What is the Student Educational Planner (SEP)?

The Student Educational Planner (SEP) is a planning tool that students can use to create academic plans based on a student’s future academic goals. Predefined plans, or templates for particular programs of study, can be created ahead of time and loaded for student advising. Once a plan is populated, it can be modified as needed. You can also run audits for a plan to check the progress against the plan.

Definitions

- **Term**: The time period during which courses are offered. At Purdue, there is a Fall, Spring, and Summer term.
- **Catalog Term**: The term during which a student was admitted to a particular program.
- **Term Requirements**
  - **Course Requirement**: These courses satisfy degree requirements.
  - **GPA Requirement**: myPurduePlan can be used to track your overall GPA.
- **GPA Requirements**
  - **Overall GPA**: Student System: You can specify the minimum overall GPA as calculated in the student system.

How do I create my Plan?

You can create a plan based on a template or you can create a blank plan. A plan based on a template, which will be available in the future, has pre-defined terms. Currently, a blank plan is used and terms are selected and added individually.

Complete the following steps to create a blank plan:

1. Click **New Plan** on the plans home page. The **Create Plan** box is displayed.
2. Click **Blank Plan**. The new blank plan is displayed.

3. Enter a **Description** for the plan. The **Degree** will be automatically populated. If you want to indicate that this plan is in use, select the **Active** check box.

4. To add a term to the plan, click the **+** icon and select the term from the drop-down list. The term is displayed on the plan.
Add term requirements

You can add requirements to each term on a plan. Add the courses that are required for the term along with the minimum Grade Requirement.

The following requirement types can be added to a term:

- Course
- Choice
- GPA
- Placeholder

Manually 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 from the list.

3. The course fields are displayed on the term. Click inside the box under Course Requirement, and enter the name of the course.

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.
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. If the course is a variable credit course, then the minimum credits for that course are displayed, and you can change it to a value within the range for that course.

![Course Requirement Box](image1)

6. Select the grade requirement from the **Minimum Grade** drop-down list (optional).

![Minimum Grade Drop-Down List](image2)

7. Select the campus where this course is to be taken from the **Campus** drop-down list (optional).

![Campus Drop-Down List](image3)

8. Select the delivery method of the course from the **Delivery** drop-down list (optional).

![Delivery Drop-Down List](image4)

9. Requirements are saved when the plan is saved. Click the **Save** button in the lower right-hand corner.
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. To access the course list, click the button on the right hand side of the plan screen. The button is a pull tab with a small arrow. A box containing the course list expands out.

2. Click Courses and click the icons to expand the course list, to find the course that you want. You also can access the Still Needed courses list for the list of courses that still need to be completed, which you may find more helpful than the Courses list.

3. Hover on the course name to see the course details. The Course Information window is displayed with the course name, title, and minimum credits.
4. Click on the desired course and drag it to the term box.

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

**Add a GPA requirement to a Term**

Complete the following steps to add a GPA 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 GPA from the list.
3. Select GPA – Student Systems for the GPA requirement field.
4. Requirements are saved when the plan is saved. Click the Save button in the lower right-hand corner.
Add Notes to a Plan, Term or Course

1. To add notes on the plan, term, or course click the corresponding icon.

2. Click the Add Note button. Enter your note in the textbox. Click the Done button.

3. The Note icon will turn yellow when it contains a note.

5. Requirements are saved when the plan is saved. Click the Save button in the lower right-hand corner.
How do I access my Plan?

To access your Plans, click on the Plans tab in the myPurdue portal. The plans home page is displayed with the list of your educational plans. You can change the sort order of the list by clicking on the column names of the list table.

How do I view Plan details?

When you view a plan record, the plan details are displayed in sections.

The student’s name is displayed first. Next, the academic degree, major, and classification are shown.

Notes may be added to the plan, term, and/or the requirements on a term. A note with some content is indicated by an icon and an empty note is indicated by an icon.

The plan Description is the name of the plan entered by the person who created the plan. The Degree and Level, for which this plan is meant, are displayed next. An Active check box indicates whether this plan is being used.

The plan terms are displayed next, depending on the term scheme that the plan follows. The requirements for each term also are displayed, along with the total credits specified for all the requirements on that term.

The list of Courses and the list of Still Needed courses are displayed in separate boxes on the right hand side of the screen.

You can view the details for a plan by double-clicking the plan record from the list of plans, or by selecting the plan record from the list and clicking Open. The plan record is opened and the plan details are displayed.
How do I edit my Plans?

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. As a student, you cannot delete a plan. If you need to have a plan deleted, you may contact your advisor.
3. Other editing tools you can use:
   - **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).

   ![Move Classes Diagram]

   a. 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).

   b. **Reassign Classes**: You may reassign all courses from one semester to another using the Reassign button (e.g., move all courses from Fall 2013 to Fall 2014).

   ![Reassign Classes Diagram]

   Click the Reassign button.

   Select the term you want to move the courses to.

   Click OK.

4. Click Save. The plan is updated.