

Student Educational Planner “SEP”

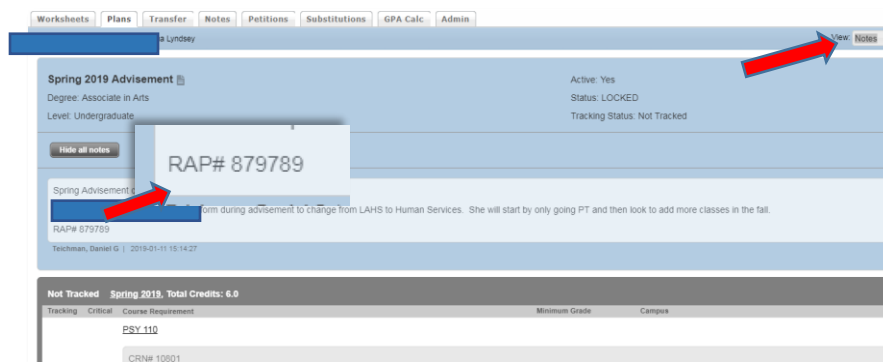
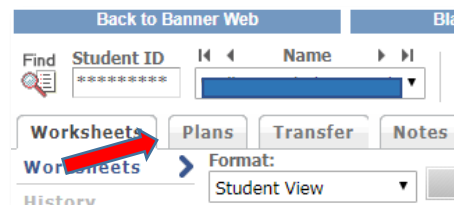
The Student Educational Planner/“SEP” is a new function within Degree Works that allows your advisor to build a semester-by-semester course plan for you. It is an advising tool that can be used to map out a clear pathway for your timely completion. The electronic plan will be housed as a separate tab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



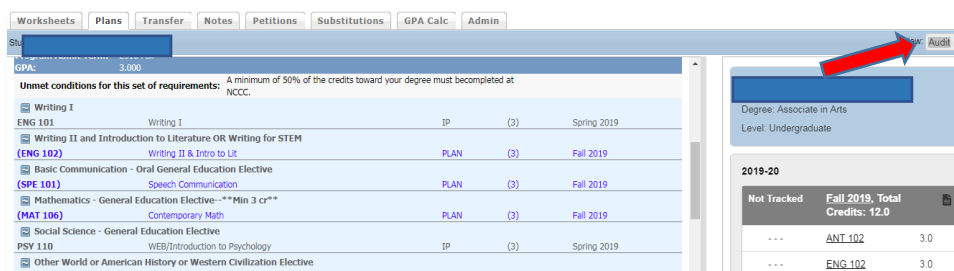
How to View Your SEP Plan:

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.

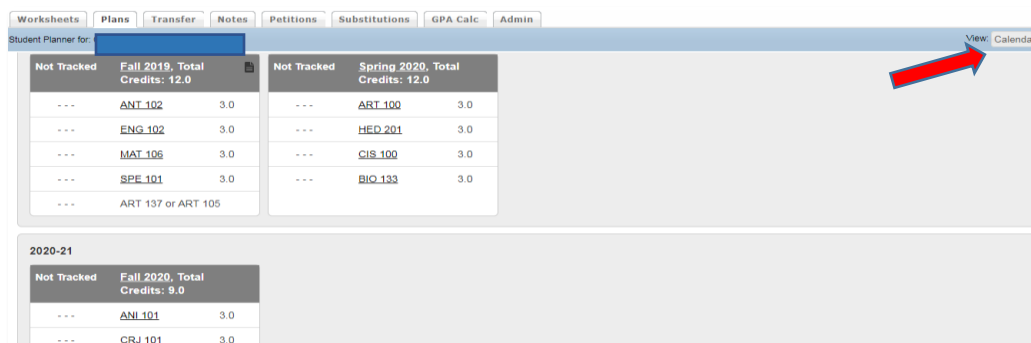
Your RAP# needed for registration can be found in the notes view as shown below, along with any other important information for your upcoming semesters.



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.



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





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, NFI, Web, etc).
7. To access the Degree Works “SEP” plan, click on **“+Add Course”** as shown below.

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”**.

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.