How to use degree maps to put classes in your planner

1. Open Internet Explorer or a different web browser. Go to one.iu.edu. Search for “degree maps.” Click “Degree Map Search.”

2. Sign in using your IU username and passphrase, and choose “IU Bloomington” as your campus.

3. Choose your School if you know it. Choose your program if you know it. Then click “search.”
   a. If you know what major you want but you aren’t sure what school it’s in: open a separate browser window and go to ud.iub.edu > First Steps> Step 2 > List of Majors. Click on your major.
   b. If you’re an exploratory student who hasn’t decided on a major yet: Great! Choose “University Division” as your school, and then choose “University Div Undergraduate” as your program.

Note: You can click “search” at any point in this process after you have chosen a campus. You do not need to enter any text in the search box.
4. Choose your degree from the list below and then click on the eye icon beside it. **Choose the most recent available start term.**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Start Term</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology BA</td>
<td>Fall 2014/Spring 2015</td>
<td></td>
</tr>
<tr>
<td>Psychology BS</td>
<td>Fall 2014/Spring 2015</td>
<td></td>
</tr>
<tr>
<td>Psychology/Spch &amp; Hear Sci BA</td>
<td>Fall 2014/Spring 2015</td>
<td></td>
</tr>
</tbody>
</table>

5. Now you can see a suggested 4-year plan for the degree of your choice. Confirm that you’ve chosen the right map, and then, at the top of the page, click “Plan From This Map.”

6. Look at your map. Click on the triangle to the left of a course to get more information about it. Then click on the course name for more information about it.
7. Click on a particular course to get more information about it.
8. Review the course information. Be sure to scroll down when you’re looking at seat availability. The top section might be full, but there might be available seats in other sections of the same class that meet at different dates and times. If you want to take this class in the fall, click “Add to Plan.”
9. Choose Fall 2015 from the “Term” drop-down menu. Add any notes to the box below: for example, “This looks interesting!” or “Ask my advisor if I can wait to take this in the spring semester.” If this is an alternate class – for example, a class you will only take if a first-choice class is full or doesn’t fit your schedule—tick the “Mark as backup” box.

10. This will take you back to the four-year degree map. Return to step 6, choose a different item on the list, and repeat! Aim to get 10-15 classes in your planner, including first choices and backups.

Remember that this is a suggested four-year plan. Almost all majors have some level of flexibility and it is extremely rare that any student would follow this plan precisely. Course availability can vary from one semester to the next. Your high school credit, your math and foreign language placement scores, and your plans for studying abroad will also influence your planning. Also, remember that more than 50% of students change their majors at least once! When you’re planning today, do your best with the knowledge and tools that you have. Your advisor tomorrow will be able to help refine your plan based on all of these things.

11. Now it’s time to review your plan. Click “Plan” at the top of the page:
12. Here’s what your planner looks like! You can add/edit notes and add/remove classes here, too.
What to do if there’s no degree map

Check the University Division website for guidelines:

1. In your web browser, go to ud.iub.edu.

2. Click on “First Steps” from the menu ribbon at the top of the page.

3. From the menu on the left, click on “Step 2: Explore Majors, Minors & Certificates.”

4. From the menu on the left, click “List of Majors.”

5. Find a major that interests you and click on it. Read the information there, and make note of the suggested first courses at the bottom of the page.

6. Open a new browser window. Go to one.iu.edu.

7. In the search box at the top of the page, enter “iGPS Plan,” then press “Enter.”

8. Click on the app called “iGPS Plan/Academic Plan.” It should show up near the top of the page.

9. Log in to the iGPS Planner. It should say Fall 2015 – Summer 2016 at the top. If it doesn’t, click on the left/right arrows to find the right semester. (See page NUMBER above).

10. Add your suggested first courses from the UD website.

11. To flesh out your schedule, search for additional classes using the guidelines below.

How to find classes using the Course Search

1. Open a new browser window. Go to one.iu.edu.

2. In the search box, enter “Search Courses,” then press “Enter.”

3. Click on the app called “Search Courses.”

4. Make sure the Campus selected is “IU Bloomington.” Under “Degree Level,” make sure “Undergraduate” is checked and “Graduate/Professional” is unchecked. Under “Offered,” choose Fall 2015. In the search box, enter a key term that interests you. This might be a major, like “Accounting,” or it might be a broader interest, like “Baseball.” Then click “Go.”
5. I searched for “Psychology,” and the screen below came up, including a list of 352 classes! To refine them, I can use the tick-box filters on the left side of the screen. You can filter for classes that fulfill different General Education (“Gen Ed”) requirement, like N&M, S&H, or A&H. You can filter by Units, which refers to the number of credits. You can filter by Course Level to remove courses numbered above 300, which usually aren’t appropriate for Freshmen. The Subject Area filters can help you restrict your list to courses offered in specific departments.
6. Let’s imagine I want to study Psychology and I want to find the introductory courses in my major. I would start by choosing “Psychological and Brain Sciences” in the “Subject Area” filter category. Then I would choose “100” and “200” for the course levels.
7. From this new, shorter list, you can click on course titles to get more information about classes. Keep an eye out for keywords in the titles like “Introduction,” “Introductory,” “Basic,” “Survey,” “Fundamental,” “Foundations,” “Elementary,” and the number “1.” In this list, both PSY-P101 and PSY-P155 are gateway courses for the Psychology degrees. You can read the course descriptions to help decide which one is a better fit. Don’t worry: if you’re really not sure, you can put both in your planner and ask your advisor about it tomorrow.

<table>
<thead>
<tr>
<th>Catalog Nbr</th>
<th>Title</th>
<th>Units</th>
<th>Scheduled</th>
<th>Typically Offered</th>
<th>Gen Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY-P 101</td>
<td>Introductory Psychology I</td>
<td>3</td>
<td>SP15 SU15 FA15</td>
<td>SP FA SU</td>
<td>NS NM</td>
</tr>
<tr>
<td>PSY-P 101</td>
<td>Introductory Psychology I</td>
<td>3</td>
<td>SP15 SU15 FA15</td>
<td>SP FA SU</td>
<td>NS NM</td>
</tr>
<tr>
<td>PSY-P 102</td>
<td>Introductory Psychology II</td>
<td>3</td>
<td>SP15 SU15 FA15</td>
<td>SP FA SU</td>
<td></td>
</tr>
<tr>
<td>PSY-P 199</td>
<td>Career Planning for Psychology Majors</td>
<td>1</td>
<td>SP15 FA15</td>
<td>SP FA SU</td>
<td></td>
</tr>
<tr>
<td>PSY-P 199</td>
<td>Career Planning for Psychology Majors</td>
<td>1</td>
<td>FA15</td>
<td>SP FA SU</td>
<td></td>
</tr>
<tr>
<td>PSY-P 211</td>
<td>Methods of Experimental Psychology</td>
<td>3</td>
<td>SP15 SU15 FA15</td>
<td>SP FA SU</td>
<td>NM</td>
</tr>
<tr>
<td>PSY-P 155</td>
<td>Introduction to Psychological and Brain Sciences</td>
<td>3</td>
<td>SP15 FA15</td>
<td>SP FA SU</td>
<td>NS NM</td>
</tr>
</tbody>
</table>

8. You can use this search method to find Gen Ed courses, too. Start your search with a key word that interests you. This could be anything from “literature” to “chemistry” to “sports.” Then use the filters in the Gen Ed column to narrow your search results.