rev 09/2015

myPurduePlan for Student - Create Blank Plan

What is the Student Educational Planner (SEP)?

The **Student Educational Planner (SEP)** is a planning tool that students can use to create academic plans based on a student's future academic goals. Predefined plans, or templates for particular programs of study, can be created ahead of time and loaded for student advising. Once a plan is populated, it can be modified as needed. You can also run audits for a plan to check the progress against the plan.

Definitions

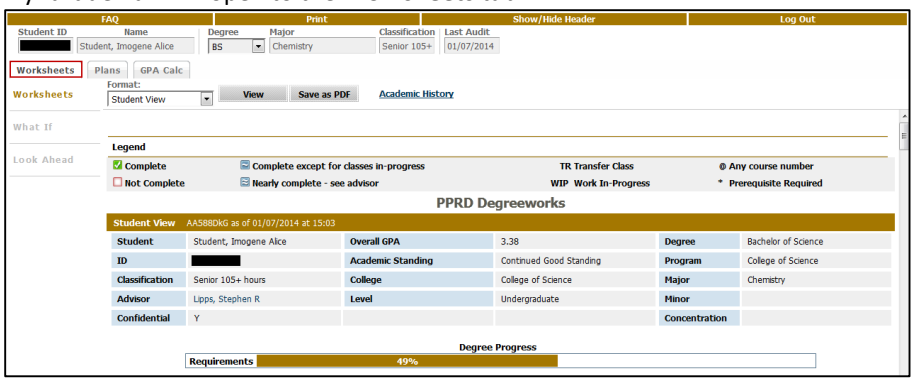
- **Term:** The time period during which courses are offered. At Purdue, there is a Fall, Spring, and Summer term.
- **Catalog Term:** The term which defines when a student began his/her program at Purdue University.
- **Term Requirements**
  - **Course Requirement:** The courses which satisfy degree requirements.
- **GPA Requirements**
  - **Overall GPA:** Student System: The cumulative overall GPA as calculated in the student system.
  - **Degree GPA Requirement:** GPA calculated using only the coursework taken to complete degree requirements.

How do I create a blank Plan?

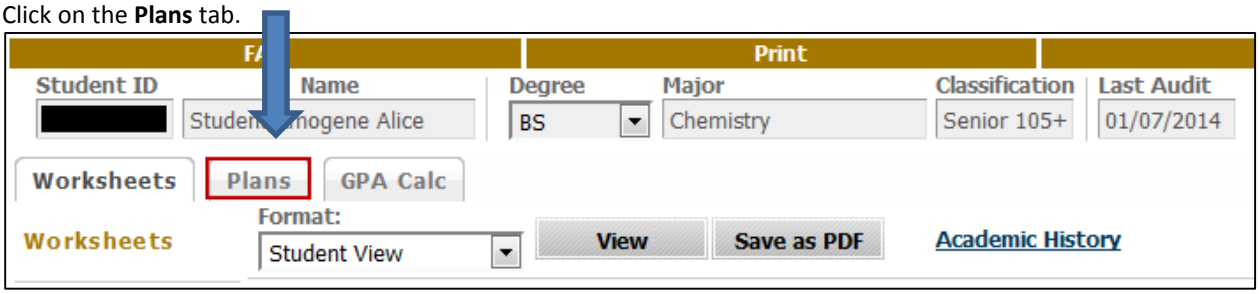
If you wish to create a blank plan, you will select terms and add them individually. **Note:** ***Be sure that you allow popup windows.***

Complete the following steps to create a blank plan:

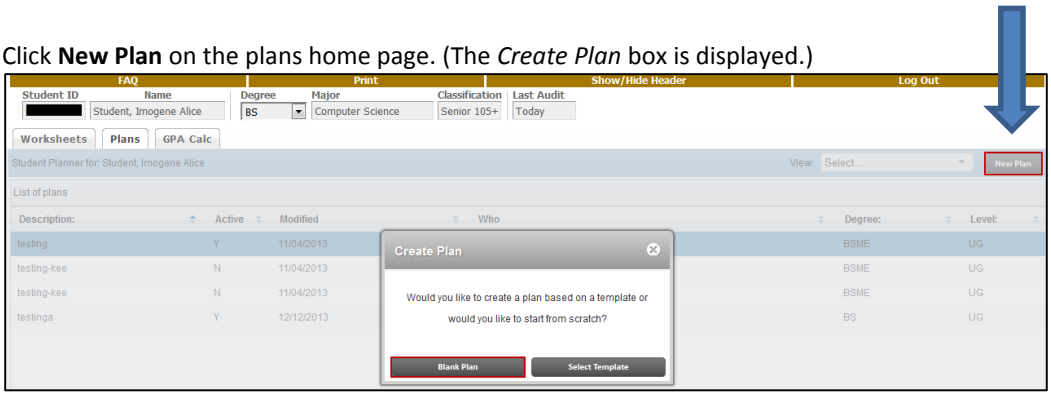
1. myPurduePlan will open to the **Worksheets** tab.



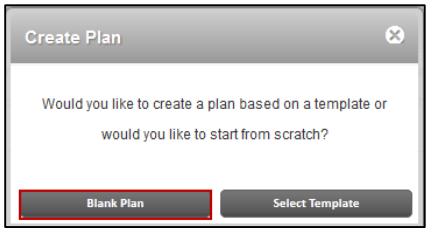
2. Click on the **Plans** tab.



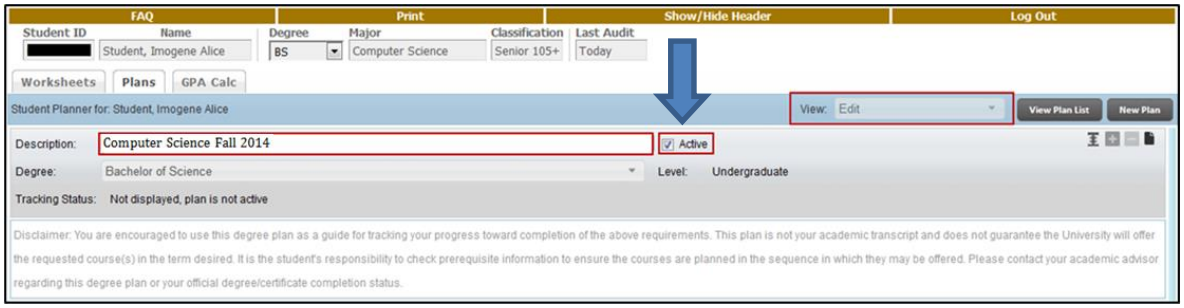
3. Click **New Plan** on the plans home page. (The *Create Plan* box is displayed.)



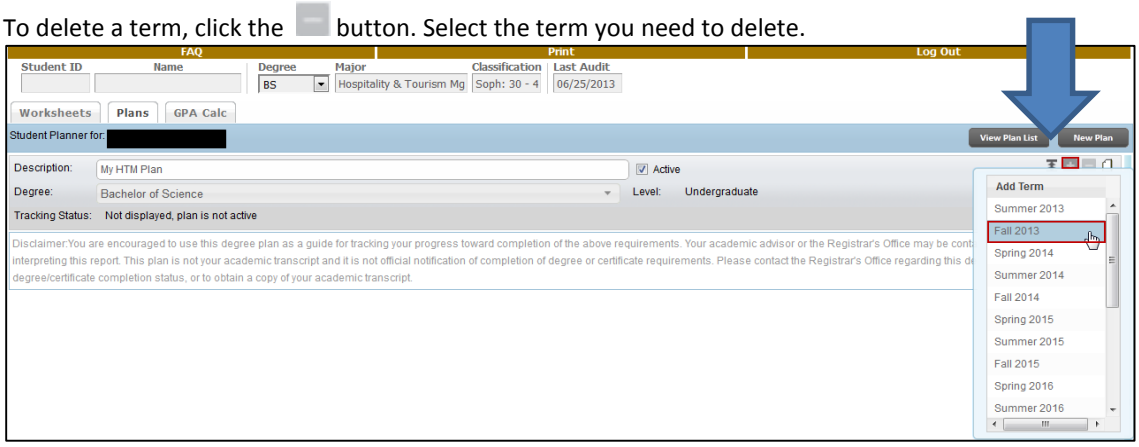
4. Click **Blank Plan**. The new blank plan is displayed.



5. Enter a **Description** for the plan that is reflective of the major name and term you began at Purdue. The **Degree** will be automatically populated. Select **Active**. While a student may have multiple plans, only one plan may be active. The active plan should be updated frequently to reflect current and future course selections.



6. To add a term to the plan, click the icon and select the term from the drop-down list. The term is displayed on the plan. To delete a term, click the button. Select the term you need to delete.



Once all of the required terms have been added to the plan, the terms can be customized by adding the required courses.

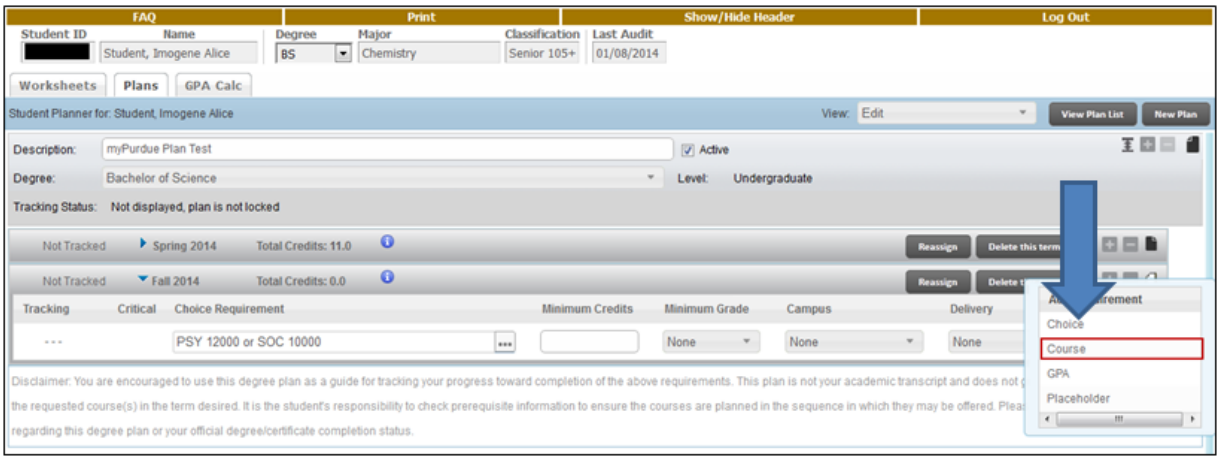
The following term requirements can be added to a term: 1) **Course**, 2) **GPA**, 3) **Choice** (Registrar Office use only), 4) **Placeholder** (Registrar Office use only)

Add a Course Requirement to a Term

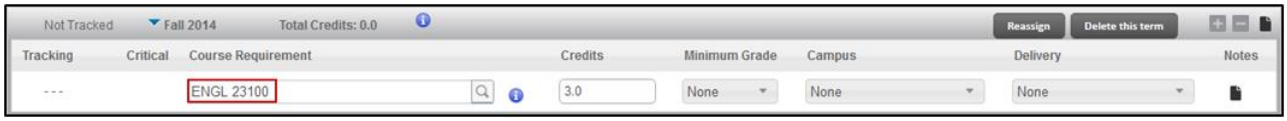
Complete the following steps to add a Course requirement to a term.

1. Click the icon on the term to which you want to add the requirement. The list of available requirement types is displayed.

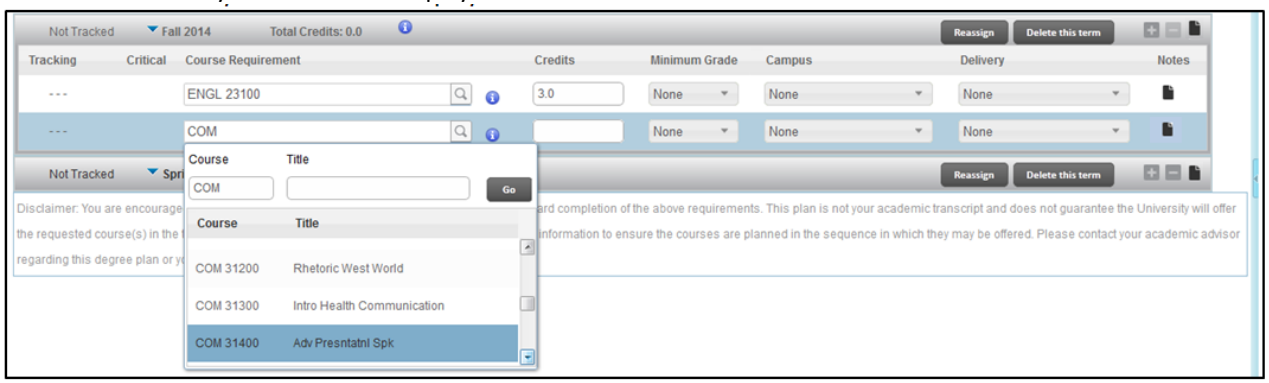
2. Select **Course** from the list.



3. The course fields are displayed on the term. Click inside the box under **Course Requirement**, and enter the subject and course number.



4. To search for a course, click the icon. Enter a part of or the full name of the **Course** or **Title**, and click **Go**. The courses that match the text you entered are displayed.



5. Select the course that you want to specify as a requirement. The course is displayed in the **Course Requirement** box and the credits for that course are displayed in the **Credits** box.

6. Requirements are saved when the plan is saved. Click the **Save** button in the lower right-hand corner.

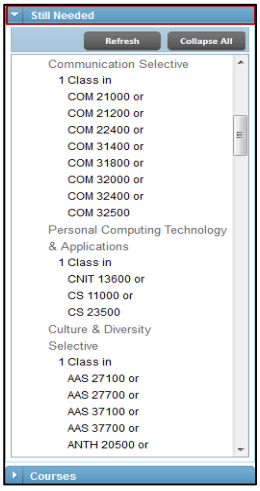
Add a Variable Credit Course Requirement to a Term

When adding a variable credit course (e.g., BIOL 59500), follow the directions above to add a course. Note that the system automatically populates the credits to the maximum number of credit hours available. You will need to change this to accurately reflect the number of credits you are planning to pursue (e.g., change 18 credits to 3 credits).

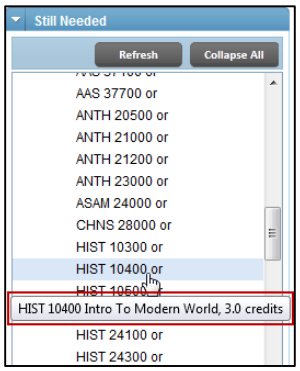
Drag and Drop a Course Requirement to a Term

You can also drag and drop a course requirement from a list of courses into a term on a plan. Complete the following steps to access the course list and insert a course from there into a term:

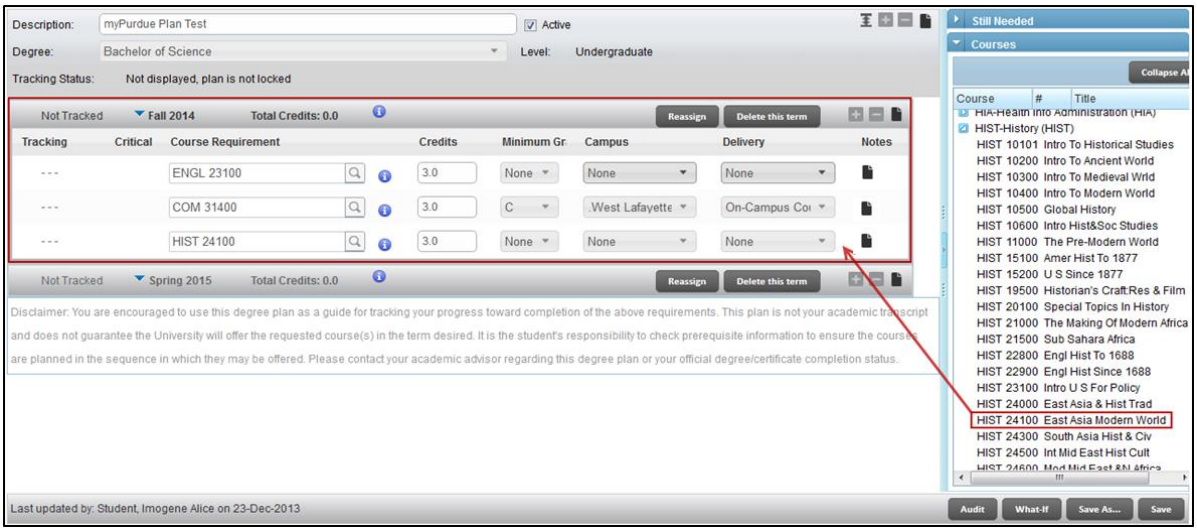
1. You can access the **Still Needed** courses list for the list of courses that still need to be completed.



2. Hover on the course name to see the course details. The *Course Information* window is displayed with the course name, title, and minimum credits.



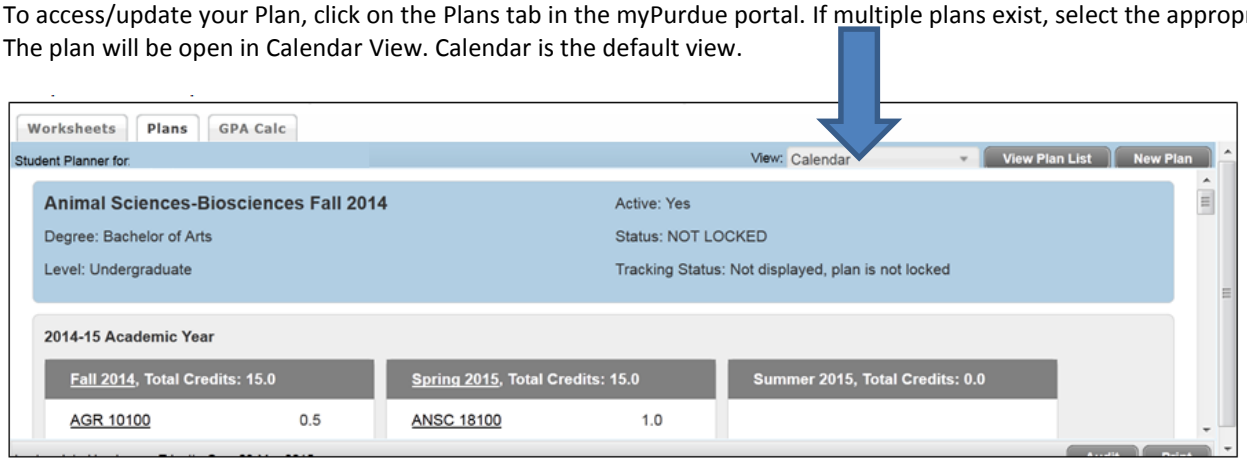
3. Click on the desired course and drag it to the term box.



4. Requirements are saved when the plan is saved. Click the **Save** button in the lower right-hand corner.

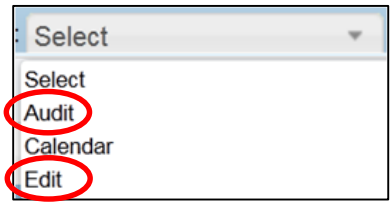
How do I access/update my Plan?

To access/update your Plan, click on the Plans tab in the myPurdue portal. If multiple plans exist, select the appropriate plan. The plan will be open in Calendar View. Calendar is the default view.



Plans can be updated in **Audit** View or **Edit** View.

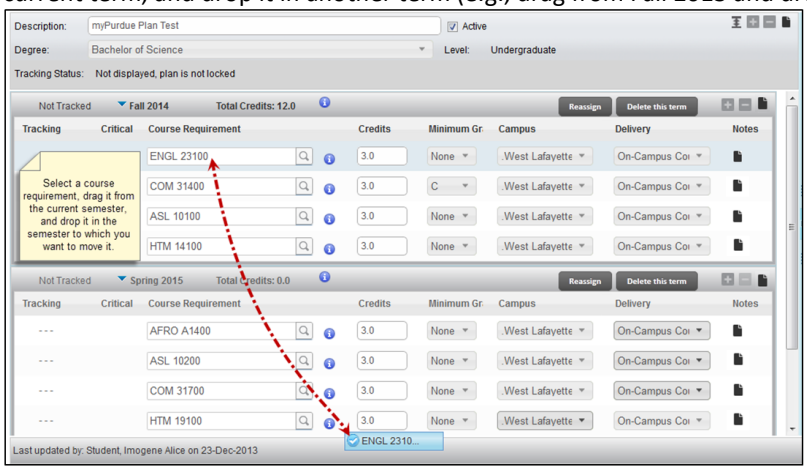
In **Audit** View, the worksheet and the plan are displayed side by side. Courses can be dragged from the worksheet to the audit.
In **Edit** View, more extensive modifications can be made.



In **Edit** View, open the plan that you want to edit. The plan details are displayed. As a student, you cannot delete a plan.

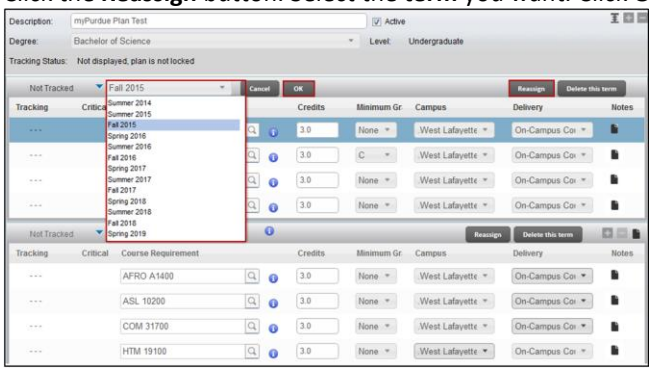
Editing tools you can use:

a. Move Classes: You may move a course from one term to another. Select a course requirement, drag it from the current term, and drop it in another term (e.g., drag from Fall 2013 and drop in Spring 2014).



b. Reassign Terms: You may reassign all courses from one term to another using the **Reassign** button (e.g., move all courses from Fall 2014 to Fall 2015).

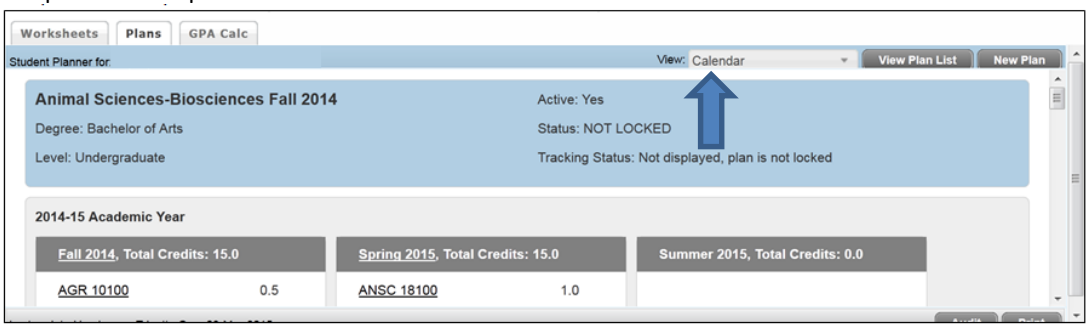
Click the **Reassign** button. Select the **term** you want. Click **OK**.



2. Click **Save**. The plan is updated.

How do I print my Plan?

To **Print** your Plan, click on the Plans tab in the myPurdue portal. If multiple plans exist, select the appropriate plan.
The plan will be open in Calendar View. Calendar is the default view.



Select the **Print** button located on the lower right-hand corner.