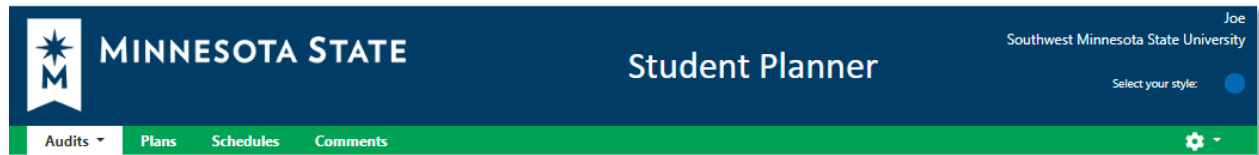




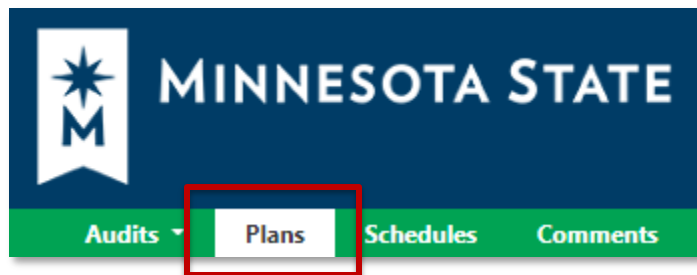
Create a Plan From an Audit



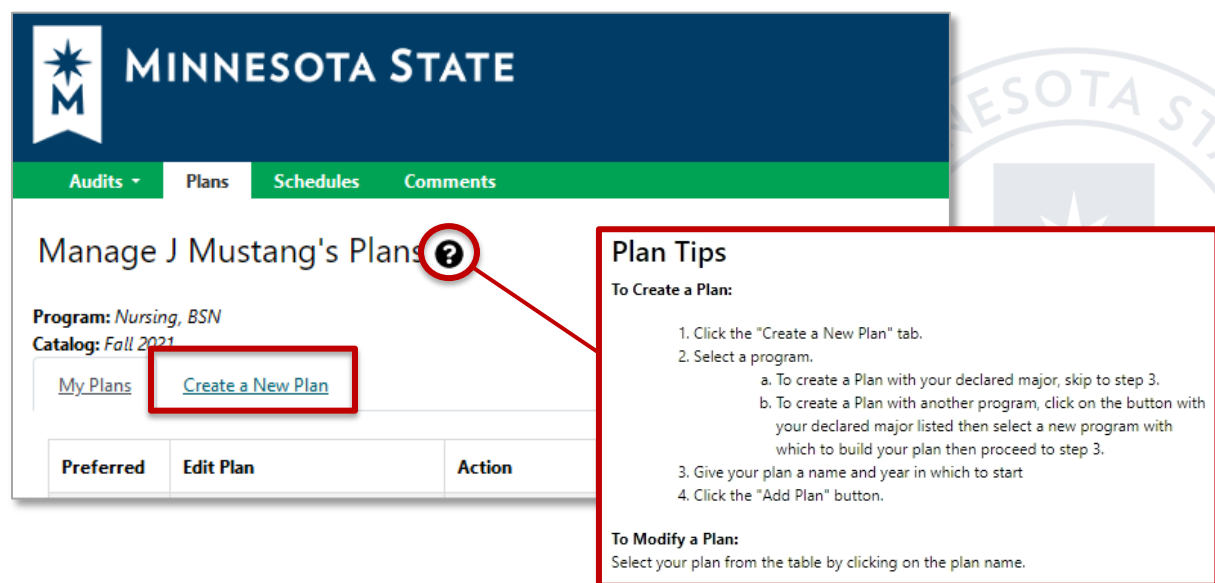
Minnesota State Student Planner is a web-based degree audit and student planning system that can be accessed through your eServices account on any device connected to the internet.

[Accessing your degree audit and student planning system through Student eServices](#)

Select the Plans tab



On the Manage Plans page, you can create a new plan or edit an existing one.



Create a New Plan for your Program/Declared Major

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

The screenshot shows the 'Create a New Plan' form. At the top, there are two tabs: 'My Plans' and 'Create a New Plan'. Below the tabs, a red box highlights the text 'Enter Plan Information Here:'. Under this text, the current program is listed as 'Nursing, BSN effective: Fall 2021' with a link to 'Select a different program'. The form contains four input fields: 'Plan Name' (text box with 'BSN Plan by Joe 2/10/21'), 'Term' (dropdown menu with 'Fall (3)'), 'Year' (text box with '2021'), and 'Years To Graduation' (dropdown menu with '4'). A red box highlights the 'Add Plan' button at the bottom. To the right of the form, a red box contains the text 'Enter Plan Information:' followed by a bulleted list: 'Plan Name', 'Term', 'Year', 'Years to Graduation', and 'Select Add Plan'. Red arrows point from each item in this list to its corresponding field or button on the form.

My Plans Create a New Plan

Enter Plan Information Here:

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

Plan Name: BSN Plan by Joe 2/10/21

Term: Fall (3)

Year: 2021

Years To Graduation: 4

Add Plan

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

The screenshot shows the 'Create a New Plan' form. At the top, there are two tabs: 'My Plans' and 'Create a New Plan'. Below the tabs, the current program is listed as 'Nursing, BSN effective: Fall 2021' with a link to 'Select a different program'. A red arrow points from this link to the 'Select a different program' text in the list on the right. The form contains four input fields: 'Plan Name' (text box), 'Term' (dropdown menu with 'Summer (1)'), 'Year' (text box with '2021'), and 'Years To Graduation' (dropdown menu with '4'). The 'Add Plan' button is at the bottom.

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

Add Plan

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:

Year:

Years To Graduation:

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

Plan Builder

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.

Audit Side

Audit: BA PSYA

Program: BA PSYA
Effective: Fall 2017
[Expand All / Collapse All](#)

- GOAL 10: PEOPLE AND THE ENVIRONMENT (3 SH)
- 40 SH FROM GOALS 1-10
A Minimum of 40 SH is Required From Goals 1-10.
- PHYSICAL DEVELOPMENT AND WELLNESS (2 SH)

Plan Side

Plan: My Plan

0 Credits

Graduation Requirements: Projected Cumulative GPA: 3.200

[Expand All / Collapse All](#)

Spring 2021 0 Credits

Add Course Add Message

Summer 2021 0 Credits

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

The screenshot shows the 'Audit: BA PSYA' on the left and 'Plan: My Plan' on the right. In the audit, 'PSY 350 - 3 Credits' is highlighted. A red box and arrow point to the 'Course Catalog Details' window for PSY 350. In this window, 'Spring 2021' is selected in the 'Select Term' dropdown, and the 'Add Course' button is highlighted. The plan side shows 'Spring 2021' with 3 credits, and other terms with 0 credits.

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

The screenshot shows the 'Audit: BA PSYA' on the left and 'Plan: My Plan' on the right. A red box and arrow point from 'PSY 350 - 3 Credits' in the audit to the 'Spring 2021' term in the plan, which currently has 3 credits.

Add courses on the Plan Side

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

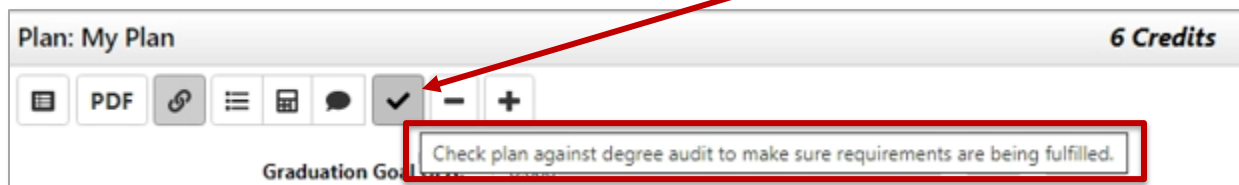
The screenshot shows the 'Audit: BA PSYA' on the left and 'Plan: My Plan' on the right. A red box and arrow point to the 'Add Course' dialog box, which is open over the 'Spring 2021' term. The dialog box has fields for 'Department Abbreviation' and 'Course Number', and 'OK' and 'Cancel' buttons.

Continue adding courses until you are done creating your plan.

Validate Against the Degree Audit

When a plan is validated, 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 to make sure you are satisfying requirements and where they might be completing more than one requirement.

Validate 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

The screenshot shows the Plan Builder interface with the audit side selected. The title bar says "Plan: My Plan" and "14 Credits". The audit side shows the program "History Transfer Pathway, AA" and the audit "AA TPHI". The audit is planned for 14.00 credits. The audit is divided into two sections: "History Core Courses" and "Additional HIST courses". The "History Core Courses" section is highlighted with a red box. It contains a requirement: "A total of four HIST courses are required, at least one of which must be HIST 1100 or HIST 1110." Below this requirement is a table of planned courses:

PLANNED:	COURSES TAKEN
F 21 HIST1110 3.0 PL	American History from 1865: E

The "Additional HIST courses" section contains a requirement: "Take 3 additional HIST courses." Below this requirement is a table of planned courses:

PLANNED:	COURSES TAKEN
F 18 HIST1000 4.0 A	World Hist to 1500
S 21 HIST1010 4.0 PL	World History Since 1500
S 21 HIST1210 3.0 PL	European History Since 1500:

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

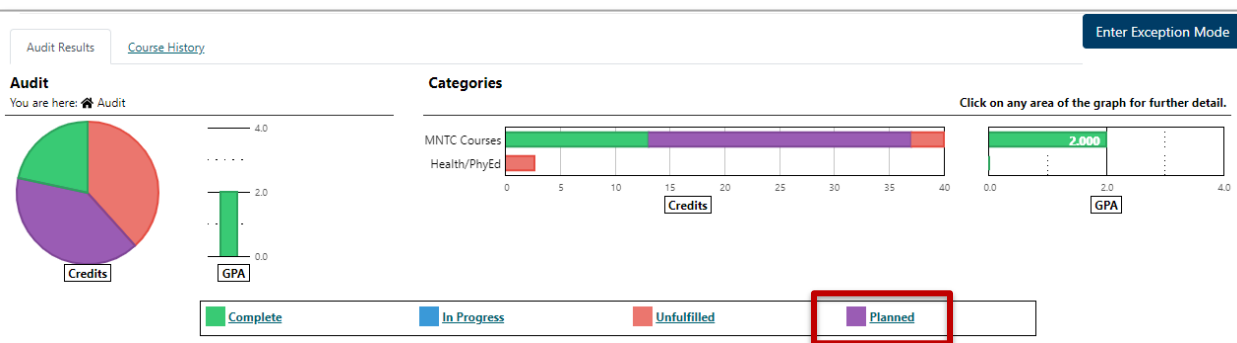
Delete

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		View Audit	<input type="checkbox"/>
38804462		AA LA10	Summer 2020	09/21/2020 8:32 PM		HTML	Associate in Arts, AA	planner-0001016049		View Audit	<input type="checkbox"/>
38804455		AA LA10	Summer 2020	09/21/2020 8:31 PM		HTML	Associate in Arts, AA	planner-0001016049		View Audit	<input type="checkbox"/>

Legend

--- In Progress Course
 Planned Course



Approved Term and/or Plan

Some schools may use the approval option. Approved terms and plan can only be activated on the Plan that is designated as Preferred. This will lock the term or the entire plan so changes can only be made to that term or plan with assistance from an advisor.

Approved Term in 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**







Approved Term in Manage Plans


There is no indication that a term has been approved 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
☆	2 year Business Plan 28	Select... ▼	Sep 29, 2020	0001016049	PDF
☆	4 year Business Plan 1	Select... ▼	Sep 29, 2020	0003743982	PDF
★	Biology Plan	Select... ▼	Sep 29, 2020	0001016049	PDF

Approved Plan in Plan Builder

Plan: AA Plan **18 Credits**

 **PDF**     

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

Graduation Goal GPA:
Projected Cumulative GPA:

Approved Plan in Manage Plans

Program: No Declared Program Catalog: Fall 2020					
My Plans Create a New Plan					
Preferred	Edit Plan	Action	Updated	User	PDF
	AA Plan	Select... ▼	Sep 29, 2020	0001016049	PDF



Removing a Course From a Plan

Select the Edit button on the term line.

Plan: My Plan 9 Credits


Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.200 ⚠

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

▼ **Spring 2021** 9 Credits  

[Add Course](#) [Add Message](#) Edit Term

Planned GPA: 0.000

BIOL206 (3 Credits) Normal Nutrition	PL
 PSY 350 (3 Credits) No description	PL
PSY 498 (3 Credits) Integrative Seminar	PL


Plan: My Plan 9 Credits

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.200 ⚠

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

▼ **Spring 2021** 9 Credits Planned GPA: 0.000


Delete All

BIOL206 Normal Nutrition	3 Credits	PL	<input type="checkbox"/>
 PSY 350 No description	3 Credits	PL	<input checked="" type="checkbox"/>
PSY 498 Integrative Seminar	3 Credits	PL	<input type="checkbox"/>

[Submit](#) [Cancel](#)

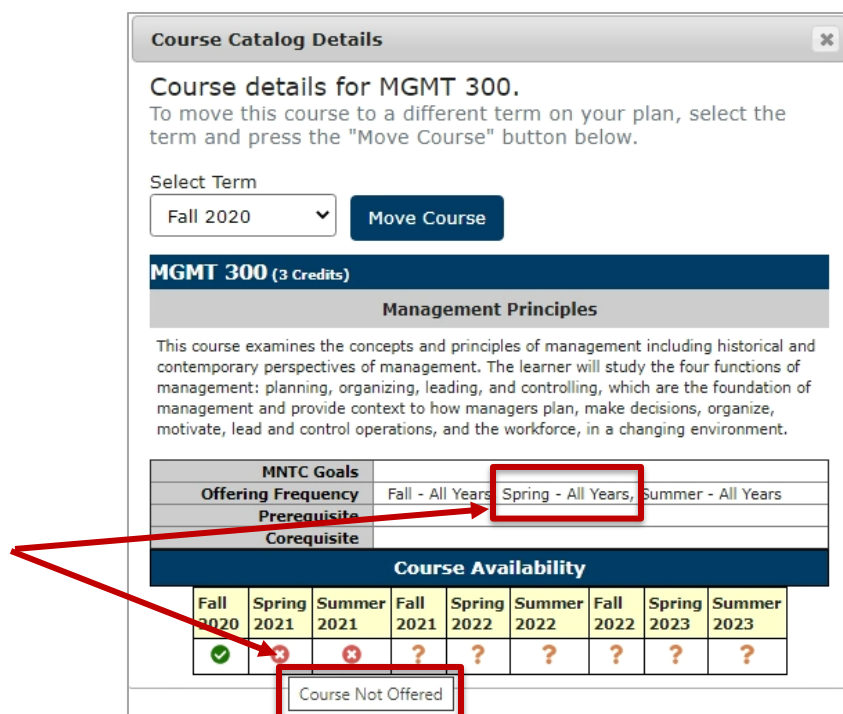
1. Check the box to the right of the course to be deleted or All to check/delete all courses in the term.
2. Select Delete. You will be prompted to confirm deletion.
3. Select Submit to save your changes.

Notations on the Plan

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 hint: in this case, the course is not offered during this term.



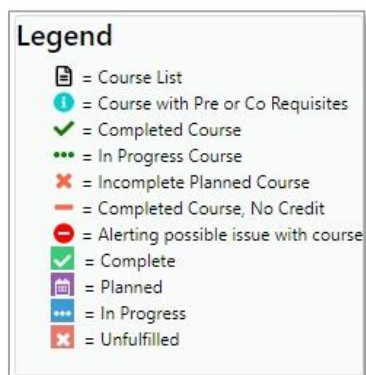
If I click on the course, I see that this course displays as not available Spring 2021. Course information displaying in the Course Availability grid reflects which courses are on the published course schedule in eServices for the term listed. Some schools may not have the schedule published for that term yet.



In that case, using the Offering Frequency information (if available) can help you know which terms 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. I know my school doesn't have the Spring 2021 schedule published yet, so I will leave the course on my plan and when that term schedule is published, availability will be updated and reflected on the Plan and in the Course Availability grid.

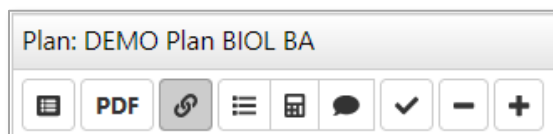
Legend for Icons Used on Plans












Note: See eServices for course Pre and Co Requisite information

This icon is not used in our configuration  = Course with Pre or Co Requisites

Plan Icon Descriptions



-  View an Audit: Toggles between plan and freshly run audit showing all planned courses
-  View PDF: Displays in-progress plan as PDF
-  See Associated Roadmap: Lists any associated roadmaps (no associated roadmaps when icon is gray)
-  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