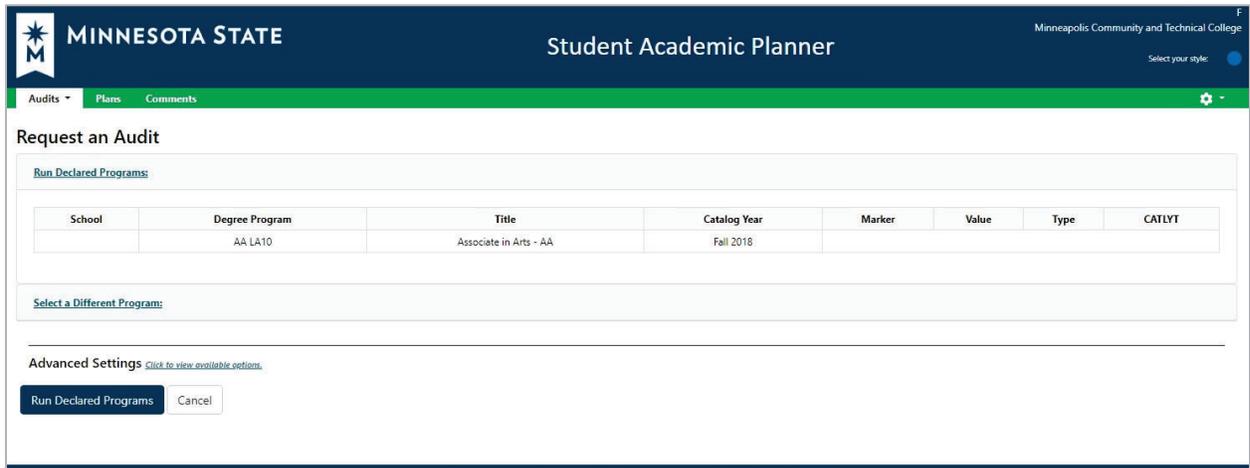


Creating a Plan from a Degree Audit

Your Plan

You can create personalized plans that identify the courses you want to take each term to satisfy your declared program and stay on track to graduation. You can plan directly from the degree audit or from a roadmap if they have been set up. Plans can also be built from multiple roadmaps or program audits, allowing you to add minors, concentrated studies, etc. This guide will give you some quick tips on how to plan from a degree audit.

Student Academic Planner opens in the Audits tab



MINNESOTA STATE Student Academic Planner Minneapolis Community and Technical College

Audits Plans Comments

Request an Audit

[Run Declared Programs](#)

| School | Degree Program | Title | Catalog Year | Marker | Value | Type | CATLYT |
|--------|----------------|------------------------|--------------|--------|-------|------|--------|
| | AA LA10 | Associate in Arts - AA | Fall 2018 | | | | |

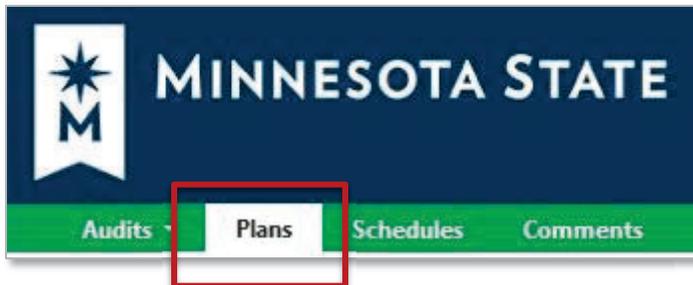
[Select a Different Program](#)

Advanced Settings [Click to view available options](#)

Run Declared Programs Cancel

Creating a Plan

Select the Plans tab



MINNESOTA STATE

Audits Plans Schedules Comments



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

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 |  |
| ☆ | Cassandra Bio Chem 2 - 4/8/20 | Select... ▼ | Apr 8, 2020 | 0001226684 |  |

Create a New Plan

Create a New Plan for your Program/Declared Major

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

Manage Sample Student's Plans 

Program: *Associate in Arts, AA*
Catalog: *Fall 2018*

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

Enter Plan Information Here:

Program: *Associate in Arts, AA effective: Fall 2018*
Select a different program

Plan Name:

Term:

Year:

Years To Graduation:

Plan Tips

To Create a Plan:

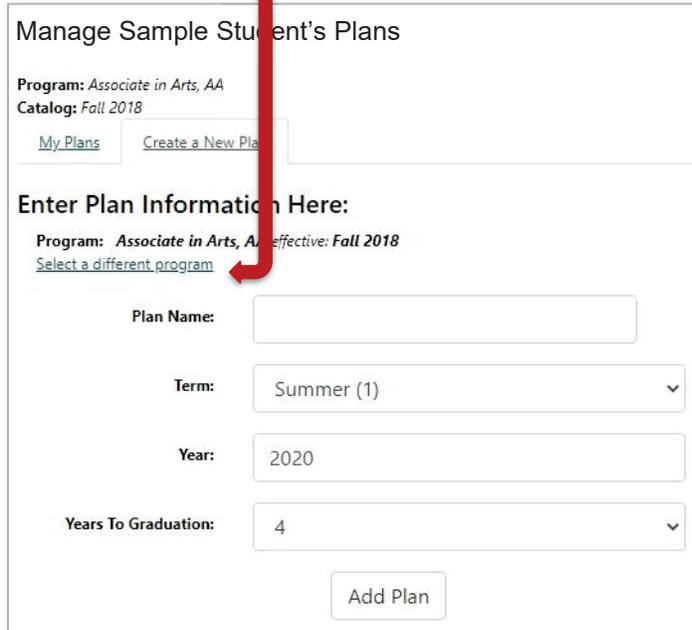
1. Click the "Create a New Plan" tab.
2. Select a program.
 - a. To create a Plan with your declared major, skip to step 3.
 - b. To create a Plan with another program, click on the button with your declared major listed then select a new program with which to build your plan then proceed to step 3.
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 a What-If Program/Major

Select a different program



Manage Sample Student's Plans

Program: Associate in Arts, AA
Catalog: Fall 2018

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

Enter Plan Information Here:

Program: Associate in Arts, AA effective: Fall 2018
[Select a different program](#)

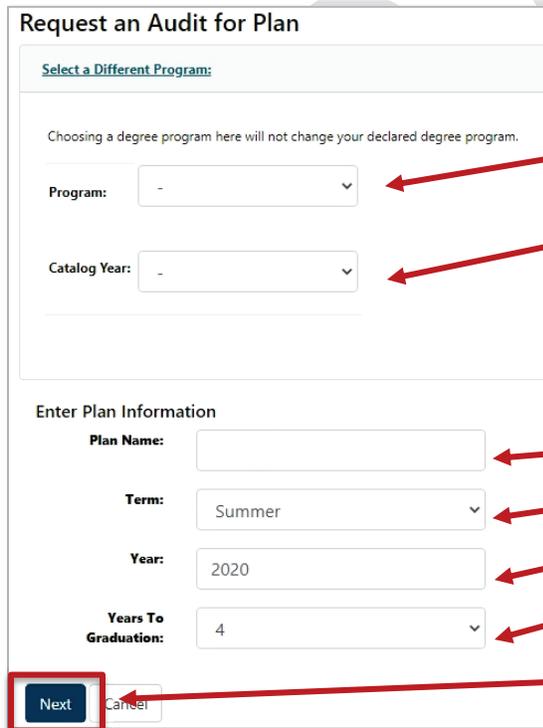
Plan Name:

Term: Summer (1) ▼

Year: 2020

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

The screenshot shows the Plan Builder interface with two main sections: **Audit Side** and **Plan Side**.

Audit Side: Shows the program BA PSYA, effective Fall 2017. It lists requirements: 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), and PHYSICAL DEVELOPMENT AND WELLNESS (2 SH).

Plan Side: Shows a plan named "My Plan" with 0 Credits. It lists terms: Spring 2021 (0 Credits) and Summer 2021 (0 Credits).

Steps:

- 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.

Add courses from the Audit Side to the Plan Side

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

The screenshot shows the Plan Builder interface with the **Course Catalog Details** dialog box open for course PSY 350.

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 button
- PSY 350 (3 Credits)
- MNTC Goals, Offering Frequency, Prerequisite, Corequisite
- Course Availability table:

| | Fall 2020 | Spring 2021 | Summer 2021 | Fall 2021 | Spring 2022 | Summer 2022 | Fall 2022 | Spring 2023 | Summer 2023 | Fall 2023 | Spring 2024 |
|--------------|-----------|-------------|-------------|-----------|-------------|-------------|-----------|-------------|-------------|-----------|-------------|
| Availability | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? |

- Grab the course from the degree audit and drag it to the term

The screenshot shows the Plan Builder interface with the course PSY 350 being dragged from the Audit Side to the Plan Side.

Audit Side: Shows the course PSY 350 (3 SH) selected.

Plan Side: Shows the course PSY 350 being added to the Spring 2021 term, resulting in 3 Credits.

Add courses on the Plan Side

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

The screenshot shows the 'Add Course' dialog box with fields for 'Department Abbreviation' and 'Course Number'. In the background, the 'Plan: My Plan' interface is visible, showing a list of terms: 'Spring 2021' (3 Credits), 'Summer 2021' (0 Credits), and 'Fall 2021' (0 Credits). The 'Add Course' button is highlighted with a red box in the Spring 2021 term header.

Deleting a Course

- Select the Edit button on the term line.

The screenshot shows the 'Plan: My Plan' interface with a total of 9 Credits. The 'Spring 2021' term is expanded, showing a list of courses: 'BIOL206 (3 Credits) Normal Nutrition', 'PSY 350 (3 Credits) No description', and 'PSY 498 (3 Credits) Integrative Seminar'. The 'Edit Term' button is highlighted with a red box, and a red arrow points to it from the 'Select the Edit button on the term line.' instruction.

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

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

Delete All

Submit

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

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

Plan: My Plan 6 Credits

Graduation Goal 3.200

Check plan against degree audit to make sure requirements are being fulfilled.

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

Plan Builder [Show Help](#)

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.

PLANNED: 0 COURSES TAKEN 1 COURSE TAKEN

F 21 HIST1110 3.0 PL American History from 1865: E

PL 2) Take 3 additional HIST courses.

PLANNED: 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**

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.287

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

- > Spring 2021 **11 Credits** [View](#) [Delete](#)
- > Fall 2021 **3 Credits** [View](#) [Delete](#)
- > Spring 2022 **0 Credits** [Delete](#)
- > Summer 2022 **0 Credits** [Delete](#)
- > Fall 2022 **0 Credits** [Delete](#)

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

Audit Results [Course History](#) [Enter Exception Mode](#)

Audit
You are here: Audit

Categories Click on any area of the graph for further detail.

Credits

GPA

MNTC Courses:

Health/PhysEd:

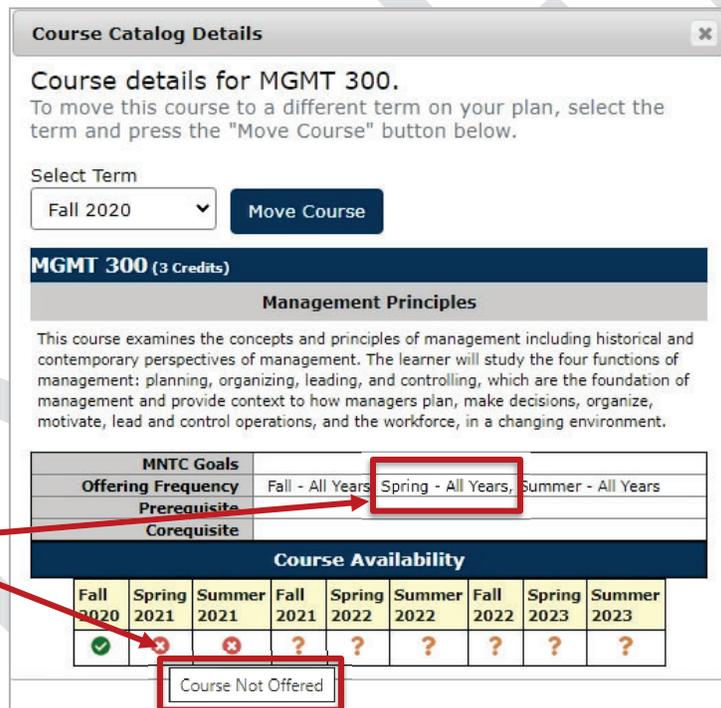
■ Complete
 ■ In Progress
 ■ Unfulfilled
 ■ Planned

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

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

Note: See eServices for course Pre and Co Requisite information

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

Planner Icon Descriptions

Plan: 2 year Business Plan 28
 PDF

- 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



Approved: Displays on Preferred plans once a plan or a term has been approved

Approved Plan

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 | |

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:

Approved Term

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 | |
| ☆ | 4 year Business Plan 1 | Select... ▼ | Sep 29, 2020 | 0003743982 | |
| ★ | Biology Plan | Select... ▼ | Sep 29, 2020 | 0001016049 | |

Plan: Biology Plan 4 Credits

 PDF       

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 3.481

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

Fall 2020 APPROVED **4 Credits**



DRAFT