SEP (Student Educational Planner) Student Guide

SEP is planning tool meant to help you and your advisor plan out the courses you will be taking in future semesters at VCU.

Audits	Transfer Notes	Petitions Exceptions	GPA Calc		
Audits	Format: Student View	View Save as PDF	Process New Include in-progres	s classes <u>Class History</u> red classes	
What If Look Ahead Financial Aid Aid History Athletic Elizibility	١		By freezing this student's ac requirements for the major, completion of the courses an	ademic audit for graduation, yr minor (if applicable) and the ur nd requirements designated be S	ou confirm the iversity have elow. ave Save this
Athletic	Student View AA73Jrk	cO as of 01/19/2019 at 03:02			virginia
History SOC History	Student V Number	Student, Ram V00000001		College Degree	School of E Not Applica
Legend	Classification Matriculation Term	Freshman N/A-BEO-IS~Spring 2019		Major Concentration	Business F
🗹 Complete	Effective Catalog	N/A-BFO-IS~Spring 2019		Minor	
Complete except for classes in- progress		Requirements 4%			

To begin, login to Degree Works. Click on the Plans Tab to access your SEP plan options.

The screen below will appear. Click on "Blank Plan" if you wish to start with a blank plan or "Select Template" to choose from pre-made plans. For this guide we'll click on "Select Template"

Cocopi	ion Management			Template Hanagemen
019 03/11/201	n) at 3:01 am) 🧭		
	Create Plan			8
	would you like	to create a plan d you like to start	based on a temptate from scratch?	or
		Blank Pla	n Select Temp	Natio
				N
				7
				$\langle \rangle$

The screen will populate with all available templates. In the search bar, type in your major to narrow your options.

VCU Virginia Co	mmonwealt I	h Univ	ersi	t y		
Back to Self-Service	Help			Exception Manageme	nt	Tem
V Number I Name I Degree V00754011 Student, Ram BS	Major ▼ Sociology	Classification Sophomore	Last Audit 10/30/2019	Last Refresh 10/30/2019 at 2:56 pm	0 🕅	
Audits Plans Transfer Notes Petiti	ons Exceptions GPA	Calc				
Student Planner for: Student, Ram						
Browse Templates						
Search by Template Description Go	Filter:					
Open Delete						
Description			÷	Program \$	Catalog Year	
Accounting-BS (17-18)				BS-ACC	2018	
Accounting-BS (18-19)				BS-ACC	2019	
Accounting-BS (19-20)				BS-ACC	2020	
Accounting-BS (20-21)				BS-ACC	2021	
African American Studies w/conc in Art, Hist., and Lit. Perspect	ve-BA (17-18)			BA-AAS-AHLP	2018	

Once you have selected your major, make sure to select the correct catalog year. You can find this on the top of your Degree Works when you first log in. Fall 2018 is the first semester of the 2018-2019 school year, so we'll select the Sociology-BS (18-19).

Student View AC34MFWQ as of 03/15/2019 at 15:03					
Student	Student, Ram	College	Humanities and Sciences		
V Number	V00754011	Degree	Bachelor of Science		
Classification	Sophomore	Major	Sociology		
Matriculation Term	BS-SOC~Fall 2011	Concentration			
Effective Catalog	BS-SOC~Fall 2018	Minor			

VCU Virginia Con	mmonwealth Univ	ersity		
Back to Self-Service	Help	Except	tion Management	
Find V Number I A Name I Degree	Major Classification	Last Audit Last Refre	sh 🕢 🐋	
V00754011 Student, Ram V00754011 BS	 Sociology Sophomore 	10/30/2019 10/30/201	9 at 2:56 pm	
Audits Plans Transfer Notes Petitie	ons Exceptions GPA Calc			
Student Planner for: Student, Ram				
Browse Templates				
Sociology Go	Filter:			
Open Delete				
Description		Program	Catalog Year	
Sociology-BS (17-18)		BS-SOC	2018	
Sociology-BS (18-19)		BS-SOC	2019	
Sociology-BS (19-20)		BS-SOC	2020	
Sociology-BS (20-21)		BS-SOC	2021	

Select the term your freshman term. If you started in Fall 2018, select Fall 2018. Even if you are in your junior year, you should select your start term at VCU. Once you are editing your plan you can delete out prior semesters.

Select a starting Term		
Please select a Term to	o serve as your starting term for this	plan
Start Term*	Select	*
	Fall 2015	
	Fall 2016	
	Fall 2017	
	Fall 2018	
	B ⁵ Fall 2019	
	Fall 2020	
	B(Fall 2021	
	Fall 2022	
	B Fall 2023	

You can rename your plan in the description section and use the drop-down arrows next to the semesters to view the classes planned for that semester.

As mentioned before, if you need to delete out a semester you can do so by clicking the minus button within that semester's row. For example, if you started in Fall 2018, but you are planning for Fall 2020 and future semesters, then you could delete all semesters prior to Fall 2020 from your plan.

VCU Virgini	a Com	monwealth Un	iversi	tγ					í
Back to Self-Service		Help		Exception Managem	vent		Template Management	Print	
Find VNumber H 4 Name F V00751011 Student, Ram	Degree BS	Major Classifics Secology Sophered	tion Last Audit	Last Refresh 10/30/2019 at 2:56 pm	0 🕫				
Audits Plans Transfer Note	s Petitions	Exceptions GPA Calc							
Student Planner for: Student, Ram								View: Edit	
Description. Bocology-BB (18-19)) = A	ave 🗆	Locked		IDDE
Degree: Bachelor of Science					* Level	Unck	ergraduate		
Fall 2019 Total Credits: 13.0	0							beausign 📗 Debete this term	
• Spring 2020 Total Credits: 16.0	• `							eussign 📗 Defele This term	
Fall 2020 Total Credits: 16.0	0							leassign Defete this leave	
Spring 2021 Total Credits: 14.0	0							teassign Defete this term	
Fall 2021 Total Credits: 16.0	0							teassign Delete this term	
Spring 2022 Total Credits: 15.0	0							teassign Delete this term	
Fall 2022 Total Credits: 15.0	0							teassign Delete this term	
Spring 2023 Total Credits: 15.0	0				_			teassign Delete this term	
You are encouraged to use this degree plan as a official notification of completion of degree or certil	puide for tracking y Scate requirement	rour progress toward completion of the at s. Please contact the Registrar's Office re	ove requirements. P garding your official	Nease contact your academic a degree/certificate completion s	advisor for assistan status or to obtain a	ce in inter copy of y	preting this report or for questions about your degree plan. This p our academic transcript.	an is not your academic transcript a	rd it is not

You can move classes around by dragging and dropping them to other semesters. If you need to add a class, select the plus sign under the semester you are adding it. Select Save in the bottom right hand corner to save your plan.

Student Planner for: Student, Ram				View: Ec	iit	View Plan List New Plan
Description: Sociology-BS (18-19)		Active L	ocked		IBB	Still Needed
Degree: Bachelor of Science		- Level: Under	rgraduate			 Courses
						Collapse All
Fall 2019 Total Credits: 13.0 0				Reassign Delete this term		Course # Title
Course Requirement		Credits	Minimum Grade		Notes	Accounting (ACCT) Administration & Supervision (ADMS)
MATH 131	0	3.0	None	v		Adult Education (ADLT)
UNIV 101 Q	0	1.0	None		in II	 Advanced Media Production Tech (AM African-American Studies (AFAM)
	•	10	None			Alied Health Professions (ALHP) American Studies (AMST)
	•		None			Anatomy (ANAT)
ELCT GNED	0	30	None	*	6	Anthropology (ANTH) Anthropology (ANTZ)
Choice Requirement		Minimum	Credits	Minimum Grade	Notes	Applied Lessons (APPL)
AFAM 111 or GSWS 201 or INTL 101 or INTL 105 or INTL 151 or MASC 151	or POL	I 105 or RELS 108 3.0		None	2 B	Applied Music (APPM) Arabic (ARBC)
	_				_	Art Education (ARTE)
Spring 2020 Total Credits: 16.0				Reassign Delete this term		Art Foundation (ARTF)
Course Requirement		Credits	Minimum Grade		Notes	Arts- Cross-Disciplinary (ARTS)
HUMS 202	0	1.0	None	-		Bioinformatics (BNFO)
SOCY 101 Q	0	3.0	C			 Biology (BIOL) Biology Lab (BIOZ)
STAT 210	0	3.0	c	-	1 A	Biomedical Engineering (EGRB)
	0	2.0		-		 Business (BUSN)
		50				 Chemical & Life Sci Engr (CLSE) Chemical Biology (CHEB)
ELCIGNED	0	3.0	None			Chemistry (CHEM)
ELCT OPEN Q	0	3.0	None	-	6	Chinese (CHIN)
Fall 2020 Total Credits: 16.0				Reassign Delete this term		Cinical & Translational Res (CCTR) Cinical & translational Res (CCTR)
Spring 2021 Total Credits: 14.0				Reassign Delete this term		Clinical Radiation Sci Lab (CLRZ)
Fall 2021 Total Credits: 16.0				Reassign Delete this term		Communication Statistics (CLRS)
Spring 2022 Total Credits: 15.0				Reassign Delete this term		Computer & Info Syst Socurity (CISS)
				Create Block	Audit	What If Delete Save As Save
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Once your SEP plan is saved, you can still edit your SEP plan by selecting from the view drop-down menu. To check whether your plan will fulfill your degree requirements select the "Audit view".

Active Locked Level: Undergraduate	View	 Edit Select Audit Calendar Edit Notes 	View Plan List New Plan eeded es Collapse All
	Reassign Delete this term		Course # Title
	Reassign Delete this term		Accounting (ACCT) Administration & Supervision (ADMS)
	Reassign Delete this term		Adult Education (ADLT) Advanced Media Production Tech (AM Advanced American Obudies (AEAM)
	Reassign Delete this term		Arrican-American Studies (AFAM) Allied Health Professions (ALHP) American Studies (AMST)
	Reassign Delete this term		American Studies (AMST) Anatomy (ANAT) Anthropology (ANTH)
	Reassign Delete this term		Anthropology (ANTZ) Anthropology (ANTZ) Annlied Lessons (APPL)
	Reassign Delete this term		Applied Music (APPM) Arabic (ARBC)
	Reassign Delete this term		Art Education (ARTE) Art Foundation (ARTF)
ts. Please contact your academic advisor for assistance in interpreting this report or for questions about your degree plan cial degree/certificate completion status or to obtain a copy of your academic transcript.	n. This plan is not your academic trans	cript and it is not	Art History (ARTH) Arts- Cross-Disciplinary (ARTS) Biochemistry (BIOC)

You can also see your plan and your Degree requirements side by side. Now, you're ready to meet with your advisor to hone your SEP plan to match your specific circumstances.

VCU Virginia	Commonwealth Uni	versity			🔊 De	gree Works
Back to Self-Service	Help	Exception Management	Template Management	Print		Log Out
Find V Number H Name H ♥ ♥00754011 Student, Ram ▼ Audits Plans Transfer Notes	Degree Major Classificati BS ▼ Sociology Sophomore Petitions Exceptions GPA Calc	n Last Audit Last Refresh 10/30/2019 10/30/2019 at 2:56 pm				
Student Planner for: Student, Ram				View: Audit		View Plan List New Plan
New Planner Worksheet WA25RUF at Student Level V Humber Degree Cassification College Advisor Major Overall GPA	of 02/11/2009 at 16:10 Student, Ram Undergraduate V00754011 Bachelor of Science Sophomore Humanities and Sciences Sociology 3.463			Î	Sociology-BS (18-19) Degree: Bachelor of Science Level: Undergraduate	Active: No Status: NOT LOCKED
Minor					2019-2020	
Demisements		Degree Progress			Fall 2019, Total Cree	lits: 13.0
Requirements		1076			MATH 131	3.0
Deserve Back day of Onlands				- 11	UNIV 101	1.0
Effective Bulletin: 2018-2019	•				UNIV 111	3.0
GPA: 3.463 Credits Applied: 142					ELCT GNED	3.0 🖺
Credits Required: 120 30 Out of Last 45 Credits Required to be Ta	eken at VCU				AFAM 111 or GSWS 20	1 or INTL 101
45 Credits in Upper-Level Coursework is Re	equired	Still Needed: A minimum of 45 credit hours in 300- to 500-level course	is is required. You currently have 18, you need 27 more.		or INTL 105 or INTL 15	1 or MASC 151 3.0
120 Credits Required for your Degree					or POLI 105 or RELS 1	08
A Minimum of 30 Credits Must be Complete	ed at VCU					
🛛 You Meet the Degree's Minimum GPA Requ	irement.					
University Core Requirements					Spring 2020, Total C	redits: 16.0
Still Needed: See University Core section					HUMS 202	10
College of Humanities and Sciences					10110 202	1.0
Still Needed: See College of Humanities and Sci	ences section				SOCY 101	3.0
Major Requirements					STAT 210	3.0
Still Needed: See Major: Sociology section						
Upper-Level Courses					UNIV 112	3.0
University Core					ELCT GNED	3.0 🖺
Effective Bulletin: 2018-2019 GPA: 4.000					ELCT OPEN	3.0
						-
Last updated by: Webster, Drew on 11-Feb-2020					Refr	esh Audit Print Save