

## Create a Plan From a Degree Audit



Minnesota State Student Planner is a web-based degree audit and student planning system that can be accessed through your eServices account on any device connected to the internet.

[How-To Guide: Logging into Student Planner](#)

### Select the Plans tab



On the Manage Plans page, you will see one Program listed

The Program listed is the program/major that has the Rank of 1 in ISRS and is considered to be the Declared Program/Major.

Manage Sample Student's Plans ?

**Program:** *Psychology: Option A, BA*  
**Catalog:** *Fall 2017*

[My Plans](#) [Create a New Plan](#)

Preferred	Edit Plan	Action	Updated	User	PDF
★	<a href="#">Bus Adm Candidate</a>	Select... ▼	Jun 3, 2020	0012407780	<a href="#">PDF</a>
☆	<a href="#">Cassandra Bio Chem 2 - 4/8/20</a>	Select... ▼	Apr 8, 2020	0001226684	<a href="#">PDF</a>

You can Create a New Plan or edit an existing plan in My Plans.

**MINNESOTA STATE**  
**Student Planner**

Audits ▾ Plans Schedules Comments

Manage Sample Student's Plans

Program: *Nursing, BSN*  
Catalog: *Fall 2021*

[My Plans](#) [Create a New Plan](#)

Preferred	Edit Plan	Action
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**Plan Tips**  
**To Create a Plan:**

1. Click the "Create a New Plan" tab.
2. Select a program.
  - a. To create a Plan with your declared major, skip to step 3.
  - b. To create a Plan with another program, click on the button with your declared major listed then select a new program with which to build your plan then proceed to step 3.
3. Give your plan a name and year in which to start
4. Click the "Add Plan" button.

  
**To Modify a Plan:**

Select your plan from the table by clicking on the plan name.

## Create a New Plan for your Program/Declared Major

- Enter Plan Information
  - Plan Name, Term, Year, and Years to Graduation
- Select Add Plan

[My Plans](#) [Create a New Plan](#)

**Enter Plan Information Here:**

Program: *Nursing, BSN effective: Fall 2021*  
[Select a different program](#)

Plan Name:

Term:

Year:

Years To Graduation:

**Enter Plan Information:**

- Plan Name
- Term
- Year
- Years to Graduation

- Select Add Plan

## Create a New Plan for a What-If Program/Major

- Select a different program

Program: *Nursing, BSN*  
Catalog: *Fall 2021*

[My Plans](#) [Create a New Plan](#)

Enter Plan Information Here:  
Program: *Nursing, BSN* effective: *Fall 2021*  
[Select a different program](#)

Plan Name:

Term: Summer (1)

Year: 2021

Years To Graduation: 4

It will open to “Request an Audit for Plan”

Request an Audit for Plan

[Select a Different Program:](#)

Choosing a degree program here will not change your declared degree program.

Program: -

Catalog Year: -

Enter Plan Information

Plan Name:

Term: Summer

Year: 2020

Years To Graduation: 4

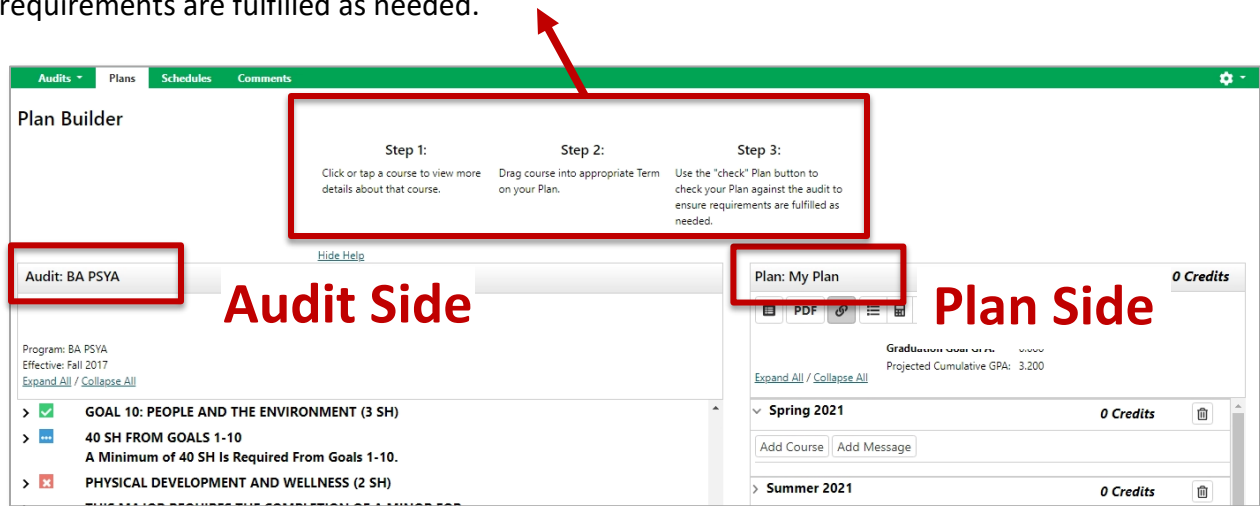
- Select Program
- Select Catalog Year
  
- Enter Plan Information:
- Plan Name
- Term
- Year
- Years to Graduation
  
- Select Next

# Plan Builder

**Step 1:** Click or tap a course to view more details about that course.

**Step 2:** Drag course into appropriate Term on your Plan.

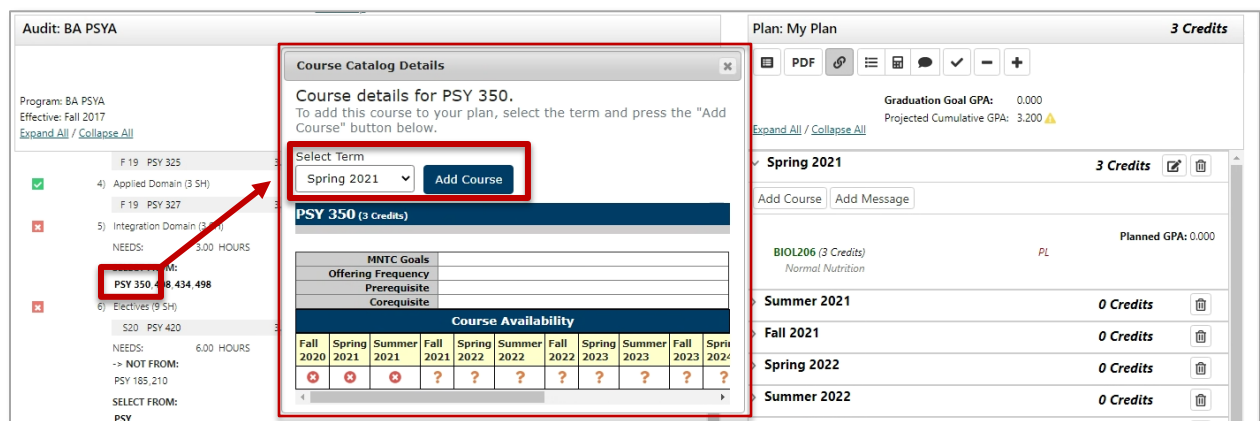
**Step 3:** Use the "check" Plan button to check your Plan against the audit to ensure requirements are fulfilled as needed.



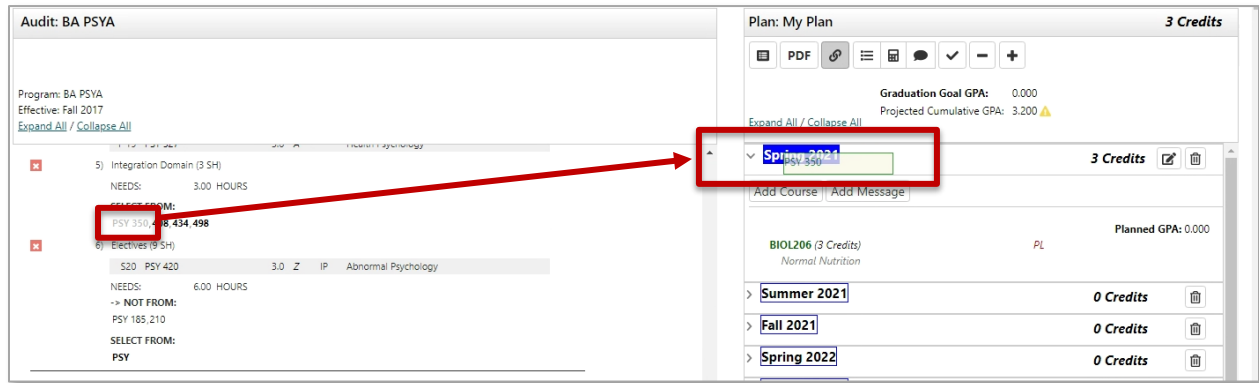
## Adding Courses: Three Ways

### Add courses from the Audit Side to the Plan Side

1. Open Course Catalog Details from degree audit, Select Term, and Add Course.

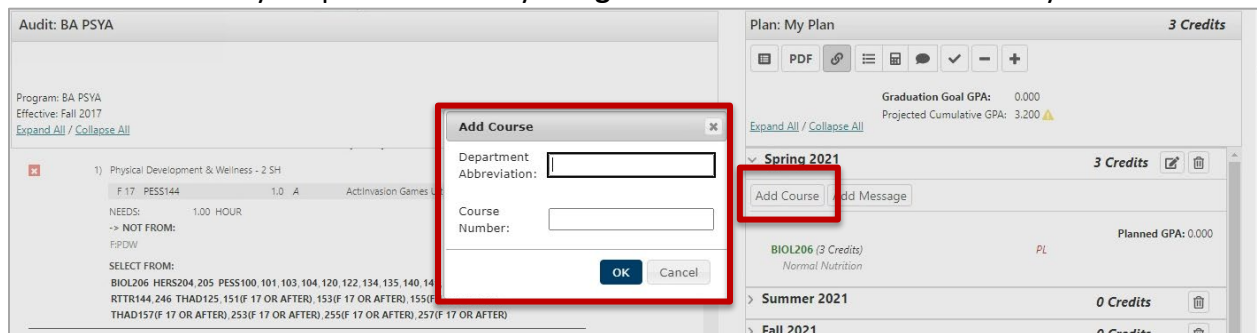


2. Grab the course from the degree audit and drag it to the term.



## Add courses on the Plan Side

3. Add courses to your plan individually using the Add Course button under any term.



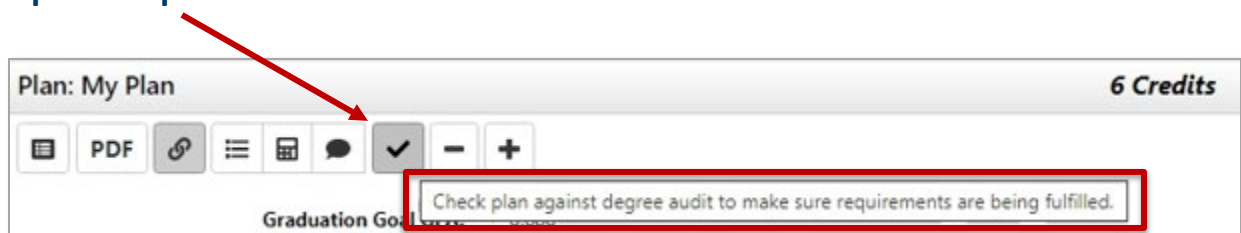
Continue adding courses until you are done creating your plan.

## Check Your Plan Often

Check against the degree audit to make sure requirements are being fulfilled

When a plan is checked, it validates against the audit. The audit is rerun to reflect how planned courses apply throughout your program of study. It's a good idea to validate often to double-check where courses are applying. Make sure you are satisfying program requirements and where planned courses may be completing more than one program requirement.

Check planned courses against the audit by selecting the checkmark icon at the top of the plan



## Planned courses will display as PL in purple on the Audit Side

**Plan Builder**

Audit: AA TPHI

Program: History Transfer Pathway, AA  
Effective: Spring 2021  
[Expand All](#) / [Collapse All](#)

PLANNED: 14.00 CREDITS

**History Core Courses**  
A total of four HIST courses are required, at least one of which must be HIST 1100 or HIST 1110.

PL 1) Take either HIST 1100 or HIST 1110.  
0 COURSES TAKEN  
1 COURSE TAKEN

F 21 HIST1110 3.0 PL American History from 1665: E

PL 2) Take 3 additional HIST courses.  
1 COURSE TAKEN  
2 COURSES TAKEN

F 16 HIST1000 4.0 A World Hist to 1500  
S21 HIST1010 4.0 PL World History Since 1500  
S21 HIST1210 3.0 PL European History Since 1500:

**Plan: My Plan** 14 Credits

Graduation Goal GPA: 0.000  
Projected Cumulative GPA: 3.287

> Spring 2021 11 Credits

> Fall 2021 3 Credits

> Spring 2022 0 Credits

> Summer 2022 0 Credits

> Fall 2022 0 Credits

## View an Audit that includes all courses from the plan

This audit opens in a new tab and allows you to continue planning while viewing an audit

Plan: ACCA

PDF

View an Audit that includes all courses from the plan.

## Planned courses will display as PL in purple on the degree audit

**Completed Audit Requests**

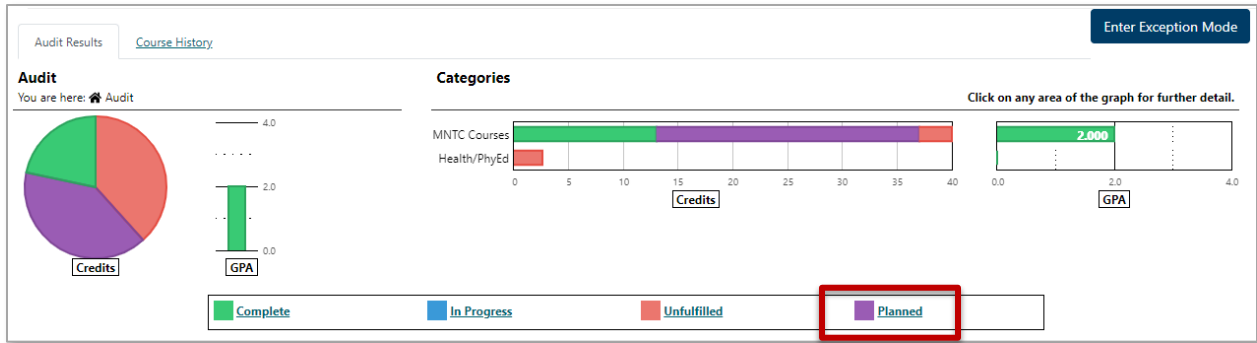
These are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will run a new audit report. Deleting audits removes them from this list.

[Run Audit](#) [Delete](#) [Select All/None](#)

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Title	Run By	Course Type	View	Delete
38804505		AA LA10	Summer 2020	09/21/2020 9:10 PM		HTML	Associate in Arts, AA	planner-0001016049	PL	<a href="#">View Audit</a>	<input type="checkbox"/>
38804462		AA LA10	Summer 2020	09/21/2020 8:32 PM		HTML	Associate in Arts, AA	planner-0001016049	PL	<a href="#">View Audit</a>	<input type="checkbox"/>
38804455		AA LA10	Summer 2020	09/21/2020 8:31 PM		HTML	Associate in Arts, AA	planner-0001016049	PL	<a href="#">View Audit</a>	<input type="checkbox"/>

**Legend**

--- In Progress Course  
PL Planned Course




## Removing a Course From a Plan

Select the Edit button on the term line.

The screenshot shows the 'Plan: My Plan' interface. The top section displays 'Plan: My Plan' with '9 Credits' and various utility icons. Below this, the 'Spring 2021' term is expanded, showing '9 Credits' and an 'Edit Term' button. The course list includes BIOL206 (3 Credits, Normal Nutrition, PL), PSY 350 (3 Credits, No description, PL), and PSY 498 (3 Credits, Integrative Seminar, PL). A dialog box is open, showing the same course list with a 'Delete' button and checkboxes for each course. The 'Delete' button is highlighted with a red box, and the checkbox for PSY 350 is checked.

1. Check the box to the right of the course to be deleted or All to check/delete all courses in the term.
2. Select Delete. You will be prompted to confirm deletion.
3. Select Submit to save your changes.

## Notations on the Plan and Course Catalog Details

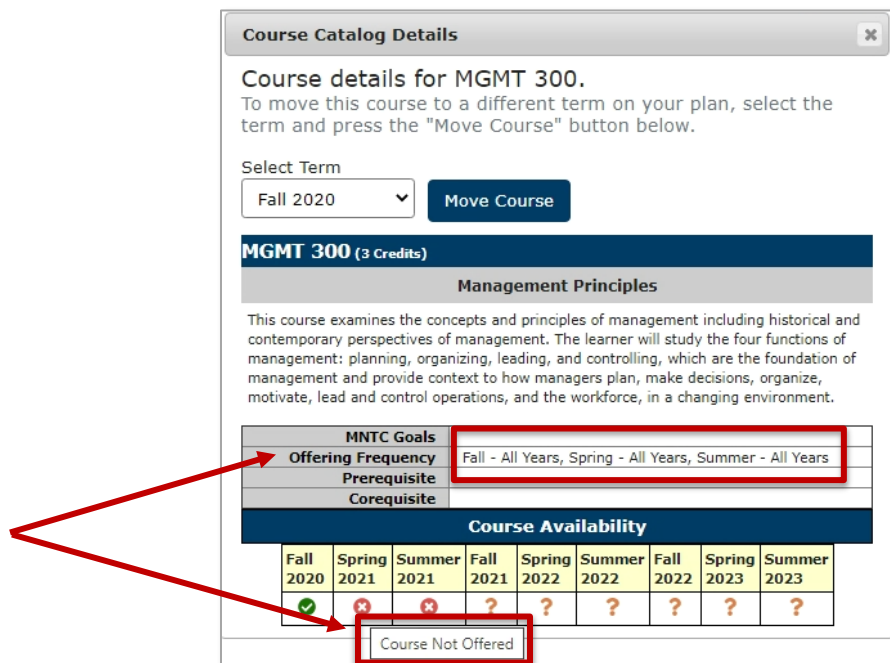
If a course displays with a red circle with a minus  it is an alert there may be an issue with planning this course. Hovering your cursor over the red circle will give you a reason.



In this example MGMT 300 displays as not offered Spring 2021. This may be because:

- the school has not finalized the schedule for that term yet or
- the course will not be offered Spring 2021

Select the course to open the **Course Catalog Details** for more information.



Course information displaying in the **Course Availability** grid reflects which courses are on the course schedule in [eServices](#) for the term listed.

If available, using **Offering Frequency** information can help you know in which term(s) the course is usually offered. In this example, Offering Frequency tells us that the course is usually offered Fall – All Years, Spring – All Years, and Summer – All Years.

It was known that the school had not yet finalized the Spring 2021 schedule, so the course was left on the plan. Every time a Plan is opened, Course Availability is updated and reflected on the Plan and in the Course Availability grid, so when the schedule has been finalized, this will update. View Courses & Registration in [eServices](#) to verify the availability of a course.



## Prerequisites and Corequisites

When a Prerequisite or Corequisite is both Enforced and Displayed in curriculum management it displays in [eServices](#) in Course Details under **Prerequisites (Courses and Tests)**.

**Prerequisites (Courses and Tests)**

**This course requires the following prerequisite**  
 BIOL 1041 - Principles of Biology I (Minimum grade: 1.67 GPA Equivalent)

Prerequisites and corequisites in our system are very complex and can include several kinds of test scores and multiple measures which is great for students. Unfortunately, because of our complexity, prerequisite and corequisite functionality does not work in the Plans application.

**When a Prerequisite or Corequisite is both Enforced and Displayed**, a message will display in Course Catalog Details referring the user to the most accurate source of information which is [eServices](#): **“See Course details in eServices for Prerequisite information”**.

**Course Catalog Details**

Course details for BIOL 1042.  
 To move this course to a different term on your plan, select the term and press the "Move Course" button below.

Select Term  
 Fall 2021 Move Course

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**BIOL 1042 (5 Credits)**  
**Principles of Biology II**

This is a lab science course dealing with ecology and a taxonomic survey of the major groups of organisms. It is a continuation of BIOL 1041. Topics include phylogeny, morphology, development, and structure-function relationships of viruses, bacteria, protists, plants, fungi, and animals, as well as ecology at the population, community, and ecosystem levels. Laboratory exercises consist of observations and investigations of ecological interactions as well as practical identification of various organisms and structures. Prerequisite(s): BIOL 1041 with a grade of C or higher.

<b>MNTC Goals</b>	03 - Natural Science
<b>Offering frequency</b>	
<b>Prerequisite</b>	See Course details in eServices for Prerequisite information
<b>Corequisite</b>	

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**Course Availability**

Fall 2021	Spring 2022	Summer 2022	Fall 2022	Spring 2023	Summer 2023	Fall 2023	Spring 2024	Summer 2024	Fall 2024	Spring 2025
✓	✓	?	?	?	?	?	?	?	?	?

Schools may also include prerequisite information in the Description. If they do, this can be seen in the **Course Catalog Details in the Minnesota State Student Planner** and the **Course Details in eServices**.

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Description in Minnesota State Student Planner

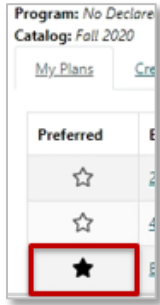
Description in [eServices](#)

**Description**

This is a lab science course dealing with ecology and a taxonomic survey of the major groups of organisms. It is a continuation of BIOL 1041. Topics include phylogeny, morphology, development, and structure-function relationships of viruses, bacteria, protists, plants, fungi, and animals, as well as ecology at the population, community, and ecosystem levels. Laboratory exercises consist of observations and investigations of ecological interactions as well as practical identification of various organisms and structures. Prerequisite(s): BIOL 1041 with a grade of C or higher.

# Approved Plan and Approved Term(s)

## On the Manage Plans page



Some schools use the Approval option. Approving/locking can be activated by staff/faculty/advisors.

Preferred Plan: The plan that the student will follow to complete their program. Approving/Locking can only be done by staff on the **Plan** that is marked as **Preferred**.

## Approved Plan

The notation *Plan Approved* and additional information displays on the Plan Side of Plan Builder in the **approved plan**.

Plan: AA Plan 18 Credits

Plan Approved  
Approved by: 0001016049  
Approved with: Audit: Liberal Arts & Sciences, AA  
On: 09/29/2020 03:54

Graduation Goal GPA:  
Projected Cumulative GPA:

An **approved plan** is indicated by the **locked icon** in Manage Plans

Preferred	Edit Plan	Action	Updated	User	PDF
<input checked="" type="checkbox"/>	<a href="#">AA Plan</a>	Select... ▼	Sep 29, 2020	0001016049	<a href="#">PDF</a>

## Approved Term(s)

The notation **APPROVED** displays next to the **approved term** on the Plan Side of Plan Builder.

Plan: Biology Plan 4 Credits

Graduation Goal GPA: 0.000  
Projected Cumulative GPA: 3.481

[Expand All](#) / [Collapse All](#)

**Fall 2020 APPROVED** 4 Credits

If a term or terms have been approved but the plan has not been approved, there is no indication of an approved term on the Manage Plans page.

Program: No Declared Program  
Catalog: Fall 2020

[My Plans](#) [Create a New Plan](#)

Preferred	Edit Plan	Action	Updated	User	PDF
☆	<a href="#">2 year Business Plan 28</a>	Select... ▼	Sep 29, 2020	0001016049	PDF
☆	<a href="#">4 year Business Plan 1</a>	Select... ▼	Sep 29, 2020	0003743982	PDF
★	<a href="#">Biology Plan</a>	Select... ▼	Sep 29, 2020	0001016049	PDF

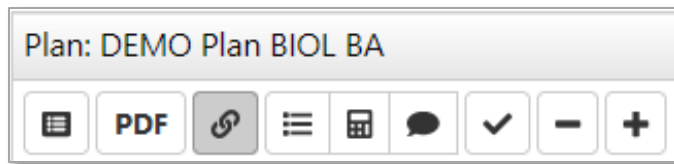
## Legend for Icons Used in Plan Builder











### Legend

- = Course List
- = Course with Pre or Co Requisites
- = Completed Course
- = In Progress Course
- = Incomplete Planned Course
- = Completed Course, No Credit
- = Alerting possible issue with course
- = Complete
- = Planned
- = In Progress
- = Unfulfilled

The blue circle ‘i’ icon is not used in our configuration. Students are directed to “See Course details in eServices for Prerequisite and Corequisite information”.

## Plan Side Icon Descriptions



-  View an Audit: This audit opens in a new tab and allows you to continue planning while viewing an audit
-  View PDF: Displays in-progress plan as PDF.
-  See Associated Roadmap: When the icon is gray, there are no associated roadmaps. When the white icon is selected, it turns gray and lists any associated roadmap(s).  
 To return, select Associated Roadmaps again.
-  See Completed Courses: Displays plan on left and completed coursework on right. To return, select See Completed Courses again.
-  GPA Calculator: Displays plan on left and ability to plan GPA on right. To return, select GPA Calculator again.
-  Comments: Displays plan on left and allows you to read/make comments on right. To return, select Comments again.
-  Check Plan against Degree Audit: Validates plan against audit and checks term availability.
-  Remove All Courses: Removes all planned courses.
-  Add Term to Plan: Adds a new term to a plan.