

MY ACADEMIC PLANNER (MAP)

This is a tutorial only. No log in is required.

Introduction

My Academic Planner (MAP) lets undergraduates plan the courses needed for degree completion and chart them in future terms. MAP works side-by-side with the interactive Degree Progress Report (DPR).

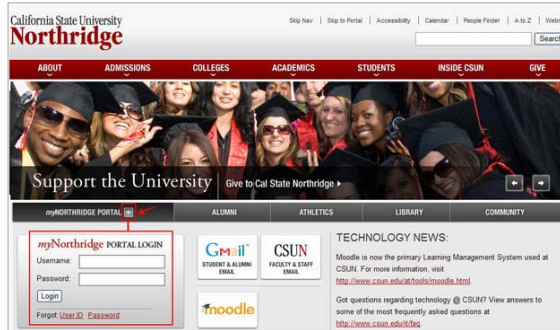
To print a copy of your DPR, use DPR in PDF format. See [DPR](#) guide.

Note: Always use a DPR and MAP in consultation with your advisor before finalizing any decisions related to your academic plan (major).

Step 1

Log into myNorthridge at www.csun.edu with your CSUN User ID and Password.

For a list of browsers and versions, see [SOLAR Web Browser Certifications](#).

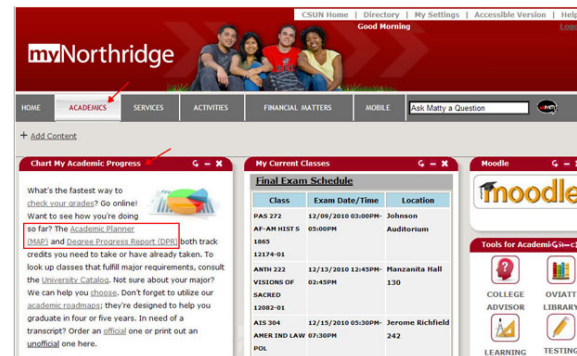


Step 2

Your myNorthridge page displays.

Select the **Academics** tab, locate **Chart My Academic Progress** (box), and click the **My Academic Planner (MAP)** or **Degree Progress Report (DPR)** link.

Note: The MAP and DPR links go to the same page.



Step 3

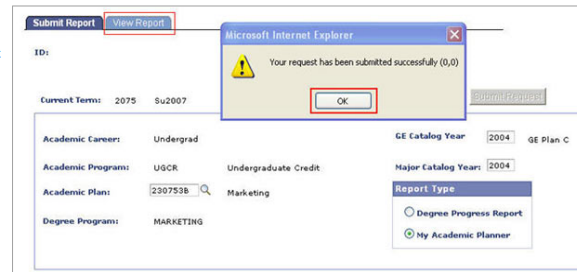
The Submit Report page displays. In the Report Type box, select **My Academic Planner** and click the **Submit Request** button.



Step 4

A message box appears indicating that your request has been submitted successfully.

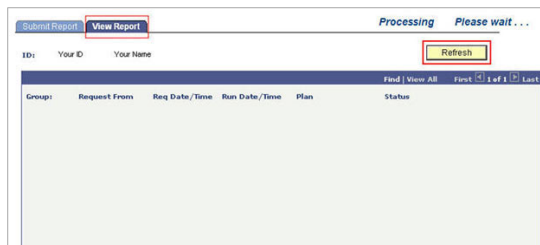
Click the OK button. Then click the **View Report** tab to change pages.



Step 5

On the View Report page, click **Refresh** to display the **My Academic Planner** link.

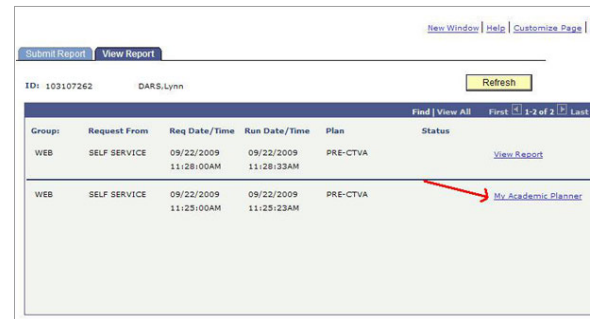
If the screen displays "Running," wait. If necessary, click **Refresh** until a My Academic Planner link appears.



Step 6

When the My Academic Planner link displays, click that link.

CAUTION! If you have previously generated a MAP report, select the most current My Academic Planner link to view the most recent data.



Step 13

When finished planning courses, click the **Submit Your Plan** button.

Note: These classes are planned only. You must still enroll in them.

My Academic Plan (MAP)

Units: [14.0] GPA: [3.00]

Spring 11 Total Units Planned: 14.0

Term	Course	Credit
Spring 11	ENGL 155	3.0
Spring 11	MATH 140	4.0
Spring 11	AAS 151	3.0
Spring 11	PHIL 100	4.0

Buttons: Delete from Plan, Go, Submit Your Plan

These Classes are PLANNED only!

Step 14

Click the **Check on Status** button until the revised plan displays.

Course Work Completed To Date That Applies To Your Degree

TOTAL: 140 Units, 3.76 GPA
 CSUN: 60 Units, 3.92 GPA
 UD MAJOR: 40 Units, 3.90 GPA

Buttons: Check on Status

My Academic Plan (MAP)

Term	Course	Credit
Fall 07	JOUR 110	3.0
Fall 07	ECON 300	3.0
Spring 08	FCS 322	2.0

Total: 8.0

Step 15

Review your plan. All unmet requirements should now be planned. Requirements that will be met according to your plan will be indicated by a blue checkmark over a planner icon.

Graduating Students:

If any red X's display after submitting your plan, you probably have more planning to do.

EXCEPTION:

If your MAP includes courses that have a minimum grade requirement, these courses can be planned but the blue checkmark will not appear.

My Academic Plan (MAP)

- ✓ **WRITE 5 REQUIREMENTS IN INSTITUTIONS AND IDEALS MET**
- ✓ **WRITING SKILLS REQUIREMENTS MET**
- ✓ **FCS BASIC CORE REQUIREMENTS MET**
- ✓ **CONSUMER AFFAIRS OPTION UPPER DIVISION REQUIREMENTS MET**
- ✓ **CONSUMER AFFAIRS DEPARTMENT ELECTIVE REQUIREMENTS MET**

Pattern B: COMMUNICATION MET

ADDITIONAL COURSES WHICH COUNT TOWARD TOTAL UNITS REQUIRED FOR A DEGREE THESE COURSES ARE INCLUDED IN THE TOTAL UNITS EARNED AND GPA

BACHELOR'S OF SCIENCE UNIT AND GPA REQUIREMENTS MET

THESE COURSES DO NOT PROVIDE UNIT CREDIT TOWARD A BACHELOR DEGREE

THESE COURSES ARE NOT TRANSFERABLE AND DO NOT PROVIDE ANY CREDIT (UNIT OR GPA)

These Classes are PLANNED only!

Step 16

To revise your plan, follow steps 9 through 15 above.

To remove courses in MAP, click the box to the left of the class you want to delete. The drop-down menu already displays the menu item **Delete from Plan**. Click the **Go** button to delete class(es).

To add classes in MAP, repeat steps 9 through 15 above.

To view your revised plan, click the **Submit Your Plan** button.

My Academic Plan (MAP)

Units: [12.0] GPA: [3.00]

Spring 07 Total Units Planned: 12.0

Term	Course	Credit
Spring 07	FCS 322	2.0
Spring 07	FCS 321	1.0
Spring 07	FCS 381	3.0
Spring 07	FCS 427	3.0
Spring 07	ECON 300	3.0

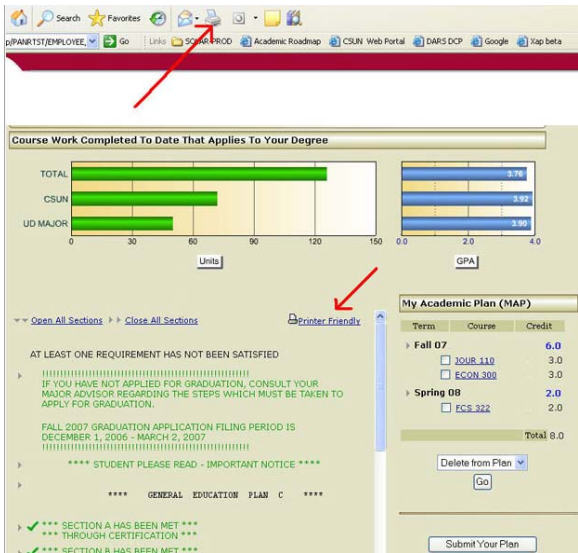
Buttons: Delete from Plan, Go, Submit Your Plan

These Classes are PLANNED only!

Step 17

To prepare the document to print, click the Printer Friendly link. Then click the printer icon in the browser window.

Note: You may access your MAP whenever you wish and your planned courses will remain under My Academic Plan on the right hand side. To see how these courses change your interactive audit, you must re-submit your plan each time you access your MAP.



Step 18

If you've completed 90 units, plan your graduation now!

1. Go to the [myNorthridge Portal](#) and log in.
2. Complete and print the My Academic Planner report.
3. Fill out the [Bachelor's Degree and Diploma Application](#) and secure your advisor's signature on the form.
4. Submit the completed packet to Admissions and Records at the Student Services Center, Bayramian Hall Lobby (Room 100).

Note: For graduation deadlines and forms, visit the [Graduation Evaluations Web site](#).



For Help

When MAP displays in the right column, you can refer to this guide by clicking the Help link.

