DegreeWorks Student Education Planner (the Plans)

Quick Reference Guide for Students

The Student Educational Planner (SEP) is a tool in DegreeWorks that students and advisors use to create academic plans and track progress towards educational goals.

Features of the Planner:
- Plans can be created for an individual student by the advisor or student.
- Once a plan is populated, it may be modified as needed.
- The plan can contain various types of requirements such as a course or placeholder.
- Requirements can be dragged and dropped into the plan from a list of remaining requirements or manually added.
- Requirements can be marked as critical or honors.
- More than one plan can be saved per student.

Types of Plans:
- Blank Plan – This plan allows for the most flexibility and allows advisors or students to plan the remaining courses required to complete a degree.
- Template Plan – This plan is most advantageous for first year students with little to no transfer credit. Plans are prepopulated with a defined set of courses, but require advisors and students to select courses for requirements that contain options.

Types of Requirements:
- Choice – The Choice requirement type can be used to add several courses as a single group requirement such as a lecture and lab sequence. For example BIOL 1107 and BIOL 1107L. You can also add a group of courses, where any one course from that group could be used as the requirement. For example MATH 2200 or MATH 2250 or MATH 2250E or MATH 2300H.
- Course – The Course requirement type can be used to add a specific course as a requirement such as ENGL 1101.
- Placeholder – The Placeholder requirement type can be used to remind students of individual requirements such as applying for an internship or passing CPR certification. It is a free-form field.
Types of Views:

- Calendar - The calendar view provides a high-level view of each term in the plan, grouped and listed by academic year. This is the default view once a student has a plan.

- Notes – The notes view provides a high-level view of the plan, similar to the calendar view, with the notes field displayed.

- Audit - The audit view displays the plan and the corresponding degree audit for the plan side by side. Courses from the Plan are marked in the audit as planned.
• Edit - The edit view is the more detailed view of the plan. This view is also the one to use when you want to modify the plan. Active should be checked for the current student’s plan. Locked should be checked once reviewed by the advisor. Students cannot mark plans as locked.

Tracking:
• Used to mark specific requirements as critical.
• Displays with red icon for off-track and green for on-track.
• Only tracks the current term or previous terms; not future ones.
• Overall plan is off-track when two terms are marked as off-track.
• Plan must be locked to track.

Any questions?  Please contact degreewk@uga.edu