The SEP (Student Education Planner) area of Degree Works is available on the "Plans" tab:



If no plan yet exists for the student, you will be prompted with options for creating one:

Create Plan
Would you like to create a plan based on a template or
would you like to start from scratch?
Blank Plan Select Template

<u>Templates</u>

Templates are pre-defined eight-semester plans based on major requirements.

You will select a Template from those currently available. The list can be sorted using the list headers (e.g. description, major). There is also a Search function. Select the appropriate Template and click "Open" (or simply double-click a Template).

If more than one Template is active for a particular major, be sure to select the appropriate Catalog Year based on the student's Catalog Term.

Browse Templates						
Search by Template Description Go	Filter:					
Open						
Description	÷	Level 🗢	College 🗘	Degree 🗘	Major 🗘	Catalog Year 🗘
Broadcasting and Mass Comm		01	CM	BA	075	201409
Business Administration BS		01	04	BS	045	201309
CED English		01	06	BS	383	201309
Chemistry BS		01	01	BS	060	201509
Chemistry BS		01	01	BS	060	201409
Public Justice BA		01	01	BA	205	201309
Wellness Management BS		01	05	BS	226	201309

To apply the Template to the student, you will need to select a start term:

Select a starting	Select a starting Term								
Please select a Term to s	erve as your starting term	for this plan							
Start Term*	Select								
	Cancel	ок							

EDIT VIEW

Whether starting from a Blank Plan or a Template, new Plans will open in the Edit view:

Student Plan	ner for					Activ	e/I	ocked s	tatus		View: Edit	w		View Plan List) New Plan
Description	CED English					🗸 Acti	ve 🗸 Loc	ked					1	Still Needed
Degree: Tracking Sta	Bachelor of Science tus: Not displayed, plan is not activ	e				* Level:	Undergra	aduate						Courses
Fall 20	15 Total Credits: 16.0	0							Reassign	Delete	this term		Â	Course # Title Accounting (ACC)
Critical	Course Requirement			Credits				Minimum Grade				Notes	=	Adolescence Education (ADO) African Studies (ARS)
V	MAT 106	Q	0	4.0				C-			v	6	Γ	American Sign Language (ASL)
V	PSY 100	Q	0	3.0				C-			*			Anabic (ARA)
Critical	Choice Requirement					Minimum Credits	Point	er		Minimum G	rade	Notes		Art (ART) Art (ARH)
	@ with AH				•••	3.0	None)	٣	None	*	6		Art Education (AED) Astronomy (AST) Biology (BIO)
	@ with FI or @ with WC				••••	3.0	None)	*	None	*			Broadcasting (BRC)
	@				•••	3.0	None)	٣	None	*	6		 Business Law (BLW) Chemistry (CHE)
Spring	2016 Total Credits: 16.0	0							Reassign	Delete	this term			Childhood Education (CED) Chinese (CHI)
Critical	Course Requirement			Credits				Minimum Grade				Notes		 Cinema And Screen Studies (CSS) Cognitive Science (COG)
	ENG 102	Q	0	3.0				None			*	6		College Of Arts And Sciences (CAS) Comm Media Arts (CMA)
	MAT 206	Q,	0	4.0				C-			v		-	Communication (COM)
														Save As Save

The current Plan must be marked "Active" for the student to see. Old / outdated plans should not be marked Active.

Plans must also be **Locked** to measure on-track / off-track status, and also to be available for registration planning.

Only one plan per student should be Active and Locked.

Advisors can still edit a Locked Plan.

There are several icons and buttons available for editing a plan:

Notes – add a note or edit/delete notes you have created.

Notes – when notes exist, the icon displays as if there is content.

Remove – for removing terms from a plan (a "Delete this term button" is also available) or individual requirements in a term.

Add – for adding terms to a plan or requirements in a term.

		View:	Edit		/	/	•	Add / delete terms; add / edit plan-level notes	
				+ -	Ľ	۱ s	Still N	N	
						~ 0	Court	Add / delete term requirements; add / edit term-level notes	
	Reassign	Delete this term			-	Cou	rsē Acco	0	
Minimum Grad	le			Notes	=		Adol∈ Afric≀	^{le} Add / edit requirement notes	
C-			Ŧ	ľ			A mer Amer	er er	
C-			Ŧ	Ľ			Anthr Arabi	hr bi	
er		Minimum Grade		Notes			Art (# Art (#	4) 4)	
}	v	None	Ŧ				Art E Astro	Ei ro	
}	v	None	~				Broa Broa	a a	
)	Ŧ	None	*				Busir Chen	sir en	
	Reassign	Delete this term					Child Chine	id n	
Minimum Grad	le			Notes			Ciner Cogn	er gr	

The Reassign button allows you to reassign all term requirements to a different term.

Individual requirements can be "dragged and dropped" from term to term if needed.

Multiple options are available when adding a term requirement.

"Course" should be selected for an individual course requirement (e.g. ENG 102).

"Choice" is available when the student has options.

"GPA" options include the Overall GPA and Major GPA (you need to specify the major).



Credits and Minimum Grade can be specified for requirements. There is no need to specify Minimum Grade for all requirements, just those where a C- or better is required, as specified in the Catalog.

The "**Critical**" checkbox should be checked for major requirements and prerequisite coursework which, if not passed in the term specified, would delay academic progress.

To delete a requirement, click on it so it highlights and then click the Remove icon (

Gff-Track	🔻 Fal	l 2015 Total Credits: 16.0	D				Reassign Delete this term			Course #
Tracking	Critical	Course Requirement			Credits	Minimum Grad	8	No D	elete se	lected requirement ie
Gff-Track	V	MAT 106	Q	i	4.0	C-				 American Sign American Stu
Gff-Track	V	PSY 100	Q	0	3.0	C-				Anthropology Arabic (ARA) Art (ART)

Choices work best when they are well-specified. Clicking on a Choice requirement will bring up an edit dialog box:

	@ with CO		•••	3.0		None	• (- *	Ľ
	Course	Attribute	Course/Lab	Attribute		None		Ione 👻	Ľ
Critical	0 @]	GE Comput/Info Liter: •			PA	Class List			Notes
									Ľ
									Ľ
Fall 2010							Reassign	Delete this term	
Critical	Add another option	Select none Done				Minimum Grade			Notes
	510.004								

This wildcard ("@") could be changed to a specific course (e.g. CSC 102) when it's know that that is the student has selected.

The right-hand panel of the Edit view provides options for "dragging and dropping" coursework to the plan. The "Courses" view provides a Catalog inventory listing, the "**Still Needed**" view provides course information from the student audit. These can be especially helpful when starting from a blank plan.



Hovering over courses listed will provide some information; clicking on a listed course displays Course Link information, just as on a student audit:

😢 Cour	se Inform	nation - Mozilla Firefox	-	ine Last Aut	Tanks of 5.1			×	1				
🔒 htt	ps://osw.	degreeworks. suny.edu /	/IRISLink.	cgi				z					
ENG	3 235	3 Credits	s /	Amer Lit/Beg	in-Civ War		Prin	t	Edit		-	View Pl	an List New Plan
Surve	ey of the	principal American	writers t	from the beginni	ng to Melville. 3 Cre	dits Offered: Fall					Still Nee	ded	
A.11-3											Courses	5	
Attri	putes:	AH, CX, EAL, L	A										Collapse All
Secti	ions:	Term	Crn	Section	Seats Open	Meeting Times							
		Fall 2015	95422	800	3 (out of 35)	Tu Th 12:45 -	- 14:05				Course	#	Finalish as a Second
Tra	nsfer	equivalences	for	DISCN	MBR						ENG	160	Bring Of Lit Bon
									Notes	Ξ	ENG	160	General Folklore
Tra	nsfer	equivalences	for E	NG 235							ENG	195	Specialized Studies
ENG	205	taken at SUNY A	dironda	ack CC	m	ay equate to ENG 235	here				ENG	204	Writing About Literatu
ENG	206	taken at SUNY A	dironda	ack CC	m	ay equate to ENG 235	here				ENG	210	Western Heritage III it
LITR	3233	taken at SUNY A	Ifred Co	ollege Technolo	gy ma	ay equate to ENG 235	here		- B		ENG	211	Western Heritage III i
ENG	270	taken at SUNY F	Ringham	ton University	m	av equate to ENG 235	here)			ENG	214	English as a Second
_	_		м	inimum Credits	Pointer		Minimum (Srade	Notes		ENG	215	English as a Second
				initialit oreales	r onter			June	Hotes		ENG	220	Modern Culture & Mec
			. 3	0	None	~	None				ENG	225	British Lit Begin-1800
				•	Hono		Inonio				ENG	226	Brit Lit 1800-Present
						_	N				ENG	235	Amer Lit/Begin-Civ W
			3.	0	None	Ŷ	None		× =		ENG	236	Amer Lit/Civil War-Pro
											ENG 235	Amer Li	t/Begin-Civ War, 3.0 Credits
			. 3.	0	None	Ŧ	None				ENG	265	Sophomore Seminar-
										-11	ENG	271	Practical English Grai
0						Reassign	Delete th	is term	HE		ENG	286	Intro Cinema & Scree
											ENG	295	Specialized Studies
		Credits			Mini	mum Grade			Notes		ENG	299	Independent Study
	-								-		ENG	302	Advanced Compositic
Q,		3.0			Non	e			× 1		ENG	304	Literary Criticism
											ENG	310	Lit of Medieval Englan
Q	6	4.0			C-					-	ENG	311	Sivteenth_Century Pr/

When editing is complete, Click "Save" in the lower-right hand corner of the screen. Saving can take time, as Degree Works is validating planned courses against prerequisite structure and "when offered" data.

A warning will pop up if there is a problem validating the proper prereq sequence:



After clicking "Cancel" or "OK", scrolling through the plan will highlight the source of the warning:

	v	Major GPA 🔹	Childhood E	d 1-6 English BS 🔹	2.500			ĥ
	🔻 Sp	oring 2019 Total Credits: 14.0 🕕				Reassign Dele	ete this term	
Tracking	Critical	Course Requirement		Credits		Minimum Grade		Notes
	v	CED 420	Q B	6.0		C-	*	ĥ
	1	EDU 380 or 381 must be taken prior to C	ED 420	6.0		C-	Ŧ	È
	v	EDU 430	Q ()	2.0		C-	Ŧ	È
Tracking	Critical	GPA Requirement	Major		Minimum GPA Class Lis	t		Notes

Advisors can click "OK" to move past the warning (the planner sometimes has difficulty finding the requisite courses if they are listed in a Choice requirement).

Degree Works Plans

<u>Tracking</u>

Active, Locked and saved plans will display on-track / off-track status on the plan, term and individual requirement level:

Description:	CED English						
Degree:	Bachelor of	Science					
Tracking Status:	Gff-Track						
Gff-Track	🔻 Fal	2015 Total	Credits: 16.0	0			
Tracking	Critical	Course Requirement	nt				Credit
Gff-Track	V	MAT 106			Q,	•	4.0
Off-Track	v	PSY 100			Q,	0	3.0
Tracking	Critical	Choice Requirement	it				
Warning		@ with AH					
Warning		@ with FI or @	with WC				
Warning		@					
	🔻 Sp	ring 2016 Tota	l Credits: 16.0	0			
Tracking	Critical	Course Requiremen	nt				Credit
		ENG 102			Q,	0	3.0
	\checkmark	MAT 206			Q,	0	4.0

To avoid "Warning" statuses, it's best to update / specify Choice options. The wildcard for GenEd American History "@ with AH" could be updated to "HIS 102 with AH" or removed and replaced with a HIS 102 Course requirement when it is known that the student is taking HIS 102 to fulfill the GenEd requirement.

CALENDAR VIEW

When a plan already exists, the Calendar view is the first view presented when clicking on the Plans tab. This view displays the plan by academic year.

Holding your mouse pointer over notes icons and courses will display text.

Clicking on a course will display Course Link information, just as on a student audit.

No editing of the plan is available in this view.

orksheets	Plans Notes							
ent Planner for:							View: Calendar 🔹 👘 View Plan List	New Pl
CED English Degree: Bachel Level: Undergra	lor of Science aduate						Active: Yes Status: LOCKED Tracking Status: ¥ Off-Track	
2015-16								
Off-Track	<u>Fall 2015</u> , Total Credits: 16.0			 <u>Spring 2016</u> , Tota Credits: 16.0	al			
Off-Track	* MAT 106	4.0		 ENG 102	3.0	Ľ		
Gff-Track	* <u>PSY 100</u>	3.0		 * MAT 206	4.0			
Warning	@ AH	3.0		 * FRE 102 or GER		Ľ		
) Warning	@ FI or @ WC	3.0	6	or ITA 102 or ASL	3.0			
Warning	@	3.0	Đ	 * @ CO	3.0			
				 @	3.0	Ľ		
				 * Overall GPA - Student System	2.000			
adated by: LeMay,	Jerret on 04-Sep-2015						Aud	dit F

NOTES VIEW

The notes view displays the plan with notes displayed (they can be hidden with the "Hide all notes" button.

Holding your mouse pointer over notes icons and courses will display text.

Clicking on a course will display Course Link information, just as on a student audit. No editing of the plan is available in this view.

Stuc	lent Planner for:				View: Notes	View Plan List	New Plan
	CED English Degree: Bachel Level: Undergra	lor of Scie aduate	nce	Active: Yes Status: LOCKED Tracking Status: <mark>%</mark> Off-Track			
	Hide all notes	Fall	<u>2015,</u> Total Credits: 16.0				
_	Tracking	Critical	Course Requirement	Minimum Grade		Credits	Notes
	🖁 Off-Track		MAT 106 Major requirement also Fulfills GenEd Mathematics, prerequisite for CED 330	C-		4.0	в
			LeMay, Jerret 2015-09-04 08:40:13				
	🖁 Off-Track	*	PSY 100	C-		3.0	
	Warning		@ AH			3.0	в
			Attribute Type="GE American History"				
			LeMay, Jerret 2015-09-04 08:40:13				
Last	updated by: LeMay,	Jerret on 04	4-Sep-2015			Audi	it Print

Degree Works Plans

AUDIT VIEW

This view displays the student audit side-by-side with the Calendar view. This is especially helpful in verifying completeness of the plan.

Holding your mouse pointer over notes icons and courses will display text.

Clicking on a course will display Course Link information, just as on a student audit.

"Light editing" of the plan is available in this view – Course requirements can be "dragged and dropped" between terms.

Student Planner for: Berfas, Stella K					View: Audit	View Pla	n List New Plan
Catalog Year: Fal 2015 GPA: 0.000 Credits Applied: 66 Credits Required: 90			*	CED English Degree: Bachelor of Science Level: Undergraduate		Active: Yes Status: LOCKED Tracking Status: 🖁 Off-Track	
Unmet conditions for this set of requirements: 90-103 credits are required. Your Major GPA is 0; a 2.50	. You currently have 66, you 0 is required.	stil need 24 more credits.		2015-16			
CHILDHOOD EDUCATION 1-6 CORE REQUIREMENTS Schooling, Pedagogy, and Social Justice (EDU 301) School Pedagogy&Social Justice	PLAN ()	3) Fal 2017		Gff-Track <u>Fall 2015,</u> Total Cre 16.0	dits:	<u>Spring 2016,</u> Tota Credits: 16.0	•
E Field Placement I: Observation and Participation (EDU 303) Field Placement I	PLAN (1) Fal 2017	н	Off-Track * MAT 106	4.0	ENG 102	3.0
Professionalism & Social Justice Seminar (EDU 430) Professionalism&Social Justice	PLAN (2) Spring 2019	_	Warn Introduction to Psychology, Mini	3.0 mum	* FRE 102 or GER	4.0
Teaching Mathematics (CED 330) Teaching Mathematics Teaching Science and Technology	PLAN (3) Spring 2018	_	Warning @ FI or @ WC	3.0	ITA 102 or ASL 102	3.0
(CED 340) Teaching Science & Technology	PLAN (3) Fal 2017	_	🖁 Warning @	3.0	* @ CO	3.0
CED 350) Teaching Social Studies Teaching Social Studies	PLAN (.	3) Fal 2017	_			@	3.0 🖺
CED 393) Field Placement III	PLAN (2) Fal 2018				Student System	2.000
Last updated by: LeMay, Jerret on 04-Sep-2015						Refresh Audit	Print Save

Course Link information as displayed in Calendar, Notes and Audit views:

May Yacri Fal 2015 CED English Adve: Yes Max Applied: 6. Course information Status: LOCKED This Applied: 6. Course information Status: LOCKED This Applied: 9. Status: LOCKED This course is the first of a two sensets sequence designed for the prospective N-8 and N-9 teacher. First Proceedings of the prospective N-8 and N-9 teacher. Schooling: Pedapoy: and Social Justice Schooling: Pedapoy: and Social Justice This course is the first of a two sensets sequence designed for the prospective N-8 and N-9 teacher. Schooling: Pedapoy: and Social Justice Schooling: Pedapoy: and Social Justice Schooling: Pedapoy: and Social Justice Schooling: Pedapoy: and Social Justice Schooling: Pedapoy: and Social Justice Schooling: Pedapoy: and Social Justice Schooling: Pedapoy: and Pedapo	-													
Image: Status Applied: 66 Course information Status LOCKED Interconditions for this set of requirements: 90:30 credits are requirements: Status Course information Your Major GPA & 0; 20 Status Course information Print - This course information Print - This course is the first of a too senselor sequence designed for the prospective N - 6 and N - 9 baccher: Status COCKED CHILDHOOD IDUCATION 1-6 CORE INCURRENTS MAT 106 4 Credits Number Systems & Operational of the mathematical curclular necommended by the National Council of Techers of Mathematics (NCH) Standards: Topics include: sets, numeration systems, who mathematical curclular necommended by the National Council of Techers of Mathematics (NCH) Standards: Topics include: sets, numeration systems, who mathematical curclular necommended by the National Council of Techers of Mathematics (NCH) Standards: Topics include: sets, numeration systems, who mathematical curclular necommended by the Adsement recommended in NVS Integrated Agebra or the equivalent. Image: Print Pri								CED Englis	sh		Active: 1			
Bits Applied: 6/ Course Information Incluing Status: Incluing Statu							-					LOCKED		
Ifits Required: 00 met conditions for this set of requirements: 90-103 credus are read vour Major GPA to 0; 20 Schooling, Pedagogy, and Social Justice: This course is the first of a two semester sequence designed for the prospective N-8 and N-9 teacher. Schooling, Pedagogy, and Social Justice: Schooling, Pedagogy, and Social Justice: Schooling, Pedagogy, and Social Justice: This course is the first of a two semester sequence designed for the prospective N-8 and N-9 teacher. Schooling, Pedagogy, and Social Justice: Schooling, Pedagogy, and Social Justice: Schooling, Pedagogy, and Social Justice: This course is the first of a two semester sequence designed for the prospective N-8 and N-9 teacher. Schooling, Pedagogy, and Social Justice: This course is the first of a two semester sequence designed for the prospective N-8 and N-9 teacher. Schooling, Pedagogy, and Social Justice: Advesment recommendation. N'S Integrated Agebra or the equivalent. Offered: Fail 2015 Processionalism & Social Justice: NA Schooling, Sch	redits Applied: (Course Inform							8		Status COll Track		
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Culture of the control of the contr	Unmet conditions for	r this set of requirements:	MAT 106	4 Cred	its Ni	umber Sys	stems & Opera	ations		Print *				
Clinic Concell of Dechangy and Social Justice National Council of Dechangs of Mathematics (NCTM) Standards. Topics include: sets, numeration set Setting 2016; Total Crediting, Pedagoy, Sacial Justice National Council of Dechangs of Mathematics (NCTM) Standards. Topics include: sets, numeration set Setting 2016; Total Field Placement 1: Observation and Participation Advisement recommendation: NVS Integrated Agebra or the equivalent. offered: Fail, Spring.		ICATION 1-6 CODE DECUIDEMENTS	This course is the Students will develop	te first of a tw	o semeste ehensive i	r sequence o	lesigned for the p	rospective N-0	5 and N-9 teacher.	v the				
Bottomiling, rescapingly, and social stories systems, whole numbers, rational numbers, ratio			National Counci	l of Teachers	of Mathem	atics (NCTM) Standards. Topic	s include: set	ts, numeration	,				
0.0001 200007100/gytoSci00.10002 problem solving technology based approach will be emphasized throughout MAT 106 and 206. Priod Placement I Offered Fall, Spring. Offered Fall, Spring. Oredit. Science and Lechnology Teaching Social Studies D 300) Teaching Social Studies Tockhing Social Studies Fall 2015 O teaching Social Studies FAIN D 300) Teaching Social Studies D 300)	EDU 2013	Coheni Dedesan & Carol Letter	systems, whole	numbers, inte	gers, ratio	nal numbers	real numbers, an	d number the	ory. A hands-on					
Professionalism & Social Justice Seminar Professionalism & Social Studies Profess	Coo sory	a Characterian and Destinantes	problem solving	technology ba	ased appro	bach will be e	mphasized throug	hout MAT 106	6 and 206.	111				
0.00.00 Texching Nathematics Credit.4 Pricequisities: MAT 206 4.0 0.300 Professionalam&Social Justice Pricequisities: LA, MA Pricequisities: 1.000	E Pielo Piacemer	Eight Discount 1	Offered: Fall. St	oring.	NYS Integ	grated Algebi	a or the equivalen	L		0 2		ENG 102		
Processionality as Social Autore Sommal" Processionality as Social Autore Social Autore Social Autore Sommal" Processionality as Social Autore Autore Social Autore A	ED0 303 j	Provide Section 1	Credit: 4							0		* MAT 206	4.0	
0.130) Horsecondaminacional Justice Attributes: LA, MA FAI: Totaching Mathematics FAI: Totaching Mathematics FAI: Totaching Section Seats Open Meeting Times Totaching Seats Op	Professionalis	m & social Justice Seminar	Prerequisites									1 505 100		
I Coching Mathematics Sections: Term Cm Section Section Seats Open Meeting Times Into 102 or ASL 102 D 330) Teaching Science and Technology Feld 2015 91666 810 8 (out of 28) M W F 09.35 - 10.55 0 Into 102 or ASL 102 D 340) Teaching Societ & Technology Into 102 or ASL 102 Into 102 or ASL 102 D 340) Teaching Social Studies Into 102 or ASL 102 Into 102 or ASL 102 D 350) Teaching Social Studies Into 102 or ASL 102 Into 102 or ASL 102 Field Experience III III PLAN (2) Fat 2018 Into 102 or ASL 2.000 D 393) Field Pacement III PLAN (2) Fat 2018 Into 102 or ASL 2.000	EDU 430)	Professionalsmacoical Justice	Attributes:	LA, MA						- 0 1	- · · ·	- FRE 102 of GER 102 of SPA 102 of		
D300 Teaching Science and Technology Technology Teaching Science and Technology	Teaching Math	ematics	Sections:	Term	Crn	Section	Seats Open	Meeting	Times			ITA 102 or ASL	3.0	
Teaching Science and Technology * @ CO 3.0 D340) Teaching Science & Technology * @ CO 3.0 Teaching Social Studies FLAN (1) Fal 2017 * * @ CO 3.0 Field Experience III * * @ CO 3.0 * * * @ CO 3.0 D330 Field Experience III * * @ CO 3.0 * * * * * * * * * * * * * * * * * * *	LED 330)			Fail 2015	91000	810	8 (out of 28)	MVVF	09.35 - 10.55			102		
D 340) Teaching Social Studies Done 02 CO 3.0 Teaching Social Studies PLAN (3) Fal 2017 02 CO 3.0 Field Experience III PLAN (2) Fal 2018 ************************************	Teaching Scien	nce and Technology									5	1.0.00	16.16	
Teaching Social Studies PLAN (3) Fal 2017 ···· <th< th=""><th>CED 340)</th><th>Teaching Science & Technology</th><th>-</th><th></th><th></th><th></th><th></th><th></th><th></th><th>Done</th><th></th><th>- @co</th><th></th><th></th></th<>	CED 340)	Teaching Science & Technology	-							Done		- @co		
D-350) T eaching Social Studies PLAN (3) Fiel 2017 Field Experience III * Overall GPA - Studient System * Overall GPA - Studient System 2.000	Teaching Socia	al Studies						_	_			Ø	3.0	6
Field Experience III D 393) Field Pacement III PLAN (2) Fat 2018	(CED 350)	Teaching Social Studies	PLAN	(3)	Fa	2017								
D 393) Feli Piscement III PIAN (2) Fal 2018 . Suberit System	Field Experience	ce III										Overall GPA - Student System	2.000	
	(CED 393)	Field Placement III	PLAN		Fa	1 2018								
COLOSO Wells 2000	t undated by LeMay Je	erret op 04-Sep. 2015										Refresh Audit	Prin	