



## Create a Plan From a Degree Audit

### STAY ON YOUR PATH AND GRADUATE ON TIME

Create a personalized term by term plan of the courses that will complete your program requirements and help you stay on track to graduation.

Plan directly from your degree audit. Plans can also be built from multiple program audits, allowing you to add minors, concentrated studies, etc.

This guide will show you on how to create a plan from a degree audit. Connect with an [academic advisor at your campus](#) for help with picking a major or minor, class schedules, internships, and more.

**Steps to Log In:** [How to Log into Minnesota State Student Planner](#)

Minnesota State Student Planner is the web-based student planning system that includes Audits, Plans, and Schedules and can be accessed through your eServices account on any device connected to the internet.



### Select the Plans tab



## On the Manage Plans page you will see one Program and Catalog year listed.

The Program and Catalog year listed is the program/major that has the Rank of 1 on your student record. To change your major, contact your [registrar/student records office](#).

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		
☆	<a href="#">Cassandra Bio Chem 2 - 4/8/20</a>	Select... ▼	Apr 8, 2020		

If your Degree Program is Undecided in your student record, the Program listed will be 'No Declared Program' and the Catalog year will be the current term. To change your major, contact your [registrar/student records office](#).

**Program:** *No Declared Program*  
**Catalog:** *Summer 2022*

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

Preferred	Edit Plan	Action	Updated	User	PDF
★	<a href="#">AA Official Plan</a>	Select... ▼	Apr 6, 2022		
☆	<a href="#">Alternate Plan for AA</a>	Select... ▼	Apr 6, 2022		

## My Plans

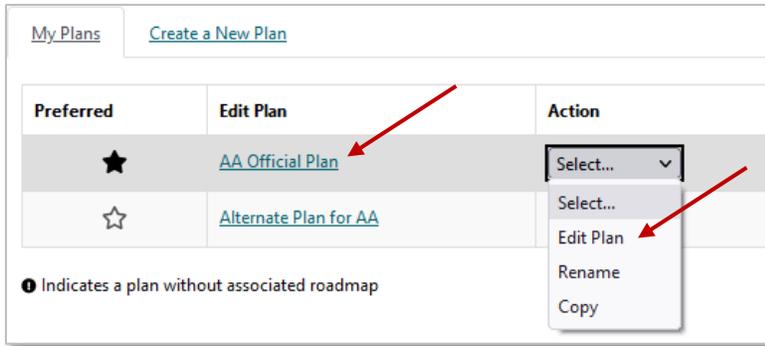
The My Plans table includes all the plans that have been created for that student. In My Plans you can mark a plan as Preferred, select a plan to Edit, and select from additional options under the Action dropdown menu.

### Preferred

Only one plan can be marked as Preferred. The filled star icon indicates which plan is the Preferred plan. The Preferred plan is the plan that can be Locked/Approved and is also the plan used for the data in Reports.

### Edit Plan

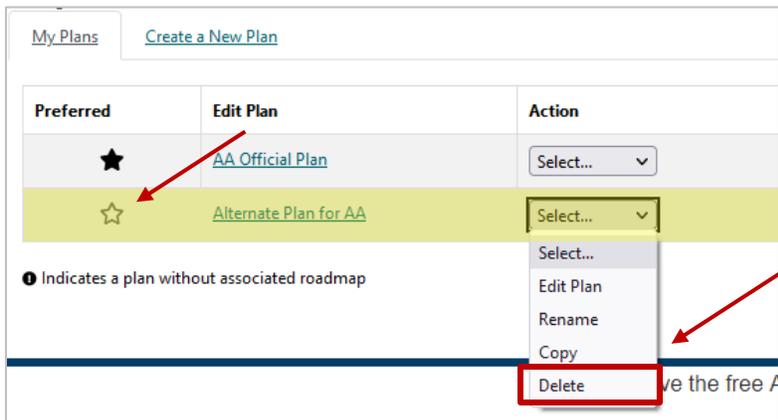
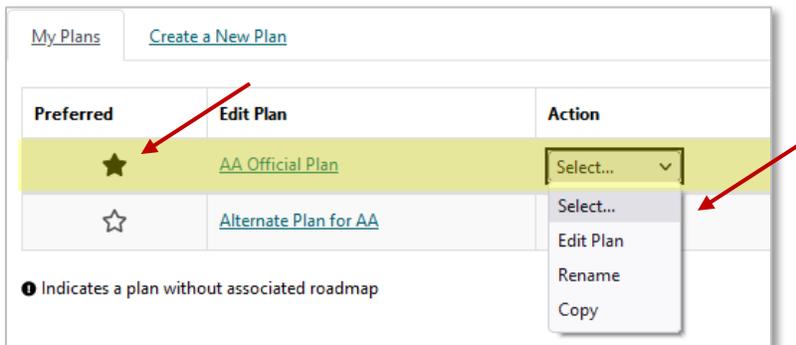
To open the plan you want to edit, select the plan name or Edit Plan under Action.



## Action

Select the Action you want to perform for that plan, from the dropdown list of choices:

- Edit Plan - opens the plan so you can edit
- Rename
- Copy
- Delete - this choice is not available for the Preferred plan



**NOTE:** Students start with no plans listed under My Plans. Once plans have been created, all plans can be deleted except one, which will be your Preferred plan. You cannot delete your Preferred plan.

## Naming Your Plan

Since many different plans can be created, it can be helpful to include specific information in the plan name. Ask if your college or university has a naming convention or recommendation.

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

Select the **Create a New Plan** link tab.

1. Enter Plan Information: **Plan Name**, **Term** and **Year** in which the Plan should start, and **Years to Graduation**.
2. Select **Add Plan**.

Manage Student J Sample's Plans

Program: Athletic Training, BS  
Catalog: Fall 2017

My Plans Create a New Plan

Enter Plan Information Here:

Program: Athletic Training, BS effective: Fall 2017  
[Select a different program](#)

Plan Name:

Term: Summer

Year: 2022

Years To Graduation: 4

Add Plan

## Create a New Plan for a Different Program/Major

Select the **Create a New Plan** link tab.

1. Select the **Select a different program** link under your Program. It will open the **Request an Audit for Plan** page.
2. Select a **Program** and **Catalog Year** from the dropdown menus.
3. Enter Plan Information: **Plan Name**, **Term** and **Year** in which the Plan should start, and **Years to Graduation**.
4. Select **Next**.

Manage Student J Sample's Plans

Program: Athletic Training, BS  
Catalog: Fall 2017

My Plans Create a New Plan

Enter Plan Information Here:

Program: Athletic Training, BS effective: Fall 2017  
[Select a different program](#)

Plan Name:

Term: Summer

Year: 2022

Years To Graduation: 4

Add Plan

Request an Audit for Plan

Select a Different Program:

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

Program: Applied Big Data Analytics, AAS  
Catalog Year: Fall 2022 Clear Selections

Enter Plan Information

Plan Name: Big Data 2-year Plan

Term: Fall

Year: 2022

Years To Graduation: 2

Next Cancel

## Plan Builder

**Step 1:** Select a course to view more details about that course.

**Step 2:** Drag the course into the 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**

**Plan Side**

**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.

## Ways to Add Courses to a Plan

1. Select course to open Course Catalog Details from degree audit, **Select Term**, Select **Add Course**.

**Course Catalog Details**

Course details for PSY 350.  
To add this course to your plan, select the term and press the "Add Course" button below.

Select Term: Spring 2021 **Add Course**

**PSY 350 (3 credits)**

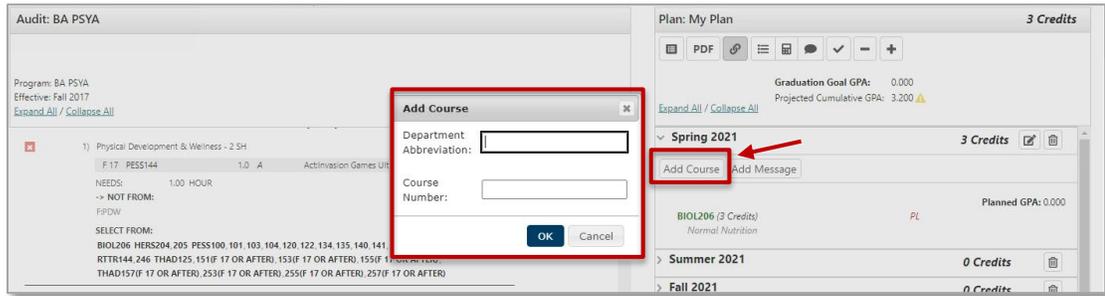
Course Availability											
	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring
	2020	2021	2021	2022	2022	2022	2023	2023	2023	2023	2023
	?	?	?	?	?	?	?	?	?	?	?

2. Select and **drag** the course from the degree audit and **drop** it on the term.

**Audit Side**

**Plan Side**

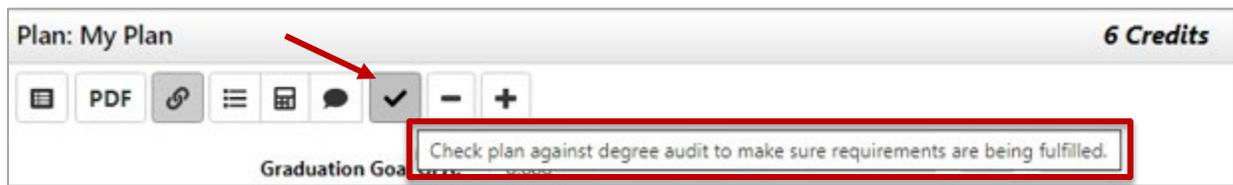
3. Select the **Add Course** button under any term. Enter course department and number.



Courses can also be moved from one term to a different term. Continue adding courses until you are done creating the plan.

### Check the Plan

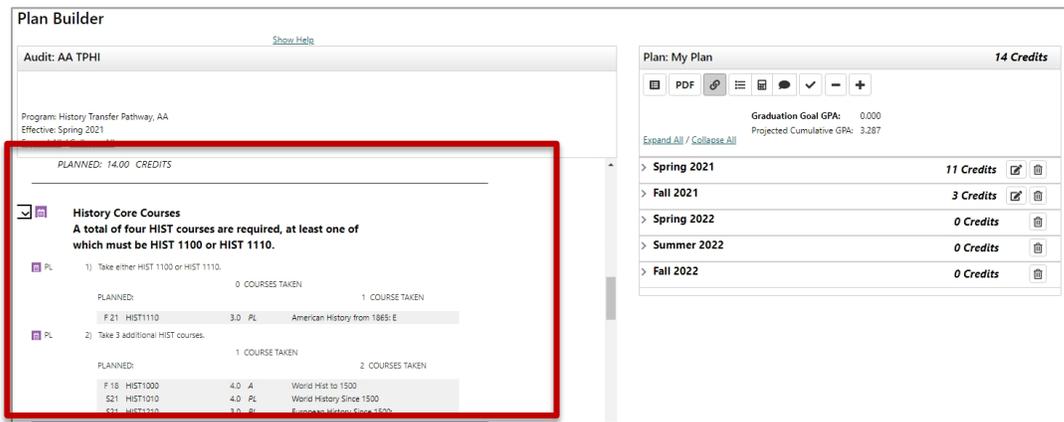
Select the checkmark icon at the top of the plan to check planned courses against the audit.



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

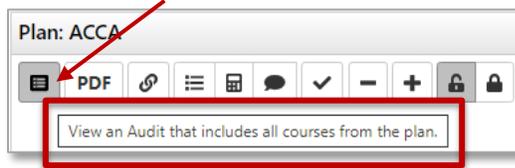
- When a plan is checked, it validates against the audit.
- It's a good idea to **check often** to make sure courses are applying where you intended.
- The audit is rerun to reflect how planned courses apply to your program.
- Make sure you are satisfying program requirements and where planned courses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

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



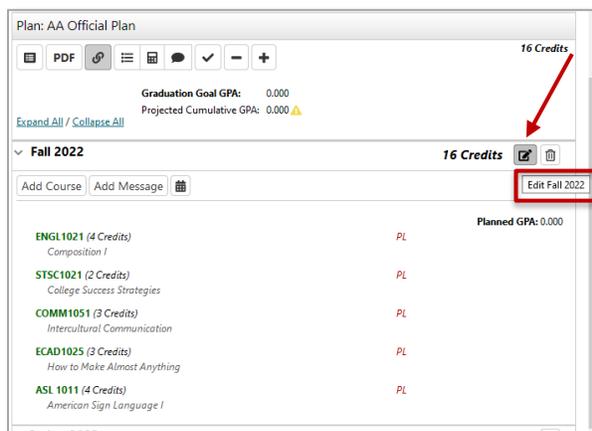
## View an Audit that includes all courses from the plan:

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



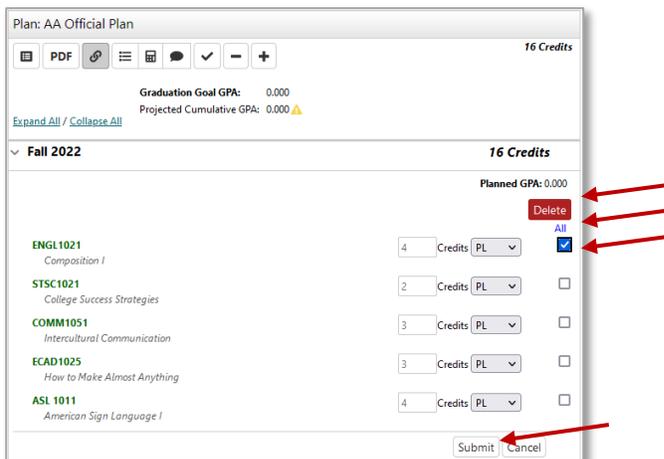
## Editing a Plan

On the term line, select the Edit Term button on the right side to open the edit functions.



## Removing Courses From Your Plan Term

1. Check the box to the right of the course(s) that you want to delete.
2. Select **All** to delete all courses in the term.
3. Select **Delete**. You will be prompted to confirm the deletion.
4. Select **Submit** to save your changes.



## Course with Variable Credits

- Variable credit courses shows as zero credits on a Plan.
- Edit Term to enter the correct number of credits.
- Select **Submit** to save your changes.

Spring 2023 0 Credits

Planned GPA: 0.000

COMM2780  
Communication Internship

Delete

All

0 Credits PL

Submit Cancel

## Completed Audit Requests

Every time a plan is opened; an audit runs for the plan that is opened. When you go to the Manage Audits area in the Audits tab, the degree audits that were run in Graduation Planner will display the planned course icon and contain the word 'planner' in the Run By column:

MINNESOTA STATE

Student Planner

Notifications Students Roadmaps Encoding Reports Security

Student: Audits Plans Schedules Courses Comments Exceptions Transfer Evaluations Profile

### 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

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Title	Run By	Course Type	View	Delete
40849904		AAS 5897	Fall 2022	04/11/2022 5:28 PM		online	Applied Big Data Analytics, AAS	planner-1		View Audit	<input type="checkbox"/>
40849897		AAS 5897	Fall 2022	04/11/2022 5:27 PM		online	Applied Big Data Analytics, AAS	planner-1	...	View Audit	<input type="checkbox"/>
40849903		AFA 5930	Fall 2020	04/11/2022 5:16 PM		hybr		planner-1		View Audit	<input type="checkbox"/>
40849896		AFA 5930	Fall 2020	04/11/2022 5:16 PM		hybr		planner-1		View Audit	<input type="checkbox"/>
40849895		SMNTC	Spring 2022	04/11/2022 5:15 PM		online	Minnesota Transfer Curriculum		...	View Audit	<input type="checkbox"/>
40849894		NO AUDIT	Fall 2020	04/11/2022 5:15 PM		hybr				View Audit	<input type="checkbox"/>

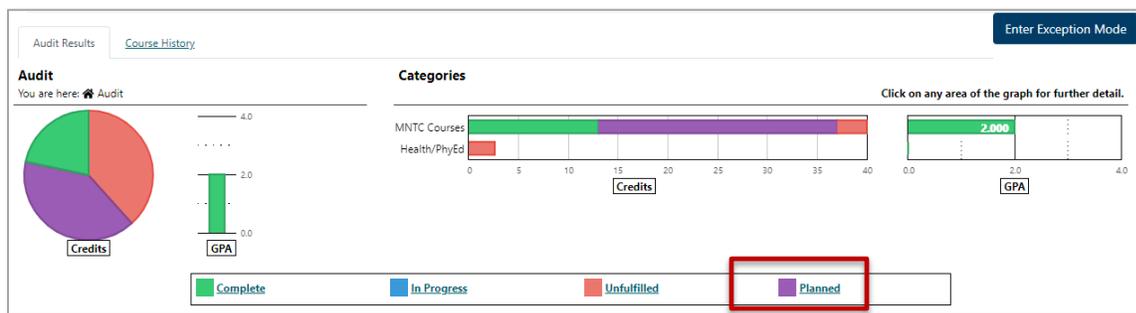
Select All/None

**Legend**

... In Progress Course

Planned Course

When you open an audit that contains planned courses, the planned courses will display in purple.



## Notations on the Plan and Course Catalog Details

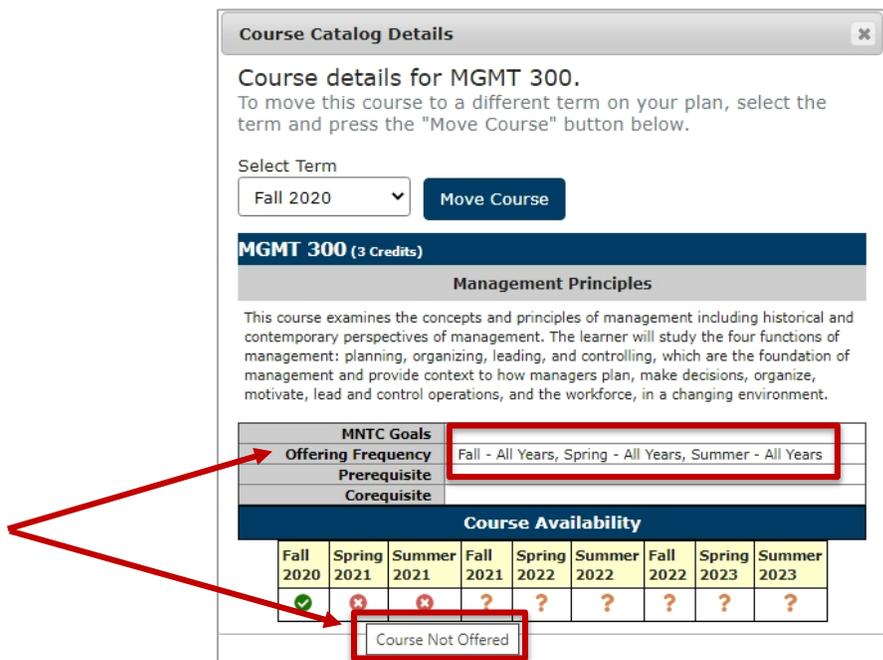
If a course displays with a red circle with a minus  it is an alert there may be an issue with planning this course. Hovering your cursor over the red circle will give you a reason.



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

- the school has not rolled 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 rolled 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 rolled 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 rolled, 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
✓	✓	?	?	?	?	?	?	?	?	?

Prerequisite information may also be included in the Description. If it is, it can be seen in the **Course Catalog Details in the Minnesota State Student Planner** and the **Course Details in eServices**.

**BIOL 1042 (5 Credits)**  
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Course Catalog Details - Description in Minnesota State Student Planner

**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.

Course Details - Description 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**.

Plan: AA Plan 18 Credits

Plan Approved  
Approved by: [Name]  
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
	<a href="#">AA Plan</a>	Select...	Sep 29, 2020		

## 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		PDF
☆	<a href="#">4 year Business Plan 1</a>	Select... ▼	Sep 29, 2020		PDF
★	<a href="#">Biology Plan</a>	Select... ▼	Sep 29, 2020		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.