

How to Use Student Educational Planners (SEPs) & Best Practices Southern Illinois University Edwardsville Office of the Registrar

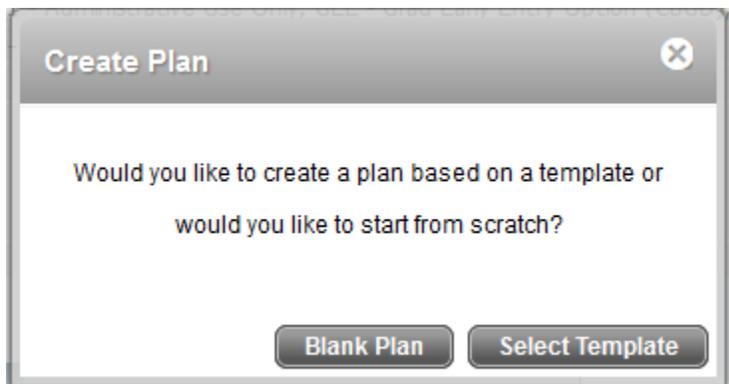
Please use this guide as a reference and best practices for uploading, editing, and saving Student Educational Planners (SEPs) in DegreeWorks. Any questions or concerns regarding Plans can be directed to Maureen Bell-Werner at mabell@siue.edu or 618-650-2290.

Basic Plans Terminology and Definitions:

- **Plans** – Also know as SEPs or Student Educational Plans.
- **@** - Wildcard indicator for courses and course numbers. When used in combination (@ @), the first @ is for any subject and the second is for any course. You can also use wildcards to specify a any level of a specific subject (ACCT @ or NURS @). Another use of the wildcard would to specify a specific level (ACCT 1@ for a 100-level Accounting course or NURS 4@ for a 400-Level Nursing course)
- **Min Grade** – Only C or B are listed as options to specify a minimum grade to pass for prerequisite.
- **Delivery** – This is used to indicate what the delivery method the student is interested in. It is used in Departmental Reports for calculating a demand in a possible delivery method.
- **Templates** – These are prebuilt Curriculum Guides from the catalog that can assigned and edited for each student. These are updated by the Office of the Registrar on a yearly basis with the publishing of the UG catalog. The other option would be starting from a Blank Template.



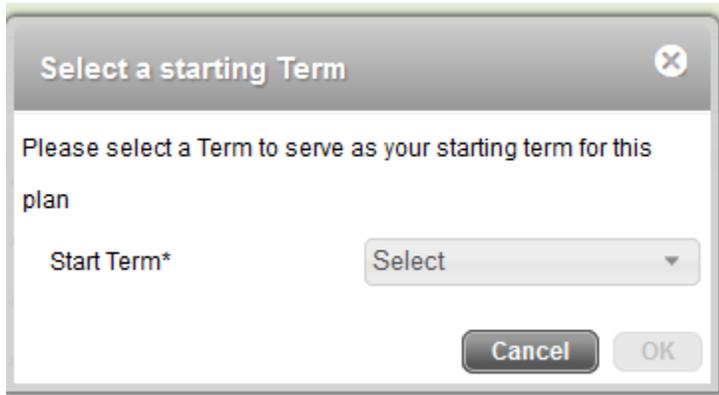
- Log into CougarNet and click on DegreeWorks. Enter your student's ID number or find a student using the search feature.
- To add an SEP or see the SEP on the student's record, click on the Plans tab. If there is a plan on the student's record, it will show in the audit view, side by side with the student's worksheet. Click on View Plan List to see all SEPs on a student's record.



- To create a plan, click on New Plan. To update an already created plan based on the curriculum guides in the catalog, click on Select Template.

Description	Level	Degree	Major	Catalog Year	Term Scheme	ID	Who	Modified
0000_Honors_Fall_20235-999999	UG	000000	0000	2021	4YR_FALL_NOSLM	T0000704	Bell-Werner, Maureen M	4/22/21
0000_Pharmacy_202035-999999	UG	000000	0000	2021	2YR_FALL_NOSLM	T0000755	Bell-Werner, Maureen M	5/1/21
0000_Pre-Business_Fall_202135-999999	UG	000000	0000	2022	2YR_FALL_NOSLM	T0000906	Bell-Werner, Maureen M	5/2/21

- The templates have a consistent naming convention: major code, degree, concentration (if applicable), fall (for fall start), and catalog year. Use the search box to find the appropriate SEP and double click on it.



- Select a starting Term. It is recommended to choose a term that aligns with the term the student will begin the major courses or the courses that are traditionally listed in the first term. This start term can be after the student's first term at SIUE. For example, if a student began as an Engineering major and then switched to a Nursing major in their second year, the Fall of the student's second year should be selected as their start term to limit the amount of editing to be completed. Because all the templates are built as fall starts, the start term will also be a fall. There will be an option to edit the terms if the student started in a spring or summer term. The fall before the student started in the spring or summer should be selected.

Critical	Course Requirement	Credits	Minimum Grade	Delivery	Notes
<input checked="" type="checkbox"/>	ACS 101	3.0	C	None	
<input checked="" type="checkbox"/>	ENG 101	3.0	C	None	
<input checked="" type="checkbox"/>	FST 101	1.0	C	None	
Choice Requirement					
<input type="checkbox"/>	@ @ with BFPA	3.0	None	None	
<input type="checkbox"/>	@ @ with BHJM	3.0	None	None	
<input type="checkbox"/>	RA 101 with FRA or PHIL 212 with FRA or @ @ with FRA	3.0	None	None	
Spring 2021					
<input checked="" type="checkbox"/>	ACS 103	3.0	C	None	
<input checked="" type="checkbox"/>	ENG 102	3.0	C	None	

- The template will open in Edit view. Individual requirements and whole terms can be added, deleted, and moved. Notes can be added to individual requirements, terms, and the overall plan.

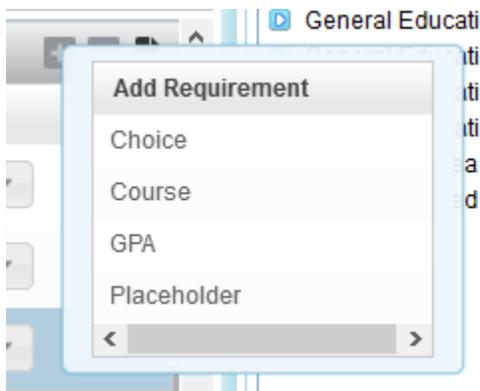
- The plan typically opens with the first two terms open. The remaining terms are collapsed. Terms can be maximized and collapsed by clicking on the blue triangle next to the term.
- The description of the plan can be changed, if desired. Plans cannot be copied from one student to another. (If there is demand for a new template, please contact the Registrar's Office with that request to determine feasibility.)

Overall GPA	3.188	Minor	Art Studio
Fall 2017			
ACS	101	Public Speaking	(B) 3
PHYS	1XX	Transferred from COM110 - Comm & Critical Thinking - Illinois State University	(C) 3
THEA	111	Transferred from PHY102 - Atoms to Galaxies - Illinois State University	(A) 3
THEA	1XX	The Dramatic Experience	(A) 3
THEA	1XX	Transferred from THE103 - Fund of Theatre I - Illinois State University	(A) 3
THEA	1XX	Stagecraft	(A) 3
THEA	1XX	Transferred from THE160 - Stagecraft - Illinois State University	(A) 0.05
THEA	1XX	Theatre Practicum	(A) 0.05
TRF	1XX	Transferred from THE102 - Theatre Practicum - Illinois State University	(B) 1
TRF	1XX	1st Yr Learning Comm	(B) 1
TRF	1XX	Transferred from IDS122 - 1st Yr Learning Comm - Illinois State University	(B) 1
Spring 2018			
AD	095	Intermediate Algebra	(S) 0
ENG	101	Transferred from MAT104 - Intermediate Algebra - Illinois State University	(A) 3
ENG	101	English Composition I	(A) 3
THEA	112A	Transferred from ENG101 - Language And Composition - Illinois State University	(A) 3
THEA	1XX	Core: Acting I Intro to Act	(A) 3
THEA	1XX	Transferred from THE110 - Acting I - Illinois State University	(B) 3
THEA	1XX	Intro to Costume	(B) 3
THEA	1XX	Transferred from THE130 - Intro to Costume - Illinois State University	(B) 3
Spring 2019			
ART	225B	Hist Western Art: Ren-Present	A 3
DAIC	114	Movement Fundamentals	A 3
ENG	102	English Composition II	B 3
THEA	150	Core: Scene Design & Const	B 4
Summer 2019			
SPAIN	101	Elementary Spanish I	C 4
Fall 2019			
ART	202C	Intro to Studio: Ceramics	A 3
THEA	114A	Core: Forms of Dramatic Act	C 3
THEA	199	Theater Production	P 0
THEA	199	Theater Production	P 0
THEA	340A	Theater Graphics	A 3
THEA	360	Costume Design	A 3
Spring 2020			
ART	112A	Foundation Studio - Drawing I	A 3
THEA	170	Intro to Lighting & Stage Mgmt	A 3
THEA	255	Scene Painting F/Theater	A 2

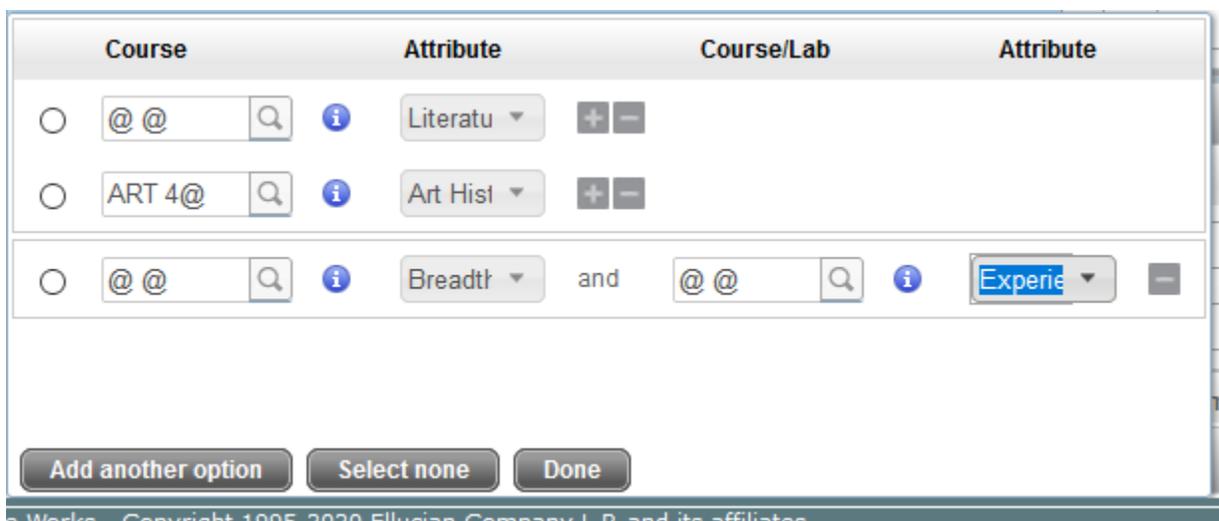
Ideally, the advisor will have the plan on one monitor and the student's transcript from Banner/CougarNet on the other monitor. An "Academic History" is also available on DegreeWorks and pops open in a second window. Any requirements the student has already completed can be deleted from the plan. The student's worksheet in DegreeWorks is what tells students and advisors how the courses they have already completed meet their degree requirements. The plans are intended to be plans and show students what they will take in the future.

Critical	Course Requirement	Credits	Minimum Grade	Delivery	Notes	
<input checked="" type="checkbox"/>	ACS 103	3.0	C	None		
<input checked="" type="checkbox"/>	ENG 102	3.0	C	None		
Critical	Choice Requirement	Minimum Credits	Pointer	Minimum Grade	Delivery	Notes
<input type="checkbox"/>	@ @ with BLS	3.0	None	None	None	
<input type="checkbox"/>	QR 101 with FQR or MATH 145.499 with FQR or @ @ with FOR	3.0	None	None	None	

- To delete, click on the requirement in the plan so that it turns dark blue. Then click on the – sign on the term.



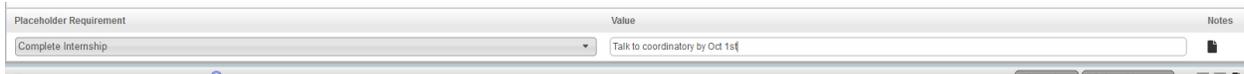
- To add a requirement, click on the + sign on the term. A choice, course, GPA, or placeholder can be added to the term.
- The course (subject code and number) can be typed into the box that appears. There is also a search feature (magnifying glass) that courses can be looked up by entering the subject code and/or title. The credit hours auto populate in the plan. A minimum grade of B or C can be indicated, if needed. Delivery is a way to indicate how the student would prefer to take the course. A note can also be added in reference to the course.



- A choice requirement is when a student has options. @ is a wild card sign in DegreeWorks. @@ (space between) indicates any subject, any number. This is how electives are noted in the SEPs. A @ can be added at any point in the choice, for example ART 4@ above indicates the student can take any 400 level ART course with an Art History course attribute. Multiple attributes can be chained together clicking on the plus sign next to the choice, for example a Breadth-Life Science with a Lab Experience.
- Minimum hours must be added to the choice so that the Total Credits for the term add up correctly.
- Note: The choice options are not validated in DegreeWorks. When a student takes a Breadth-Life Science course with a Lab Experience, nothing indicates this requirement is met. When a student has selected an option, the advisor could delete the choice in the

plan and add the specific course. This is not a necessary step and depends on preferences.

- To move a requirement, click on it so it turns dark blue. Drag the requirement up or down to drop it into the appropriate term.
- Note: Plans do not recognize with prerequisites are being violated. For example, there is no error generated with ENG 102 is placed in the plan prior to ENG 101.
- Courses can be marked as critical by checking the box under Critical. If students do not complete them as in the plan, they will be marked as off track. It is encouraged to use the critical requirement sparingly.



The screenshot shows a software interface with a table-like structure. The first row has three columns: 'Placeholder Requirement', 'Value', and 'Notes'. Under 'Placeholder Requirement', there is a dropdown menu with the text 'Complete Internship'. Under 'Value', there is a text input field containing the text 'Talk to coordinatory by Oct 1st'. There is a small icon in the 'Notes' column.

- Placeholders can be added to indicate non-course requirements. The Placeholder Requirement is a drop-down list. The Value is free text but does have a limit on characters. Additional verbiage can be added as a Note on the placeholder.

Still Needed

Refresh Collapse All

- Degree in Bachelor of Arts
- General Education
- General Education, Foundations
 - Reasoning and Argumentation (must be completed within first 45 hours)
 - 3 Credits in
 - PHIL 212 with ATTRIBUTE = FRA or
 - RA 101 with ATTRIBUTE = FRA or
 - @ @ with ATTRIBUTE = FRA
- General Education, Breadth
 - BREADTH (No more than two classes in any discipline)*
 - Breadth Fine and Performing Arts
 - 3 Credits in
 - @ @ with ATTRIBUTE = BFPA
- General Education, Experiences
- General Education, Interdisciplinary
- Intellectual Area
- Major in Applied Communication Studies

- Still Needed indicates the requirements the student still needs in their **declared** program. Courses in Still Needed can be dragged over to the plan and dropped into the desired term. Choices cannot be dragged from Still Needed into the plans. For example, @ @ with ATTRIBUTE = BFPA would need to be built as a choice in the plan.

Spring 2024 Cancel OK Reassign Delete this term

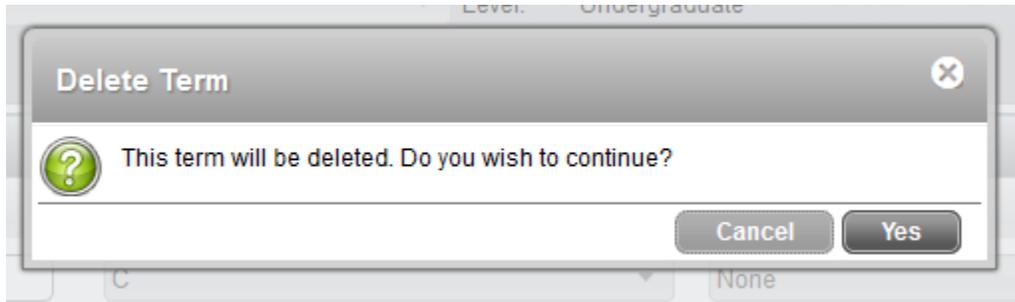
	Minimum Credits	Pointer	Minimum Grade	Delivery	Notes
ACS 415	3.0	None	None	None	
	6.0	None	None	None	
	3.0	None	None	None	
	3.0	None	None	None	

Spring 2021
Summer 2021
Summer 2022
Summer 2023
Summer 2024
Fall 2024
Spring 2025
Summer 2025
Fall 2025
Spring 2026
Summer 2026
Fall 2026
Spring 2027

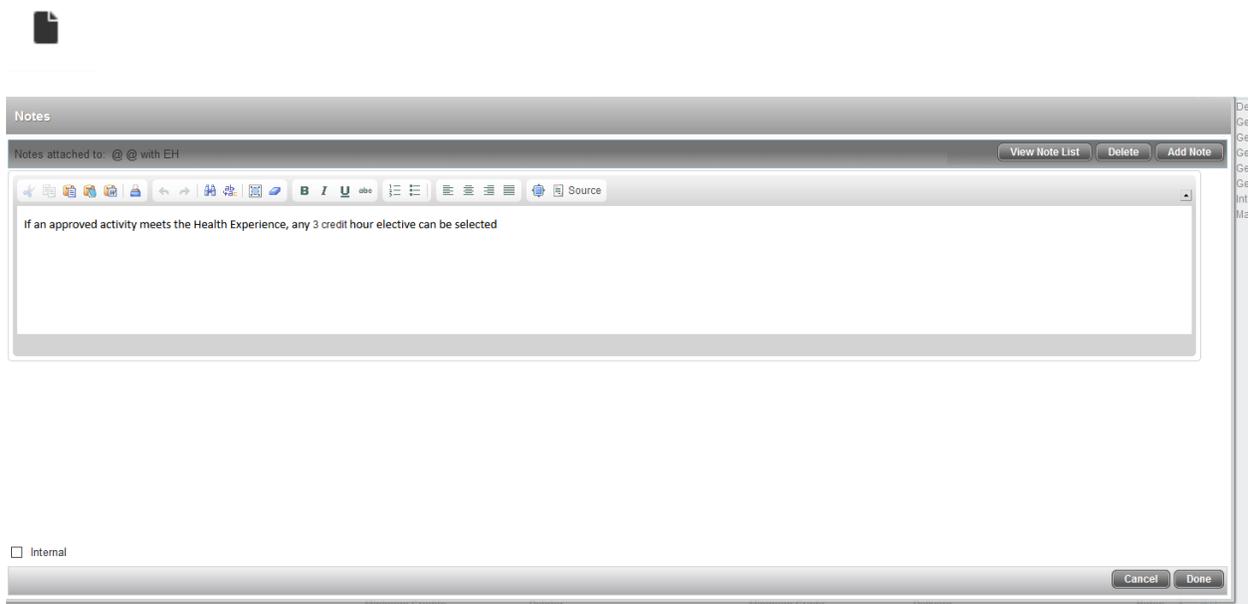
Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrars Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrars Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

- To Reassign a term, click on Reassign on the term that is desired to be moved. The box on the left will appear with available terms to be created. Only terms that are not currently being used in the plan will appear. Reassigning a term can be helpful if the

student is taking fewer credit hours each term and will complete the program over a longer time period or if the student is adding an additional minor or major to the program which requires more time. Additionally, if the student is taking a term off or taking a term to complete a study abroad or internship experience. It is recommended to Reassign Terms from the end of the plan and then reassign as necessary from there.



- An entire term can be deleted, if necessary. Click on Delete this term at the top of the selected term. A message will pop up confirming you want to delete the term. It is helpful to delete an entire term if the student has already completed the requirements within that term. For example, if the student has already completed the first two terms of the plan in their transfer credit, those terms can be deleted since the plan is used to indicate future, planned courses. Make sure any remaining requirements in that term have been moved to another term before deleting.



- Notes can be anywhere the Note icon exists. Notes can be added to individual requirements, terms, or the plan overall. Enter the text for the note and click done to add the note to the plan. Notes are viewable to all DegreeWorks users, including students.

When the advisor has finished editing the plan, it can be saved and marked as Active and Locked. Active plans will pull into registration. When the students log into CougarNet to register for the next term, the courses in their plans will be listed. The

students can then search for available sections from those courses. Students can only have one Active plan. If the advisor wants to replace another Active plan, open the Active plan from View Plan List. Change the View to Edit. Uncheck Active and Locked at the top of the plan and click Save. Then click on View Plan List again and select the plan that should be Active. Change the View to Edit. Click on Active and Locked at the top of the Plan and click Save. Locked plans will pull into reporting. Reports identify the number of plans that have specific courses in specific terms. This allows for future planning of course needs.

If a student has a few semesters of academic history at SIUE that need to be manipulated, it is best to manipulate those prior to saving and locking the plan. Once the plan is saved and locked, advisors cannot edit past courses and terms.

ACS_BS_Fall_1819	Active: Yes
Degree: Bachelor of Arts	Status: Locked
Level: Undergraduate	Tracking Status: On-Track

2020-2021

Off-Track	<u>Fall 2020, Total Credits: 15.0</u>	
Off-Track *	<u>ACS 101</u>	3.0
Off-Track *	<u>ENG 101</u>	3.0
Warning	@ @ BFPA	3.0
On-Track	@ @ BHUM	3.0
Warning	RA 101 FRA or PHIL 212 FRA or @ @ FRA	3.0
Experience Freshman Seminar		
---	<u>Spring 2021, Total Credits: 15.0</u>	
*	<u>ACS 103</u>	3.0

- When the plan is edited, change the View to Audit to see the Plan side by side with the Worksheet. The Plan will indicate the student's overall status with the Plan. It will also

show status for the term and the individual requirements. Requirements marked as critical that is not being completed in that specific term will show as Off-Track with a red icon. Requirements that are not being completed in that specific term but not marked as critical will show as Warning with a gray icon. Requirements that are being completed in that specific term will show as On-Track with a green icon.

AD 117	Career Planning And	(A)	1	Spring 2012
Satisfied by				
Exception By:	ED110 - Personal/Career Dev-Southwestern Illinois College			
On:	Sears, Patrick 04/01/2021			
Substitution : per department - 3/31/2021				
<input checked="" type="checkbox"/>	Communication Research Methods (minimum grade of C required)			
(ACS 329)	Communication Research Methods	PLAN	(3)	Fal 2022
<input checked="" type="checkbox"/>	Theories of Communication (minimum grade of C required)			
(ACS 330)	Theories of Communication	PLAN	(3)	Spring 2023
Exception By:	Sears, Patrick			
On:	04/01/2021			
Also Allow : per Dept. ACS 409 is allowed - 3/31/2021				
<input type="checkbox"/> TRACK OPTIONS (select one)				
Still Needed: Choose from 1 of the following:				
<input type="checkbox"/> CORPORATE & ORGANIZATIONAL COMMUNICATION				
(You must complete all of the following:) or				

2022-2023	
--- Fall 2022, Total Credits: 15.0	
ACS 329	3.0
ACS @	6.0
@ @ IS	3.0
@ @	3.0
--- Spring 2023, Total Credits: 15.0	
ACS 330	3.0

- Specific courses from the Plan will populate in the Worksheet in the term they are planned to be completed. Only specific courses will show in the Worksheet. Choices and Placeholders do not populate in the Worksheet. If a choice has been made by the student, that could be built specifically in the Plan to show the student how the requirement fits into major, minor, or general education requirements. For example, if a student has selected a minor, the choice requirements for the minor could be deleted and the required courses replaced in the Plan.

Save plans regularly while editing! DegreeWorks does time out. Total Credits for each term will only change when the plan is saved.