DEFINITIONS FOR PLANS

Student Educational Planner (SEP) - The Plans Tab
The SEP is the advising and registration planning tool that students and advisors can use to create short or long range academic plans and goals, also known as the Plans. The plan can be accessed by clicking the Plans tab in Degree Works.

Degree Works Templates

**Degree Plan Templates** are created by the academic units for each major and are in Template Management of Degree Works. Degree Plan Templates should be consisted with catalog requirements as approved by the University Curriculum Committee.

**Blank Degree Templates**
Blank Degree Templates are set up by the programs and provides a student with an empty shell in which to plan their degree.

**Degree Works Blank Plan**
A blank plan is manually set up and accommodates students current course progression to meet their specific degree requirements.

Degree Works Plan
Once a Degree Works template or blank plan has been added to a student’s Degree Works it becomes the student’s individualized and customizable Degree Works Plan. The students Degree Plan is in the “Plans” tab of Student’s Degree Works. The student’s Degree Works plan can be modified by the student or advisor throughout their academic career based on the student’s individualized situation.

Active Plan
This is a semester-by-semester plan of classes that a student intends to take. A student should only have one active plan at a given time. A plan is made active by checking the active check box on the plan in edit view. Students/advisors can make plans active or inactive.

Inactive Plan
This is a semester-by-semester plan that a student is considering or no longer intending to pursue. A student can have multiple inactive plans. A student may also choose to delete inactive plans. Inactive plans are not checked active or approved (locked) in the edit view. Students/advisors can make plans active or inactive.

Approved (Locked) Plan
This is the active plan that has been approved by an advisor. Only advisors can approve (lock) plans. Plans are approved (locked) by checking the locked check box on the plan in the edit view. Approved (locked) plans can continue to be modified by advisors. Approved (locked) plans can be modified by students only by using the “Save As” button. This creates a second active / unapproved (not locked) plan. The original locked active plan becomes
inactive and approved (locked). Students should notify an advisor when an approved plan has been modified (Save As) so an advisor can review the modified student plan.

*** PLEASE NOTE: Reporting is done on currently enrolled students who have an active and approved (locked) plans. Advisors should approve (lock) a student’s plan each semester once it has been reviewed by the advisor. ***

Tracked Plans
Tracking is used to monitor whether a student is completing the degree plan as approved by the advisor. Tracking is turned on by checking the locked checkbox of the plan in the edit view. Tracking is done on current and past terms. Future planned terms are not tracked. After registration each term, tracking is updated on the plans by the Registrar’s office on a periodic basis for the future pre-registered term.

Off-Track Plan
A student is “off-track” when they do not successfully complete with a minimum grade, enroll or withdraw from one or more courses listed in their degree plan for the specified term. Off track is indicated by a red ribbon on the plan. Off-Track plans can be corrected by moving the off-track course to a future term or removing from the plan.

On-Track Plan
A student is “on-track” when they are enrolled, successfully complete all classes on their degree plan. On track is indicated by a green ribbon on the plan.

Calendar View
The default view for a student with an active plan. Displays planned semesters in a block format by semester. Students who have multiple plans and none marked active will be taken to the list plan view.

Edit view
Used to create, edit, mark active or approve (lock) a plan.

Audit view
Used to review the students plan. The audit view displays both the plan and the worksheet. Like the worksheet, the planned worksheet displays classes taken, currently in-progress, substituted, pre-registered and planned classes that are used to fulfill the block requirements. Completed classes are indicated by a green checkmark, in-progress and pre-registered courses are indicated by a blue box with a white tilde and planned courses are indicated by the word PLAN in blue with the semester the student intends to take the course. Any outstanding requirements will have an open red box beside them. A complete plan will display a worksheet that meets all degree requirements.

Complete plan
A complete plan is one in that following the plan as documented will be sufficient for graduation and completion of all options (majors, minors, certifications) that the student is pursuing.

Projected Graduation Term
The expected term that the student will compete all degree requirements. When a plan is complete, this will be the last term on the student’s plan.

Schedule Planner
A registration tool that helps students optimize their schedule and is integrated with the students Degree Works plan. The student must have an active plan and planned courses for the term in which s/he is registering for.