



Advisor/Student Select Template Plan

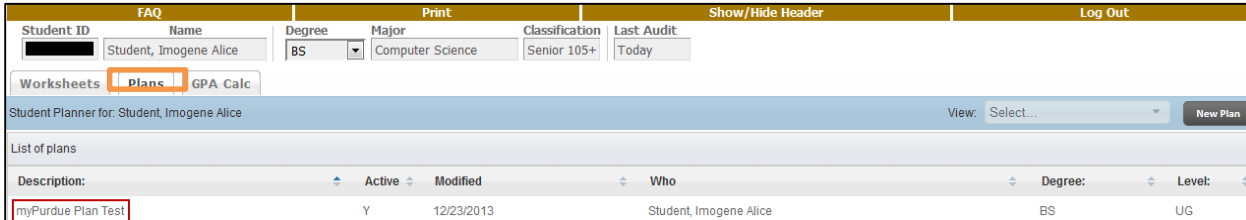
What is the Student Educational Planner (SEP)?

The **Student Educational Planner (SEP)** is a resource tool to help students determine which courses to take and when to take them. In order to make the process a little easier for students, Purdue provides prescriptive “paths, plans or degree maps” for majors and programs of study. The goal is to enable students to make informed decisions about their coursework, the sequence of classes for their major, and provide a clear path toward graduation.

Access and Update a Plan

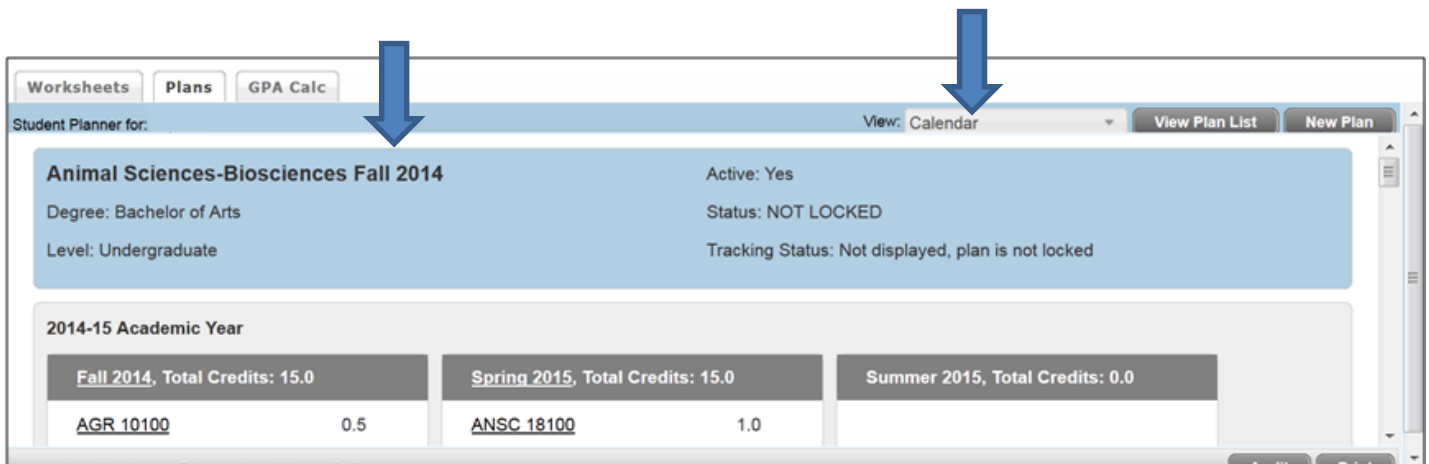
To review, select or customize a recommended plan, click on the **Plans** tab in the myPurduePlan worksheet. The plans Home page is displayed with the list of educational plans (if multiple plans exist). If only one plan has been created, it will display automatically.

- **Plan, Degree Map and Path:** These are interchangeable and refer to the coursework students need to take to fulfill degree requirements for specific majors in order to graduate.
- **Open the Plan:** Double click on the appropriate plan
- **Start Term:** Select the start term from the drop down list. This term should match the term you started at Purdue.
 a) If you begin in a Fall term, select that term, b) if you begin in a Spring term, select the previous Fall term and c) if you begin in a Summer term, select the following Fall term.



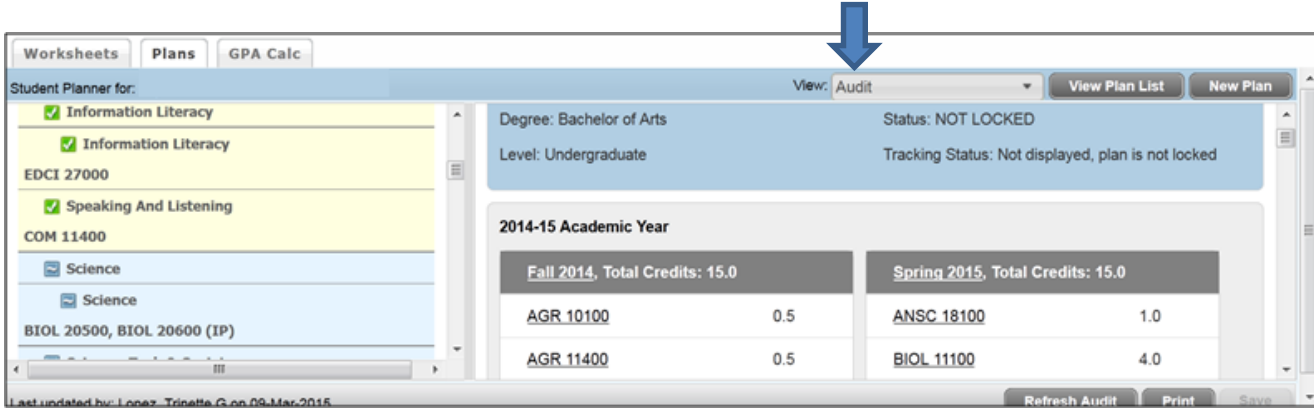
The plan opens in **Calendar** View, which is the default view.

- **Description:** The name of the plan indicates the major name and the effective term of that plan.

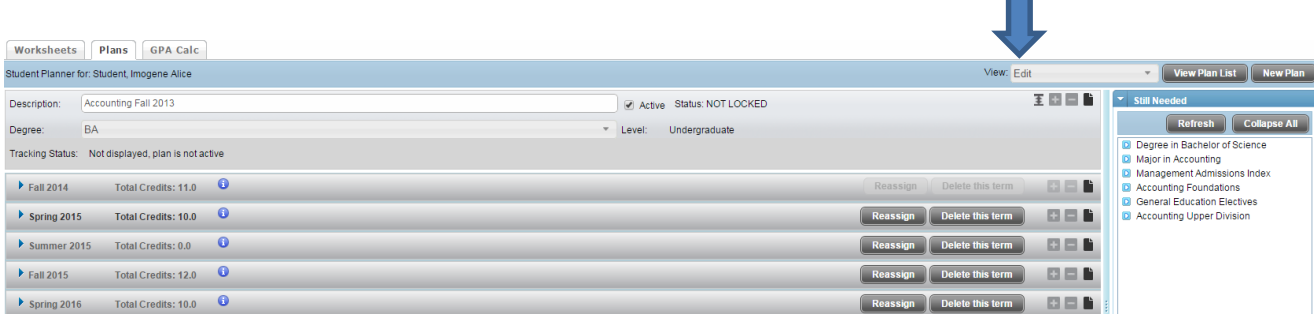


- Hovering over course listing shows course title and the campus where it is offered.
- Click on the course listing to see course description with prerequisites.

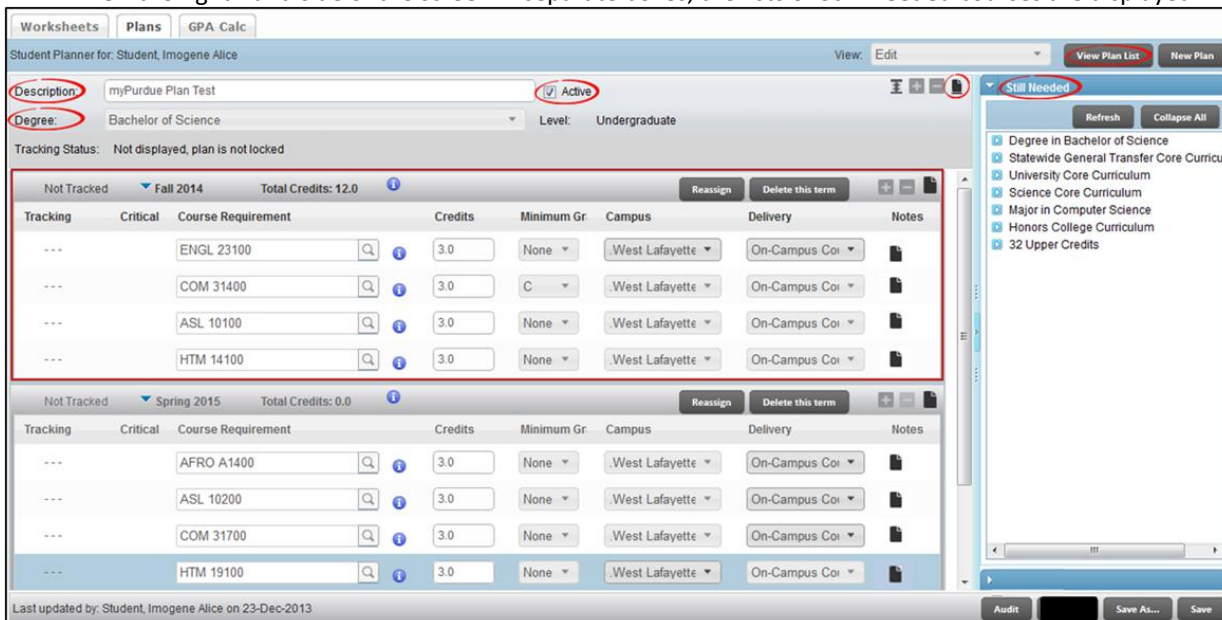
Select **Audit View**. The worksheet and plan are displayed side by side. Courses can be dragged from the worksheet to the audit.



Select **Edit View**.




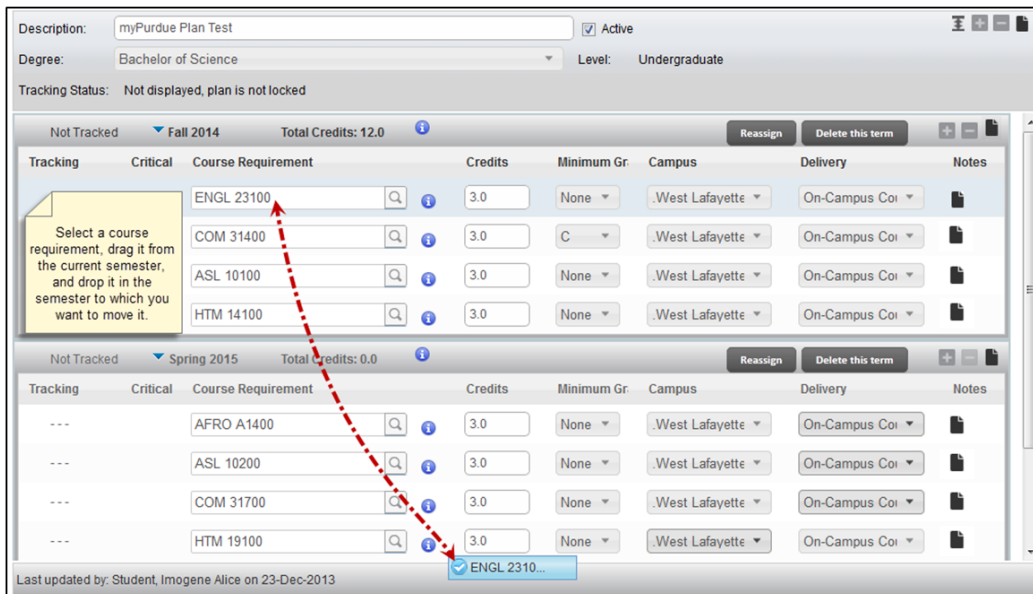
- An **Active** check box indicates that the plan is current and active.
- Students may have **multiple plans** however, only one may be checked active.
- Course Requirement: The course(s) which satisfy degree requirements.
 - **Choice Requirement:** A list of 10 courses or less which satisfy a degree requirement.
 - **Placeholder Requirement:** A requirement which cannot be categorized under the other available types.
 - Example: University Core – Quantitative Reasoning 3 Credits
 - **Non-course Requirement:** An academic requirement (not a course) which satisfies a degree requirement.
 - Example: AT01 – Globalization meets a requirement for BS in Aviation Technology
- Requirements for each term are displayed, including total credits for each term. (Total credits do not include the Placeholder requirements.)
- On the right-hand side of the screen in separate boxes, the lists of **Still Needed** courses are displayed.



Edit a Plan

Complete the following steps to edit a plan:

1. Search for and open the plan that you want to edit. The plan details are displayed.
2. **Plans cannot be deleted by students.**
3. Other editing tools that can be used:
 - a. Click the **Icon**  to Expand all terms
 - b. **Move Classes:** You may move a course from one term to another. Select a course requirement, drag it from the current term, and drop it in another term (e.g., drag from Fall 2013 and drop in Spring 2014).



Description: myPurdue Plan Test Active

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not locked

Not Tracked **Fall 2014** Total Credits: 12.0

Tracking	Critical	Course Requirement	Credits	Minimum Gr.	Campus	Delivery	Notes
		ENGL 23100	3.0	None	.West Lafayette	On-Campus Cor	
		COM 31400	3.0	C	.West Lafayette	On-Campus Cor	
		ASL 10100	3.0	None	.West Lafayette	On-Campus Cor	
		HTM 14100	3.0	None	.West Lafayette	On-Campus Cor	

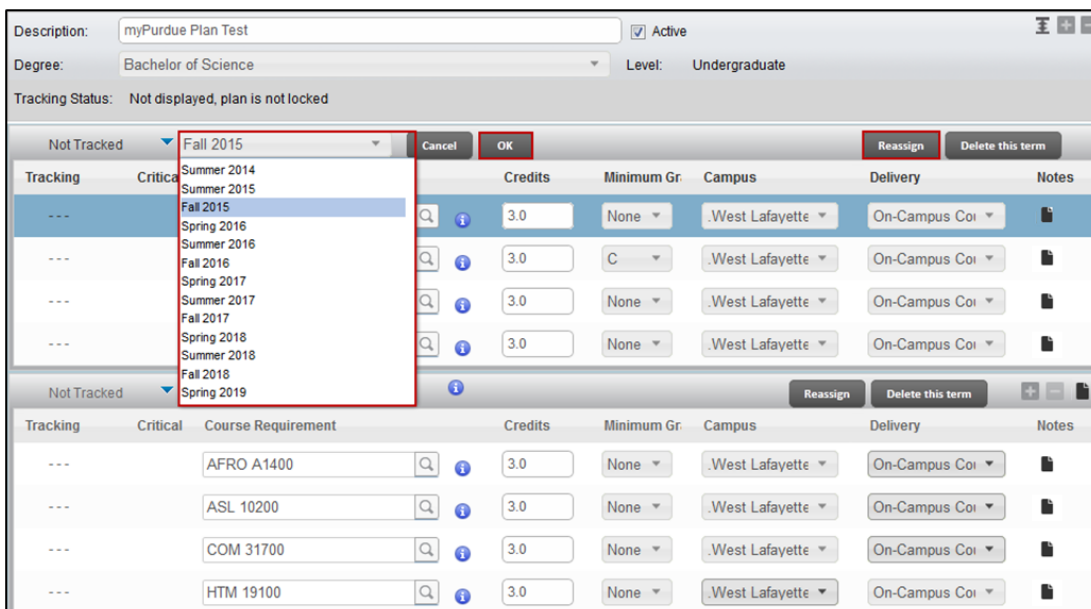
Not Tracked **Spring 2015** Total Credits: 0.0

Tracking	Critical	Course Requirement	Credits	Minimum Gr.	Campus	Delivery	Notes
---		AFRO A1400	3.0	None	.West Lafayette	On-Campus Cor	
---		ASL 10200	3.0	None	.West Lafayette	On-Campus Cor	
---		COM 31700	3.0	None	.West Lafayette	On-Campus Cor	
---		HTM 19100	3.0	None	.West Lafayette	On-Campus Cor	

Last updated by: Student, Imogene Alice on 23-Dec-2013

- c. **Reassign Terms:** You may reassign all courses from one term to another using the **Reassign** button (e.g., move all courses from Fall 2014 to Fall 2015).

3. Click the **Reassign** button. Select the **term** you want. Click **OK**. Click **Save**. The plan is updated.



Description: myPurdue Plan Test Active

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not locked

Not Tracked **Fall 2015**


Tracking	Critical	Course Requirement	Credits	Minimum Gr.	Campus	Delivery	Notes
---		ENGL 23100	3.0	None	.West Lafayette	On-Campus Cor	
---		COM 31400	3.0	C	.West Lafayette	On-Campus Cor	
---		ASL 10100	3.0	None	.West Lafayette	On-Campus Cor	
---		HTM 14100	3.0	None	.West Lafayette	On-Campus Cor	

Not Tracked **Spring 2019**

Tracking	Critical	Course Requirement	Credits	Minimum Gr.	Campus	Delivery	Notes
---		AFRO A1400	3.0	None	.West Lafayette	On-Campus Cor	
---		ASL 10200	3.0	None	.West Lafayette	On-Campus Cor	
---		COM 31700	3.0	None	.West Lafayette	On-Campus Cor	
---		HTM 19100	3.0	None	.West Lafayette	On-Campus Cor	

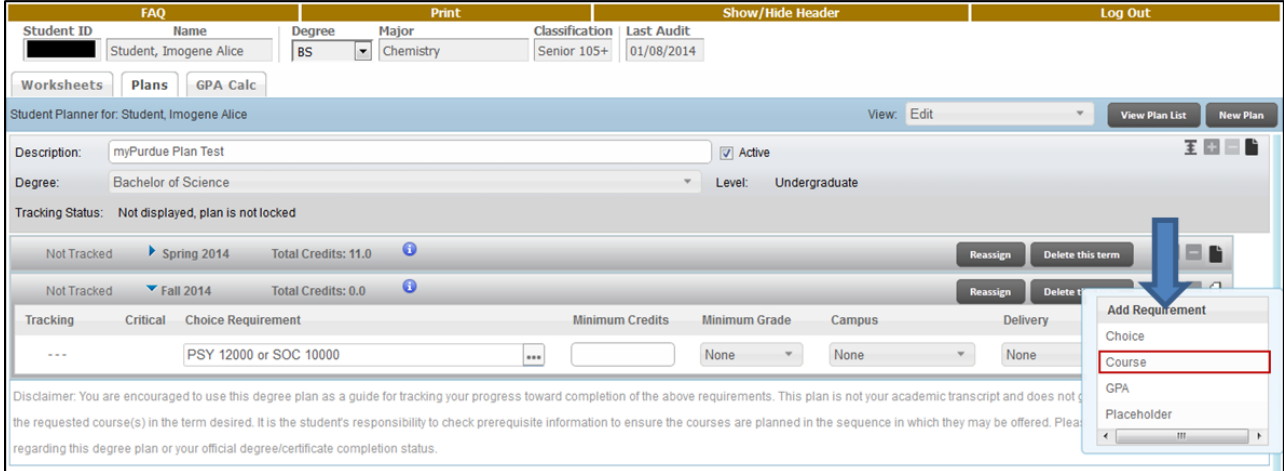
Add a Course Requirement to a Term

Complete the following steps to add a Course requirement to a term.

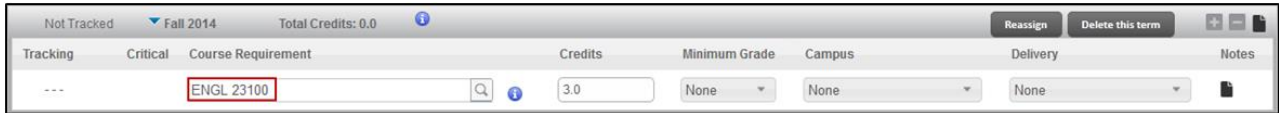
1. Click the  icon on the term to which you want to add the requirement. The list of available requirement types is displayed.




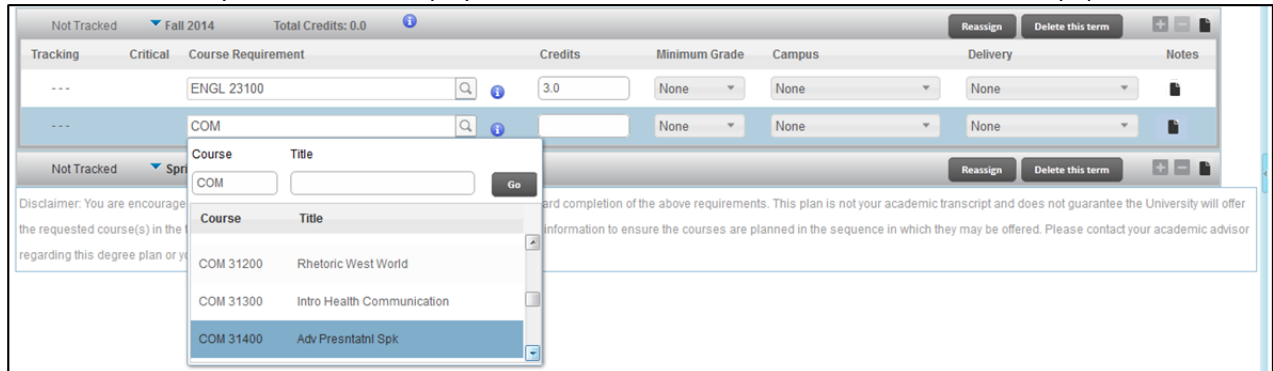
2. Select **Course(s)** from the list.



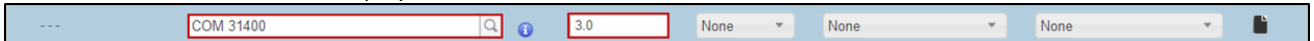
3. The course fields are displayed on the term. Click inside the box under **Course Requirement**, and enter the subject and course number.



4. To search for a course, click the  icon. Enter a part of or the full name of the **Course** or **Title**, and click **Go**. The courses that match the text you entered are displayed. Select a course. Tab over and the credits will auto populate.



5. Select the course that you want to specify as a requirement. The course is displayed in the **Course Requirement** box and the credits for that course are displayed in the **Credits** box



6. Requirements are saved when the plan is saved. Click the **save** button in the lower right-hand corner.

Add a Variable Credit Course Requirement to a Term

When adding a variable credit course (e.g., BIOL 59500), follow the directions above to add a course. Note that the system automatically populates the credits to the maximum number of credit hours available. You will need to change this to accurately reflect the number of credits you are planning to pursue (e.g., change 18 credits to 3 credits).

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus
---		COM 31700	3.0	None	.West Laf
---		BIOL 59500	18.0		Laf

A red arrow points to the 'Credits' field for the row containing 'BIOL 59500', with the text 'Change to desired number of credits.' written inside the arrow.

Drag and Drop a Course Requirement to a Term

You can also drag and drop a course requirement from a list of courses into a term on a plan. Complete the following steps to access the course list and insert a course from there into a term:

1. You can access the **Still Needed** courses list for the list of courses that still need to be completed. The **Still Needed** list of courses corresponds with the still needed courses on the worksheet that have not been met.

The 'Still Needed' window displays a list of course requirements under three categories:

- Communication Selective
1 Class in
COM 21000 or
COM 21200 or
COM 22400 or
COM 31400 or
COM 31800 or
COM 32000 or
COM 32400 or
COM 32500
- Personal Computing Technology & Applications
1 Class in
CNIT 13600 or
CS 11000 or
CS 23500
- Culture & Diversity Selective
1 Class in
AAS 27100 or
AAS 27700 or
AAS 37100 or
AAS 37700 or
ANTH 20500 or

Buttons for 'Refresh' and 'Collapse All' are at the top. A 'Courses' button is at the bottom.

2. Hover on the course name to see the course details. The *Course Information* window is displayed with the course name, title, and minimum credits.

The 'Still Needed' window shows a list of course requirements. A red box highlights the entry 'HIST 10400 Intro To Modern World, 3.0 credits'.

- Click on the desired course and drag it to the term box.

myPurdue Plan Test

Description: myPurdue Plan Test Active

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not locked

Not Tracked **Fall 2014** Total Credits: 0.0

Tracking	Critical	Course Requirement	Credits	Minimum Gr	Campus	Delivery	Notes
---		ENGL 23100	3.0	None	None	None	
---		COM 31400	3.0	C	West Lafayette	On-Campus Co	
---		HIST 24100	3.0	None	None	None	

Not Tracked **Spring 2015** Total Credits: 0.0

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. This plan is not your academic transcript and does not guarantee the University will offer the requested course(s) in the term desired. It is the student's responsibility to check prerequisite information to ensure the courses are planned in the sequence in which they may be offered. Please contact your academic advisor regarding this degree plan or your official degree/certificate completion status.

Last updated by: Student, Imogene Alice on 23-Dec-2013

Still Needed

Courses

Course	#	Title
HIA-Heam into Administration (HIA)		
HIST-History (HIST)		
HIST 10101		Intro To Historical Studies
HIST 10200		Intro To Ancient World
HIST 10300		Intro To Medieval World
HIST 10400		Intro To Modern World
HIST 10500		Global History
HIST 10600		Intro Hist&Soc Studies
HIST 11000		The Pre-Modern World
HIST 15100		Amer Hist To 1877
HIST 15200		U S Since 1877
HIST 19500		Historian's Craft Res & Film
HIST 20100		Special Topics In History
HIST 21000		The Making Of Modern Africa
HIST 21500		Sub Sahara Africa
HIST 22800		Engl Hist To 1688
HIST 22900		Engl Hist Since 1688
HIST 23100		Intro U S For Policy
HIST 24000		East Asia & Hist Trad
HIST 24100		East Asia Modern World
HIST 24300		South Asia Hist & Civ
HIST 24500		Int Mid East Hist Cult
HIST 24600		Mod Mid East Hist & Civ

- Requirements are saved when the plan is saved. Click the **save** button in the lower right-hand corner.

Select a Template Plan

Complete the following steps to select a template plan: **Note: Be sure that you allow popup windows.**

- myPurduePlan will open to the **Worksheets** tab.

Student ID: [redacted] Name: Student, Imogene Alice Degree: BS Major: Chemistry Classification: Senior 105+ Last Audit: 01/07/2014

Worksheets Plans GPA Calc

Format: Student View View Save as PDF Academic History

What If

Look Ahead

Legend

- Complete Complete except for classes in-progress TR Transfer Class @ Any course number
- Not Complete Nearly complete - see advisor WIP Work In-Progress * Prerequisite Required

PPRD Degreeworks

Student View AA5880KG as of 01/07/2014 at 15:03

Student	Overall GPA	Degree
Student, Imogene Alice	3.38	Bachelor of Science
ID	Academic Standing	Program
[redacted]	Continued Good Standing	College of Science
Classification	College	Major
Senior 105+ hours	College of Science	Chemistry
Advisor	Level	Minor
Lipps, Stephen R	Undergraduate	
Confidential	Concentration	
Y		

Requirements 49%

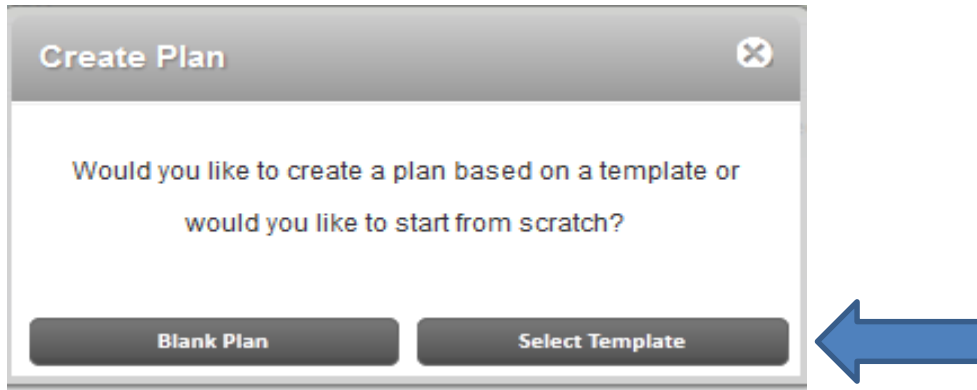
- Click on the **Plans** tab.

Student ID: [redacted] Name: Student, Imogene Alice Degree: BS Major: Chemistry Classification: Senior 105+ Last Audit: 01/07/2014

Worksheets Plans GPA Calc

Format: Student View View Save as PDF Academic History

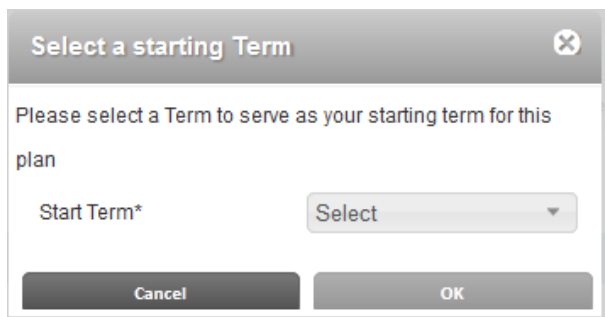
- Click **New Plan** on the plans home page. (The *Create Plan* box is displayed.) Click **Select Template**.




- A list of existing template plans are displayed

Description	Catalog Year	Level	Degree	College	Major
Accounting Fall 2013	201410	UG	BS	M	ACCT
Acting Fall 2013	201410	UG	BA	LA	THAC
Aeronautical Engineering Technology Fall 2013	201410	UG	BS	T	AENT
African American Studies Fall 2013	201410	UG	BA	LA	AFAS
Agribusiness: Agribusiness Management Fall 2013	201410	UG	BS	A	AGBS
American Studies Fall 2013	201410	UG	BA	LA	AMST

- Select the appropriate **Major** and **Catalog Term** by double clicking. (**Catalog Term**: The term in which the plan of study will reflect the degree requirements.)
- Pop-up window appears requesting you to select a **Starting Term**. Select the appropriate term you will begin your enrollment at the University. a) If you begin in a Fall term, select that term, b) if you begin in a Spring term, select the previous Fall term and c) if you begin in a Summer term, select the following Fall term.



- After selecting a Start Term, click ok.
- The prepopulated template for that major will appear.
- Click the **Icon**  to Expand all term

9. The **Active** box should be checked



Description: Pre Mgmt/Management Fall 2014 Active Locked ⌵ + -

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not locked

▶ Fall 2014	Total Credits: 11.0	i	Reassign	Delete this term	+ -
▶ Spring 2015	Total Credits: 9.0	i	Reassign	Delete this term	+ -
▶ Summer 2015	Total Credits: 0.0	i	Reassign	Delete this term	+ -
▶ Fall 2015	Total Credits: 12.0	i	Reassign	Delete this term	+ -
▶ Spring 2016	Total Credits: 9.0	i	Reassign	Delete this term	+ -
▶ Summer 2016	Total Credits: 0.0	i	Reassign	Delete this term	+ -
▶ Fall 2016	Total Credits: 13.0	i	Reassign	Delete this term	+ -
▶ Spring 2017	Total Credits: 9.0	i	Reassign	Delete this term	+ -
▶ Summer 2017	Total Credits: 0.0	i	Reassign	Delete this term	+ -
▶ Fall 2017	Total Credits: 9.0	i	Reassign	Delete this term	+ -
▶ Spring 2018	Total Credits: 0.0	i	Reassign	Delete this term	+ -

The "15 To Finish" Initiative, spearheaded by the Indiana Commission for Higher Education, is designed to increase on-time graduation rates for full-time, degree-seeking, undergraduate students attending Indiana's public colleges and universities. This program encourages you to

10. Click the **Save** button in the lower right-hand corner

11. You can now begin reviewing and modifying the degree requirements.