

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.

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

Plans | Audits | Transfer | Notes | Petitions | Exceptions | GPA Calc

Format: Student View | View | Save as PDF | Process New | Include in-progress classes | Include preregistered classes | [Class History](#)

By freezing this student's academic audit for graduation, you confirm the requirements for the major, minor (if applicable) and the university have completion of the courses and requirements designated below. [Save](#) [Save this](#)

Virginia

Student View AA73JrkO as of 01/19/2019 at 03:02			
Student	Student, Ram	College	School of E
V Number	V00000001	Degree	Not Applic
Classification	Freshman	Major	Business F
Matriculation Term	N/A-BFO-IS~Spring 2019	Concentration	
Effective Catalog	N/A-BFO-IS~Spring 2019	Minor	

Requirements: **4%**

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”

Exception Management | Template Management

Last Refresh: 03/11/2019 at 3:01 am

Create Plan

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

[Blank Plan](#) [Select Template](#)

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

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Back to Self-Service Help Exception Management Tem

Find V Number V00754011 Name Student, Ram Degree BS Major Sociology Classification Sophomore Last Audit 10/30/2019 Last Refresh 10/30/2019 at 2:56 pm

Audits Plans Transfer Notes Petitions 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. Perspective-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	

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Find V Number V00754011 Name Student, Ram Degree BS Major Sociology Classification Sophomore Last Audit 10/30/2019 Last Refresh 10/30/2019 at 2:56 pm

Audits Plans Transfer Notes Petitions Exceptions GPA Calc

Student Planner for: Student, Ram

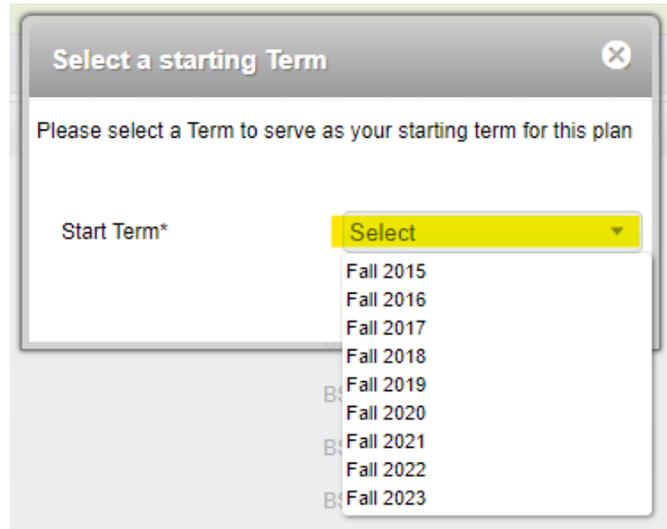
Browse Templates

Sociology Go Filter:

Open Delete

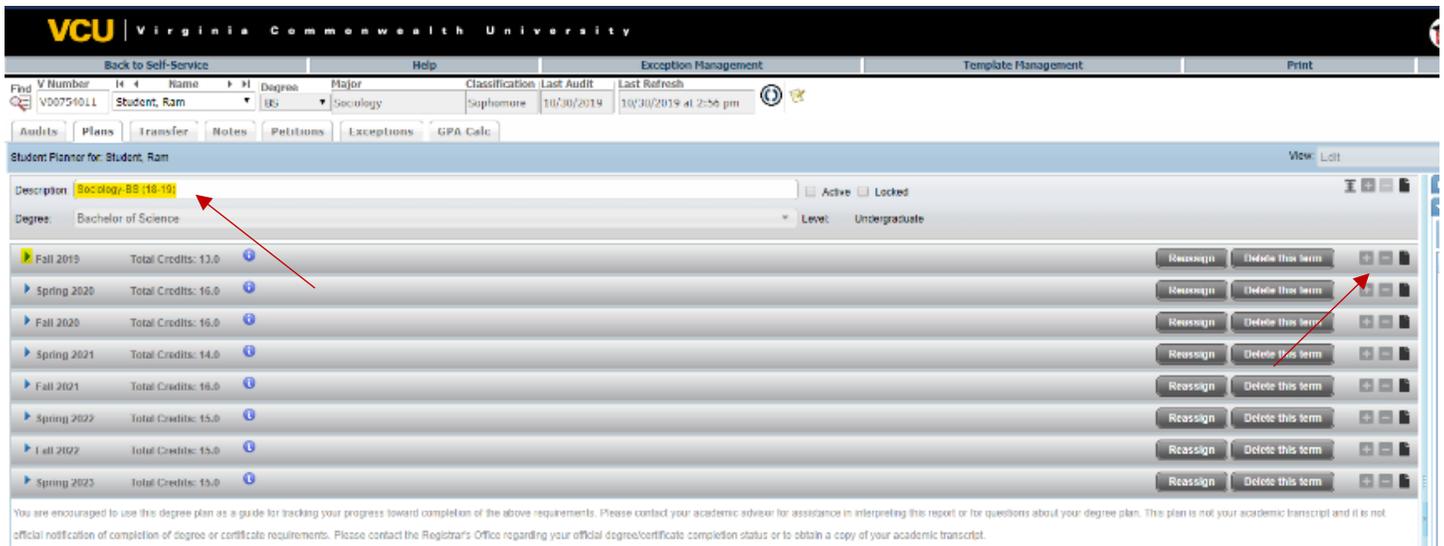
Description	Program	Catalog Year
Sociology-BS (17-18)	BS-SOC	2018
Sociology-BS (18-19)	BS-SOC	2019
Sociology-BS (19-20)	BS-SOC	2020
Sociology-BS (20-21)	BS-SOC	2021

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.



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.

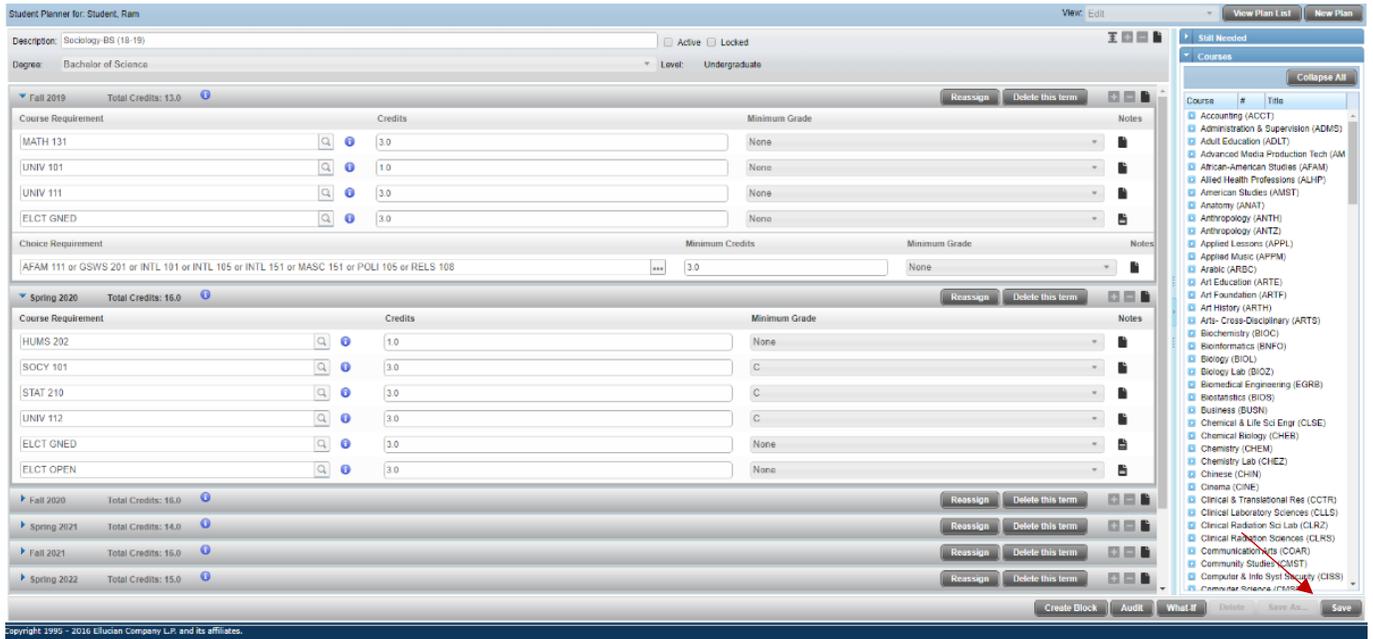
As mentioned before, if you need to delete out a semester you can do so by clicking the minus button within that semester's row. For example, if you started in Fall 2018, but you are planning for Fall 2020 and future semesters, then you could delete all semesters prior to Fall 2020 from your plan.



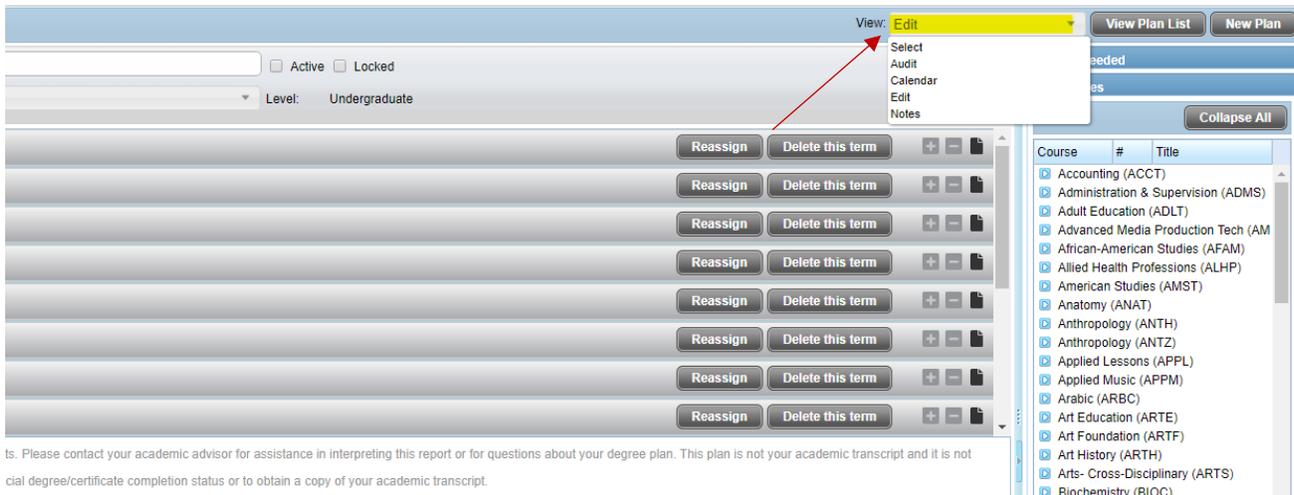
Term	Total Credits	Actions
Fall 2019	13.0	Reassign Delete this term
Spring 2020	16.0	Reassign Delete this term
Fall 2020	16.0	Reassign Delete this term
Spring 2021	14.0	Reassign Delete this term
Fall 2021	16.0	Reassign Delete this term
Spring 2022	15.0	Reassign Delete this term
Fall 2022	15.0	Reassign Delete this term
Spring 2023	15.0	Reassign Delete this term

You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Please contact your academic advisor for assistance in interpreting this report or for questions about your degree plan. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding your official degree/certificate completion status or to obtain a copy of your academic transcript.

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.



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".



Please contact your academic advisor for assistance in interpreting this report or for questions about your degree plan. This plan is not your academic transcript and it is not a final degree/certificate completion status or to obtain a copy of your academic transcript.

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 University **Degree Works**

Back to Self-Service Help Exception Management Template Management Print Log Out

Find V Number: V00754011 Name: Student, Ram Degree: BS Major: Sociology Classification: Sophomore Last Audit: 10/30/2019 Last Refresh: 10/30/2019 at 2:56 pm

Audits | Plans | Transfer | Notes | Petitions | Exceptions | GPA Calc

Student Planner for: Student, Ram View: Audit View Plan List New Plan

New Planner Worksheet WA329RUF as of 02/11/2020 at 16:10

Student	Student, Ram
Level	Undergraduate
V Number	V00754011
Degree	Bachelor of Science
Classification	Sophomore
College	Humanities and Sciences
Advisor	
Major	Sociology
Overall GPA	3.463
Minor	

Requirements Degree Progress **78%**

Degree: Bachelor of Science

Effective Bulletin:	2018-2019
GPA:	3.463
Credits Applied:	142
Credits Required:	120

- 30 Out of Last 45 Credits Required to be Taken at VCU
- 45 Credits in Upper-Level Coursework is Required Still Needed: A minimum of 45 credit hours in 300- to 500-level courses is required. You currently have 18, you need 27 more.
- 120 Credits Required for your Degree
- A Minimum of 30 Credits Must be Completed at VCU
- You Meet the Degree's Minimum GPA Requirement.

- University Core Requirements
Still Needed: See University Core section
- College of Humanities and Sciences
Still Needed: See College of Humanities and Sciences section
- Major Requirements
Still Needed: See Major: Sociology section
- Upper-Level Courses
Still Needed: See Upper-Level Courses section

University Core	
Effective Bulletin:	2018-2019
GPA:	4.000

Sociology-BS (18-19) Active: No

Degree: Bachelor of Science Status: NOT LOCKED

Level: Undergraduate

2019-2020

Fall 2019, Total Credits: 13.0

MATH 131	3.0
UNIV 101	1.0
UNIV 111	3.0
ELCT GNED	3.0

AFAM 111 or GSWP 201 or INTL 101 or INTL 105 or INTL 151 or MASC 151 or POLI 105 or RELS 108 3.0

Spring 2020, Total Credits: 16.0

HUMS 202	1.0
SOCY 101	3.0
STAT 210	3.0
UNIV 112	3.0
ELCT GNED	3.0
ELCT OPEN	3.0

Refresh Audit Print Save

Last updated by: Webster, Drew on 11-Feb-2020

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