

MISSOURI SOUTHERN
— STATE UNIVERSITY —
OFFICE OF THE REGISTRAR

DEGREE WORKS
STUDENT
EDUCATIONAL
PLANNER
ADVISOR GUIDE

September 2026

Created by The Office of the Registrar
Questions? Contact DegreeWorks@mssu.edu
[Office of the Registrar Website](#)

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INTRODUCTION TO DEGREE WORKS STUDENT EDUCATIONAL PLANNER (SEP)

The Student Educational Planner (SEP) is a feature of Degree Works that helps advisors and students work together to plan each semester of coursework to ensure student success. By developing a plan, students will have a clear path of coursework needed each semester in sequential order. The better students can plan their academic journey, the more likely they are to stay on track and achieve their academic goals.

In addition, advisors can use the features in the plan to identify courses that are essential to students' timely degree completion. Lastly, SEP will eventually give us good data to forecast scheduling needs.

SEP allows users to track all requirements or just the ones classified as critical, then display their tracking status. If a student is deemed "off track" in one or more trackable requirements, the semester – and possibly the student plan – will be considered "off track" and then appropriate interventions can be taken to help the student succeed.

The degree audit and plan are best used together!

The degree audit (Worksheet) shows WHAT requirements students have completed and still need for a program.

The SEP (Plans) offers information for each semester to show students WHEN courses should be taken.

As you begin to explore and build plans in SEP, this guide will assist you with learning how to use the system to plan future classes, keep track of requirements, and record notes for students regarding their academic progress.

OBJECTIVES

By the end of this manual the user will be able to:

- Create a Blank Plan
- Create a Plan from a Template
- Add to and Modify Plans
- Print a Plan
- Make a Plan Active
- Approve Plans, Set and Interpret Planner Tracking
- Interpret Planner Audit View
- How to use the “What-If” Feature

ACCESS PLANS

1. Log into Lionet with your credentials
2. Access Degree Works under Faculty tab through Lionet.
3. Enter the student ID
4. Select **Plans** at the top of the Degree Works Dashboard.



The screenshot shows the 'MSSU Degree Audit' page. At the top, there is a navigation bar with 'DEGREE AUDIT', 'PLANS', and 'LINKS'. The 'PLANS' tab is selected and highlighted with a red box. Below the navigation bar, the page title 'MSSU Degree Audit' is displayed. Underneath, there are three input fields: 'Student ID' (with a red box), 'Name' (with a red box), and 'Degree' (a dropdown menu showing 'Bachelor of Science in Business Admin...').

In the Plan List block, any plans that were previously created are displayed.

Plan List							NEW PLAN
Description	Active	Modified ↓	Who	Degree	Level	Status	
Biology : General Biology, BS (BI04) - Fall Start	No	08/06/2025	Workman, Stephanie	BS	UG	Not Locked	
Fall 2026	No	04/15/2025	Workman, Stephanie	BSBA	UG	Not Locked	

PLAN TYPES

There are two different options when creating a new plan, Blank Plans and Templates.

Blank Plans allows users to build a customized plan from scratch. Blank Plans are useful for students who are already in progress towards their degree completion or who are in programs for which no templates are built.

Pre-programmed templates with courses allow users to select a pre-defined major template with courses and semesters already added. These templates are most beneficial for new students who have not yet started their academic career.

Pre-programmed blank templates without courses allow users to select a blank major

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template without courses and semesters already added. These templates are most beneficial for students who have started their academic career, especially for transfer students.

Note: users can still edit a plan if selected from a Template.

When To Use Blank Plans Vs. Templates

Blank Plans

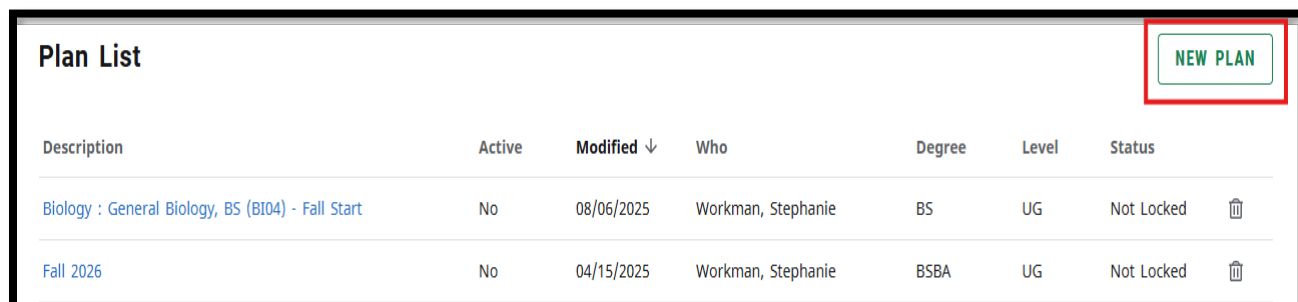
A new Blank plan allows you to set the start term for the plan to either Fall or Spring and does not contain all the student's requirements (GENED and Major/Minor/...). For this reason, it is recommended that Blank Plans be used to create plans for current/continuing students who have already begun their program of study.

Templates

All Templates have been built with either a Fall or Spring start. Depending on the template type, these may contain the student's requirements (GENED and Major/Minor/...) or be blank. Pre-defined templates are recommended for incoming freshmen students and blank templates are recommend for students who have started already.

CREATE A BLANK PLAN

1. From the Plans tab, select **New Plan** from the Plan List Block.

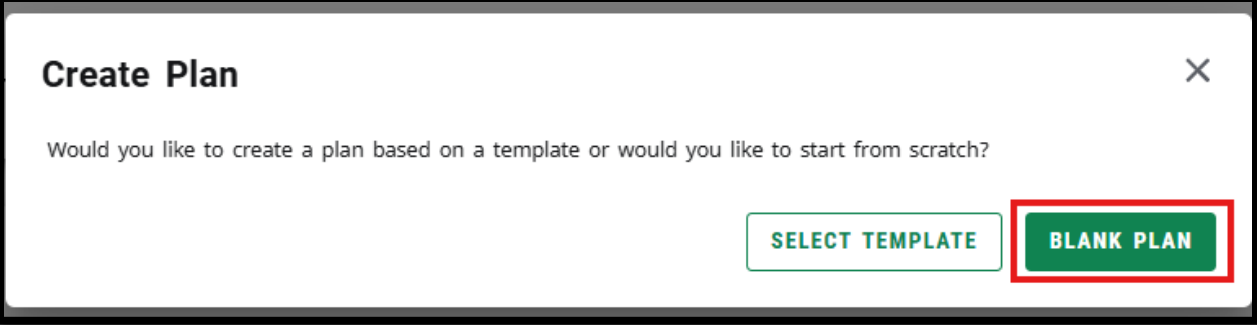


The screenshot shows a 'Plan List' table with columns: Description, Active, Modified, Who, Degree, Level, Status, and a trash icon. Two rows are visible: 'Biology : General Biology, BS (BI04) - Fall Start' and 'Fall 2026'. A 'NEW PLAN' button is highlighted in a red box in the top right corner.

Description	Active	Modified ↓	Who	Degree	Level	Status	
Biology : General Biology, BS (BI04) - Fall Start	No	08/06/2025	Workman, Stephanie	BS	UG	Not Locked	🗑️
Fall 2026	No	04/15/2025	Workman, Stephanie	BSBA	UG	Not Locked	🗑️

2. Select **Blank Plan**.

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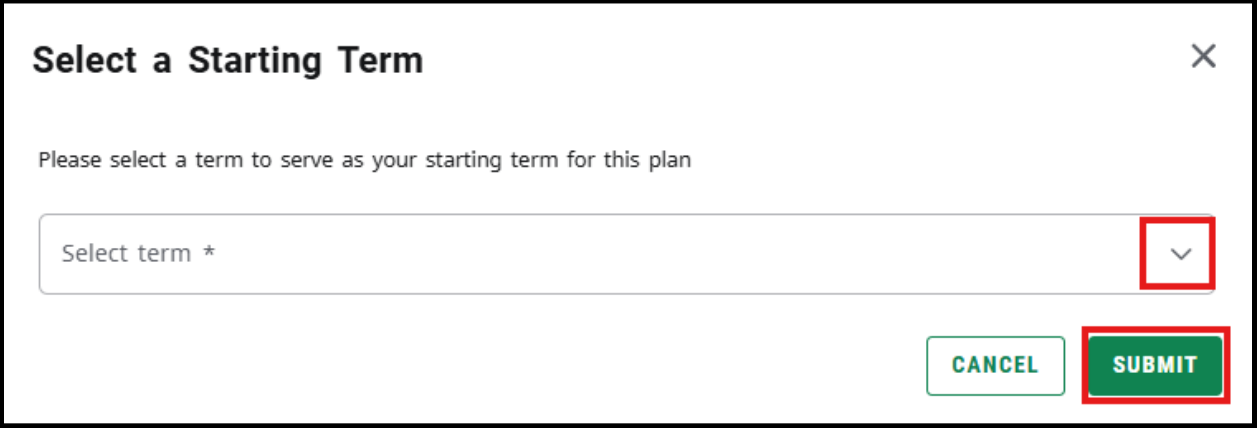
Create Plan ✕

Would you like to create a plan based on a template or would you like to start from scratch?

SELECT TEMPLATE BLANK PLAN

This dialog box is titled "Create Plan" with a close button (✕) in the top right corner. It contains a question: "Would you like to create a plan based on a template or would you like to start from scratch?". At the bottom right, there are two buttons: "SELECT TEMPLATE" and "BLANK PLAN". The "BLANK PLAN" button is highlighted with a red border.

3. Use the drop-down to select the **starting term** for the plan. Select **Submit**.



Select a Starting Term ✕

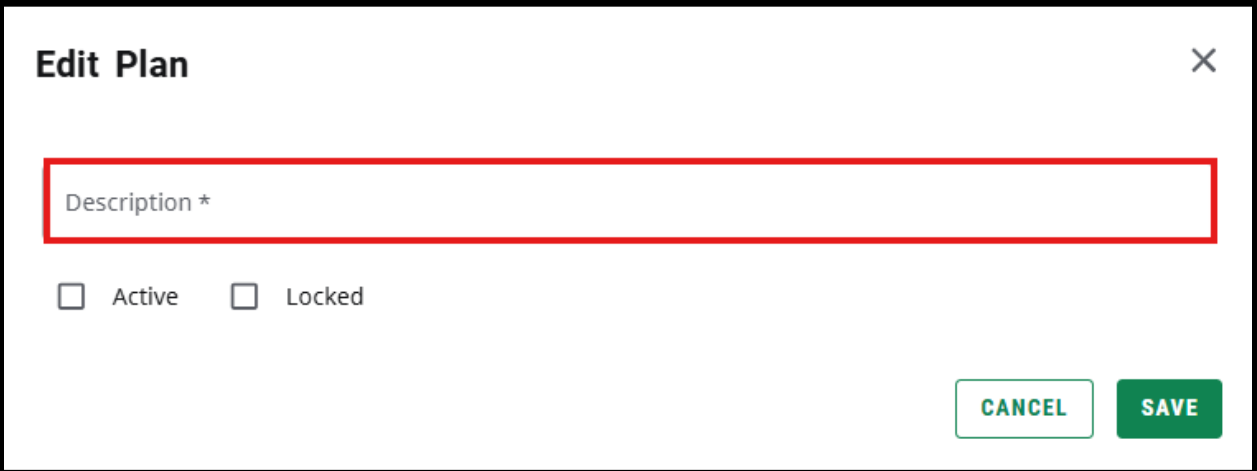
Please select a term to serve as your starting term for this plan

Select term * ▼

CANCEL SUBMIT

This dialog box is titled "Select a Starting Term" with a close button (✕) in the top right corner. It contains the instruction: "Please select a term to serve as your starting term for this plan". Below this is a drop-down menu with the placeholder text "Select term *" and a downward arrow icon (▼). The drop-down menu is highlighted with a red border. At the bottom right, there are two buttons: "CANCEL" and "SUBMIT". The "SUBMIT" button is highlighted with a red border.

4. Enter the name of the plan in the Description field.



Edit Plan ✕

Description *

☐ Active ☐ Locked

CANCEL SAVE

This dialog box is titled "Edit Plan" with a close button (✕) in the top right corner. It contains a text input field labeled "Description *". The input field is highlighted with a red border. Below the input field, there are two checkboxes: "Active" and "Locked". At the bottom right, there are two buttons: "CANCEL" and "SAVE".

PLAN NAME FORMAT

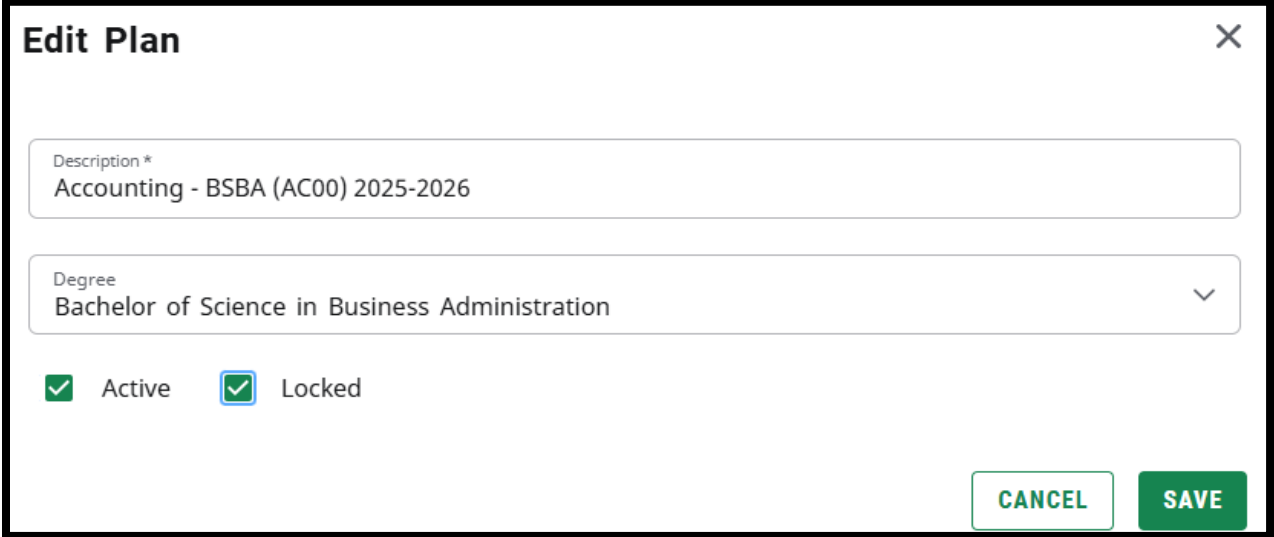
Plan names follow this format:

Major Title – Degree (Major Code) Catalog Year. For example: Accounting-BSBA (AC00)-2025-

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2026

5. If a student has multiple programs of study, the Degree drop-down will be displayed. Select the **Degree** for which you are creating the plan.
6. Select **Active and Locked** to enable tracking once the plan is complete.
7. Select Save.



Edit Plan [X]

Description *
Accounting - BSBA (AC00) 2025-2026

Degree
Bachelor of Science in Business Administration [v]

☒ Active ☒ Locked

CANCEL SAVE

Active

Checking “**Active**” allows the institution to track student activity. Students can have multiple plans for different scenarios and reasons, but only one plan can be active for each degree type. If one Plan is already active and you try to set “Active” on another Plan, an error message will pop up.

This is an example of an error you would see if there were another active degree with the same type.

Edit Plan

 There was an error updating the plan. There are other active plans for the same school and degree. They need to be inactive before this plan can be made active.

Description *

Human Resource Management BSBA (MM04) - Fall Start

Degree

Bachelor of Science in Business Administration

☒ Active

☒ Locked

CANCEL

SAVE

Locked

A “**Locked**” Plan allows tracking status to display if student is “On Track” (has taken courses planned) or “Off Track” (has NOT taken courses planned).

If the **Active** and **Locked** indicators are not checked, tracking will not be initiated for the plan and the Tracking Status will display “**NOT DISPLAYED, PLAN IS NOT ACTIVE.**”

Business Emphasis :BGS (GB02) - Fall Start

PLAN LISTNEW PLAN

Degree

Bachelor of Science in Business Administration

Level

Undergraduate

Total planned credits

95.0

Active

No

Status

Not Locked

Tracking Status

NOT DISPLAYED, PLAN IS NOT ACTIVE

8. Add at least 2 additional terms by clicking the *Add Term* button and select the next sequential term from the drop-down menu and click *Add*. At least two terms need to be added to build the plan using the “*Still Needed*” feature to add courses to the Plan.
9. The Blank Plan will appear. Scroll down to begin with adding to the plan. Note that the starting term has been added. You are yet to add classes to the terms. This will be

covered later in the guide.

BSBA-Accounting-AC00-2024-2025

PLAN LISTNEW PLAN

DegreeBachelor of Science

LevelUndergraduate

Total planned credits0.0

ActiveNo | StatusNot Locked | Tracking StatusNOT DISPLAYED, PLAN IS NOT ACTIVE

Last updated: Abrahams, Faustina E on 08/20/2025

AuditWhat-IfDelete planSave as copyCreate block

ADD TERM

2025 Fall

Credits: 0

+

2026 Spring

Credits: 0

+

2026 Fall

Credits: 0

+

CREATE A PLAN FROM A PRE-PROGRAMMED TEMPLATE

Plans can be created from programmed major templates with courses or without. Note that not all majors have templates available. If an appropriate template for a specific major is not found, build a plan using Blank Plan.

Preprogrammed Template with Courses

- 1. Select **New Plan** from the Plan List Block.

Plan List

NEW PLAN

Description	Active	Modified ↓	Who	Degree	Level	Status	
BSBA-Accounting-AC00-2024-2025	No	08/20/2025	Abrahams, Faustina E	BS	UG	Not Locked	
Biology : General Biology, BS (BI04) - Fall Start	No	08/06/2025	Workman, Stephanie	BS	UG	Not Locked	

- 2. Choose **Select Template**.

Create Plan

Would you like to create a plan based on a template or would you like to start from scratch?

SELECT TEMPLATE

BLANK PLAN

- The list of plans will appear. The “Term Scheme” column states the number of terms that have been planned and the term that the plan starts. Use the drop-down to select the **starting term** for the plan.

Create plan from template

Choose a template that has a starting term type (e.g. FALL) that matches the term type of the selected starting term.

Select starting term *

▼

Search templates

Q

Description ↑	Level	College	Major	Degree	Catalog year	Term scheme	Who	What	Modified
AAA Test	UG	C1	CH02	BS	2026	COMPLETE_SCHEDULE_SEMESTERS	Manager, Degree Works	DASH	6/23/2025
ART- Visual Art BA(AR01) - Fall Start	UG	C1	AR01	BA	2025	COMPLETE_SCHEDULE_SEMESTERS	Workman, Stephanie	DASH	2/27/2025
ART- Visual Art BA(AR01) - Spring start	UG	C1	AR01	BA	2025	COMPLETE_SP_WOSUMM_SEMESTER	Workman, Stephanie	DASH	3/19/2025
Accounting BSBA (AC00) - Fall Start	UG	C2	AC00	BSBA	2025	COMPLETE_SCHEDULE_SEMESTERS	Workman, Stephanie	DASH	2/27/2025
Accounting BSBA (AC00) - Spring Start	UG	C2	AC00	BSBA	2025	COMPLETE_SP_WOSUMM_SEMESTER	Workman, Stephanie	DASH	3/19/2025

- Use the Search Templates field to narrow down the list or select the **name of the template** from the list. Note: The starting term must match the term start in the “Term Scheme” column. If they do not match an error message will appear.

Create plan from template

Choose a template that has a starting term type (e.g. FALL) that matches the term type of the selected starting term.

Select starting term *

▼

Search templates

Q

Description ↑	Level	College	Major	Degree	Catalog year	Term scheme	Who	What	Modified
AAA Test	UG	C1	CH02	BS	2026	COMPLETE_SCHEDULE_SEMESTERS	Manager, Degree Works	DASH	6/23/2025
ART- Visual Art BA(AR01) - Fall Start	UG	C1	AR01	BA	2025	COMPLETE_SCHEDULE_SEMESTERS	Workman, Stephanie	DASH	2/27/2025
ART- Visual Art BA(AR01) - Spring start	UG	C1	AR01	BA	2025	COMPLETE_SP_WOSUMM_SEMESTER	Workman, Stephanie	DASH	3/19/2025
Accounting BSBA (AC00) - Fall Start	UG	C2	AC00	BSBA	2025	COMPLETE_SCHEDULE_SEMESTERS	Workman, Stephanie	DASH	2/27/2025

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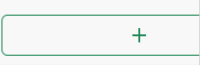
5. The plan template will appear. Select the **pencil icon** to edit the plan's description.

Accounting BSBA (AC00)- Fall Start  

Degree Bachelor of Science
Level Undergraduate
Total planned credits 102.0
Active No | **Status** Not Locked | **Tracking Status** NOT DISPLAYED, PLAN IS NOT ACTIVE

Last updated: Abrahams, Faustina E on 08/25/2025
[Audit](#) [What-If](#) [Delete plan](#) [Save as copy](#) [Create block](#)

2025 Fall  Credits: 12		2026 Spring  Credits: 12		2026 Fall  Credits: 9		2027 Spring  Credits: 12
						

6. If needed, modify the name of the plan in the Description field.

Edit Plan 

Description *
Accounting BSBA (AC00)- Fall Start

Degree
Bachelor of Science 

☐ Active ☐ Locked

7. If a student has multiple programs of study, the Degree drop-down will display. Select the **Degree** for which a plan is being created.
8. Select **Active and Locked** to enable tracking.

9. Select **Save**.

Preprogrammed Blank Template

10. Select **New Plan** from the Plan List Block.

Plan List

NEW PLAN

Description	Active	Modified ↓	Who	Degree	Level	Status
BSBA-Accounting-AC00-2024-2025	No	08/20/2025	Abrahams, Faustina E	BS	UG	Not Locked
Biology : General Biology, BS (BI04) - Fall Start	No	08/06/2025	Workman, Stephanie	BS	UG	Not Locked

11. Choose **Select Template**.

Create Plan

×

Would you like to create a plan based on a template or would you like to start from scratch?

SELECT TEMPLATE

BLANK PLAN

12. The list of plans will appear. The “Term Scheme” column states the number of terms that have been planned and the term that the plan starts. Use the drop-down to select the **starting term** for the plan.

Create plan from template

×

Choose a template that has a starting term type (e.g. FALL) that matches the term type of the selected starting term.

Select starting term *

▼

Search templates

Q

Description ↑	Level	College	Major	Degree	Catalog year	Term scheme	Who	What	Modified
AAA Test	UG	C1	CH02	BS	2026	COMPLETE_SCHEDULE_SEMESTERS	Manager, Degree Works	DAGH	6/23/2025
ART- Visual Art BA(AR01) - Fall Start	UG	C1	AR01	BA	2025	COMPLETE_SCHEDULE_SEMESTERS	Workman, Stephanie	DAGH	2/27/2025
ART- Visual Art BA(AR01) - Spring start	UG	C1	AR01	BA	2025	COMPLETE_SP_WOSUMM_SEMESTER	Workman, Stephanie	DAGH	3/19/2025
Accounting BSBA (AC00) - Fall Start	UG	C2	AC00	BSBA	2025	COMPLETE_SCHEDULE_SEMESTERS	Workman, Stephanie	DAGH	2/27/2025

13. Use the Search Templates field to narrow down the list or select the **name of the**

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template from the list. You can search “**Blank**” for available blank templates.

Note: The starting term must match the term start in the “Term Scheme” column. If they do not match an error message will appear.

Create plan from template

Choose a template that has a starting term type (e.g. FALL) that matches the term type of the selected starting term.

Select starting term *
2027 Fall

Search templates
blank

Description ↑	Level	College	Major	Degree	Catalog year	Term scheme	Who	What	Modified
Blank Accounting BSBA (AC00)	UG	C2	AC00	BSBA	2027	COMPLETE_SCHEDULE_SEMESTERS	Support, SIG	DASH	6/25/2026
Blank Agribusiness BS (AG01)	UG	C2	AG01	BS	2027	COMPLETE_SCHEDULE_SEMESTERS	Support, SIG	DASH	6/25/2026
Blank Applied Science BAS (BAS0)	UG	C3	BAS0	BAS	2027	COMPLETE_SCHEDULE_SEMESTERS	Support, SIG	DASH	7/17/2026
Blank Art-Visual BA (AR01)	UG	C1	AR01	BA	2027	COMPLETE_SCHEDULE_SEMESTERS	Support, SIG	DASH	6/25/2026
Blank Biology -BTCH, MIC GEN BS (BI01)	UG	C3	BI01	BS	2027	COMPLETE_SCHEDULE_SEMESTERS	Support, SIG	DASH	7/17/2026

14. The plan template will appear. Select the **pencil icon** to edit the plan’s description.

Blank Accounting BSBA (AC00) 

PLAN LISTNEW PLAN

Degree Bachelor of Science in Business Administration

Level Undergraduate

Total planned credits 0.0

Active No | Status Not Locked | Tracking Status NOT DISPLAYED, PLAN IS NOT ACTIVE

15. If needed, modify the name of the plan in the Description field.

Edit Plan



Description *
Blank Accounting BSBA (AC00)

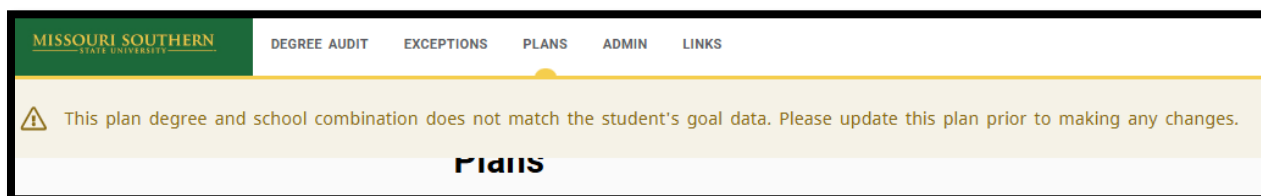
☐ Active ☐ Locked

CANCELSAVE

16. Select **Save**.

CHANGING STUDENT PLAN to UNDEFINED MAJOR

In some cases, you may try to add an audit that is not in the student's declared major. This will result in an error message, *"This plan degree and school combination does not match the student's goal data. Please update this plan prior to making any changes."*



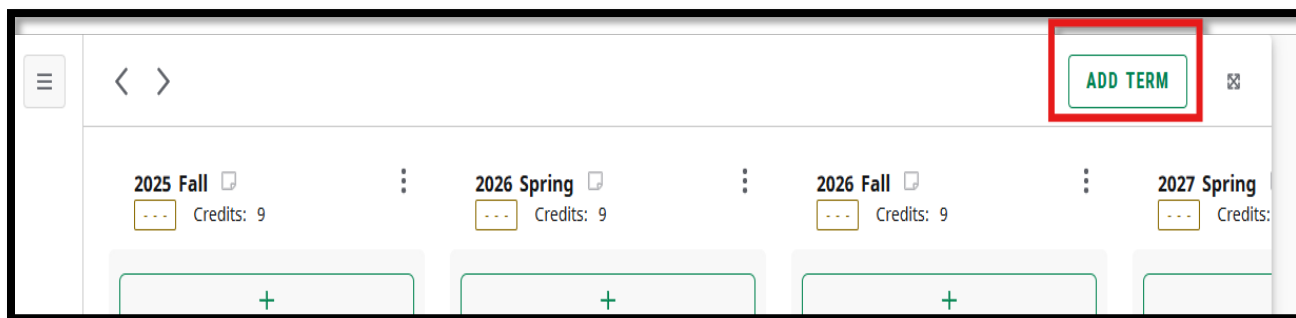
This error will allow the plan to show, but if the student is declared in college one and the plan is for college two, it will not pull updated requirements for college two. As the student is still defined as a major in college one, it will only pull those requirements.

If the student should be in a different major, a major change form will need to be submitted to update the data in the Student Educational Planner.

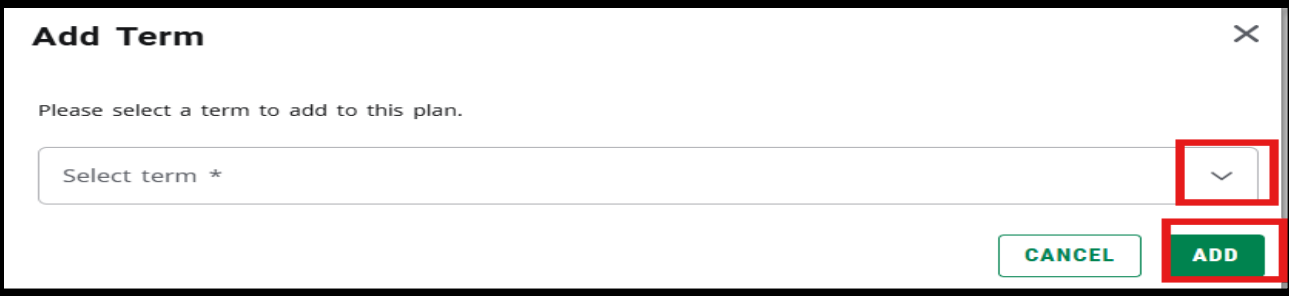
ADD A TERM

Users can add other terms to the plan to continue mapping out coursework.

1. Select **Add Term** on the right side of the screen.



2. Use the drop-down to select the **term** for the plan. Select **Add**.



Add Term ✕

Please select a term to add to this plan.

Select term *

CANCEL ADD

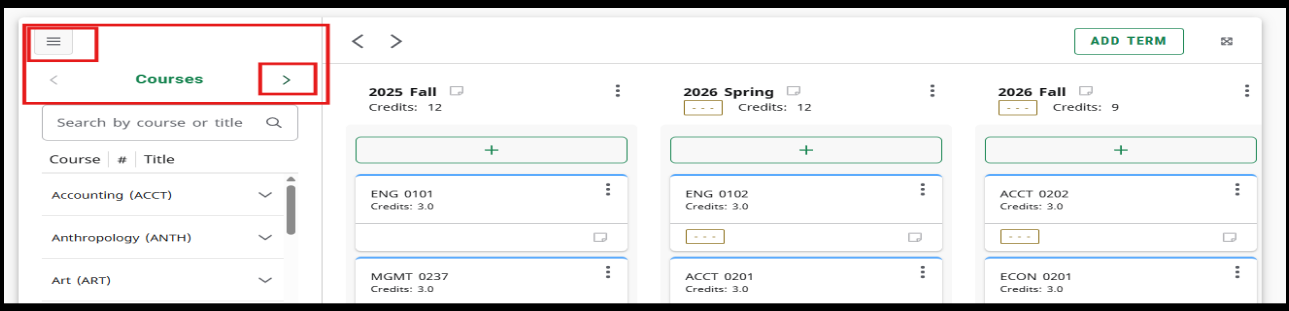
The dialog box has a title bar with a close button. Below the title is a message and a text input field with a dropdown arrow. At the bottom right are two buttons: 'CANCEL' and 'ADD'.

3. The term will appear on the plan. Repeat the process to add more terms.
4. NOTE: At least two terms need to be added to use the *Still Needed* feature.

ADDING COURSES

There are three ways of adding courses. The 3-dash icon to the left of the page opens the three options.

Select **COURSES** (from list of all courses offered at MSSU. Pulls from all active courses in the system)

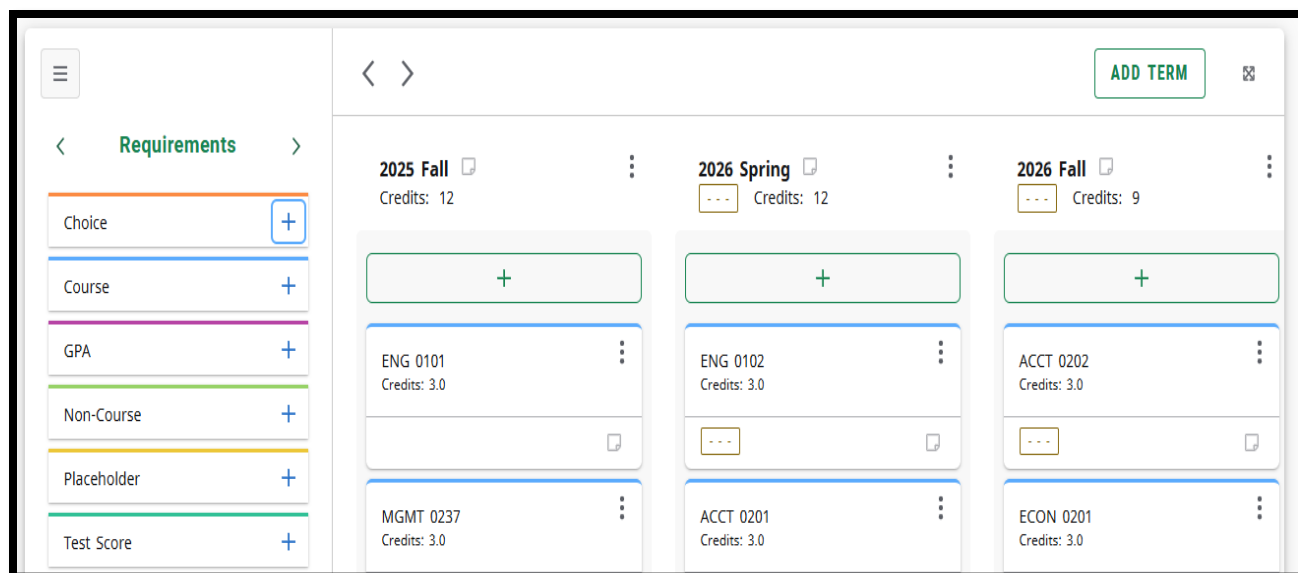


The screen shows a sidebar with a menu icon, a 'Courses' header, and a search bar. The main area displays three columns for different terms: 2025 Fall, 2026 Spring, and 2026 Fall. Each column has a '+' button and a list of courses with their credits.

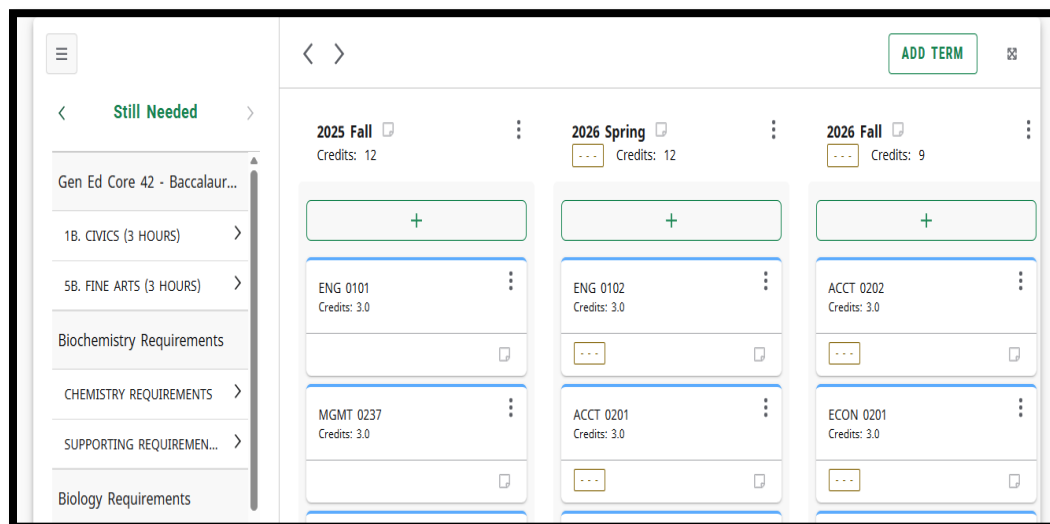
Term	Credits	Courses
2025 Fall	12	ENG 0101 (3.0), MGMT 0237 (3.0)
2026 Spring	12	ENG 0102 (3.0), ACCT 0201 (3.0)
2026 Fall	9	ACCT 0202 (3.0), ECON 0201 (3.0)

Select Courses from REQUIREMENTS (This option allows you to select and add different criteria)

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Select Courses from “STILL NEEDED” Requirements

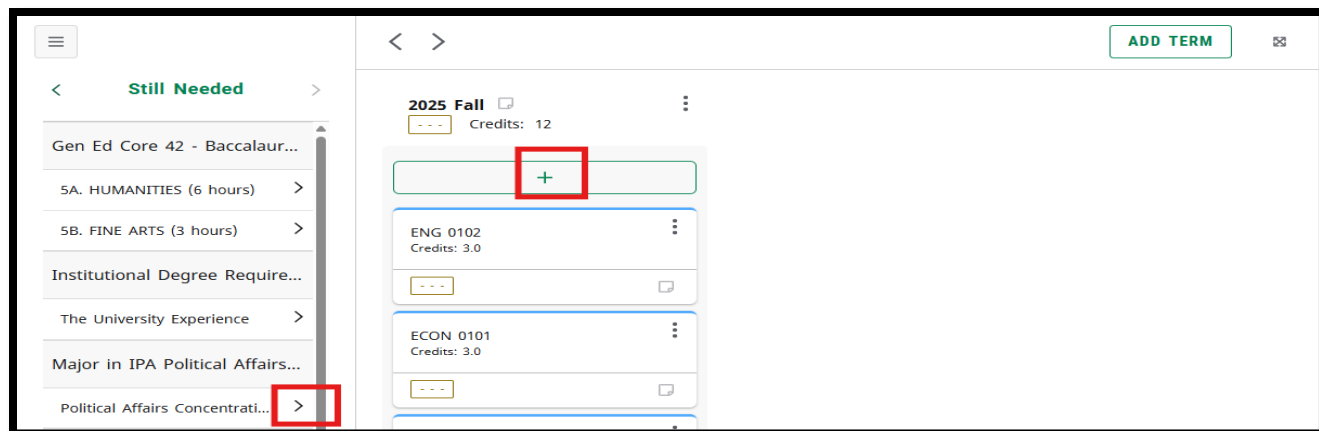


TO ADD A COURSE THAT IS STILL NEEDED

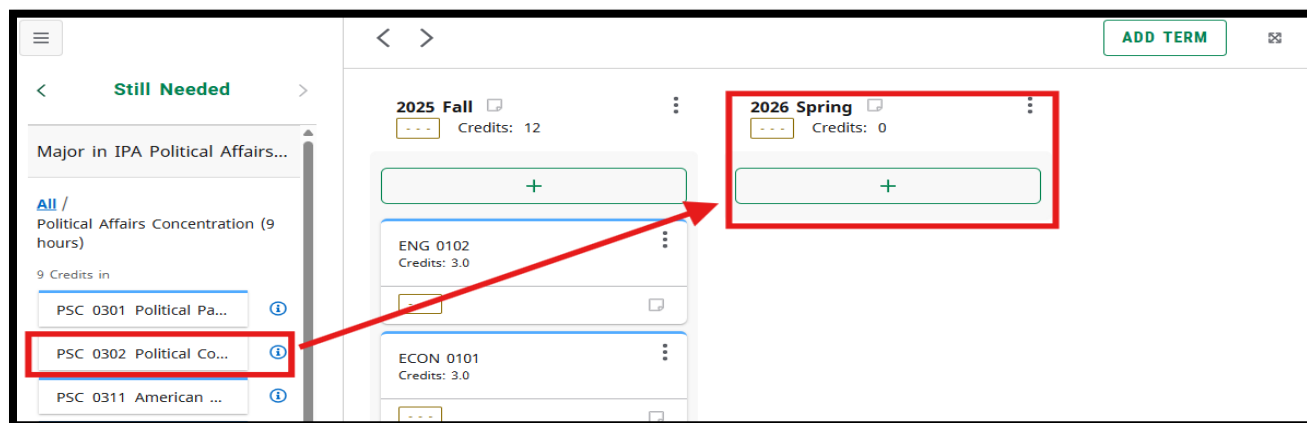
NOTE: This is the preferred method of adding courses as it will only display requirements that have not been taken or planned for in the CURRENT major. However, advisors who are advising for a change of major should NOT use this feature.

1. On the left side of the screen are the categories for the degree requirements that are still needed. Select the arrow next to the category to view the courses. Users can also click the + sign under the semester to which they wish to add courses.

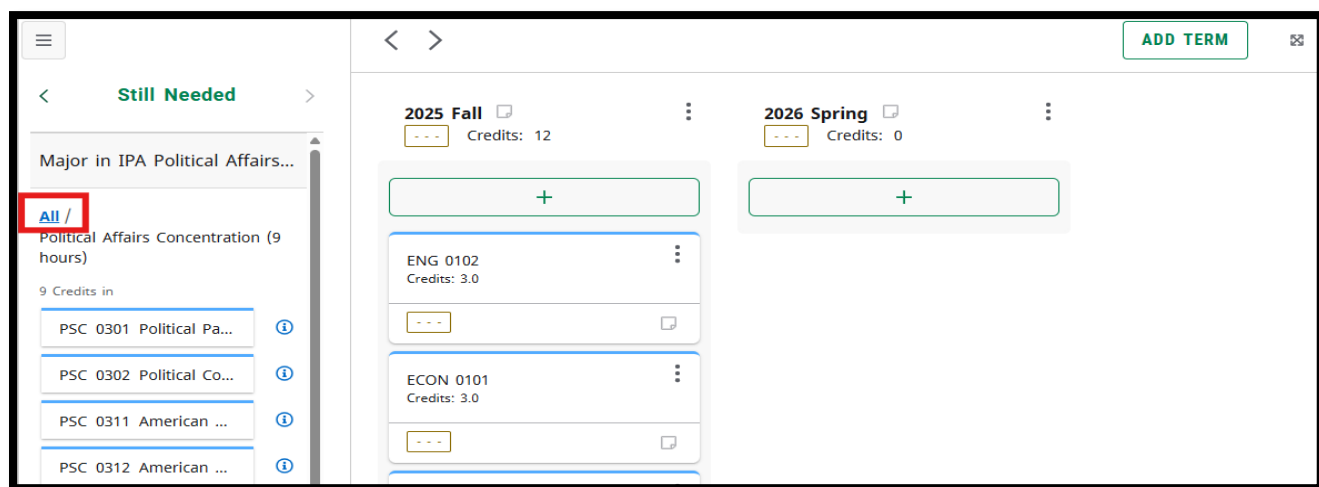
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2. Select the **course** and drag it to the + icon under the name of the appropriate term.



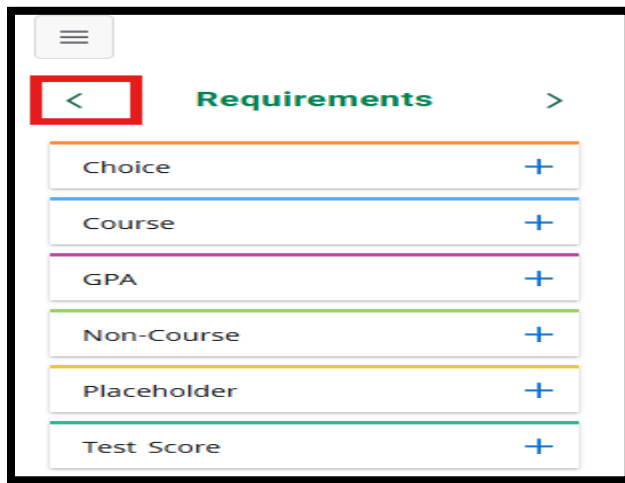
3. The course is listed under the term. Select **All** to return to the full list of categories for the requirements that are still needed.



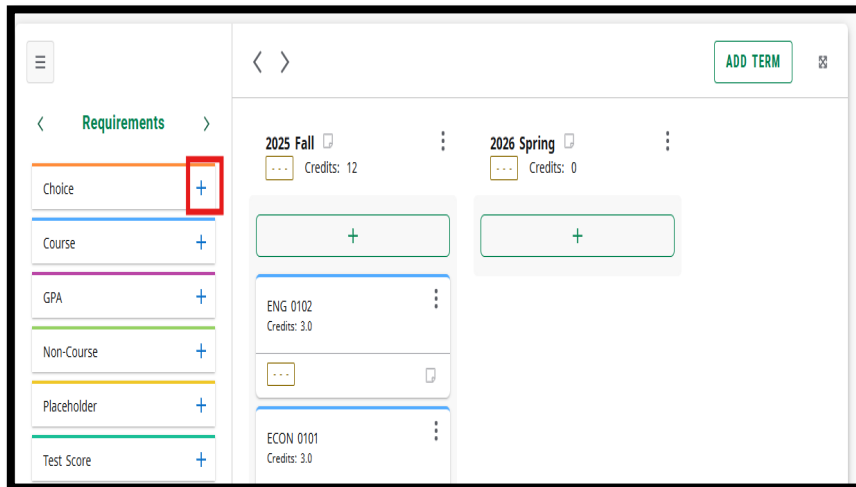
TO ADD A CHOICE REQUIREMENT

A choice requirement is used when a student can choose from multiple courses (ex. this course OR that course). A choice requirement is also used when a course must be paired with another course (ex. this course AND that course). Finally, a choice requirement is used to indicate a free elective (@ @) or another course with a “wildcard” symbol (@).

1. On the left side of the screen, use the arrows to the left to toggle to the REQUIREMENT section. Select the **left arrow**.

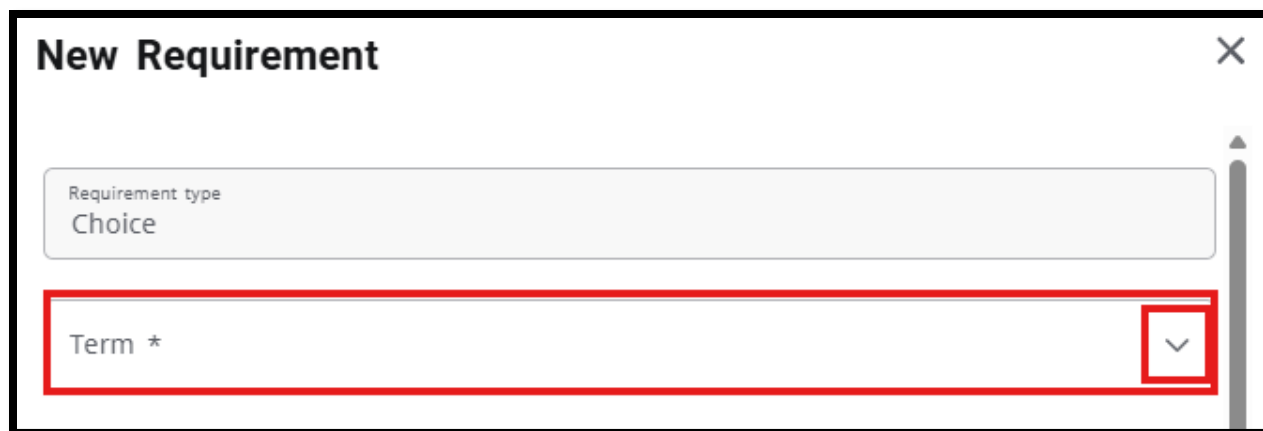


2. Select the **+** icon next to Choice.



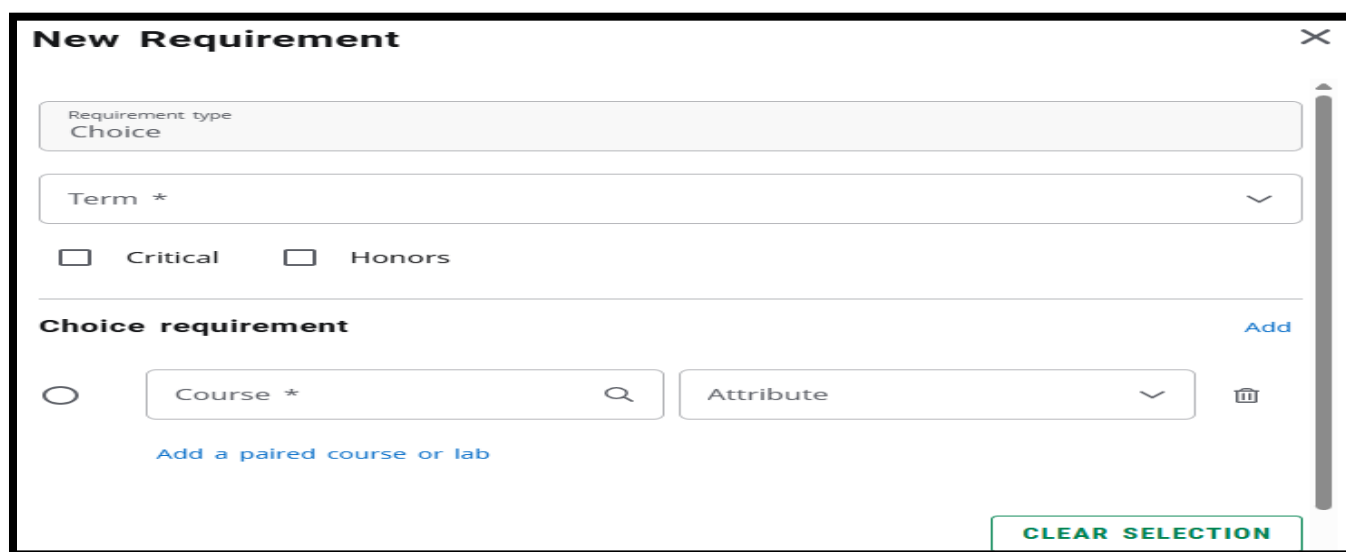
3. Use the term drop-down to select the appropriate **term**.

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The screenshot shows a 'New Requirement' form. At the top, the title 'New Requirement' is displayed with a close button (X) in the top right corner. Below the title, there is a 'Requirement type' dropdown menu set to 'Choice'. The 'Term *' field is highlighted with a red border, and a red square highlights the dropdown arrow on the right side of the field.

4. Add a course by searching for a course name or subject/number. Users can also add requirements based off Attribute (if applicable).



The screenshot shows the 'New Requirement' form with the 'Requirement type' set to 'Choice'. The 'Term *' dropdown is visible. Below it, there are checkboxes for 'Critical' and 'Honors'. The 'Choice requirement' section is active, showing a radio button for 'Course' and a search bar. To the right of the search bar is an 'Attribute' dropdown menu. A blue 'Add' button is located to the right of the 'Choice requirement' section. At the bottom right, there is a green 'CLEAR SELECTION' button.

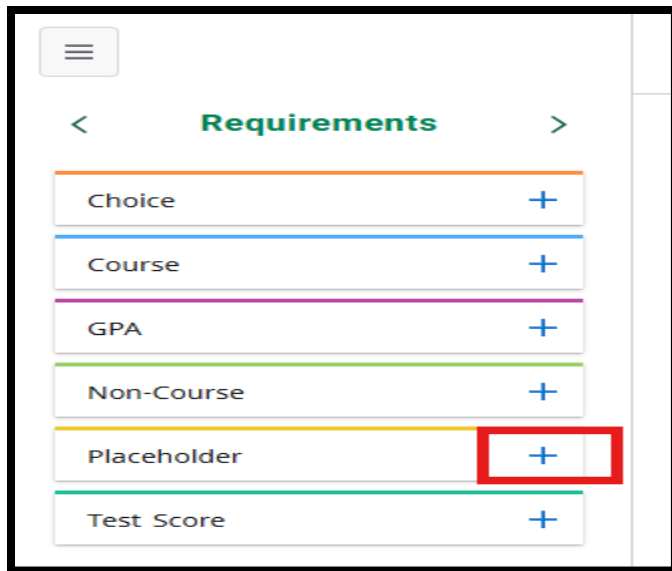
5. Select **Add** to add another course.
6. Optional: Enter the number of credits, minimum grade, select the campus and delivery.
7. Select **Save**.

ADD A PLACEHOLDER

A placeholder is used for elective credits, internships, etc.

1. From the Requirements section, select the **+ icon** next to Placeholder.

SEP Advisor Guide



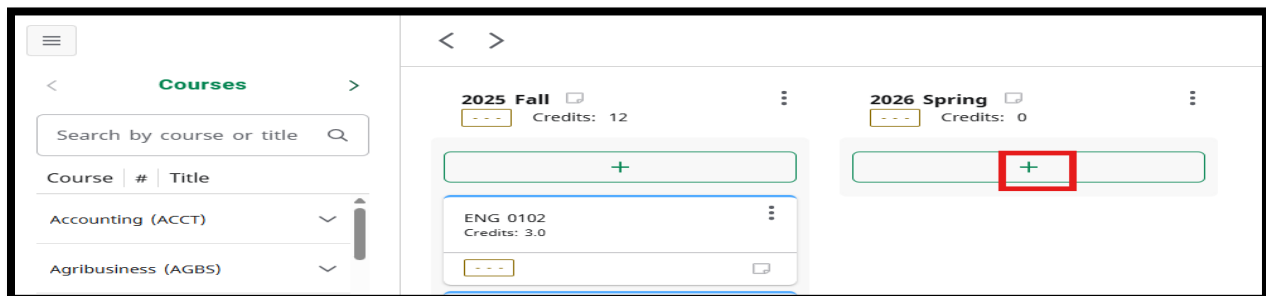
2. Use the drop-downs to select the **term** and **placeholder**.

A screenshot of the 'New Requirement' form. It contains four input fields: 'Requirement type' (pre-filled with 'Placeholder'), 'Term *' (a dropdown menu), 'Placeholder *' (a dropdown menu), and 'Value *' (a text field). The 'Term' and 'Placeholder' dropdown menus are highlighted with a red rectangle. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

3. Enter the **value**. The value is the note that will display on the plan. Note: Placeholders do not count toward the credit total and will not check off requirements on the plan. Any number placed in the value field will not be added to the term's total credits.
4. Select **Save**.

ADD MULTIPLE COURSES

1. Select the **+** icon under the name of the appropriate term.



2. You can browse and select courses from Courses, Requirements, or Still Needed options. Browse through the list or use the Subjects drop-down and Search by title field to search for a specific course. Select **Courses** to search from all courses.



3. Select the **down arrow** to expand a section. Select the **check boxes for all the courses** you would like to add to the plan.
4. Scroll to the bottom of the window to see the selected courses. Click the **X** next to any course you no longer want to add to the plan. When the correct courses are shown, click **Add to Plan**.

SEP Advisor Guide

Add requirements to 2026 Spring

Subjects

Courses Still needed

Subjects Search by title

Course	Title	Credits
☒ Course ACCT 0200	Introduction to Accounting	3.0
☒ Course ACCT 0201	Principles Financial Acct	3.0
☒ Course ACCT 0202	Principles Managerial Acct	3.0
☒ Course ACCT 0298	Topics in Accounting	3.0
☐ Course ACCT 0309	Accounting Information Systems	3.0
☐ Course ACCT 0312	Intermediate Accounting I	3.0
☐ Course ACCT 0321	Analytics for Accountants	3.0
☐ Course ACCT 0322	Intermediate Accounting II	3.0

ACCT 0200 X ACCT 0201 X ACCT 0202 X ACCT 0298 X

CANCEL ADD TO PLAN

5. All the courses will be added under the appropriate terms.

APPROVE A PLAN (SET PLAN TO ACTIVE AND LOCK FOR TRACKING)

If a student creates a plan, as the advisor, you can approve it by setting the ACTIVE and LOCKED settings (students do not have access to set plans as ACTIVE or LOCKED). Once a plan is active, the system will track whether a student is on track or off track. Students and advisors should review the plan to determine whether the student's registration is "on-track."

To approve a Plan, click on the Pencil icon in a plan, check **Active** and **Locked**, and click SAVE

Political Science Plan beginning Fall 2025 [Pencil icon]

PLAN LIST NEW PLAN

Degree Bachelor of Science

Level Undergraduate

Total planned credits

Active Yes Status No

Last updated: Abrahams, [Name]

Audit What-If Delete

Edit Plan

Description*
Political Science Plan beginning Fall 2025

☒ Active ☒ Locked

CANCEL SAVE

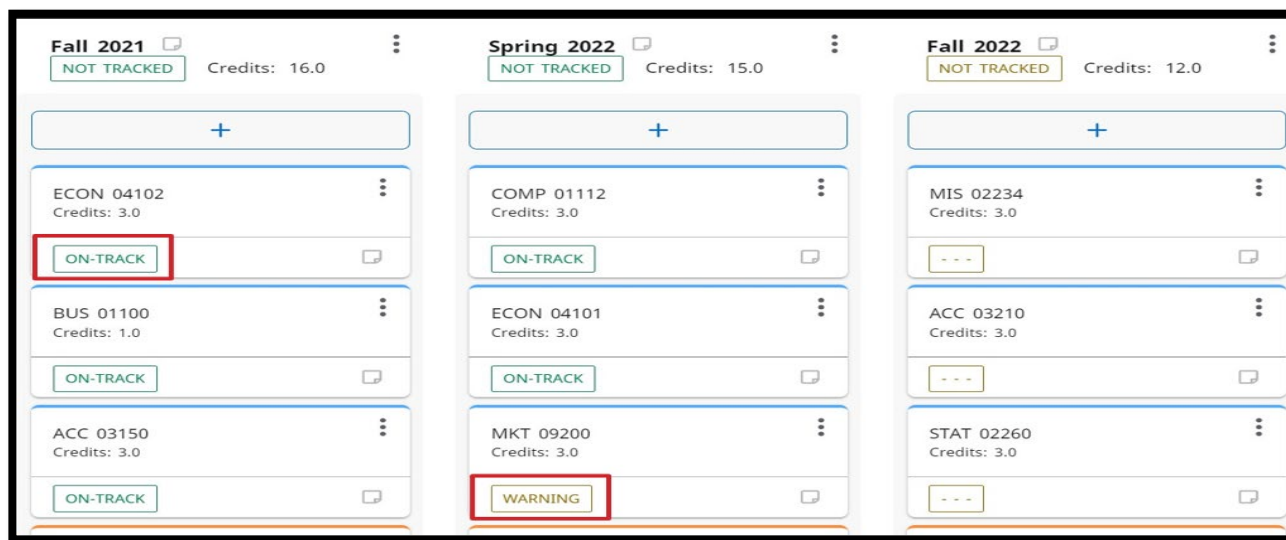
ADD TERM

REVIEW PLAN

Once a plan is active, the system will track whether a student is on track or off track. Students and advisors should review the plan to determine whether the student's registration is "on-track."

Under the course name you will see, "On-track" or "Warning."

- **On-track** means that the student is registered for or has taken the course as planned.
- **Warning** means the requirement has not been met (not taken, failed, withdrawn, etc.).



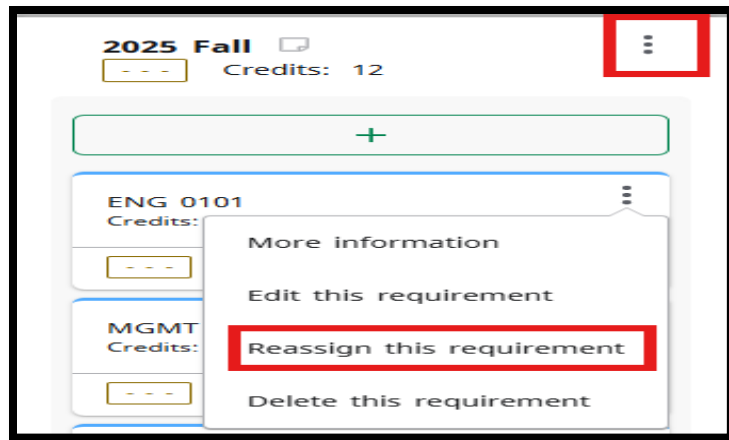
MODIFY THE PLAN

Should users need to adjust a created plan or a chosen template, there are several ways to do this.

Reassign Requirement

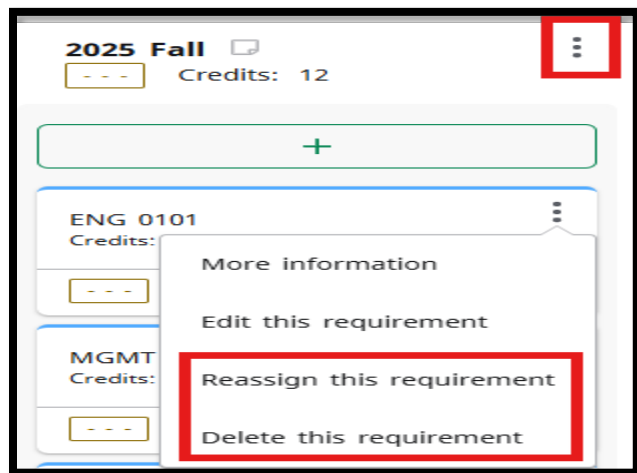
Requirements can be moved between terms by selecting the requirement, then dragging and dropping it into the appropriate term. Users can also select the **ellipsis** for the requirement then select **Reassign this requirement**.

SEP Advisor Guide



Delete a Requirement

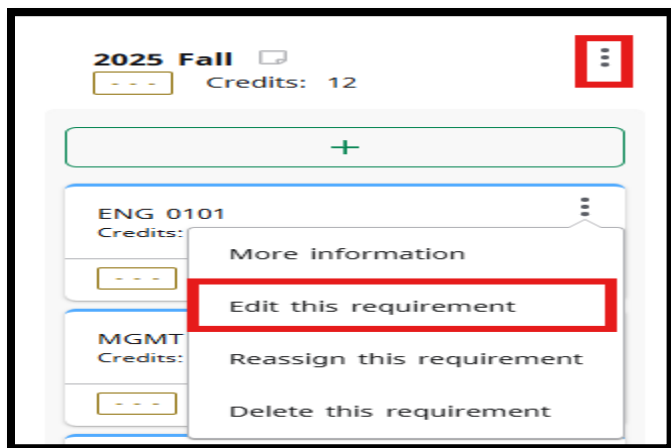
Users can reassign or delete an entire term at once. Select the **ellipsis** for the term then select **Delete this requirement** or **Reassign this requirement**.



Edit Requirements

Select the **ellipsis** for the requirement then select **Edit this requirement** or **Delete this requirement**.

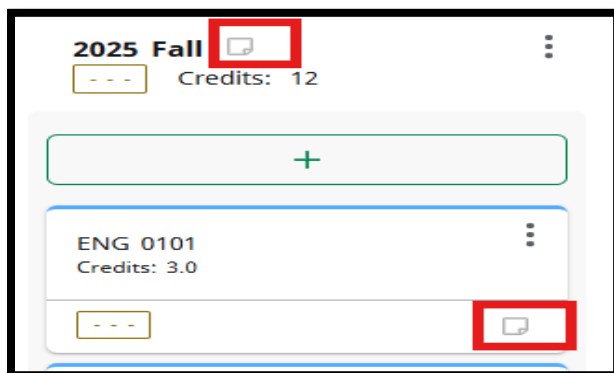
SEP Advisor Guide



Add a Note

Users can add a note to a plan, a term, or a course.

1. Select **note icon**.

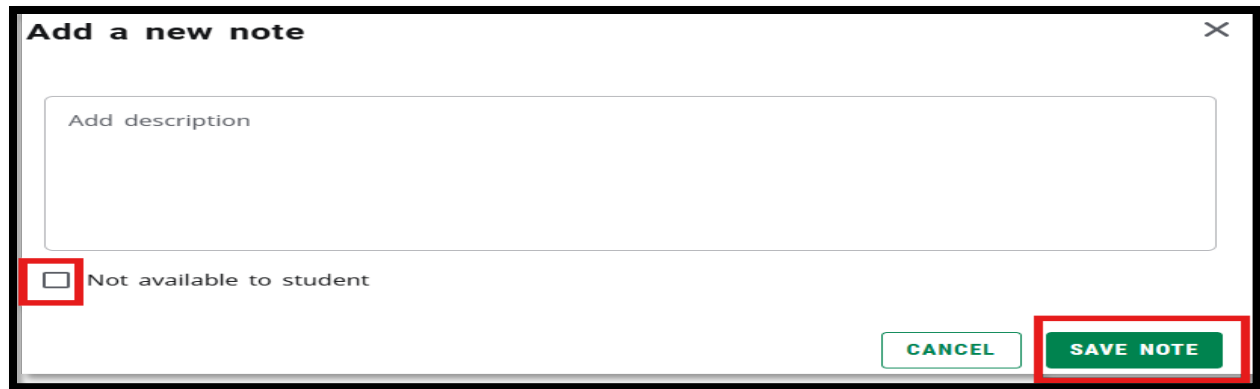


2. Select **Add a New Note**.

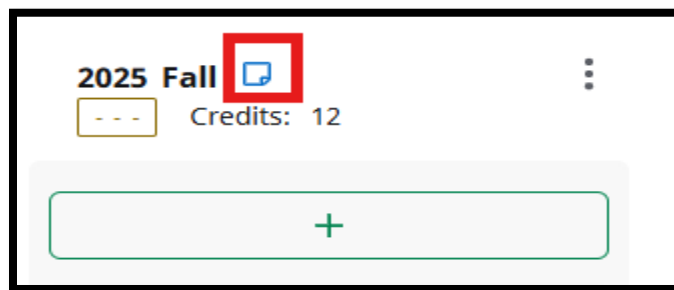


3. Enter the note in the Description field. Select **Save Note**.

SEP Advisor Guide



4. Once a note is added the note icon color changes from  gray to  blue on the plan.



NOTE: Most notes are visible to all Planner users unless the “Not visible to student” button is selected. Even so, please keep the following in mind:

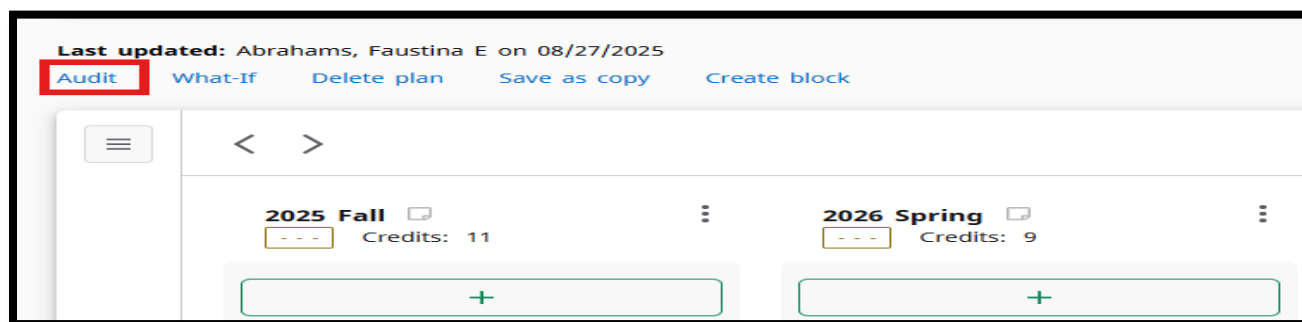
- Notes are meant to provide additional, helpful information for the student, advisor or any staff member who may need to review the student’s record in Degree Works.
- Do not write anything in the note that you would not want the university president to read.
- This is not the place to write any personal opinions or thoughts about the student and/or another staff member.
- Be professional and discreet.

PLANNER AUDIT

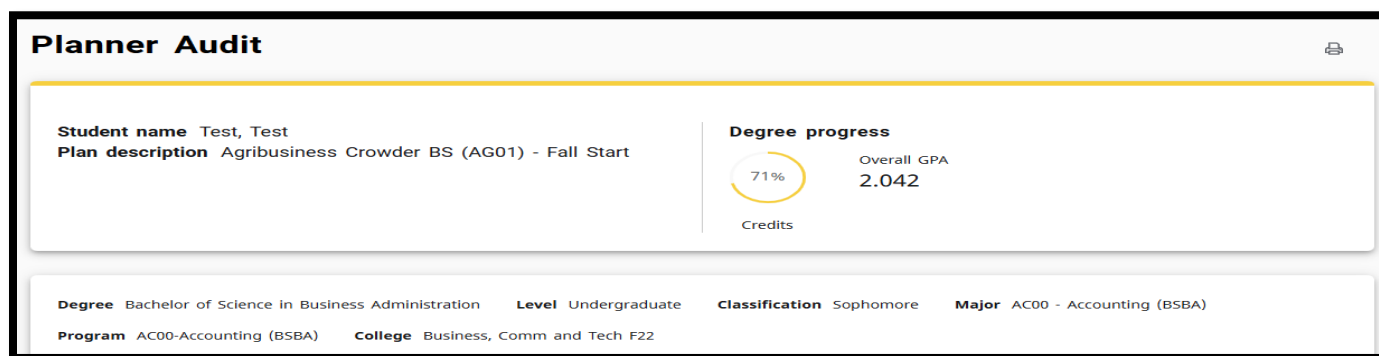
The Audit allows users to view the requirements that are satisfied by the plan created. This differs from the traditional degree audit because it includes the courses a user plans to take, not just the current or past courses taken. Note: A choice requirement with the @ symbol will not appear as planned on the Audit View.

1. At the top left corner of the plan, select **Audit**.

SEP Advisor Guide



- The Planner Audit will appear. Degree progress shows the percentage of Credits fulfilled by the courses taken and planned. Note: Progress will not equal 100% until all the courses are complete and graded.



- Review the audit to ensure the plan matches the course requirements needed to graduate. Requirements that are in-progress or planned for are denoted by a blue half-filled circle. PLAN will be listed under the Grade column and the planned term is listed under the Term column.

	Course	Title	Grade	Credits	Term	Repeated
ⓘ	Non-Program Electives					
Ⓢ	Intro to Economics - Microeconomics (Satisfies Humanistic Literacy)	ECON 04102	INTRO ECON-MICROECON	B	3	Fall 2020
Ⓢ	Intro to Economics - Macroeconomics (Satisfies Humanistic Literacy)	ECON 04101	INTRO ECON-MACROECON	B+	3	Spring 2021
Ⓢ	Calc Techniques & Applications or Calc I - Minimum Grade C- (Satisfies Quantitative Literacy)	MATH 03125	CALC TECHNIC/APPLIC	B	3	Spring 2021
ⓘ	Statistics I - Minimum Grade C- (Satisfies Quantitative Literacy)	STAT 02260	STATISTICS I	R	(3)	Fall 2022
ⓘ	Statistics II	STAT 02261	STATISTICS II	PLAN	(3)	Spring 2023

- Requirements that have not been completed or planned for are denoted by a red half-filled circle. Add these courses when modifying the plan.

SEP Advisor Guide

✓ Legal Environment of Business	MGT 98242	LEGAL ENVIRONMENT	D	3	Spring 2022
① Organizational Behavior	MGT 06300	ORGANIZATIONAL BEHAVIOR	PLAN	(3)	Fall 2023
① Principles of Finance	FIN 04300	PRINCIPLES OF FINANCE	PLAN	(3)	Spring 2024
① Operations Management	MGT 06305	OPERATIONS MGMT	PLAN	(3)	Fall 2023
○ Business Policy	Still needed:	1 Class in MGT 06402			

- Review the Additional Courses block. This block lists any courses that are not currently used to fulfill specific degree requirements. Ideally, one does not want PLANNED courses to appear in this block. If they do, please review these courses with your advisee before they register. An exception may be needed or a different course may be more appropriate.

Additional Courses					
Credits applied: 17 Classes applied: 6					
Course	Title	Grade	Credits	Term	Repeated
ACCT 0200	Introduction to Accounting	PLAN	(3)	2026 Spring	
COMM 0100	Oral Communication	PLAN	(3)	2026 Fall	
ENG 0102	College Composition II (W1)	PLAN	(3)	2026 Fall	
KINE 0103	Lifetime Wellness	PLAN	(2)	2026 Spring	

PRINT VIEW

The Print View condenses the plan and displays the course titles. Users can use the print view to either print the plan or save it as a PDF.

- At the top right corner of the plan, select the **Print Icon**.

Plans





Data refreshed 09/01/2025 11:47 AM

Student ID
S00089036

Name
Test, Test

Degree
Bachelor of Science in Business Ad...

[Advanced search](#)

Level Undergraduate

Classification Sophomore

Major AC00 - Accounting (BSBA)

Minor No minor declared

Program AC00-Accounting (BSBA)

College Business, Comm and Tech F22

Academic Departments ACCT ECON GB FIN F22 (ACCT), Biology-Environmental Health (BEH)

Academic Standing Not yet calculated

Overall GPA 2.042

Earned MSSU Hours 47

Transfer Hours No transfer credits

Special Population None identified

Advisors Betsy Wood

Hold No enrollment holds

Sport None noted

Graduation Application No Graduation Application

Degree Status No Previous Degree

SEP Advisor Guide

- The Print View will open in a new tab. All the semesters and courses added to the plan will be visible. Select the **Print Icon** to save the plan as a PDF or to print it.

Missouri Southern State University

Student name Test, Test
Plan Description Agribusiness Crowder BS (AG01) - Fall Start
Tracking Status NOT DISPLAYED, PLAN IS NOT ACTIVE **Total planned credits** 38.0

Active No **Status** Not Locked
Last updated: Abrahams, Faustina E on 08/27/2025

Level Undergraduate **Classification** Sophomore **Major** AC00 - Accounting (BSBA) **Minor** No minor declared **Program** AC00-Accounting (BSBA)
College Business, Comm and Tech F22 **Academic Departments** ACCT ECON GB FIN F22 (ACCT), Biology-Environmental Health (BEH)
Academic Standing Not yet calculated **Overall GPA** 2.042 **Earned MSSU Hours** 47 **Transfer Hours** No transfer credits **Special Population** None identified
Advisors Betsy Wood **Hold** No enrollment holds **Sport** None noted **Graduation Application** No Graduation Application **Degree Status** No Previous Degree

2025 Fall	2026 Spring	2026 Fall	2027 Spring	2027 Fall	2028 Spring
Credits: 11	Credits: 9	Credits: 9	Credits: 9	Credits: 0	Credits: 0
KINE 0103 Lifetime Wellness Credits: 2.0	AGBS 0410 Agricultural Production Econ Credits: 3.0	AGBS 0301 Introduction to Econometrics Credits: 3.0	AGBS 0400 Agricultural Commodity Mrketing Credits: 3.0		
MRKT 0300 Principles of Marketing Credits: 3.0	AGBS 0300 Agricultural Marketing Credits: 3.0	AGBS 0450 Agricultural Finance Credits: 3.0	AGBS 0402 Agricultural Policy Credits: 3.0		

- Use the Destination drop-down menu to select **Save as PDF** or select the **printer's name**.

9/1/25, 12:24 PM

Ellician Degree Works Dashboard

Missouri Southern State University

Student name Test, Test
Plan Description Agribusiness Crowder BS (AG01) - Fall Start
Tracking Status NOT DISPLAYED, PLAN IS NOT ACTIVE **Total planned credits** 38.0

Active No **Status** Not Locked
Last updated: Abrahams, Faustina E on 08/27/2025

Level Undergraduate **Classification** Sophomore **Major** AC00 - Accounting (BSBA) **Minor** No minor declared
Program AC00-Accounting (BSBA) **College** Business, Comm and Tech F22
Academic Departments ACCT ECON GB FIN F22 (ACCT), Biology-Environmental Health (BEH)
Academic Standing Not yet calculated **Overall GPA** 2.042 **Earned MSSU Hours** 47
Transfer Hours No transfer credits **Special Population** None identified **Advisors** Betsy Wood
Hold No enrollment holds **Sport** None noted **Graduation Application** No Graduation Application
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2025 Fall	2026 Spring	2026 Fall	2027 Spring
Credits: 11	Credits: 9	Credits: 9	Credits: 9
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MRKT 0300 Principles of Marketing Credits: 3.0	AGBS 0300 Agricultural Marketing Credits: 3.0	AGBS 0450 Agricultural Finance Credits: 3.0	AGBS 0402 Agricultural Policy Credits: 3.0
ACCT 0201 Principles Financial Acct Credits: 3.0	FIN 0350 Financial Management Credits: 3.0	AGBS 0401 Agricultural Price Analysis Credits: 3.0	AGBS 0455 Env & Nat Resource Economics Credits: 3.0
GB 0321 Business Statistics I Credits: 3.0	Course range GenEd Area 5A - Humanities	Course range GenEd Area 5B - Fine Arts	

https://augen081.missouri.edu/plans/f44ecdf17134e2bb2ca022b8bcb90c/print?studentid=600080036

1/2

Print

2 pages

Destination

 Save as PDF

Pages

All

Layout

Portrait

More settings

Save

Cancel

4. Select **Save** or **Print** at the bottom of the screen.

SEP TRACKING

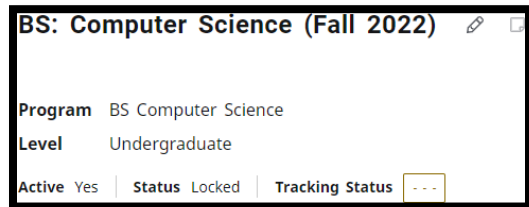
The SEP Plan tracking feature allows users to determine if a student is meeting their goals and milestones each semester.

The plan has three levels of tracking status:

- Plan status
- Term status
- Requirement status

For Plan tracking and Semester tracking statuses to show, the Office of the Registrar runs a process at the end of each semester to update tracking.

Otherwise, it will show as “Not Tracked” – indicated by the brown box with three dashes in it.



Requirement tracking happens automatically once the plan is locked and active.

All requirements except placeholders will show a status once the term has begun as either:

- on-track
- off-track
- warning

SEP Plan Is Off-Track

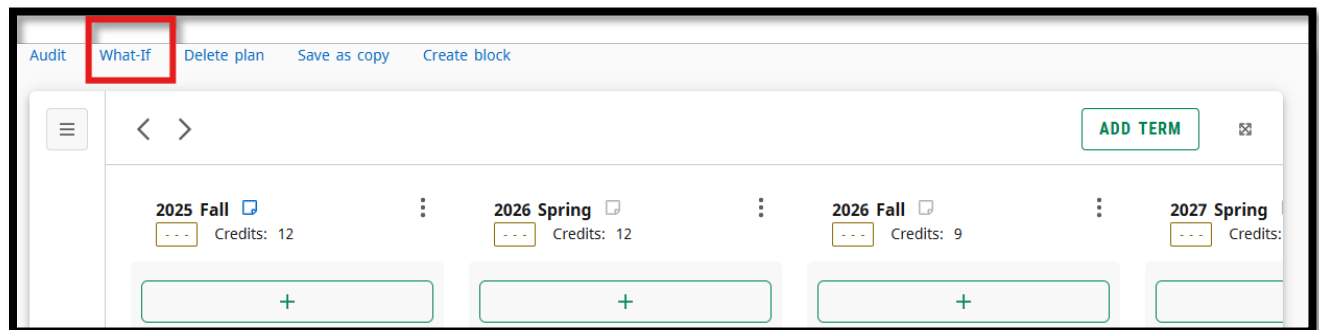
A SEP Plan consists of several semesters. In those semesters, courses are added that a student intends to take. For example: three courses were added in the Fall 2022 semester plan.

- If a student takes and successfully completes all three planned courses in a Fall 2022 semester, then all those courses will be labeled “ON-TRACK” and the Fall 2022 plan would be “ON-TRACK” as well.
- If a student takes and successfully completes only two planned courses or does not take any planned courses in the Fall 2022 semester, then those courses not taken/completed will be labeled “WARNING” and the Fall 2022 semester would be “OFF-TRACK”.
- If any two semesters are labeled as “OFF-TRACK,” the entire plan will be labeled as “OFF-TRACK.”

USING WHAT-IF FEATURE

A “What-If” Planner audit allows the user to see what their degree audit would look like if they were to change programs and/or catalogs prior to formally requesting the change.

When in a Plan, click on “What-If” to open the What-If Analysis selection screen.



Next, select the “Catalog year,” “Degree,” and “Level” you wish to use in the what-if audit. The catalog year will default to the current semester.

Select the appropriate level so it knows whether to apply your undergraduate or graduate courses.

SEP Advisor Guide

In the “Areas of Study” section, select the first majors and first minor (if applicable) you wish to pursue. The major (including certificates as well) selection menu is filtered based on the degree selected.

Select the major catalog year and minor catalog year. Select **PROCESS**

Planner What-If Analysis

Program

Catalog year *
2024-2025

Degree *
Bachelor of Science in Business Adm...

Level *
Undergraduate

Areas of study

Major *
GB00 - General Business (BSBA)

Major catalog year
2025-2026

Minor
BI80 - Biology

Minor catalog year
2023-2024

College
Health Life Science Educ F22

College catalog year

Additional areas of study

RESET

PROCESS

To add multiple majors or minors, use the **Additional areas of study** section

Additional areas of study

Major
MM00 - Management (BSBA)

Major catalog year
2025-2026

Minor

Minor catalog year

College

College catalog year

CANCEL

ADD

33

DEGREE AUDIT LEGEND

The Degree Works symbol legend can be found at the end of the degree audit. So, while this is presented out of order compared to the flow of the audit, it is important to understand the symbols used before going into the degree audit requirements.

Legend

<p> Complete</p> <p> Complete (with classes in-progress)</p> <p> Prerequisite</p> <p> (R) Repeated class</p>	<p> Not complete</p> <p> Nearly complete - see advisor</p> <p> @ Any course number</p>
--	---

Disclaimer

A Degree Works audit is a guide that shows degree and graduation requirements programmed from the corresponding catalog requirements of a major. It should be used concurrently with the official catalog and consultation with your departmental advisor to ensure all degree and graduation requirements are met. Contact your academic advisor for assistance in interpreting the report and determining completion status. Official graduation requirements will be determined and verified by the Office of the Registrar for degree conferral. The University reserves the right to make corrections to the audit as necessary. For general questions regarding your audit, contact the Office of the Registrar at degreeworks@mssu.edu.

- Complete (green circle with a checkmark)-Requirement is met.
- Not complete (open red circle)-Requirement is not met.
- Complete (with classes in-progress)- (half-filled blue circle)-Requirement being met with current, future, or incomplete classes.
- Nearly Complete – see advisor - (yellow circle with exclamation mark)- See advisor for additional information
- Any course number (@)-Wildcard to represent any missing applicable number. For example, HIST @ means any HIST course. SPAN 5@ means any 400 level SPN courses.
- Repeated class (R)-Found in the Audited, Failed, Dropped, Repeated sections on classes that have been excluded due to being repeated.
- While not formally found on the legend, transfer grades are indicated with a “T” in front of them. Additionally, transfer course listings include originating institution, course number, and course title.
- Additionally, at the overall Card level, the “Complete” symbol is replaced by the word “Complete” in a green box, the “Complete except for classes in-progress” symbol is replaced by the word “In- Progress” in a blue box, the “Not Complete” symbol is replaced by the word “Incomplete” in a red box, and the “Unmet block or requirement rule” symbol is replaced by the words “Unmet block or requirement rule” in a yellow box.

SEP Advisor Guide

INCOMPLETE

IN-PROGRESS

COMPLETE

Disclaimer

Degree Works audit and the Student Educational Planner are guides programmed from published degree requirements. They should be used concurrently with the official catalog and consultation with your departmental advisor to ensure all degree and graduation requirements are met. Contact your academic advisor for assistance in interpreting the report and determining completion status. Official graduation requirements will be determined and verified by the Office of the Registrar for degree conferral. The University reserves the right to make corrections to the catalog and audit, as necessary.

For general questions regarding your audit or Student Educational Planner, contact the Office of the Registrar at degreeworks@mssu.edu.