



# Student Educational Planner User Guide for Students

Texas A&M University Corpus Christi

**PLAN  
ADVISE  
GRADUATE**



# Table of Contents

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Introduction to the Student Educational Planner.....	3
What is the SEP? .....	3
Degree Audit and Student Educational Planner.....	3
Plan Views.....	4
Notes View .....	5
Audit View .....	5
Calendar View .....	8
Placeholder.....	10
Contact Information.....	10

*As you begin to explore the Student Educational Planner (SEP), this guide will assist you with learning how to use the system to plan future classes with your advisor and view how much longer you will need to graduate.*

Disclaimer: DegreeWorks is a degree auditing tool to help track academic progress but should not be used as a replacement for academic advising. The audit produced by DegreeWorks is not an academic transcript and not official notification of degree completion. Please speak with your academic adviser regarding official degree progress.

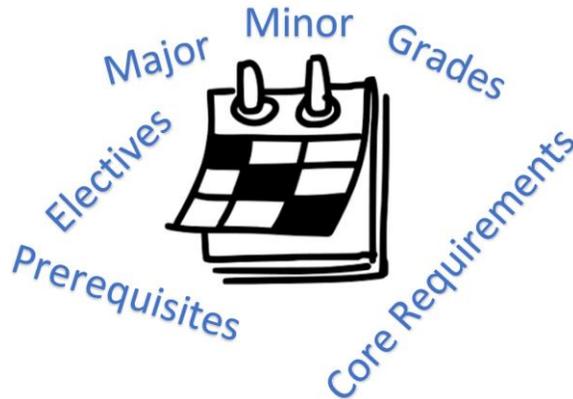


# Introduction to the Student Educational Planner

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## What is the SEP?

The Student Educational Planner (SEP) helps advisors and students work together to plan each term of coursework to ensure student success. By developing a plan, students will have a clear path of coursework needed in sequential order. In addition, advisors can use the features in the plan to identify courses that are essential to students' timely degree completion.



## Degree Audit and Student Educational Planner

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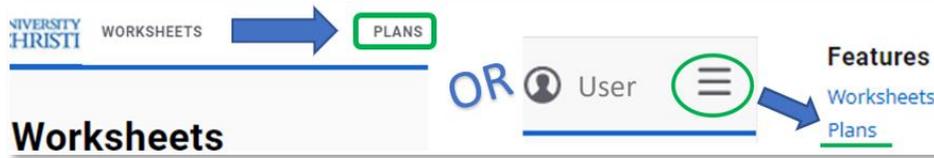
The degree audit and plan are best used together!

- The degree audit (worksheet tab) shows WHAT requirements students have completed and still need for a program.



- The SEP (plans tab) offers information for each semester to show students WHEN courses should be taken. You will see it as a tab at the very top or under the three lines

(also known as “open navigation”) at the very top right.



- It is important that students follow their academic plan to ensure timely graduation.

**Only your academic advisor can create a plan or make changes to your plan. If you do not have a plan, contact your advisor for more information.**

## Getting Started

1. Go to <https://dwprod.tamucc.edu:8471/DashboardServlet/>
2. Log in using your DUO mobile device
3. Select the “Plans” Tab.
4. Select the “Active” and “Locked” Plan (description link in blue). In most cases it will be the only plan present with student’s name as the description. If there is not a plan, please reach out to your academic adviser.

Plan List						
Description	Active	Modified ↓	Who	Degree	Level	Status
<a href="#">BU-BBA-ACCT</a>	Yes	06/16/2021		BBA	U	Locked
<a href="#">BU-BBA-ACCT</a>	No	06/16/2021		BBA	U	Not locked

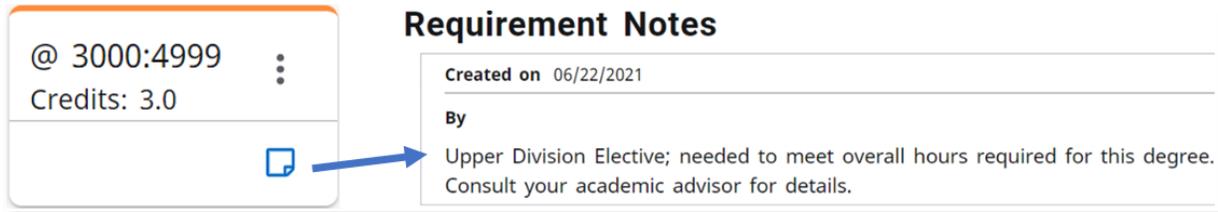
Page 1 of 1 Total results: 2

## Plan Views

DegreeWorks offers several options for viewing SEP plans.

## Notes View

The **Notes View** includes key information provided by departments for each degree program. This view highlights recommended advising notes or explanation of what the requirement is. As users scroll, they may see advising notes assigned to the degree, term, or to course requirements. If a requirement shows the blue note, then there is a note to view. If it is greyed out, then no note has been made.



**Requirement Notes**

Created on 06/22/2021

By

Upper Division Elective; needed to meet overall hours required for this degree. Consult your academic advisor for details.

## Audit View

The **Audit View** allows users to view a plan alongside a students' degree audit. This differs from the traditional degree audit because it includes the courses a student plans to take, not just their current and past courses. All planned coursework will display "PLAN" (for planned) in addition to the "ENR" registered courses.



Audit

Save as copy

Core Curriculum

IN-PROGRESS

Credits required: 42 Credits applied: 42 Catalog year: 2021-2022 GPA: 0.000

Course	Title	Grade	Credits	Term
ENGL 1301	COMPOSITION I	ENR	(3)	Fall 2021
SEPOINTER COMMCORE2	Requirement planned but choice not selected	PLAN	(3)	Spring 2022
MATH 1324	BUSINESS MATHEMATICS	PLAN	(3)	Spring 2022
SEPOINTER SCIENCECORE1	Requirement planned but choice not selected	PLAN	(3)	Spring 2022
SEPOINTER SCIENCECORE2	Requirement planned but choice not selected	PLAN	(3)	Spring 2023
SEPOINTER LANGCORE	Requirement planned but choice not selected	PLAN	(3)	Sum I 2022
SEPOINTER ARTCORE	Requirement planned but choice not selected	PLAN	(3)	Sum I 2022
HIST 1302	U.S. HISTORY SINCE 1865	ENR	(3)	Fall 2021
SEPOINTER HISTCORE2	Requirement planned but choice not selected	PLAN	(3)	Sum II 2022
POLS 2305	U.S. GOVERNMENT AND POLITICS	PLAN	(3)	Fall 2022
POLS 2306	STATE AND LOCAL GOVERNMENT	PLAN	(3)	Spring 2023
ECON 2301	MACROECONOMICS PRINCIPLES	ENR	(3)	Fall 2021
SEPOINTER COMPCORE1	Requirement planned but choice not selected	PLAN	(3)	Fall 2022
SEPOINTER COMPCORE2	Requirement planned but choice not selected	PLAN	(3)	Spring 2023

**Note** if there is a choice in the audit view, the requirement will not show planned ("PLAN") unless one of the classes is selected or if a pointer is attached.

See example below, if the course is not yet selected in the plan, the audit view will not show as planned.



**Major in Spanish** INCOMPLETE

Credits required: 36 Credits applied: 6 Catalog year: 2021-2022 GPA: 0.000

**Unmet conditions for this set of requirements:** 36 credits are required. You currently have 6, you need 30 more.  
 Minimum GPA unsatisfied  
 Minimum Credits unsatisfied  
 12 credits in residence are required. You currently have 0, you need 12 more.

GPA of 2.0 is required; Your GPA is 0.000

Course	Title	Grade
<b>Still needed:</b>	2 Classes in <a href="#">SPAN 2311</a> or <a href="#">2312</a> or <a href="#">2313</a> or <a href="#">2315</a>	
Credit by examination may be used as a replacement.		
SPAN 3302	SPANISH COMPOSITION	PLAN
SPAN 3312	SPANISH GRAMMAR	PLAN
<b>Still needed:</b>	1 Class in <a href="#">SPAN 3303</a> or <a href="#">3311</a> or <a href="#">3317</a> or <a href="#">4320</a> or <a href="#">4327</a>	
<b>Still needed:</b>	1 Class in <a href="#">SPAN 3304</a> or <a href="#">3305</a> or <a href="#">3315</a>	

**Spring 2024**  ⋮

Credits: 15.0

+

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SPAN 3311 or SPAN 3303 or  
 SPAN 3317 or SPAN 4320 or  
 SPAN 4327  
 Credits: 3.0  
 Minimum grade: D

📄

**Requirement Notes**

**Created on** 06/25/2021

Linguistics & Oral Communication. Choose one course.

Below shows how the audit looks when an advisor selects a course in the student's plan. Notice the audit view will show the course as planned.

**Major in Spanish** INCOMPLETE

Credits required: 36 Credits applied: 9 Catalog year: 2021-2022 GPA: 0.000

**Unmet conditions for this set** 36 credits are required. You currently have 9, you need 27 more.  
 Minimum GPA unsatisfied  
 Minimum Credits unsatisfied  
 12 credits in residence are required. You currently have 0, you need 12 more.

GPA of 2.0 is required; Your GPA is 0.000

Course	Title	Grade
<b>Still needed:</b>	2 Classes in <a href="#">SPAN 2311</a> or <a href="#">2312</a> or <a href="#">2313</a> or <a href="#">2315</a>	
Credit by examination may be used as a replacement.		
SPAN 3302	SPANISH COMPOSITION	PLAN
SPAN 3312	SPANISH GRAMMAR	PLAN
<span style="border: 2px solid green; padding: 2px;">SPAN 3311</span>	SPANISH PHONETICS	PLAN
<b>Still needed:</b>	1 Class in <a href="#">SPAN 3304</a> or <a href="#">3305</a> or <a href="#">3315</a>	

**Spring 2024**  ⋮

Credits: 15.0

+

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Selected: SPAN 3311 ⋮

Credits: 3.0  
 Minimum grade: D

📄

**Requirement Notes**

**Created on** 06/25/2021

Linguistics & Oral Communication. Choose one course.

In some cases, like core requirements, there is a “pointer” assigned to the choice requirement and allows the audit to pick up the requirement.

**Core Curriculum** IN-PROGRESS

Credits required: 42 Credits applied: 43 Catalog year: 2021-2022 GPA: 0.000

Course	Title	Grade	Credits
SEPOINTER COMMCORE1	Require		(3)
SEPOINTER COMMCORE2	Require		(3)
<u>SEPOINTER MATHCORE</u>	Require		(3)
SEPOINTER SCIENCECORE1	Require		(4)
SEPOINTER SCIENCECORE2	Require		(3)
SEPOINTER LANGCORE	Require		(3)
SEPOINTER ARTCORE	Require		(3)
SEPOINTER HISTCORE1	Require		(3)
SEPOINTER HISTCORE2	Requirement planned but choice not selected	FAV	(3)

**Requirement Details:**  
MATH 1314 or MATH 1324 or MATH 1325 or MATH 1332 or MATH 1442 or MATH 2413 or PHIL 2303 or @ @ with 020  
Credits: 3.0

**Pointer:**  
Mathematics Core Curriculum

**Requirement Notes:**  
Created on 06/24/2021  
Mathematics Core Course. Select a course not yet taken.

## Calendar View

The **Calendar View** is the same as the “Plan Print View”. You will access this view by selecting “print”. This shows a students’ plan by term in an easy to view side-by-side manner. You also have the option to print the active and locked plan or save as a PDF.

**Plans**   

Data refreshed   3:52 PM

## Ellucian University

**Student name** COB,Sample Student

**Plan Description** Doe, John A00000000 (SEP Plan)

**Tracking Status** 

**Active** Yes

**Status** Locked

**Last updated:** Sanchez, Mary Elizabeth on 06/22/2021

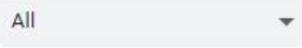
**Classification :** Sophomore    **Level :** Undergraduate    **Program :** Accounting, BBA    **College :** Business

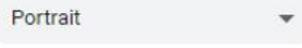
**Major :** Accounting

Fall 2021	Spring 2022	Sum I 2022	Sum II 2022
 Credits: 12.0	 Credits: 16.0	 Credits: 6.0	 Credits: 0.0
<b>ECON 2301</b> MACROECONOMICS PRINCIPLES Credits: 3.0 	<b>ECON 2302</b> MICROECONOMICS PRINCIPLES Credits: 3.0 	<b>@FOREIGN LANGUAGE</b> Credits: 3.0  <b>@FOREIGN</b>	

**Print** 5 pages

Destination 

Pages 

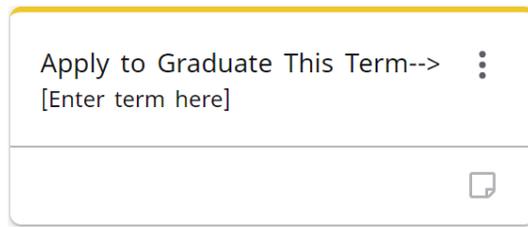
Layout 

# Placeholder

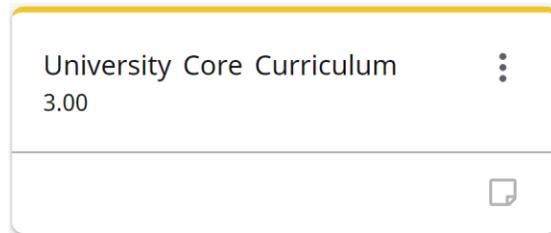
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Placeholders are “informational only” requirements that can display what needs to be completed as a part of a degree. The plan has all placeholder requirements come up in yellow.

For every Template Created you will notice the following placeholder in the second to the last term. This is created as a friendly reminder to students, to know what term to apply to graduate. Your advisor will place the term to apply under “[Enter term here]”.



If you see any “University Core Curriculum” placeholder requirement you may ignore, this is a note for your advisor to plan a core course. If you have any questions about core courses planned, please speak with your advisor.



# Contact Information

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If you have questions or concerns regarding your active and locked plan, please contact your **Academic Adviser**.

