



**PRAIRIE VIEW
A&M UNIVERSITY**

ACADEMIC ADVISING SERVICES

**DegreeWorks
Student Educational Planner (SEP)
User Guide for Students**

Last updated: March 16, 2026

TABLE OF CONTENTS

1. Introduction to the Student Educational Planner (SEP)
2. Degree Audit and Student Educational Planner
3. Navigating Your Plan
4. Plan Views
5. Understanding Requirement Types
6. What If My Plan Changes?
7. Student Responsibilities
8. Graduation Planning & Final Semester Reminders
9. Frequently Asked Questions (FAQ)



Introduction to the Student Educational Planner (SEP)

The Student Educational Planner (SEP) in DegreeWorks is your personalized roadmap to graduation. It shows the courses you should take each semester—from your current term through your projected graduation term—so you can stay on track.

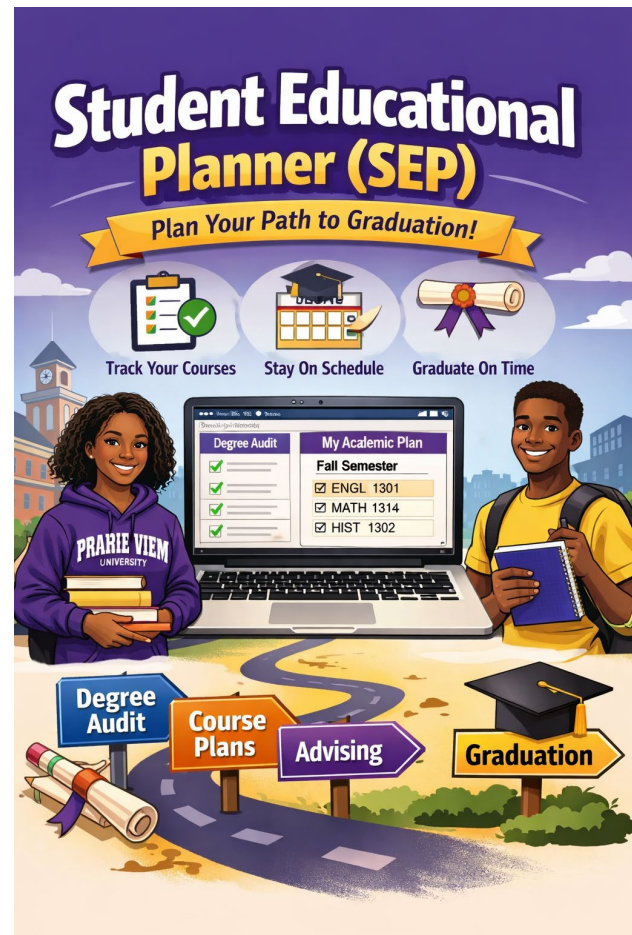
By following your plan, you will:

- See what courses to take each semester
- Understand how your degree progresses
- Track remaining degree requirements
- Make informed registration decisions

Important Disclaimers

DegreeWorks is a degree auditing tool designed to help track academic progress.

- It is not an official academic transcript.
- It is not official notification of degree completion.
- It should not replace regular meetings with your academic advisor. Always consult your academic advisor for official degree progress and graduation verification.



Degree Audit Worksheet and Student Educational Planner

The **Degree Audit (Worksheet)** and the **Student Educational Planner (Plans)** are designed to work together.

Degree Audit (Worksheet)

- Displays completed requirements
- Shows remaining degree requirements
- Reflects current academic progress

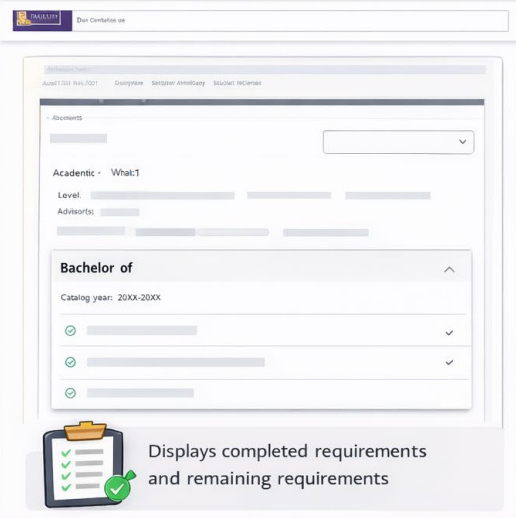
Student Educational Planner (Plans)


- Organizes remaining coursework by semester
- Shows when requirements should be completed

Using both tools together ensures your academic plan aligns with degree requirements. **Only your academic advisor can create or modify your SEP.**

DegreeWorks

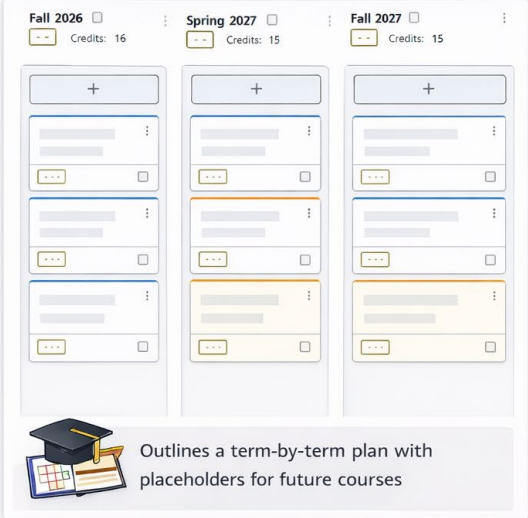
Degree Audit Worksheet




 Displays completed requirements and remaining requirements

DegreeWorks

Student Educational Planner (SEP)

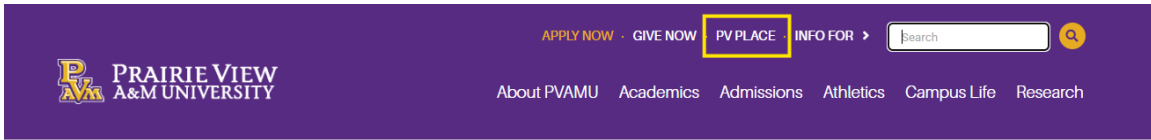


 Outlines a term-by-term plan with placeholders for future courses

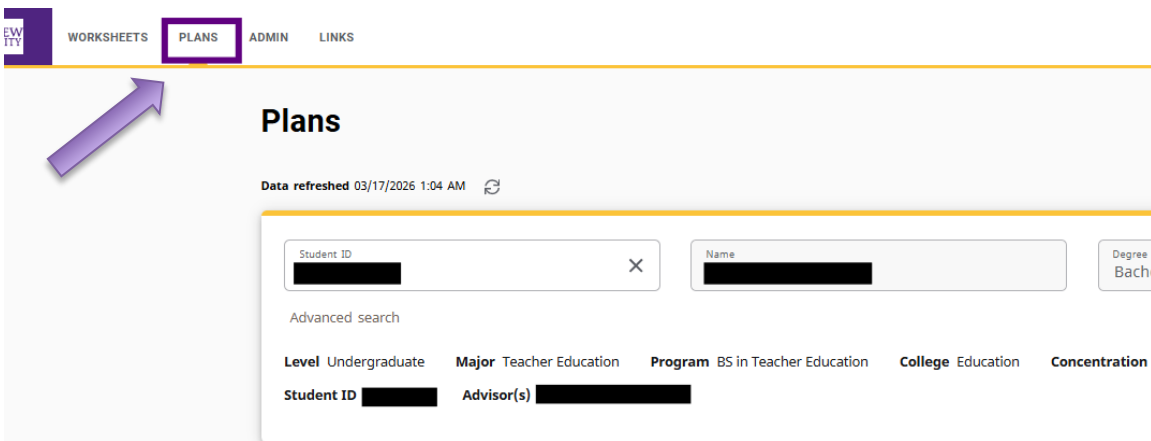
vs.

Getting Started

Step 1: Log in to PVPlace and select DegreeWorks.



Step 2: Click on the 'PLANS' tab at the top of the screen.



Step 3: Select the plan labeled 'Active and Locked.'

Student ID [REDACTED] Name [REDACTED] Degree Bachelor of Science

Advanced search

Level Undergraduate Major General Studies Program BS in General Studies College General Studies Concentrations Chemistry, Psychology

Hold(s) No holds Student ID [REDACTED] Advisor(s) [REDACTED]

Plan List

Description	Active	Modified ↓	Who	Degree	Level	Status
2025-2026 BS in General Studies - FAL	Yes	03/02/2026	[REDACTED]	BS	UG	Locked

Total results: 1 Page 1 of 1

NEW PLAN

Step 4: Review your plan details, including catalog term, major, starting term, and projected graduation term.

2025-2026 BS in General Studies - FAL [EDIT] [COPY]

PLAN LIST NEW PLAN

Degree Bachelor of Science

Level Undergraduate

Total planned credits 46.0

Active Yes | Status Locked | Tracking Status NOT EVALUATED

Note: Plans are subject to change based on course availability, academic performance, or changes in major.

Navigating Your Plan

Your plan is for **future semesters only**. It will list the recommended sequence for your remaining degree requirements. Terms are listed chronologically (Fall, Spring, Summer).

Understanding Requirement Types

Different Requirement types are coded by color

- Course Requirement (**Blue**): A specific required course.
- Choice Requirement (**Orange**): Select one course from a list of options.
- Placeholders (**Yellow**): Represents a degree requirement such as Electives (restricted and unrestricted) and Concentration requirements.
- GPA (**Purple**): Indicates GPA requirements for degree completion.

The screenshot displays a DegreeWorks plan interface with three columns representing different semesters: Fall 2026 (Credits: 16), Spring 2027 (Credits: 15), and Fall 2027 (Credits: 15). Each semester column contains a list of course requirements, each with a colored header and a yellow placeholder box. The requirements are as follows:

Semester	Credits	Requirement	Type
Fall 2026	16	POSC 2306 Credits: 3.0	Course Requirement (Blue)
Fall 2026	16	SPAN 1302 Credits: 3.0	Course Requirement (Blue)
Fall 2026	16	HIST 1302 or HIST 2301 Credits: 3.0	Choice Requirement (Orange)
Fall 2026	16	CHEM 1000:4999 Credits: 3.0	Choice Requirement (Orange)
Fall 2026	16	PSYC 1000:4999 Credits: 3.0	Choice Requirement (Orange)
Spring 2027	15	GNST 3310 Credits: 3.0	Course Requirement (Blue)
Spring 2027	15	AGRI 1330 or CHEG 2316 or CURR 2300 or CVEG 2304 or ECON 1301 or FINA 2313 or HIST 2321 or HIST 2322 or MGMT 2326 or POSC 2350 or SOCG 1306 Credits: 3.0	Choice Requirement (Orange)
Spring 2027	15	PSYC 1000:4999 Credits: 3.0	Choice Requirement (Orange)
Spring 2027	15	PSYC 3000:4999 Credits: 3.0	Choice Requirement (Orange)
Fall 2027	15	GNST 4320 Credits: 3.0	Course Requirement (Blue)
Fall 2027	15	GNST 4310 Credits: 3.0	Course Requirement (Blue)
Fall 2027	15	CHEM 3000:4999 Credits: 3.0	Choice Requirement (Orange)
Fall 2027	15	CHEM 3000:4999 Credits: 3.0	Choice Requirement (Orange)
Fall 2027	15	CHEM 3000:4999 Credits: 3.0	Choice Requirement (Orange)

Plan Views

Notes View

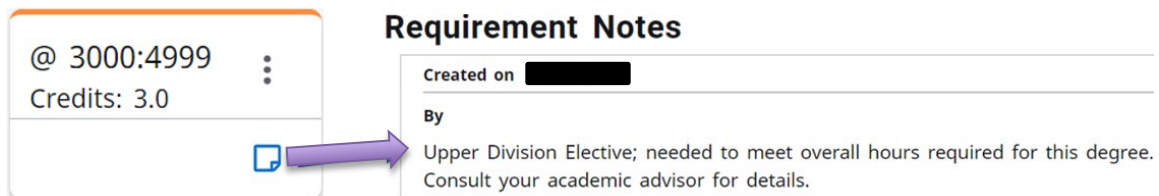
The Notes View includes important information from academic departments.

You may see:

- Advising notes for your degree
- Term-specific notes
- Notes attached to specific course requirements

If a requirement shows a **blue note icon**, a note is available.

If the note icon is greyed out, no note has been entered.



Requirement Notes

Created on [REDACTED]

By

Upper Division Elective; needed to meet overall hours required for this degree. Consult your academic advisor for details.

Audit View

The Audit View allows you to see your plan alongside your degree audit worksheet

The screenshot displays the 'Audit View' for a '2025-2026 BS in General Studies - FAL' program. The interface includes the following elements:

- Program Title:** 2025-2026 BS in General Studies - FAL (with edit and print icons)
- Degree:** Bachelor of Science
- Level:** Undergraduate
- Total planned credits:** 46.0
- Active:** Yes | **Status:** Locked | **Tracking Status:** NOT EVALUATED
- Last updated:** [Redacted]
- Audit:** (indicated by a purple arrow)
- Navigation:** Left and right arrow icons
- Term Selection:** Fall 2026 (Credits: 16) and Spring 2027 (Credits: 13), each with a dropdown menu and a print icon.

This differs from the traditional audit because it includes:

- Completed coursework
- Registered coursework - **R**
- Planned coursework – **PLAN**

This view helps you see how your future courses will apply toward degree completion and your current degree progress in terms of requirement and credits completed.

Important Disclaimer due to programming restrictions, if your plan includes placeholders, your Degree progress section may not reflect 100%.

Planner Audit 🖨

Student name ██████████
 Plan description 2026-2027 BS Chemistry

Degree progress

95%
Requirements

100%
Credits

Overall GPA
██████

Degree Bachelor of Science **Level** Undergraduate **Classification** 3 - Junior **Major** Chemistry **Program** BS in Chemistry **Concentration** Biomedical
College Arts & Sciences

CHEM 2201	Quantitative Analysis	PLAN	(2)	Fall 2026
CHEM 2211	Quantitative Analysis Lab	PLAN	(2)	Fall 2026
CHEM 2203	Organic Chemistry Lab I	PLAN	(2)	Fall 2026
CHEM 2303	Gen Org Chem	R	(3)	Spring 2026
CHEM 2204	Organic Chemistry Lab II	PLAN	(2)	Spring 2027
CHEM 2304	General Organic Chemistry II	PLAN	(3)	Spring 2027
CHEM 3341	Physical Chemistry	PLAN	(3)	Fall 2026
CHEM 3242	Physical Chemistry Lab	PLAN	(2)	Fall 2026
CHEM 4303	Biochemistry	PLAN	(3)	Fall 2027
CHEM 4105	Research	PLAN	(1)	Fall 2026
CHEM 4305	Instrumental Analysis	PLAN	(3)	Spring 2027
BIOL 1501	General Biology	PLAN	(5)	Fall 2026
MATH 2413	Calculus I	R	(4)	Spring 2026
MATH 2414	Calculus II	PLAN	(4)	Fall 2027

Still needed: See CONC for Biomedical Option, Chemistry section

Important Disclaimer Courses listed in the area below reflect your current enrollment and courses planned for the upcoming term. **The courses will NOT be pre-registered**

In-progress and Preregistered						
Credits applied: 42		Courses Applied: 14				
Course	Title	Grade	Credits	Term	Repeated	
BIOL 1307	Gen Micro	R	(3)	Spring 2026		
COMM 1311	Intro to Speech Communication	R	(3)	Spring 2026		

What If My Plan Needs to Change?

Contact your advisor if:

- You fail or withdraw from a course.
- You want to take summer courses or cannot take planned summer courses. Be mindful some programs have summer only requirements.
- A required course is unavailable.
- You change your major.

Your plan must be updated to reflect any academic changes.

Student Responsibilities

- Review your SEP each semester before registration.
- Meet with your advisor as required.
- Communicate any academic changes to your advisor promptly.

Graduation Planning & Final Semester Reminders

- Apply for graduation by the published deadline.
- Meet with your advisor for a final degree review.
- Ensure all degree requirements and GPA standards are met.
- Ensure all necessary paperwork has been completed (e.g., substitution forms, transfer credit approvals)

Failure to follow your approved plan may delay graduation.

Frequently Asked Questions (FAQ)

Q: Can I edit my plan?

A: No. Only your advisor can modify your SEP.

Q: What does 'Locked' mean?

A: The plan has been approved by your advisor.

Q: Does the SEP register me for classes?

A: No. You must register separately through the university registration system. Eventually students will be able to register directly via the SEP.

Q: Why does DegreeWorks say I'm missing a requirement even though I took the class?

A. Some courses, like substitutions or alternative options, don't automatically populate in the correct block. In these cases, a Substitution and Target Elective Form must be submitted so the Registrar can manually update your audit.

Q: Do I have to follow the SEP exactly?

A: It is recommended, but course availability, pre-requisites, or program changes may require adjustments.

Q: What if my SEP and DegreeWorks don't match?

A: Degree Works is the official degree audit. If the SEP differs, notify your Advisor so the plan can be updated or corrected.

Q: Does the SEP guarantee I'll get into the classes listed?

A: No. It's a planning tool. You still need to register early and meet any pre-requisites required.

Q: Can I use DegreeWorks to estimate how far I am from graduation?

A: Yes, but it is a degree planning resource. It should not replace regular meetings with your academic advisor. Always consult your academic advisor for official degree progress and graduation verification.