.

Once you have checked the degree requirements, you can review your program requirements.

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Program requirements may change from year to year as well.

To start tracking your program requirements, download the program checklist instruction for tips on planning out your programs.

Then, log into Degree explorer and look under Subject program of study start session which will tell you when you added your programs. This is the calendar that is being used to assess your programs. To figure out which calendar requirements you could follow, take a look at the next slide.

Then, review your progress on Degree explorer. If you wish, you could record the information on the program checklist.

If you want to follow the requirements from another calendar, you can email the Registrar’s office by clicking on the contact us button to make a request to change on Degree explorer.

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To understand which program requirement you could follow, you need to figure out when you added your programs on Degree explorer.

For Arts & Science students, if you added your programs before the summer 2013 session, you could complete any program requirements since the year you started your degree at UTSC. If you added your program since Summer 2013, you could follow the program requirements from the year in which you added your program or any subsequent calendars.

For BBA students, if you added your Management/Economics specialist before the summer 2013 session, you could complete any program requirements since the year you started your degree at UTSC. If you added your Management/Economics specialist since Summer 2013, you could follow the program requirements from the year in which you were initially added into the Management/Economics specialist even if you switch into another type of specialist program within the BBA.
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On Degree explorer, you can review your program and degree requirements. Please note that if there are discrepancies between the calendar and degree explorer, you are accountable to the requirements in the calendar. You could also use the planner to create hypothetical scenarios to plan out your future courses.

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If you have further questions, take a look at the frequently asked questions webpage on the AA&CC website. If you would like to learn how to use Degree Explorer to track your degree and program requirements, you can sign up for the Degree Planning workshop on CLN. You can also book an appointment with an Academic & learning strategist to review your program and degree requirements.

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Here is an example of what you will see on Degree explorer.

Let’s look under the Degree program of study. As you can see here, Rachel is enrolled in the Honours Bachelor of Arts degree. The start session indicates that she started her degree in Fall 2010. This is the year she started her degree at UTSC, so she will need to complete the degree requirement from the 2010-2011 calendar.

Rachel enrolled in the City studies major in Winter 2015. This means that she could complete the program requirements from the 2014-2015 calendar for this major, or she could complete program requirements from any subsequent calendars. She also enrolled in the media studies major in Summer 2013, so she could complete the 2013-2014 program requirements or any subsequent program requirements for this program.

To review your degree requirements, click on the plus icon. This will show your progress for each of the degree requirements.

You can also click on each of the program requirements to review which ones are complete and which ones are incomplete.

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On Degree explorer, you can use the planner feature to create hypothetical program and degree planning scenarios.

You can add a course to the planner and then click on reassess.

Once you add the course, the planner will show this as a hypothetical course.

Another feature of the planner allows you to select a program requirement from a different calendar, if you do not wish to complete the program requirements from the year you added your program. To do so, you can select a different calendar by clicking on the drop down box.

You can also watch the Degree explorer video for more information on how to use this tool.