MINNESOTA STATE

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
★	Bus Adm Candidate	Select... ▾	Jun 3, 2020	0012407780	PDF
☆	Cassandra Bio Chem 2 - 4/8/20	Select... ▾	Apr 8, 2020	0001226684	PDF

Minnesota State is an affirmative action, equal opportunity employer and educator.

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

Create a New Plan for your Program/Declared Major

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

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

- Select a different program


It will open to "Request an Audit for Plan"

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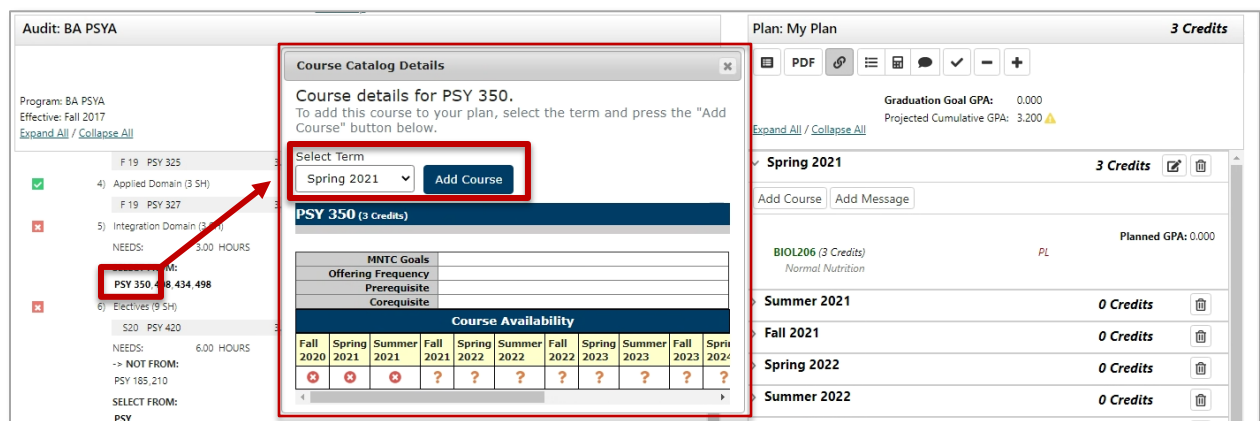
Step 3: Use the "check" Plan button to check your Plan against the audit to ensure requirements are fulfilled as needed.
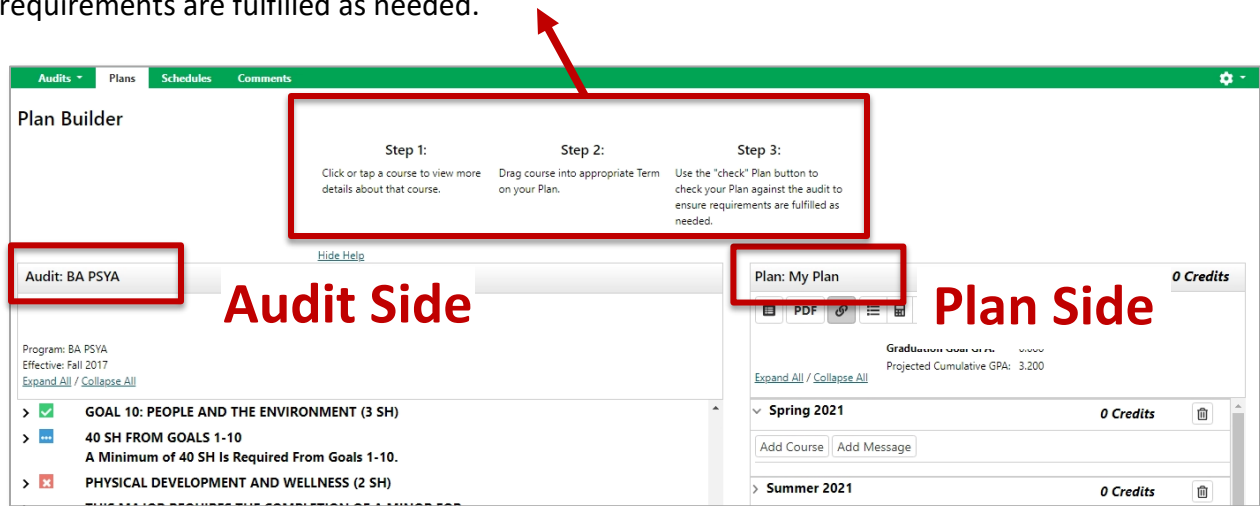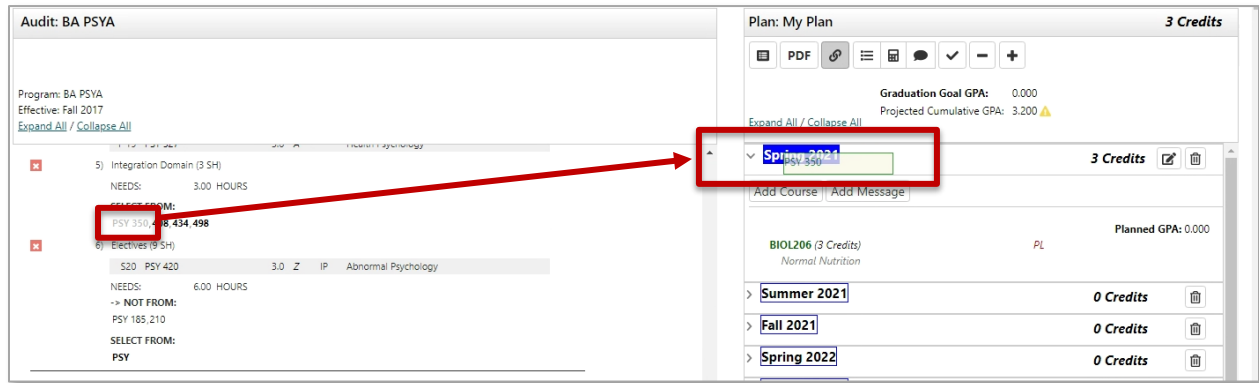

Adding Courses: Three Ways

Add courses from the Audit Side to the Plan Side

1. Open Course Catalog Details from degree audit, Select Term, and **Add Course**.
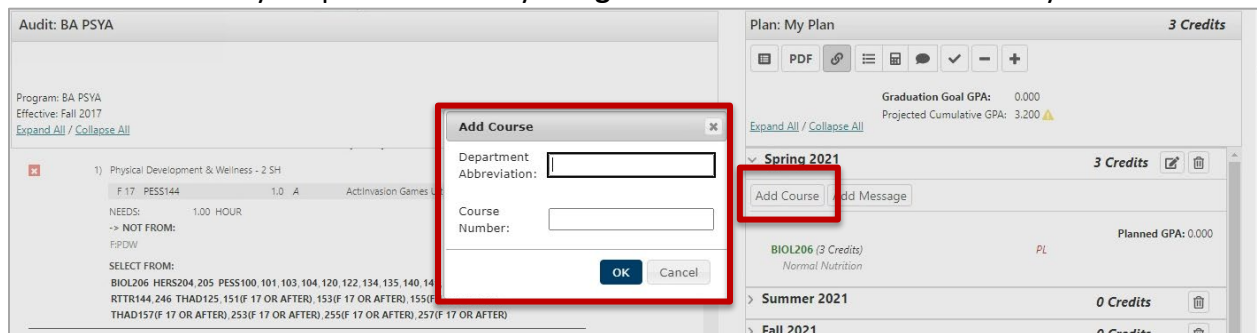
2. Grab the course from the degree audit and **drag it to the term**.

Add courses on the Plan Side

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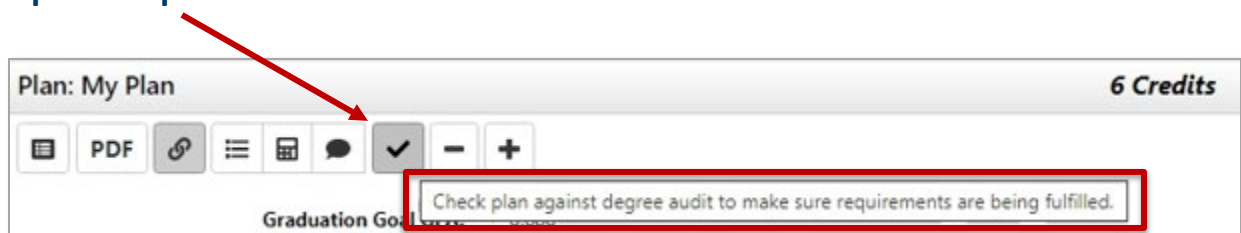

Continue adding courses until you are done creating your plan.

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

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

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

Removing a Course From a Plan

Select the Edit button on the term line.

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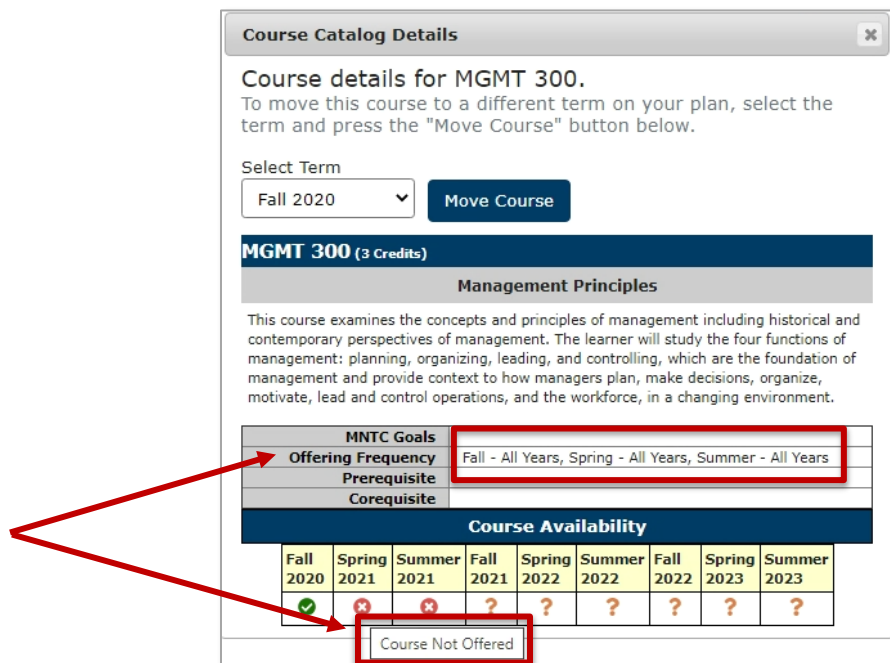
Course information displaying in the **Course Availability** grid reflects which courses are on the course schedule in eServices for the term listed.

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 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"**.

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](#)**.

Approved Plan and Approved Term(s)

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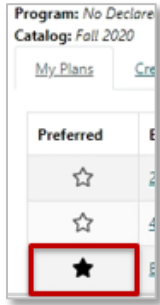
Some schools use the Approval option. Approving/locking can be activated by staff/faculty/advisors.

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**.

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

Approved Term(s)

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

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.

Legend for Icons Used in Plan Builder

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

Plan: DEMO Plan BIOL BA

[▦] [PDF] [🔗] [☰] [▦] [💬] [✓] [−] [+]
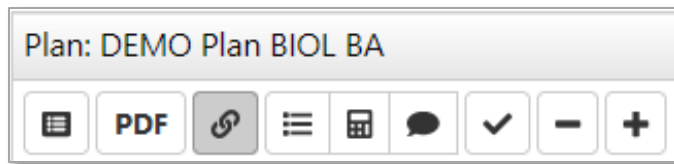
▦ View an Audit: This audit opens in a new tab and allows you to continue planning while viewing an audit

PDF 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.