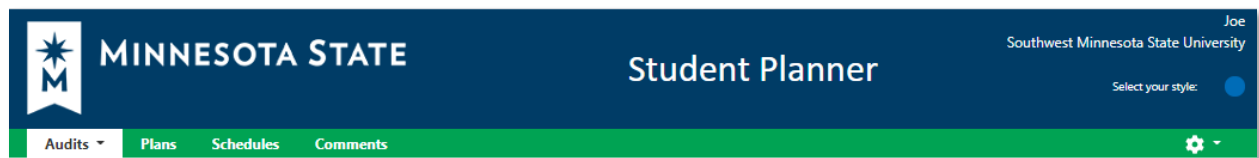


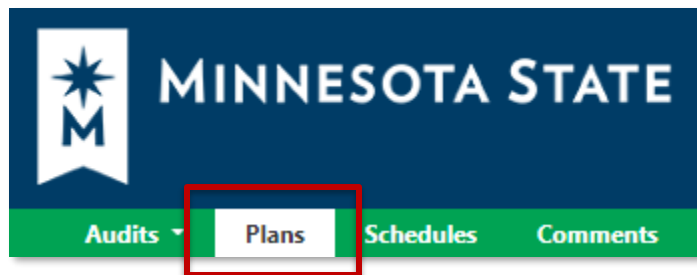
Create a Plan From an Audit



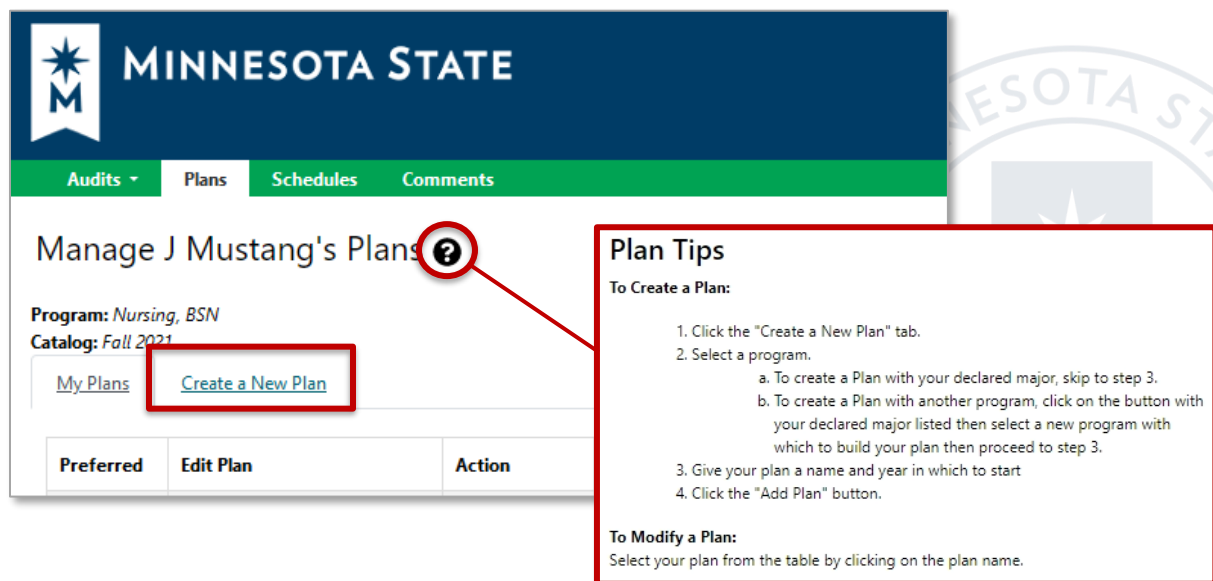
Minnesota State Student Planner is a web-based degree audit and student planning system that can be accessed through your eServices account on any device connected to the internet.

[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.



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

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 text 'Enter Plan Information Here:' is visible. Under this text, the current program is listed as 'Nursing, BSN effective: Fall 2021' with a link to 'Select a different program'. A red arrow points from the 'Select a different program' link to the 'Program: Nursing, BSN effective: Fall 2021' text. 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'). An '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

Plan Side: Plan: My Plan

0 Credits

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)

Graduation Requirements: Projected Cumulative GPA: 3.200

Spring 2021 0 Credits

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 with a red box. A red arrow points from this box to the 'Course Catalog Details' window. In this window, 'Spring 2021' is selected in the 'Select Term' dropdown, and the 'Add Course' button is highlighted with a red box. The 'Plan' side shows 'Spring 2021' with '3 Credits' and an 'Add Course' button.

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 highlights 'PSY 350 - 3 Credits' in the audit. A red arrow points from this box to the 'Spring 2021' term in the plan, which is also highlighted with a red box. The 'Add Course' button is visible below the term.

Add courses on the Plan Side

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

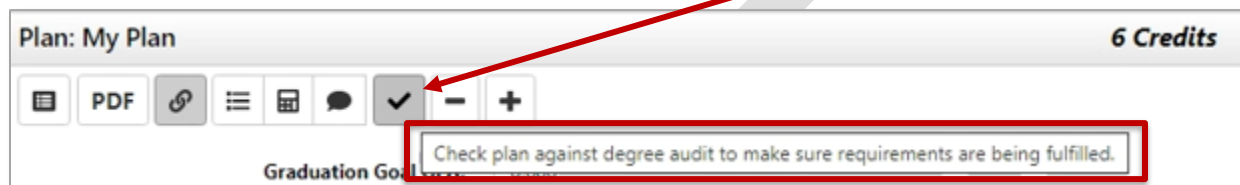
The screenshot shows the 'Audit: BA PSYA' on the left and 'Plan: My Plan' on the right. The 'Add Course' dialog box is open, with fields for 'Department Abbreviation' and 'Course Number'. The 'Add Course' button is highlighted with a red box. The 'Plan' side shows 'Spring 2021' with '3 Credits' and an 'Add Course' button.

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

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.

1) Take either HIST 1100 or HIST 1110.

0 COURSES TAKEN

1 COURSE TAKEN

F 21 HIST1110 3.0 PL American History from 1865-E

2) Take 3 additional HIST courses.

1 COURSE TAKEN

2 COURSES TAKEN

F 18 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

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

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		

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

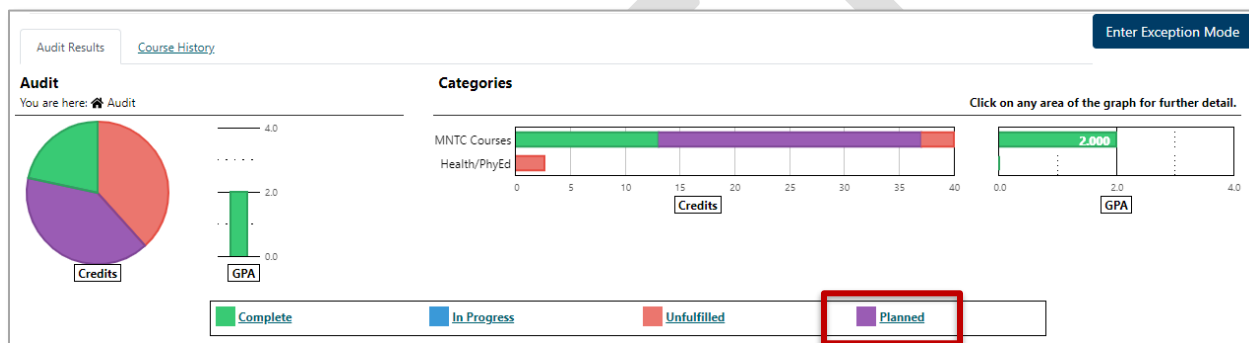
Completed Audit Requests

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.

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**

PDF

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.481

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

<input checked="" type="checkbox"/>	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](#) [Link](#) [List](#) [Calendar](#) [Chat](#) [Checkmark](#)

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.



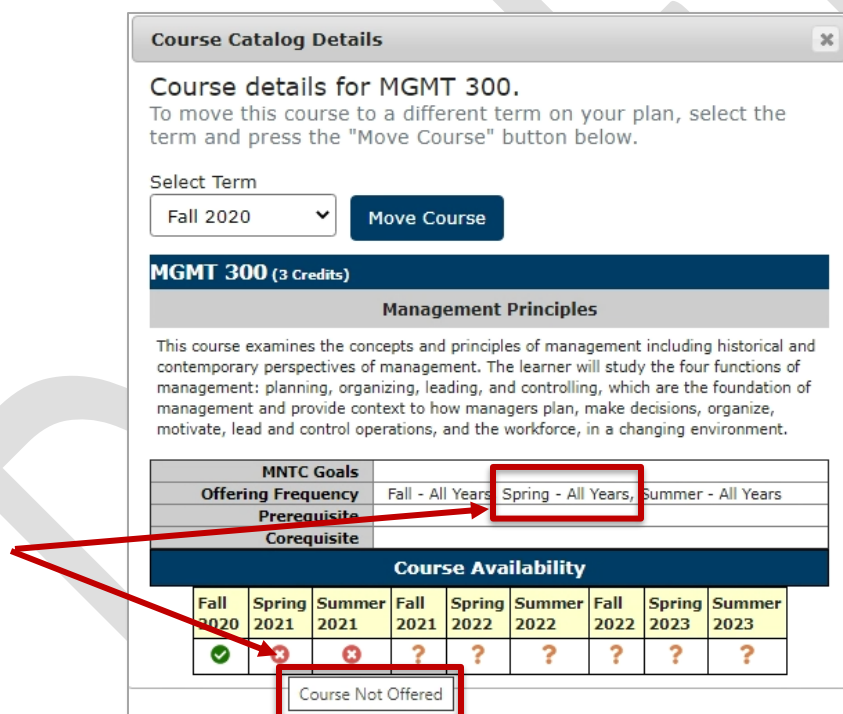
Spring 2021 3 Credits

Status

1. Course not offered in this Term

 **MGMT300** (3 Credits) *Management Principles* PL Planned GPA: 0.000

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.



Course Catalog Details

Course details for MGMT 300.
To move this course to a different term on your plan, select the term and press the "Move Course" button below.

Select Term
Fall 2020 Move Course

MGMT 300 (3 Credits)
Management Principles

This course examines the concepts and principles of management including historical and contemporary perspectives of management. The learner will study the four functions of management: planning, organizing, leading, and controlling, which are the foundation of management and provide context to how managers plan, make decisions, organize, motivate, lead and control operations, and the workforce, in a changing environment.

MNTC Goals	
Offering Frequency	Fall - All Years Spring - All Years Summer - All Years
Prerequisite	
Corequisite	

Course Availability

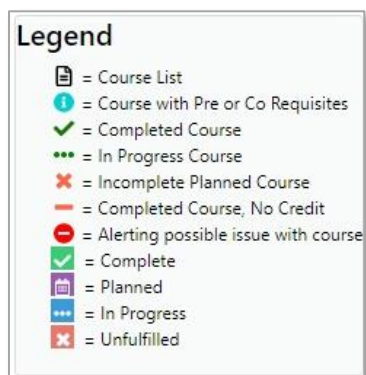
Fall 2020	Spring 2021	Summer 2021	Fall 2021	Spring 2022	Summer 2022	Fall 2022	Spring 2023	Summer 2023
✓	✗	✗	?	?	?	?	?	?

Course Not Offered

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.

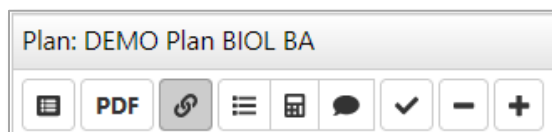
Legend for Icons Used on Plans












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