As you begin to explore the Student Educational Planner (SEP), this guide will assist you with learning how to use the system to plan future classes with your advisor and view how much longer you will need to graduate.

Disclaimer: DegreeWorks is a degree auditing tool to help track academic progress but should not be used as a replacement for academic advising. The audit produced by DegreeWorks is not an academic transcript and not official notification of degree completion. Please speak with your academic adviser regarding official degree progress.
Introduction to the Student Educational Planner

What is the SEP?

The Student Educational Planner (SEP) helps advisors and students work together to plan each term of coursework to ensure student success. By developing a plan, students will have a clear path of coursework needed in sequential order. In addition, advisors can use the features in the plan to identify courses that are essential to students’ timely degree completion.

Degree Audit and Student Educational Planner

The degree audit and plan are best used together!

- The degree audit (worksheet tab) shows **WHAT** requirements students have completed and still need for a program.

- The SEP (plans tab) offers information for each semester to show students **WHEN** courses should be taken. You will see it as a tab at the very top or under the three lines.
(also known as “open navigation”) at the very top right.

Worksheets

- It is important that students follow their academic plan to ensure timely graduation.

Only your academic advisor can create a plan or make changes to your plan. If you do not have a plan, contact your advisor for more information.

Getting Started

1. Go to https://dwprod.tamuccd.edu:8471/DashboardServlet/

2. Log in using your DUO mobile device

3. Select the “Plans” Tab.

4. Select the “Active” and “Locked” Plan (description link in blue). In most cases it will be the only plan present with student’s name as the description. If there is not a plan, please reach out to your academic adviser.

Plan Views

DegreeWorks offers several options for viewing SEP plans.
Notes View

The Notes View includes key information provided by departments for each degree program. This view highlights recommended advising notes or explanation of what the requirement is. As users scroll, they may see advising notes assigned to the degree, term, or to course requirements. If a requirement shows the blue note, then there is a note to view. If it is greyed out, then no note has been made.

Audit View

The Audit View allows users to view a plan alongside a students’ degree audit. This differs from the traditional degree audit because it includes the courses a student plans to take, not just their current and past courses. All planned coursework will show “IP” (in-progress) in addition to the “IP” registered courses.
Note if there is a choice in the audit view, the requirement will not show planned (IP) unless one of the classes is selected or if a pointer is attached.

See example below, if the course is not yet selected in the plan, the audit view will not show as planned.

Below shows how the audit looks when an advisor selects a course in the student’s plan. Notice the audit view will show the course as planned.
In some cases, like core requirements, there is a “pointer” assigned to the choice requirement and allows the audit to pick up the requirement.

Calendar View

The Calendar View is the same as the “Plan Print View”. You will access this view by selecting “print”. This shows a students’ plan by term in an easy to view side-by-side manner. You also have the option to print the active and locked plan or save as a PDF.
### Ellucian University

**Student name**: COB, Sample Student  
**Plan Description**: Doe, John A00000000 (SEP Plan)  
**Tracking Status**:  

**Active**: Yes  
**Status**: Locked  
**Last updated**: Sanchez, Mary Elizabeth on 06/22/2021

**Classification**: Sophomore  
**Level**: Undergraduate  
**Program**: Accounting, BBA  
**College**: Business  
**Major**: Accounting

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**Print**  
**Destination**: Save as PDF  
**Pages**: All  
**Layout**: Portrait
Placeholder

Placeholders are “informational only” requirements that can display what needs to be completed as a part of a degree. The plan has all placeholder requirements come up in yellow.

For every Template Created you will notice the following placeholder in the second to the last term. This is created as a friendly reminder to students, to know what term to apply to graduate. Your advisor will place the term to apply under “[Enter term here]”.

If you see any “University Core Curriculum” placeholder requirement you may ignore, this is a note for your advisor to plan a core course. If you have any questions about core courses planned, please speak with your advisor.

Contact Information

If you have questions or concerns regarding your active and locked plan, please contact your Academic Adviser.