Building a Degree Plan in Starfish
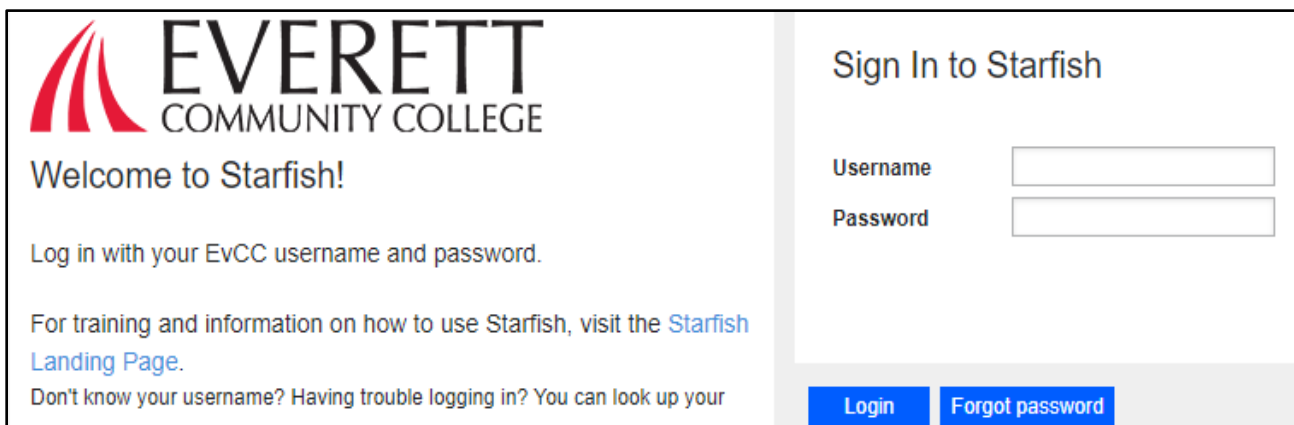
Getting Started

Log In

On the main page of the EvCC website, click on the **Starfish** link. (You can also access Starfish through some Canvas courses.)
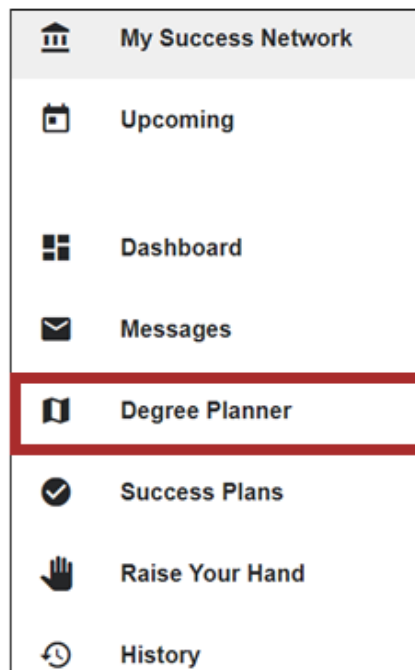

Log into Starfish using the same username and password as your Canvas login.

Click on the 3-bar menu next to **My Success Network** in the blue bar. ☰ **My Success Network**

Select **Degree Planner** from the menu.

Creating a Plan

Click on Create New Plan.

My Plans

Degree Planner is a tool to assist in the evaluation and planning of a student's academic and professional/technical goals while at Everett Community College.

The Degree Planner combines any courses that have been successfully completed at EvCC, any officially transferred-in courses from different institutions via a Transfer Credit Evaluation, and current enrollment records here at EvCC. The plan also takes into account placement received once the Placement Form is evaluated, which should be done early in the planning process.

This information is then appropriately distributed within the Degree Plan(s) you create. Completed credits, along with the anticipated future course offerings, provide a good understanding of the progress being made towards completion of the degree and/or certificate being pursued.

If you are retaking a course it is important to submit a completed Course Repeat Card to the Enrollment Services office so only the higher grade is included in your GPA.

** Important Note ** Degree Planner is an academic planning and tracking tool. Students must register for classes either online or via the Enrollment Services office.

＋ Create New Plan

If you know the title of the Degree or Certificate to add, you can type it in the Program box. If you do not, click on the **Browse** button above the Program box.

Catalog Year

2022 - 2023

Program   Browse

Start typing to add a program

Advanced Settings

Cancel   Build My Plan

Select the degree or certificate you want to build.

Add a program to your plan.

Press an Add button to continue or press the program to learn more about it.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

A

⊕ AAS-DTA - Direct Transfer Agreement (LASDTAA) Active: Sp 2021 (AAS DTA)

⊕ AAS-DTA - Running Start Use: COLL 101/STEM 101 Not Required (LASDTAA) (AAS DTA)

⊕ ACCOUNTING ATA (ATBACAPT) Active: W 2021 (MPP)

⊕ ACTING / THEATRE / DRAMA Interest, AAS-DTA (LASDTAA) Active: W 2017 (AAS DTA)

⊕ AMTEC - (CT) AEROSPACE COMPOSITES FOUNDATION Certificate (PETAFC01) Active: F 2014

⊕ AMTEC - (CT) AEROSPACE COMPOSITES TECHNICIAN Certificate (PETATC20) Active: W

F

⊕ FIRE SCIENCE AAS-T (FIGFSAAS) Active: W 2021 (MPP)

G

⊕ GENERAL TRANSITIONAL STUDIES

⊕ GEOGRAPHY Interest, AAS-DTA (LASDTAA) Active: F 2019 (AAS DTA)

⊕ GEOLOGY AS (LRST1AS-GEOL) Active: Sp 2016 (MPP)

⊕ GEOLOGY Interest, AAS-DTA (LASDTAA) Active: Sp 2016 (AAS DTA)

⊕ GLOBAL STUDIES Interest, AAS-

Click on *Add to plan* to add it to your record.

AAS-DTA - Direct Transfer Agreement (LASDTAA) Active: Sp 2021

Catalog Year: 2022-2023

⊕ Add To Plan

Print   View PDF

Everett Community College awards the Associate in Arts and Sciences Direct Transfer Agreement Degree (AAS DTA). The outlined plan is to best prepare you for your graduation from EvCC to continue your work towards your Bachelor's degree when you transfer to another college or university.

By following this plan you will have earned your AAS DTA here and completed many of the foundation courses at EvCC that will be required at the transfer institution(s). As you work to complete your AAS DTA Degree Plan you should work closely with your Academic Advisor.

Setting Details

Degree Planner defaults to the belief that you will be taking a full-time credit load and will not take any classes during Summer quarter. To change this, or to personalize the availability and preferences for your schedule, click on **Advanced Settings**.

Advanced Settings

What term does your plan start?

Winter 2023

About how many units do you want to take per term?

16

Do you want to take summer classes?

○ Yes ◉ No

What type of schedule do you prefer?

◉ Less time between classes

○ Fewer days with classes

When do you prefer to go to class?

◉ Anytime ○ Afternoon

○ Morning ○ Evening

What days are you available?

S	M	T	W	T	F	S
☐	☑	☑	☑	☑	☑	☐

What is the earliest class you can attend?

7 AM

What is the latest class you can attend?

10 PM

Cancel   **Build Plan**

Choose the appropriate *Catalog Year* for when you started or will start your plan. This makes sure the right set of classes is built into your plan. Click on *Build Plan* to incorporate your preferences, current enrollment, previously completed courses at EvCC, and any/all officially transferred in courses.

Catalog Year

2022 - 2023

Program

AAS-DTA - Direct Transfer Agreement (LASDTAA) Active: Sp 2021

Add another program

Advanced Settings

Cancel   Build Plan

It's possible there may be a Math or English "pre-select" so that Degree Planner knows how far out to build English or Math in your plan. Once you have either selected a course or skipped this step, the plan will build as noted above.

Select a course here and we will build it into your plan

Select MATH& 141 from the list unless you have already completed or transferred in an equivalent or higher Mathematics course. If you have already completed the required level of Math, select Skip.

Skip   Skip all

There will be a progress bar indicates progress as Degree Planner pulls in all the information it has. Sometimes, it stalls. If this happens, simply click on *Back to Plans*, and typically the plan will have built.

Building your plan...

3%

Plan Details

Error Messages – Possibly Placement

Once the plan has been built, clicking on the **View X unmet requirement(s)** will take you unmet requirements. These can include diversity or residency requirements (which will resolve as you plan on designated diversity courses or plan specific courses that meet the total residency requirement. This error message will also include a list of the course(s) that cannot be built because no placement has been established. This may include any English or Math classes and any with these as prerequisites. **Placement is REALLY important!** Reach out to registration@everettcc.edu for information about placement.

> ⚠ Your plan doesn't meet the requirements for the program you've selected. View 1 unmet requirement ✕
>
> « back to plans
>
> **My AAS - Direct Transfer Agreement (B692) Plan**
>
> Plan Status **In Progress**
> Program Progress **0 of 90 credits**
>
> Courses   Schedule   Requirements   Approve   Print   More ▾

Student Records

To view transferred in and/or completed classes (successful or not), as well your established placement, click on **More** and then **Student Records**.

oval	Print	More ▾
Plan History		
Student Records		
Rebuild Plan		
Delete Plan		

Student Records

Courses	0 Records
Test Results	5 Records

The **Courses** view in **Student Records** will list all your classes - click on the course to expand it for more information, such as whether the class was passed or not, and in which Distribution Area the class is or is not being used within this plan.

> **MATH&141**   ✏ ✖
>
> Winter 2017 MATH&141 AM2   5 Credits
>
> | Status | Grade | Instructor | Flags |
> | --- | --- | --- | --- |
> | Completed | Letter Grade: B | TBD | None |
>
> Used by "Quantitative - Complete 5 credits from the   Updated 10/18/2019 12:45 p.m.
> DTA approved Quantitative Skills list"

Placement is found in the **Test Results** section of the **Student Records**. Entries can reflect different types of placement.
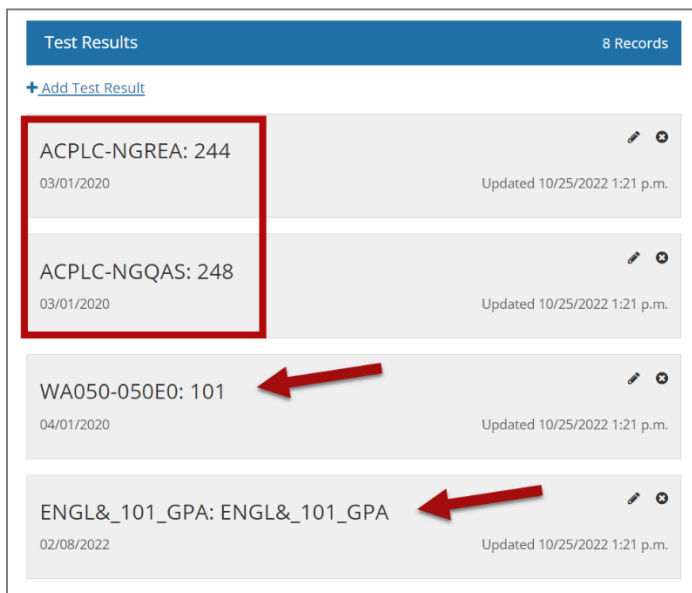
ACPLC-NGREA: 244 and ACPLC_NGQAS: 248 are placement based on Accuplacer scores.

WA050-050E0: 101is an EvCC-generated placement for ENGL&101.

ENGL&_101_GPA: ENGL&_101_GPA is another type of placement, this one based on grades.

Degree Planner factors these into determine whether you have met course requirements based on placement.

The [EvCC Placement webpage] has details about the placement process.
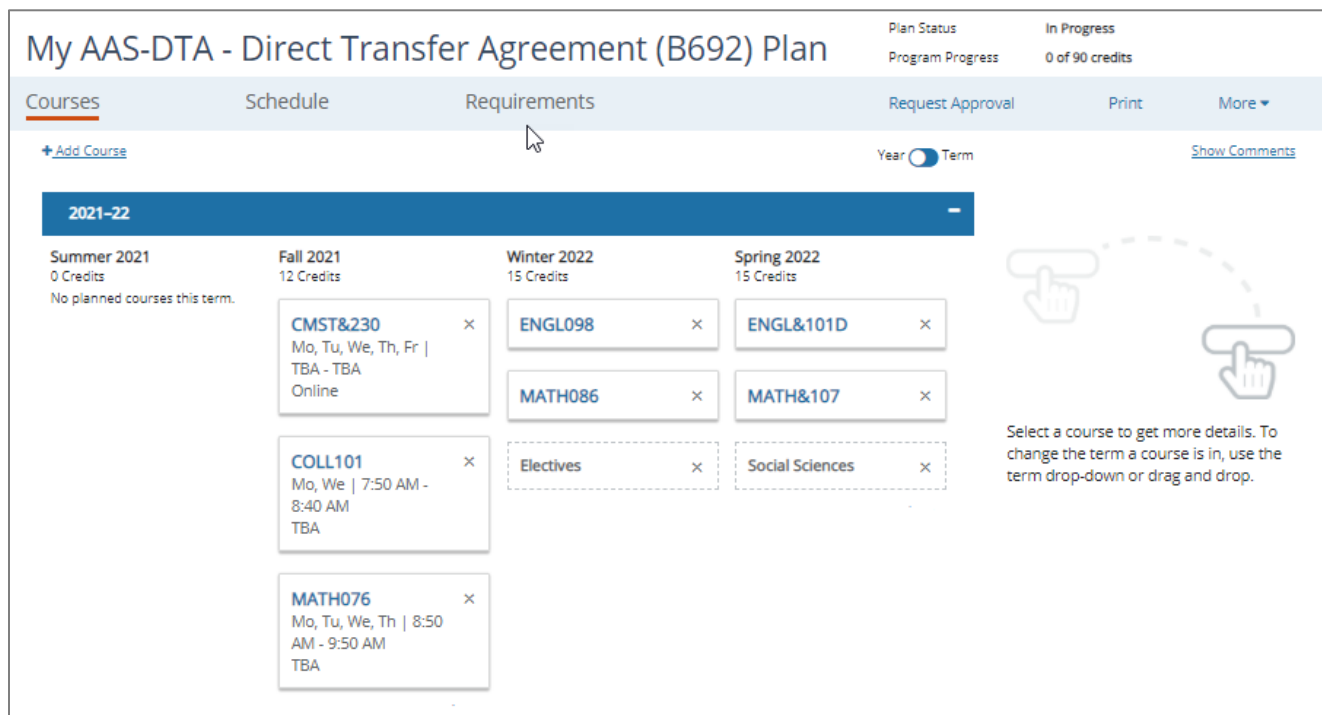
Different Views in Degree Planner

There are three sections of the Degree Planner: **Courses**, **Schedule**, and **Requirements**. All of these are included if you print or save the plan as a PDF.

Courses View

This shows the classes as drag-and-drop placeholders for the certificates and degrees. The boxes will appear in 3 different ways: solid with actual section information included, solid without any section information, and with a dotted box around the general distribution area requirements.

Selecting Courses

Within the *Courses view* and clicking on the course box(es), the options that will fulfill the requirement will appear.

Clicking on the desired subject will bring up a list of the section options for that course. Click on the course you want to add to your plan.

The class options will appear for selection. A specific section can be built into the plan, or the course in general can be built into the plan. Add generally or specifically by clicking on the *Add* button. You can choose when to plan the course by selecting *Term.*

By selecting a section, the COLL 101 placeholder (dotted box) has been replaced by the specific section selected.
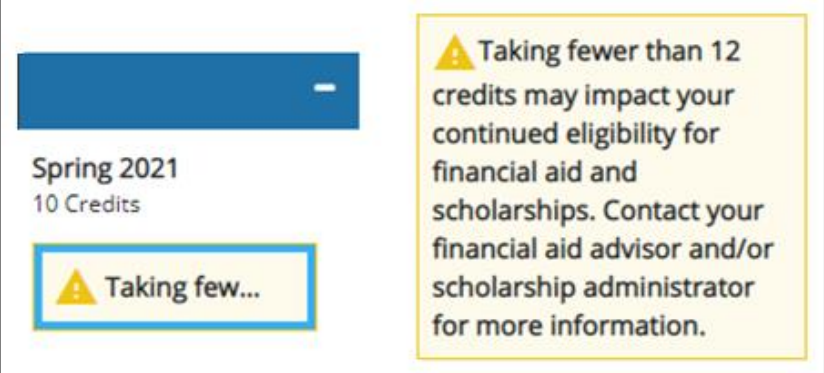
Credit-Load Warning Messages

Degree Planner is set up with the assumption that you will be attending full-time. If you plan fewer than 12 credits, an error message appears as a warning to be sure this is really the best credit load choice for you.
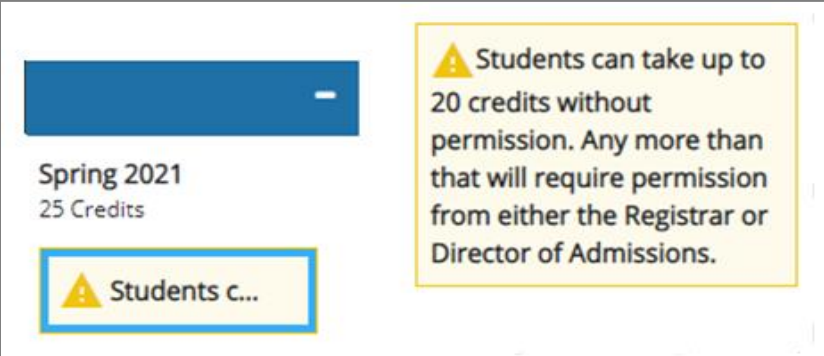
Spring 2021
10 Credits

⚠ Taking few...

⚠ Taking fewer than 12 credits may impact your continued eligibility for financial aid and scholarships. Contact your financial aid advisor and/or scholarship administrator for more information.

You will also receive a warning if you exceed the credit limit EvCC allows without permission.

Spring 2021
25 Credits

⚠ Students c...

⚠ Students can take up to 20 credits without permission. Any more than that will require permission from either the Registrar or Director of Admissions.

Schedule View

Your planned schedule is presented in a grid format, with each course listed in a consistent color. Courses that are online will only be listed at the bottom, not in the grid.

My AAS-DTA - Direct Transfer Agreement (B692) Plan

Plan Status   In Progress
Program Progress   0 of 90 credits

Courses   Schedule   Requirements   Request Approval   Print   More ▾

Fall 2021   12 credits scheduled   📅 Reschedule my courses

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM	COLL101		COLL101		
9:00 AM	MATH076	MATH076	MATH076	MATH076	
10:00 AM					
11:00 AM					

MATH076 Mathematical Literacy - MATH 076 LSA -MTWR-- 8:50 AM - 9:50 AM

CMST&230 Small Group Comm - CMST&230 OL -MTWRF- TBA - TBA

COLL101 College Success - COLL 101 LS3 -M-W--- 7:50 AM - 8:40 AM

Requirements View

This indicates the courses required for the certificates and degrees, listed by Distribution Area or specific completion levels or order, as directed. This details courses planned in the different quarters to come, those that are not yet planned, and those completed either at EvCC or that have been officially transferred in. If applicable, Residency and Diversity requirements are also noted.

Courses can be added in from this section, just as they were in the Courses section. Clicking on *Add Course* will bring up the options to fulfill that specific requirement. Warnings for unmet prerequisites will be noted with a yellow triangle.
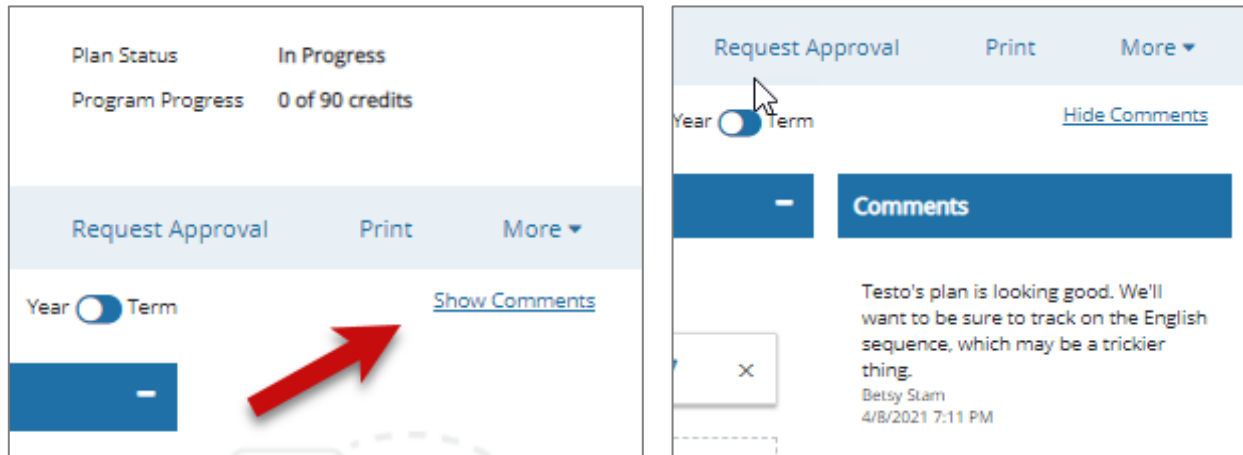
Viewing Comments

Comments can be posted on a plan by your advisor or other staff members. These are also included in the printed/PDF plan. If these have been made, they can be viewed by selecting **Show Comments** inside a plan.
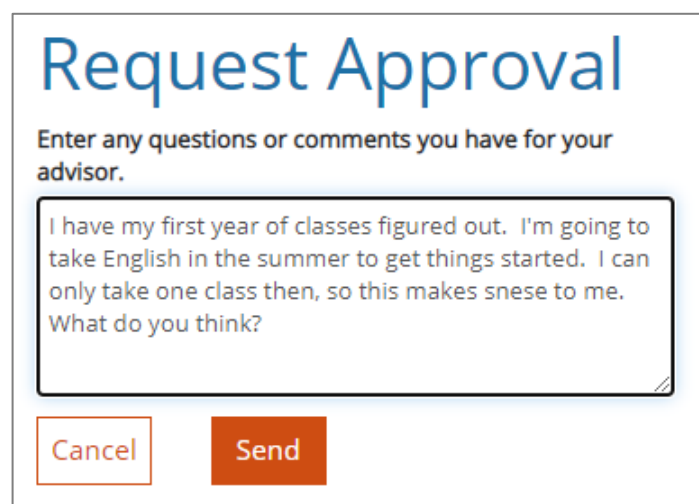
Plan Approvals

You can request approval of a plan by your advisor. Plans can be approved with an expiration date or through the end of the plan. When a plan has not yet been approved, the half-filled blue circle will appear.
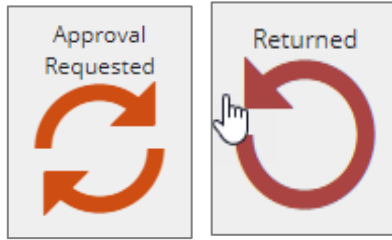

To ask your advisor to approve your plan, click on **Request Approval**, type in your message, and click **Send** to notify your advisor of your request.

Approval Requested ↻	**Returned** ↺

There will be a two-arrow icon on your **My Plans** page indicating approval has been requested.

If your plan is not approved, you will see a one-arrow icon indicating the plan has been returned.

When approved by your advisor, the half-filled blue circle then becomes a green emblem with a white checkmark, along with the assigned approval window.

My AAS - Direct Transfer Agreement (B692) Plan

Active ••• Approved Through Spring 2021 ✓

AAS - Direct Transfer Agreement (B692)   **Catalog Year** 2020   0 of 90 credits completed

Updated: Oct. 21, 2020, 8:02 AM

To view any comments your advisor added when approving the plan, click on **View Comments**.

📖 Degree Planner

😊 **Your plan has been approved through Spring 2021! View Comments**

« back to plans

My AAS - Direct Transfer Agreement (B692) Plan

Plan Status
Approved through Spring 2021

Program
Progress   0 of 90 credits

Plan History

📄 Carrie Wyatt approved the plan   10/21/2020 08:02 AM

Your first quarters looks great, well done. Please schedule a time to meet with me no later than April 2021 to discuss future quarter planning. Have a great quarter!

View snapshot

➕ Plan created   10/21/2020 07:47 AM

Saving and Printing your Degree Plan Report

Plans can be printed, saved, or simply reviewed by clicking on *Print*.

Things to Remember

- Placement is very important. Without it, a plan may not be able to build.

- If you don't have an assigned advisor and you need plan approval, submit "Approve Plan" and the Entry Advising center will review your plan.

- If you are working toward any DTA emphasis, always be sure to run the "basic" AAS-DTA as well.

- At any time, you can have one active plan, one approved plan, and any number of other plans.

- Up to three credentials can be stacked within one plan. This is useful if you are completing a degree that includes stacked certificates. Build this by adding each plan at the beginning before you push the *Build Plan* button. Each plan is shown individually on the Requirements tab, but the courses will build out what is necessary without any duplicate courses.