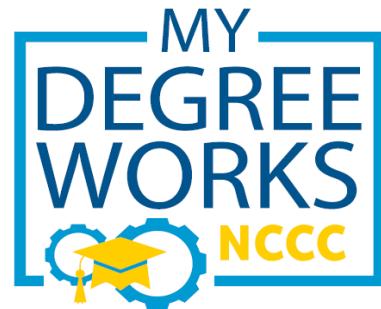


# Student Educational Planner “SEP”

The Student Educational Planner/“SEP” is a new function within Degree Works that allows your advisor to build a semester-by-semester course plan for you. It is an advising tool that can be used to map out a clear pathway for your timely completion. The electronic plan will be housed as a separate tab in Degree Works, showing the required courses within your major and a timeline of when they should be completed.



## How to View Your SEP Plan:

1. Log into Degree Works (T-wolves username & password).
2. Click on the “Plans” tab located at the top of the Degree Works audit to view your plan.
3. There are 3 options to view your plan: Notes (default), Calendar, or Audit. Select which view you would like to see from the drop down menu under Plans.

A screenshot of the Degree Works navigation bar. It includes fields for "Find Student ID" and "Name", and tabs for "Worksheets", "Plans", "Transfer", "Notes", and "History". A red arrow points to the "Worksheets" tab. Another red arrow points to the "Format" dropdown menu, which is set to "Student View".

**Your RAP# needed for registration can be found in the notes view as shown below, along with any other important information for your upcoming semesters.**

A screenshot of the Degree Works interface in Notes view. A modal window displays "RAP# 879789". Below it, a message says "Spring Advisement is open for registration. You may now register for Spring 2019 courses during advisement to change from LAHS to Human Services. She will start by only going PT and then look to add more classes in the fall." A red arrow points to the "View: Notes" link in the top right corner of the main window.

4. By selecting the Audit view, you will see a side by side of how your planned courses fulfill your program requirements in upcoming semesters.

A screenshot of the Degree Works interface in Audit view. It shows two columns of courses: "Not Tracked" and "Fall 2019, Total Credits: 6.0". A red arrow points to the "View: Audit" link in the top right corner of the right-hand column.

5. By selecting the Calendar view, you will see your planned semesters by calendar year.

A screenshot of the Degree Works interface in Calendar view. It shows two columns: "Not Tracked Fall 2019, Total Credits: 12.0" and "Not Tracked Spring 2020, Total Credits: 12.0". A red arrow points to the "View: Calendar" link in the top right corner of the right-hand column.



## Viewing SEP in Course Scheduler

Students can view their “SEP” plan using Course Scheduler. Once your advisor has created and saved an active plan in Degree Works, Course Scheduler will automatically recognize your active plan and allow you to generate schedules and register for classes based on it.

1. Log into Banner Web through the NCCC homepage. Select “Enter Secure Area”. Use your T-Wolves Username and password or Banner Web (Student ID & Pin).
2. Click on “Student & Financial Aid” then “Registration”. You may be asked to complete a survey.
3. Click on “Course Scheduler” and then the semester you will be registering for (i.e Fall 2019)
4. Complete the Financial Obligation Agreement statement by checking the box at the bottom of the page.
5. Click “Continue” and the Term you will be registering for.
6. Select the Campus(es) where you plan to take classes (Sanborn, NFCI, Web, etc).
7. To access the Degree Works “SEP” plan, click on “+Add Course” as shown below.

The screenshot shows the NCCC Course Scheduler interface. At the top, there's a blue header bar with 'Course Scheduler' and 'Text Only' buttons, and 'Help' and 'Sign out' links. Below the header is the NCCC logo. The main area has tabs for 'Courses', 'Breaks', and 'Schedules'. Under 'Courses', there are sections for 'Instructions', 'Campuses', and 'Term'. Below these are three callout boxes with information about registration holds, RAP#, and course selection. A large purple arrow points from the text 'To access DW plan, Click here' to the '+ Add Course' button. The '+ Add Course' button is highlighted with a yellow box.

8. Click on the new tab “Degree Works”. This will show the active plan decided on by you and your advisor. Check the boxes next to each course that you will be registering for and click “Add Course”. The courses will appear on the right side once added. Finally, select “Back to Scheduler”.

The screenshot shows the 'Add Course' page in Degree Works. At the top, there are search filters for 'By Subject', 'Search by Elective', 'Search by Section Attribute', and 'Search by Instructor'. Below these are tabs for 'DegreeWorks' and 'New Tab!'. The 'Degree Plan' is set to 'Associate in Applied Science' and the 'Plan Term' is 'Fall Semester, 2019'. On the left, a list of courses is shown with checkboxes. One checkbox for 'ANT - Anthropology 102 - Intro to Cultural Anthropology' is circled in red. On the right, a 'Courses' section displays a message 'Choose a Course and click Add Course'. A purple arrow points from the text 'Choose a Course and click Add Course' to the 'New Tab!' tab. The 'New Tab!' tab is highlighted with a yellow box.

9. Select “Generate Schedules” to create options based off your plan. You can add breaks if needed.
10. Once you have decided on a schedule, select “Send to Shopping Cart”. This will prompt registration. You will need your RAP# from your plan notes in Degree Works.