

MISSOURI SOUTHERN

STATE UNIVERSITY

OFFICE OF THE REGISTRAR

DEGREE WORKS

STUDENT

EDUCATIONAL

PLANNER

STUDENT GUIDE

September 2026

Created by Strata Information Group (SIG) on behalf of 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.

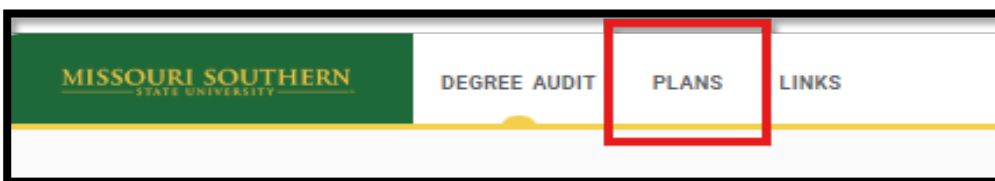
OBJECTIVES

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

HOW TO ACCESS PLANS

1. Access Degree Works through Lionet.
2. Log into Lionet with your credentials
3. Under the Student Quick Links, locate Degree Works link and click on the link. This will display your audit.
4. Select **PLANS** at the top of the Degree Works Dashboard.



5. 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

If this is the first time to create a Plan, you will have the option of choosing between Blank Plan or choosing from a template.

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.

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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 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

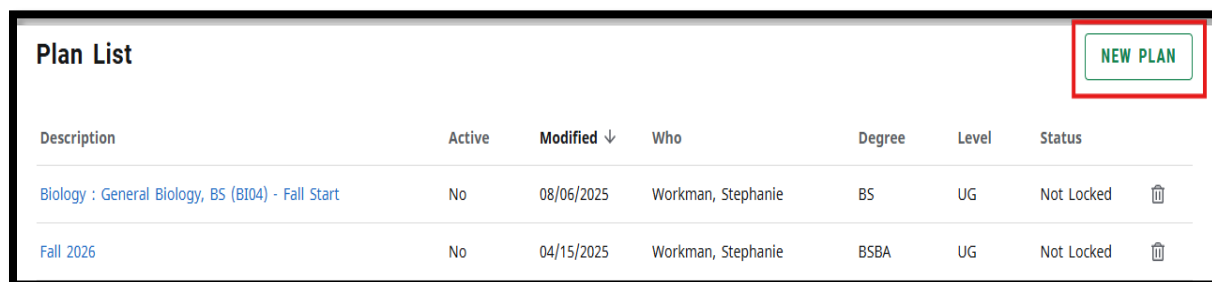
A new Blank plan allows you to set the start term for the plan to either Fall or Spring and does not contain all the student's requirements (GENED and Major/Minor/...). For this reason, it is recommended that Blank Plans be used to create plans for current/continuing students who have already begun their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

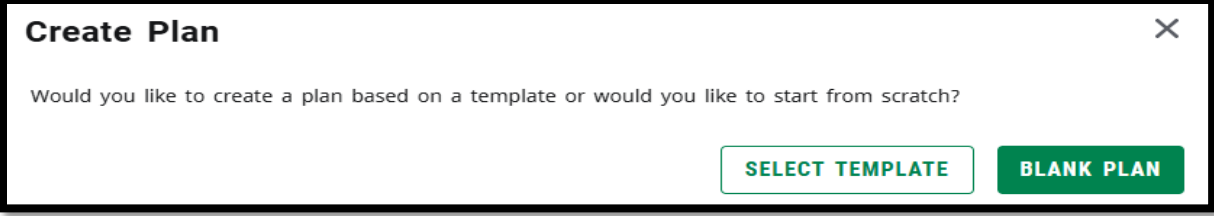


The screenshot shows a 'Plan List' interface. In the top right corner, there is a button labeled 'NEW PLAN' which is highlighted with a red rectangular box. Below the button is a table with the following columns: Description, Active, Modified (with a downward arrow), Who, Degree, Level, Status, and a trash icon column. The table contains two rows of data.

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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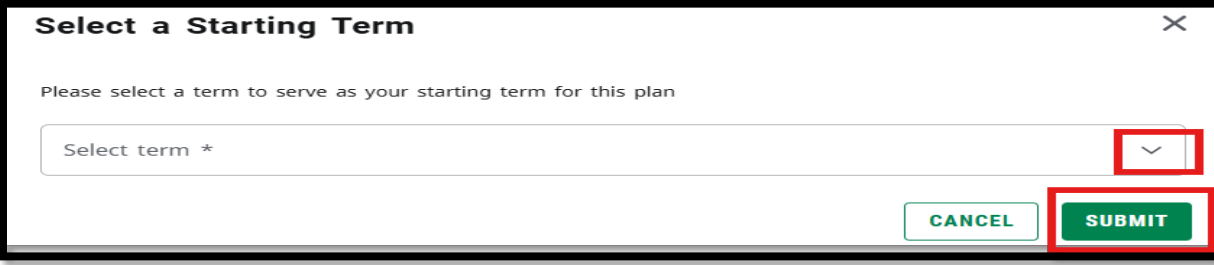


Create Plan ✕

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

SELECT TEMPLATE **BLANK PLAN**

3. Use the drop-down to select the **current or future 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**

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



Edit Plan ✕

Description *

Degree
Bachelor of Arts

☐ Active

CANCEL **SAVE**

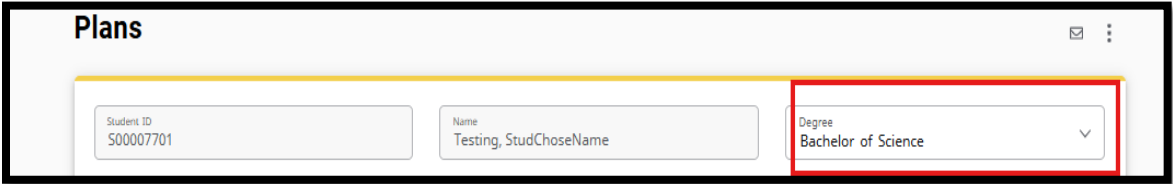
PLAN NAME FORMAT

Plan names follow this format:

Major Title – Degree (Major Code) Catalog Year. For example: Accounting-BSBA (AC00)-2025-2026

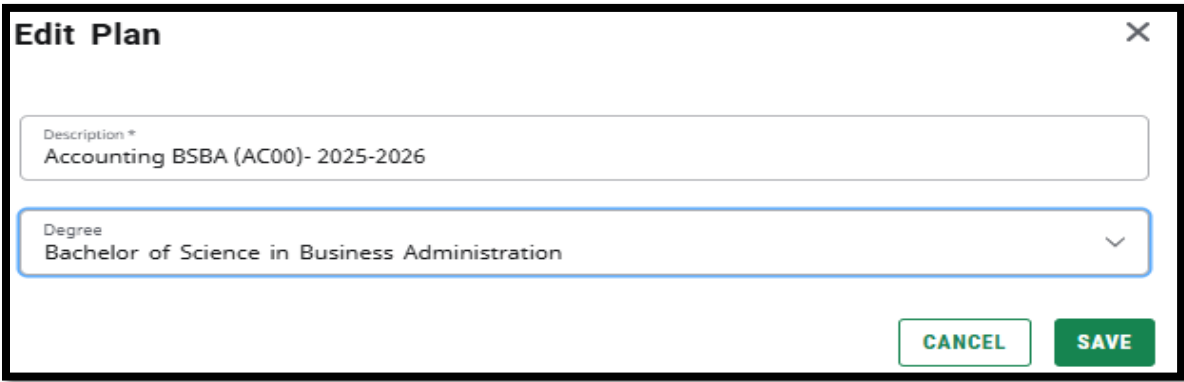
5. If a student has multiple programs of study, the Degree drop-down will be displayed. Select the **Degree** for which you are creating the plan.

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The 'Plans' form contains three input fields. The first field is labeled 'Student ID' and contains the value 'S00007701'. The second field is labeled 'Name' and contains the value 'Testing, StudChoseName'. The third field is labeled 'Degree' and contains the value 'Bachelor of Science'. This third field is highlighted with a red border.

- 6. Once a plan is complete, you may contact your advisor to review and consider approving the plan. To approve a Plan, an advisor sets the plan to Active and Locks it. Students can have multiple plans for different scenarios or majors, but only one plan can be active.
- 7. Select Save.



The 'Edit Plan' form has a title bar with a close button. It contains two main input fields. The first is labeled 'Description *' and contains the text 'Accounting BSBA (AC00)- 2025-2026'. The second is labeled 'Degree' and contains the text 'Bachelor of Science in Business Administration'. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

An “Active” allows the institution to track course activity.

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).

Below are screenshots of an Active and a plan that is not Active look like.



The plan detail view for 'BSBA - MM00 - 202580' shows the following information: Degree: Bachelor of Science in Business Administration, Level: Undergraduate, Total planned credits: 21.0. At the bottom, there is a table with three columns: 'Active', 'Status', and 'Tracking Status'. The 'Active' column has the value 'Yes', the 'Status' column has the value 'Locked', and the 'Tracking Status' column has the value 'ON TRACK'. This table is highlighted with a red border.

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Accounting BSBA (AC00)- Fall Start

PLAN LIST NEW PLAN

Degree Bachelor of Science

Level Undergraduate

Total planned credits 102.0

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

8. The Blank Plan will appear. Scroll down to begin with adding to the plan. You are yet to add classes to the terms. This will be covered later in the guide.

BSBA-Accounting-AC00-2024-2025

PLAN LIST NEW PLAN

Degree Bachelor of Science

Level Undergraduate

Total planned credits 0.0

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

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

Audit What-If Delete plan Save as copy Create block

2025 Fall Credits: 0

2026 Spring Credits: 0

2026 Fall Credits: 0

ADD TERM

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

3. 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

4. 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.

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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 *
2025 Fall

Search templates

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

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

Accounting BSBA (AC00)- Fall Start

PLAN LISTNEW PLAN

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

+

ADD TERM

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

Edit Plan

Description *

Political Science BA - Fall 2021

Degree

Bachelor of Arts

☐ Active

CANCEL

SAVE

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 **Save**.

Preprogrammed Blank Template

9. 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	

10. 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

11. The list of plans will appear. The “Term Scheme” column states the number of terms

SEP Student Guide

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

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

12. Use the Search Templates field to narrow down the list or select the **name of the 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 * ▼ Search templates

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

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

Blank Accounting BSBA (AC00) ✎ 📄

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

[PLAN LIST](#) [NEW PLAN](#)

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

Edit Plan

Description *

Blank Accounting BSBA (AC00)

☐ Active

☐ Locked

CANCEL

SAVE

15. Select **Save**.

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.

ADD TERM

2025 Fall

...

Credits: 9

2026 Spring

...

Credits: 9

2026 Fall

...

Credits: 9

2027 Spring

...

Credits:

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

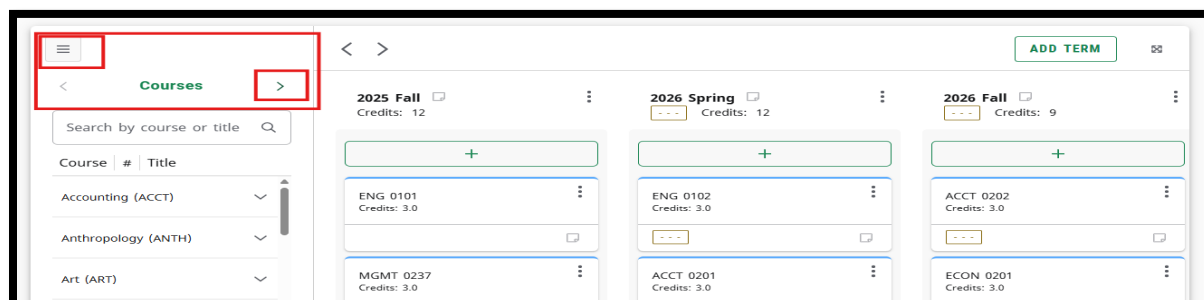
ADD

3. The term will appear on the plan. Repeat the process to add more terms.

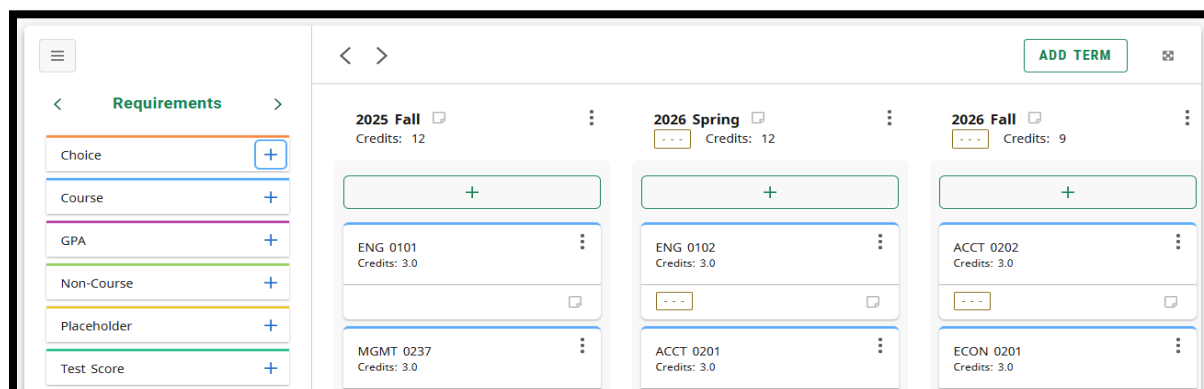
ADDING COURSES

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)

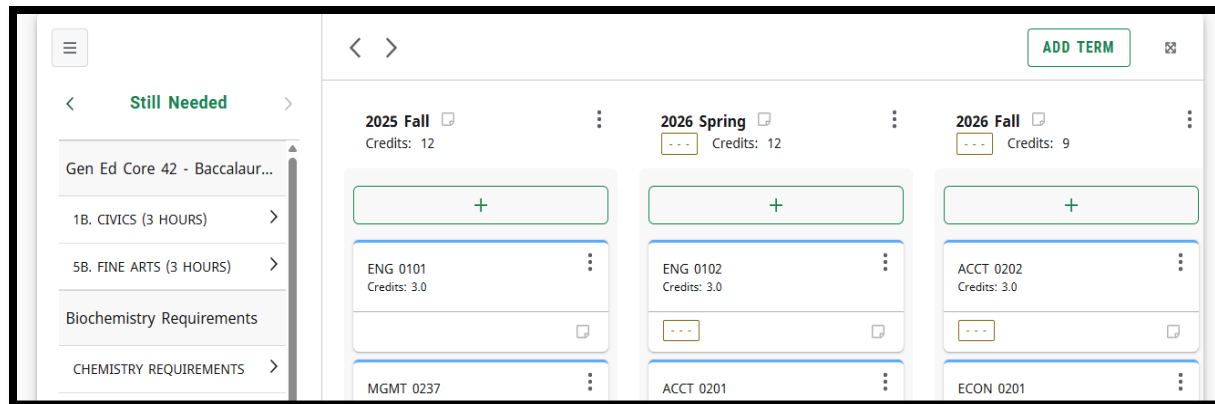


Select Courses from REQUIREMENTS (This option allows you to select and add different criteria. This is mostly used by advisors)



Select Courses from "STILL NEEDED" Requirements

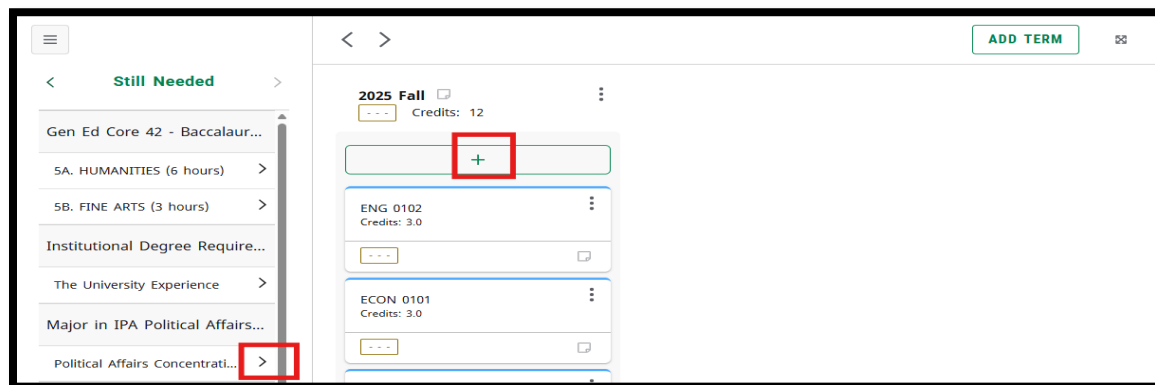
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ADD A COURSE THAT IS STILL NEEDED

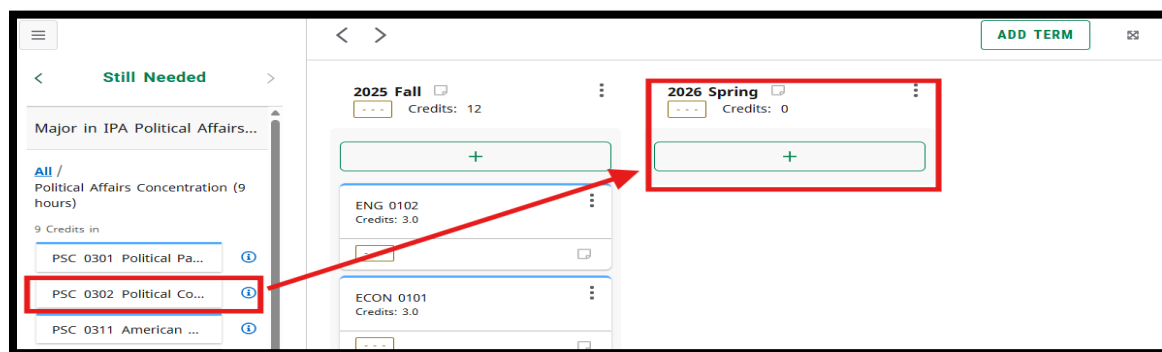
NOTE: This is the preferred method of adding courses as it will only display requirements that have not been taken or planned for in the CURRENT major.

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.

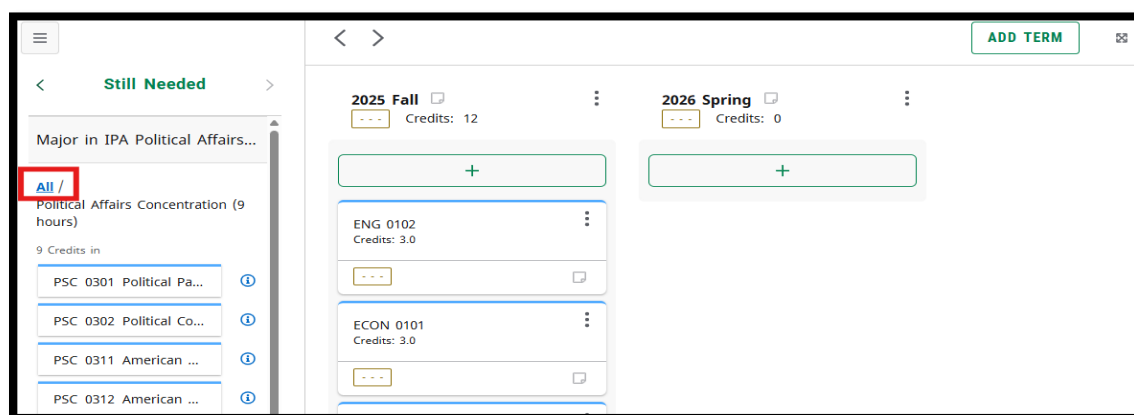


2. Select the **course** and drag it to the + icon under the name of the appropriate term.

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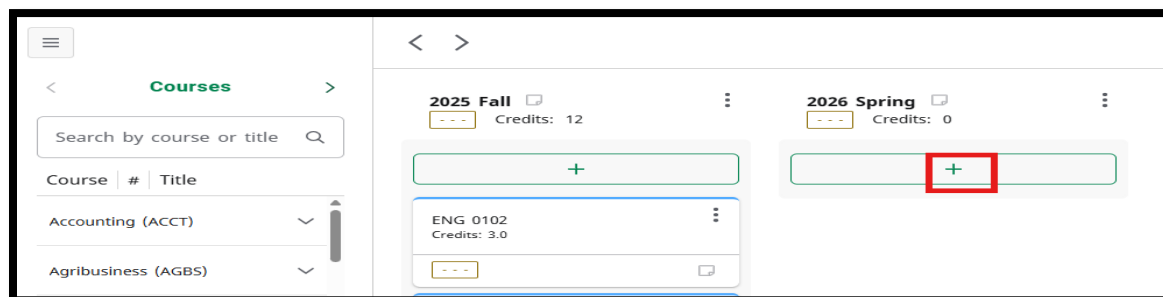


3. The course is listed under the term. Select **All** to return to the full list of categories for the requirements that are still needed.



ADD MULTIPLE COURSES

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



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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.

Add requirements to 2026 Spring

Subjects

Courses Still needed

Subjects Search by title

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**.

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 term.

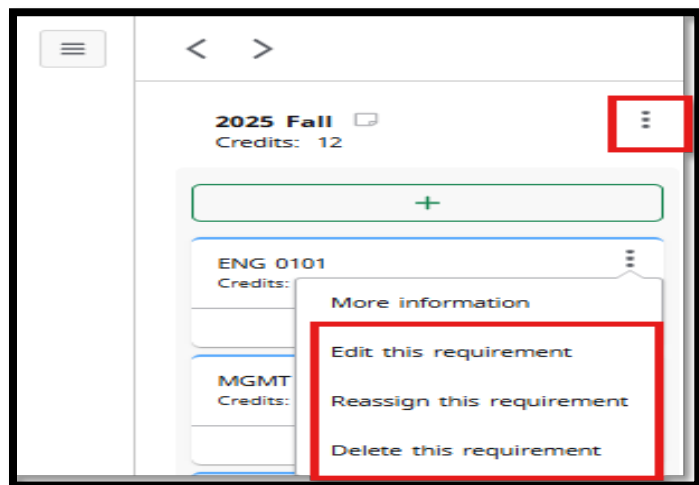
MODIFY THE PLAN

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Plans can be modified as needed.

Reassign, Delete or Edit requirement

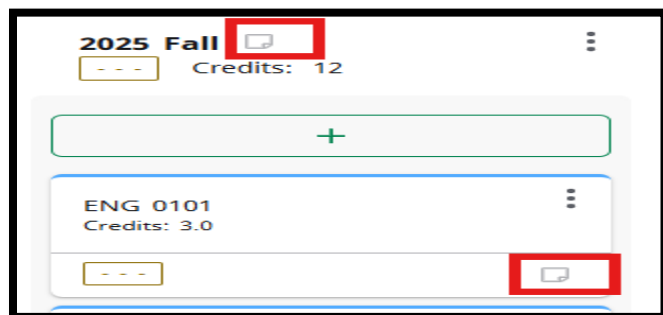
Requirements can be moved between terms by selecting the requirement, then dragging and dropping it into the appropriate term. Use the **ellipsis** to open the options.



ADD A NOTE

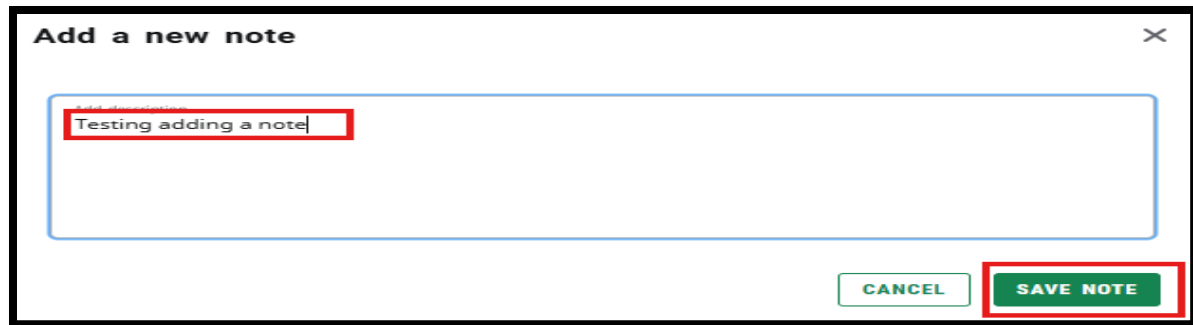
Users can add a note to a plan, a term, or a course.

1. Select **note icon**.

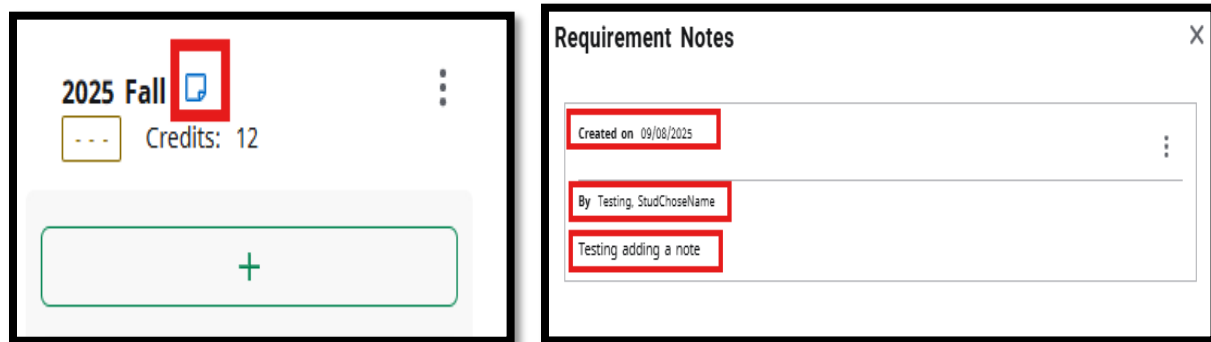


2. Select **Add a New Note**.

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3. Enter the note in the Description field. Select **Save Note**.
4. Once a note is added the icon color changes from  gray to  blue on the plan. Clicking on the blue box displays the note, when it was created, and who created it.



NOTE: Most notes are visible to all Planner users, so, please keep the following in mind:

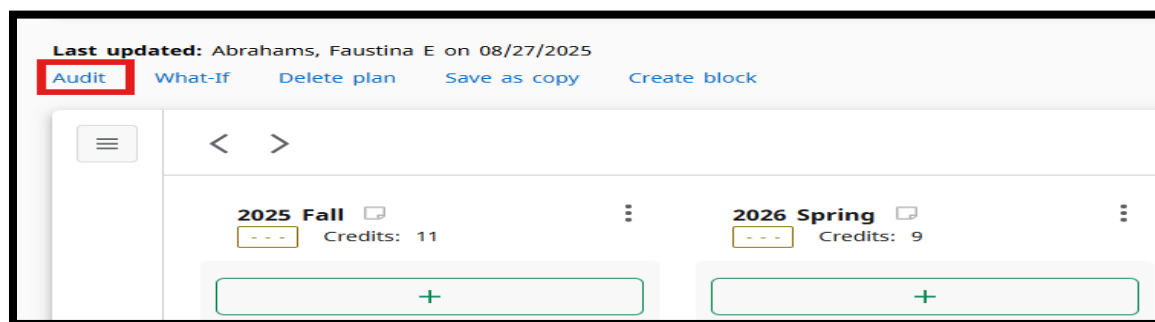
- Notes are meant to provide additional, helpful information for you, your advisor or any staff member who may need to review the plan.
- Do not write anything in the note that you would not want others to read.
- This is not the place to write any personal opinions or thoughts about the university, the program, your advisor, faculty, and/or another staff member.
- Be professional and discreet.

PLANNER AUDIT

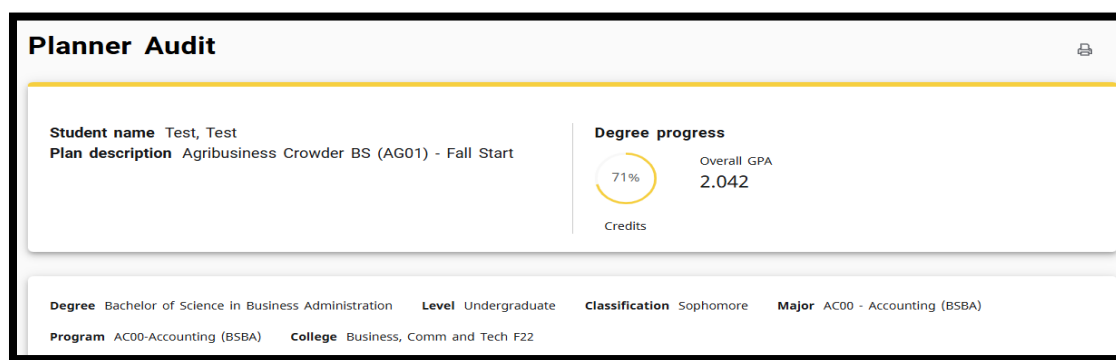
The Planner Audit allows users to view the requirements that are satisfied by the plan created. This differs from the traditional degree audit because it includes the courses a user plans to take, not just the current or past courses taken.

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

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2. 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.



3. 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.

In-Progress Classes have the current semester under Term.

Planned classes have the word **PLAN** under Grade.

Courses that have not been completed have Still Needed: under Course

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ACCT 0202	Principles Managerial Acct	R	(3)	2025 Fall
ECON 0201	Principles Economics (Macro)	A	3	2025 Spring
ECON 0202	Principles Economics (Micro)	A	3	2024 Fall
Still needed:		1 Class in FIN 0350 		
GB 0301	Legal Environment Business I	R	(3)	2025 Fall
GB 0320	Business Communication	A	3	2025 Spring
GB 0321	Business Statistics I	R	(3)	2025 Fall
IB 0310	International Business	R	(3)	2025 Fall
MGMT 0237	Using Information Systems	A	3	2024 Fall
MGMT 0350	Fund of Organizational Mgmt	PLAN	(3)	2026 Spring
Still needed:		1 Class in MGMT 0452 		
Still needed:		1 Class in MRKT 0300 		

- 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: 134 Classes applied: 48					
Course	Title	Grade	Credits	Term	Repeated
ACCT 0201	Principles Financial Acct	PLAN	(3)	2026 Spring	
ACCT 0202	Principles Managerial Acct	PLAN	(3)	2026 Fall	
ACCT 0385	Cost Accounting	PLAN	(3)	2029 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**.

SEP Student Guide

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

- 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 Mrkting 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**.

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9/1/25, 12:24 PM | Student Degree Works Dashboard

Missouri Southern State University

Student name: Test, Test

Plan Description: Agriculture 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 06/27/2025

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
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 Marketing Credits: 3.0
MRKT 0300 Principles of Marketing Credits: 3.0	AGBS 0300 Agricultural Marketing Credits: 3.0	AGBS 0400 Agricultural Finance Credits: 3.0	AGBS 0402 Agricultural Policy Credits: 3.0
ACCT 0301 Principles Financial Acct Credits: 3.0	FIN 0350 Financial Management Credits: 3.0	AGBS 0401 Agricultural Price Analysis Credits: 3.0	AGBS 0405 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	

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

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

An “**Active**” allows the institution to track course activity.

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).

Below are screenshots of an Active and a plan that is not Active look like.

BSBA - MM00 - 202580 | PLAN LIST | NEW PLAN

Degree: Bachelor of Science in Business Administration

Level: Undergraduate

Total planned credits: 21.0

Active: Yes | Status: Locked | Tracking Status: **ON TRACK**

SEP Student Guide

Accounting BSBA (AC00)- Fall Start

PLAN LIST NEW PLAN

Degree Bachelor of Science

Level Undergraduate

Total planned credits 102.0

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

USING WHAT-IF FEATURE IN SEP

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.

Audit What-If Delete plan Save as copy Create block

ADD TERM

2025 Fall Credits: 12

2026 Spring Credits: 12

2026 Fall Credits: 9

2027 Spring Credits:

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.

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

DEGREE WORKS 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.

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Legend



Complete



Complete (with classes in-progress)



Prerequisite

(R)

Repeated class



Not complete



Nearly complete - see advisor



Any course number

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 degreetworks@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.

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

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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.