Creating a Plan from a Degree Audit

Student Plans

You can create personalized plans that identify the courses students want to take each term to satisfy their declared program and to stay on track to graduation. You and/or the student can plan directly from the degree audit or from a roadmap if they have been set up. Plans can also be built from multiple roadmaps or program audits, allowing you to add minors, concentrated studies, etc. This guide will give you some quick tips on how to plan from a degree audit.

Student View

Staff View in a Student Account

Minnesota State is an affirmative action, equal opportunity employer and educator.

Creating a Plan

Select the Plans tab
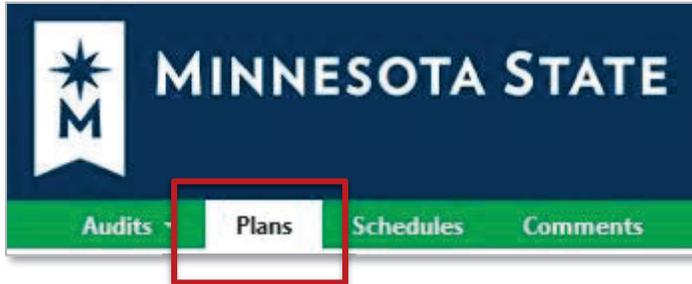
On the Manage Plans page, you can create a new plan or edit an existing one.

Manage Sample Student's Plans ❓

Program: *Psychology: Option A, BA*
Catalog: *Fall 2017*

My Plans   Create a New Plan

Preferred	Edit Plan	Action	Updated	User	PDF
★	Bus Adm Candidate	Select... ▾	Jun 3, 2020	0012407780	PDF
☆	Cassandra Bio Chem 2 - 4/8/20	Select... ▾	Apr 8, 2020	0001226684	PDF

Create a New Plan

Create a New Plan for your Program/Declared Major

- Enter Plan Information: Plan Name, Term, Year, and Years to Graduation
- Select Add Plan

Manage Sample Student's Plans ❓

Program: *Associate in Arts, AA*
Catalog: *Fall 2018*

My Plans | Create a New Plan

Enter Plan Information Here:

Program: **Associate in Arts, AA** *effective:* **Fall 2018**
Select a different program

Plan Name:	Sample Plan by SSS 9/2020
Term:	Spring (5)
Year:	2021
Years To Graduation:	2
	Add Plan

Plan Tips

To Create a Plan:

1. Click the "Create a New Plan" tab.
2. Select a program.
   a. To create a Plan with your declared major, skip to step 3.
   b. To create a Plan with another program, click on the button with your declared major listed then select a new program with which to build your plan then proceed to step 3.
3. Give your plan a name and year in which to start
4. Click the "Add Plan" button.

To Modify a Plan:
Select your plan from the table by clicking on the plan name.

## Create a New Plan for a What-If Program/Major

Select a different program
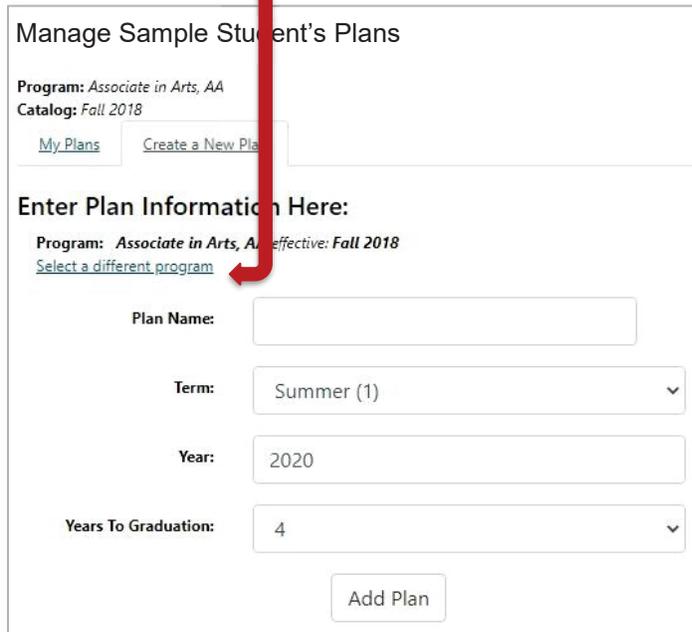
Manage Sample Student's Plans

Program: *Associate in Arts, AA*
Catalog: *Fall 2018*

My Plans   Create a New Plan

Enter Plan Information Here:

Program: *Associate in Arts, AA* effective: *Fall 2018*
Select a different program

Plan Name:	
Term:	Summer (1)
Year:	2020
Years To Graduation:	4

Add Plan

It will open to "Request an Audit for Plan"
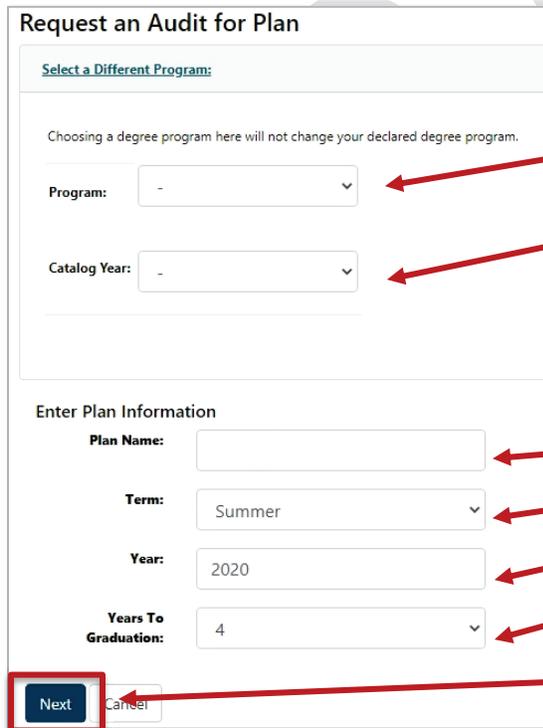
Request an Audit for Plan

Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Program: -

Catalog Year: -

Enter Plan Information
Plan Name:
Term: Summer
Year: 2020
Years To Graduation: 4

Next   Cancel

- Select Program

- Select Catalog Year

Enter Plan Information:
- Plan Name
- Term
- Year
- Years to Graduation

- Select Next

Plan Builder

Add courses from the Audit Side to the Plan Side

- Open Course Catalog Details from degree audit, Select Term, and Add Course

- Grab the course from the degree audit and drag it to the term

Add courses on the Plan Side

- Add courses to your plan individually using the Add Course button under any term

Deleting a Course

- Select the Edit button on the term line.

- Check the box to the right of the course to be deleted or All to check/delete all courses in the term.

- Select Delete. You will be prompted to confirm deletion.

- Select Submit to save your changes.

Validate Against the Degree Audit

When a plan is validated, the audit is rerun to reflect how planned courses apply throughout your program of study. It's a good idea to validate often to double-check where courses are applying to make sure you are satisfying requirements and where they might be completing more than one requirement.

Validate planned courses against the audit by selecting the checkmark icon at the top of the plan

Planned courses will display as PL in purple on the Audit Side

Plan Builder

Show Help

Audit: AA TPHI

Program: History Transfer Pathway, AA
Effective: Spring 2021
Expand All / Collapse All

PLANNED: 14.00 CREDITS

History Core Courses
A total of four HIST courses are required, at least one of which must be HIST 1100 or HIST 1110.

PL   1) Take either HIST 1100 or HIST 1110.

           0 COURSES TAKEN

PLANNED: 1 COURSE TAKEN

F 21	HIST1110	3.0 *PL*	American History from 1865: E

PL   2) Take 3 additional HIST courses.

           1 COURSE TAKEN

PLANNED: 2 COURSES TAKEN

F 18	HIST1000	4.0 *A*	World Hist to 1500
S21	HIST1010	4.0 *PL*	World History Since 1500
S21	HIST1210	3.0 *PL*	European History Since 1500:

Plan: My Plan   14 Credits

PDF

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.287

Expand All / Collapse All

Spring 2021	11 Credits
Fall 2021	3 Credits
Spring 2022	0 Credits
Summer 2022	0 Credits
Fall 2022	0 Credits

Planned courses will display as PL in purple on the degree audit

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will run a new audit report. Deleting audits removes them from this list.

Run Audit

Delete
Select All/None

ID	Instcd	Program	Catalog Year	▾ Created	Audit Type	Format	Title	Run By	Course Type	View	Delete
38804505		AA LA10	Summer 2020	09/21/2020 9:10 PM		HTML	Associate in Arts, AA	planner-0001016049	📅	View Audit	☐
38804462		AA LA10	Summer 2020	09/21/2020 8:32 PM		HTML	Associate in Arts, AA	planner-0001016049	📅	View Audit	☐
38804455		AA LA10	Summer 2020	09/21/2020 8:31 PM		HTML	Associate in Arts, AA	planner-0001016049	📅	View Audit	☐

Legend

••• In Progress Course
📅 Planned Course

Audit Results   Course History   **Enter Exception Mode**

Audit
You are here: 🏠 Audit

Categories   Click on any area of the graph for further detail.

MNTC Courses
Health/PhyEd

Complete	In Progress	Unfulfilled	Planned

Notations on the Plan

If a course displays with a red circle with a minus 🚫 it is an alert there may be an issue with planning this course. Hovering your cursor over the red circle will give you a hint: in this case, the course is not offered during this term.

If I click on the course, I see that this course displays as not available Spring 2021. Course information displaying in the Course Availability grid reflects which courses are on the published course schedule in eServices for the term listed. Some schools may not have the schedule published for that term yet.
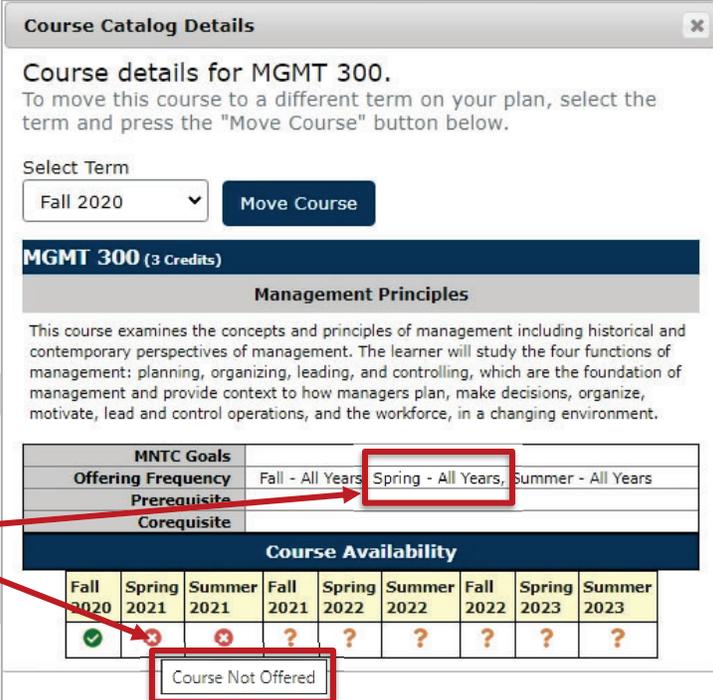
In that case, using the Offering Frequency information (if available) can help you know which terms the course is usually offered.

In this example, Offering Frequency tells us that the course is usually offered Fall – All Years, Spring – All Years, and Summer – All Years. I know my school doesn't have the Spring 2021 schedule published yet, so I will leave the course on my plan and when that term schedule is published, availability will be updated and reflected on the Plan and in the Course Availability grid.

Legend for Icons Used on Plans

Legend
- 📄 = Course List
- ⓘ = Course with Pre or Co Requisites
- ✔ = Completed Course
- ••• = In Progress Course
- ✖ = Incomplete Planned Course
- ▬ = Completed Course, No Credit
- ⛔ = Alerting possible issue with course
- ✅ = Complete
- 🗓 = Planned
- ∷ = In Progress
- ✖ = Unfulfilled

Note: See eServices for course Pre and Co Requisite information
This icon is not used in our configuration ⓘ = Course with Pre or Co Requisites

Planner Icon Descriptions

Plan: Biology Plan

| ▦ | PDF | 🔗 | ☰ | 🗓 | 💬 | ✔ | ▬ | + | 🔓 | 🔒 |

▦ View an Audit: Toggles between plan and freshly run audit showing all planned courses

PDF View PDF: Displays in-progress plan as PDF

🔗 See Associated Roadmap: Lists any associated roadmaps (no associated roadmaps when icon is gray)

☰ See Completed Courses: Displays plan on left and completed coursework on right (to return, select See Completed Courses again)

🗓 GPA Calculator: Displays plan on left and ability to plan GPA on right (to return, select GPA Calculator again)

💬 Comments: Displays plan on left and allows you to read/make comments on right (to return, select Comments again)

✔ Check Plan against Degree Audit: Validates plan against audit and checks term availability

— Remove All Courses: Removes all planned courses

+ Add Term to Plan: Adds a new term to a plan

🔓 Not Approved: Displays on Preferred plans and terms before a plan is approved

🔒 Approved: Displays on Preferred plans once a plan or a term has been approved

Approved Term

Program: *No Declared Program*
Catalog: *Fall 2020*

My Plans   Create a New Plan

Preferred	Edit Plan	Action	Updated	User	PDF
☆	2 year Business Plan 28	Select... ▾	Sep 29, 2020	0001016049	PDF
☆	4 year Business Plan 1	Select... ▾	Sep 29, 2020	0003743982	PDF
★	Biology Plan	Select... ▾	Sep 29, 2020	0001016049	PDF

Staff View

Plan: Biology Plan   *4 Credits*

▤ PDF 🔗 ☰ ▦ 💬 ✓ — + 🔓 🔒

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.481

Expand All / Collapse All

Fall 2020 **APPROVED**   *4 Credits*

📅   🔓 🔒

Student View

Plan: Biology Plan   *4 Credits*

▤ PDF 🔗 ☰ ▦ 💬 ✓ — +

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.481

Expand All / Collapse All

Fall 2020 **APPROVED**   *4 Credits*

📅

Approved Plan

Preferred	Edit Plan	Action	Updated	User	PDF
🔒	AA Plan	Select... ⌄	Sep 29, 2020	0001016049	PDF

Program: *No Declared Program*
Catalog: *Fall 2020*

My Plans | Create a New Plan

Staff View

Plan: AA Plan — *18 Credits*

🔓 Plan Approved
Approved by: 0001016049
Approved with: Audit: Liberal Arts & Sciences, AA
On: 09/29/2020 03:54

Graduation Goal GPA:
Projected Cumulative GPA:

Student View

Plan: AA Plan — *18 Credits*

🔓 Plan Approved
Approved by: 0001016049
Approved with: Audit: Liberal Arts & Sciences, AA
On: 09/29/2020 03:54

Graduation Goal GPA:
Projected Cumulative GPA: