Office of the Registrar

MYDEGREES SEP PLANNER REFERENCE SHEET

WHAT IS IT?

Because MyDegrees Planner has been upgraded to 4.1.4 version and has many new features and the new planner looks completely different, additional training is needed for advisors and students and rest of the community that uses MyDegrees SEP Plans.

WHO WILL USE IT?

Usually, Students, Advisors, and Financial Aid Advisors

HOW TO LOGIN IN

STUDENT LOGIN

Students can access MyDegrees through My OSU and on the Self-Service student Student Records>MyDegrees page:

Go to MyOSU>My Student Stuff>MyDegrees>Plans

ADVISOR LOGIN

Advisors can access MyDegrees through My OSU and on the Self-Service>Faculty/Advisor>Advisor Menu>MyDegrees page:

Go to MyOSU>Faculty/Advisor>Advisor Tool Kit>MyDegrees>Plans

SUPPORT CONTACTS

TIER 1: RECORDS STAFF

TIER 2: REGISTRAR'S IT STAFF

TIER 3: ECS MYDEGREES SUPPORT

HOW TOS

Edit View - build plans from scratch, with templates, activate, lock and track plans, add notes to student plans for the entire plan, each term or each course. Courses can be typed in or dragged and dropped in students plan from Still Needed requirements list or from Courses List.

Buttons and their Functions

	Plan Header	Term Header	Requirements
➕	Add new term to the plan	Add a new requirement	In entering choices, use the button to create a combination, i.e., Math 111 **and** Math 112.
➖	Delete a Term (you must highlight which term by clicking on the term row)	Delete a requirement (you must select the requirement that will be deleted, click on the requirement row to highlight)	In entering choices, use the button to delete an unwanted course within a choice.
📄	Add a note to the entire plan	Add a note to the term	Add a note to requirement
📑	Note exists in Plan Header	Note exists for the term	Note exists for requirement
⌶	Collapse all terms/Un-collapse all terms	N/A	N/A

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New Plan-to start a new plan from scratch or with a template. New Plan button will always open the new plan in Edit View.

View Plan List – this will display a list of all plans that have been created for the student. To open a plan, double click on

Still Needed-list of all unmet requirements in student's degree checklist including courses and non-course requirements (Perspectives)

Courses-only available in Edit View, this is a list of all classes offered at OSU. It is helpful when advisor/student is looking for a course that is not in Still Needed list.

Add Requirements-this is a feature available only in Edit View, advisors/students can add a row in plan terms for courses, for tests, for choices, for placeholders and etc. Most common requirements added to student's plans are course, Placeholder, and Choice.

Reassign Button- if student decided they would not enroll in classes for a term that has been planned out in SEP, advisor can reassign the term for another term using the Reassign Button.

Drag-n-drop-advisor can drag and drop classes from Still Needed and Course list in Edit View into student's planner. The same function exists in Audit View, advisor/student can drag and drop classes from the degree checklist to plan.

Entering Choices-here are examples of how chances can be entered, Math class and Bacc Core requirements are used in this example:

Take any Math class	Course: MATH @ / Attribute: None / Course/Lab / Attribute
Take any Bacc Core class	Course: ACCORE@ / Attribute: None / Course/Lab / Attribute
Take this **or** that Math class	Course: MATH 111 / Attribute: None ; Course: MATH 112 / Attribute: None
Take **a combo** of these **or** that **one** math class	Course: MATH 112 / Attribute: None ; Course: MATH 105 / Attribute: None / and / MATH 111 / Attribute: None
Hidden Choices	Course: MATH 112 / Attribute: None ; Course: MATH 105 / Attribute: None / and / MATH 111 / Attribute: None

Audit View-to compare and view both student Degree Checklist and Student Active Plan. Advisors and student can still drag and drop classes out of student' degree checklist into plan. Students can print out their plan here using the print button. No new terms can be added or deleted; no other functions exist in this view.

Calendar View-this view is for display of the plan only, no changes can be done to plan here, go to Edit View to make changes. Students can still print their plans in this view.

Notes View-Students can see the entire text in each note in this view. This view has no functions and it is only for displaying the notes along with the plan. Student can print their Plan here too.

QUESTION: I am editing an old plan that a student had, when I try to save, MyDegrees gives an error message "There are missing or inconsistent items. Please correct the errors before you save the plan." What is wrong?

ANSWER: A course in previous terms of the plan has credit amount that does not match what the course is offered at. This course needs to be found and the credit amount needs to be matched with what the course is worth now, and then save plan.

QUESTION: I typed in a note in the Plans for a term, and when I try to save, MyDegrees is giving me an error message, why is this happening?

ANSWER: Planner has a vendor defect; this has been submitted for a fix to the vendor. Temporary workaround is save all your work before you start entering a new note. That should resolve the issue.

QUESTION: Hard questions from advisors about MyDegrees (exceptions, logic rules), who to send?

ANSWER:

Amanda	COB FOR ENGR PHHS EDU
Martin	CLA SCI CEOAS AG HNRS PHARM
Tursynay	MyDegrees Planner Questions

QUESTION: I heard there were some updates done in MyDegrees, for some reason I cannot see, it all looks the same, why?

ANSWER: Clear your browser cache, this should resolve it.

QUESTION: Something is not working in MyDegrees, I cannot save, or edit or see…why?

ANSWER: This might be an issue with the internet browser you are using. Please use Firefox, MyDegrees does not work well with Safari, Google Chrome, Opera….

QUESTION: How do I use a template and is it better to use template instead of creating a plan from scratch?

ANSWER: It is best to use templates, if there are templates made for the major student is in, it is very simple to adjust the template, by adding a few more classes, deleting anything unneeded. There are also 4 year and 2 year blank templates that advisors can use. Either way, with major templates or with blank templates, advisors and students save more time creating plans instead of creating a plan from scratch.

QUESTION: Why 4 year major templates being created in Templates? Students will never follow the same plan for 4 years, they might change majors, and they might not pass some of the classes as planned. What is the point of having 4 year templates?

ANSWER: True. However, 4 year templates are being created to give students visibility, to clear the path to graduation with planning ahead of time. Student can change their major or not pass classes, template for new majors can be assigned, and student with a template for a plan can also adjust their plan by moving courses around in their templates based plan, and still have a long term plan.

QUESTION: How do we know if the templates in MyDegrees are up to date?

ANSWER: There is a procedure in registrar's office that is being developed. Any time there is a change in a major that goes through Curriculum Proposal System; registrar's office staff will update the template.