



Student Educational Planner (SEP) Quick Guide for Students

INTRODUCTION

Your degree audit is a tool for you to use to know “what classes to take.” The SEP is a tool to use to know “when to take these classes.” When you login to Degree Works through my Missouri State, you open on your Worksheets (or degree audit) tab. To the right of this, you will have a second tab labeled “Student Planner.” This is where the SEP is accessed.

USAGE

The SEP was introduced at Missouri State in fall 2016. Usage of the SEP is optional at this time, so departments have adopted it while others have not at this time. For students in departments who use the SEP, students have access to view the plans, but must build and edit them through the student’s academic advisor. Please contact your academic advisor if you wish to discuss whether the SEP is available for your program. It is available to both undergraduate and graduate students.

VIEWS

1. **Calendar View**-This is the chronological view the SEP plan opens to by default.
2. **Planner Notes**-This is the most print-friendly view as it contains any SEP plan notes that have been entered to provide clarity or instruction related to the plan.
3. **Audit View**-This is a side by side view where your degree audit appears on the left and your SEP appears on the right. The audit in this view is different from your regular degree audit as it also shows your planned future courses. This view serves as a way to validate that your SEP is addressing your degree audit requirements.

PLAN TRACKING

If you have an SEP plan, you may notice that the semesters and/or individual courses say “on-track” or “off-track.” This is not meant to be punitive. This is a way to help you and your advisor to monitor whether you are following the SEP plan created to keep you track towards graduation. If you see that your SEP plan is off-track, you should contact your academic advisor to discuss changes to get your plan back “on-track.”

WHAT IT FOUND IN AN SEP PLAN?

The primary purpose of the SEP plan is to plan out your academic plan leading you to graduation. However, some departments include more information than just academic course requirements. SEP plans can include video links, academic advising discussion topic prompts, program admission information, test requirement information, and a variety of other information your academic department thinks may be helpful to you. For video links, hyperlinks are not possible but web addresses listed can be highlighted and copied into the web browser of your choice.

HOW DO I LEARN MORE ABOUT HOW TO USE AN SEP PLAN?

Visit the University’s Degree Works website (see URL below). From there, click on the “Degree Works Training Documentation and Videos” section found on the left navigation bar. In the YouTube videos section, you will find the “Student Educational Planner (SEP-How To View The SEP)” YouTube video.

MSU Degree Works website: www.missouristate.edu/registrar/degreeworks.htm