



January 13, 2023

Dear Faculty and Staff -

Degree Planner, [which launched in November](#), is a new tool that allows [Common Curriculum \(CC\) undergraduate students](#) to plan progress toward their degree and aid SMU in course scheduling and seat planning to permit timely graduation. All CC undergraduate students (except those graduating in May 2023) are asked to complete Degree Planner before fall enrollment begins this spring. While we want all students to establish a degree plan, [SMU in Four](#) is targeting a completion rate of 75% by March 20th.

Student adoption campaign details

Beginning next week, CC students will receive regular communications from SMU in Four requesting they complete Degree Planner. We share details of our plans below so you are aware and can encourage their completion via your own means.

Degree Planner can be completed independently within my.SMU. Pre-major students need to plan their general education and graduation requirements (Foundations, Breadths, Proficiencies and Experiences) in Degree Planner to be counted as complete. Declared students must plan their degree course *and* CC requirements for each declared major in Degree Planner to be counted as complete. In mid-February, minor requirements for students who have declared their minors will begin to automatically populate in their Degree Plan too. Students can then adjust these requirements as they would like.

To incentivize students, there will be three rounds of giveaways. Raffle prizes include \$25-50 Starbucks, Amazon, Uber, Visa gift cards, and SMU swag/apparel. Students who complete Degree Planner by 11:59pm on:

- January 27 (Friday) will be entered in three raffles.
- February 10 (Friday) will be entered in two raffles.
- March 10 (Friday) will be entered in one raffle.

Each school's records office will be asked to contact any undergraduate CC student who does not complete Degree Planner by March 20 to ensure completion before Fall 2023 enrollment commences.

Faculty and academic advisor incentives

Faculty and staff advisors will also receive incentives whose students complete Degree Planner. The advisors who have the highest percentages of their assigned advising load on March 20 will receive a \$100 Amazon gift card. Outreach templates will be provided to advisors later this month to encourage their own nudging.

Remaining Degree Planner advisor workshops

Workshops are planned for undergraduate faculty advisors and academic advisors to learn the new Degree Planner. Each session is identical and will be conducted via Zoom. A meeting notice and Zoom link will be sent 1-2 days after [completing the registration form](#). Available workshops:

- February 8, 3-4 pm (Wednesday)

- February 9, 3-4 pm (Thursday)

For more information on how to assist students with Degree Planner, please visit the [Degree Planner Navigation for Advisors Wiki page](#). If you have any questions, comments, or concerns, please contact SMUinFour@smu.edu.

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