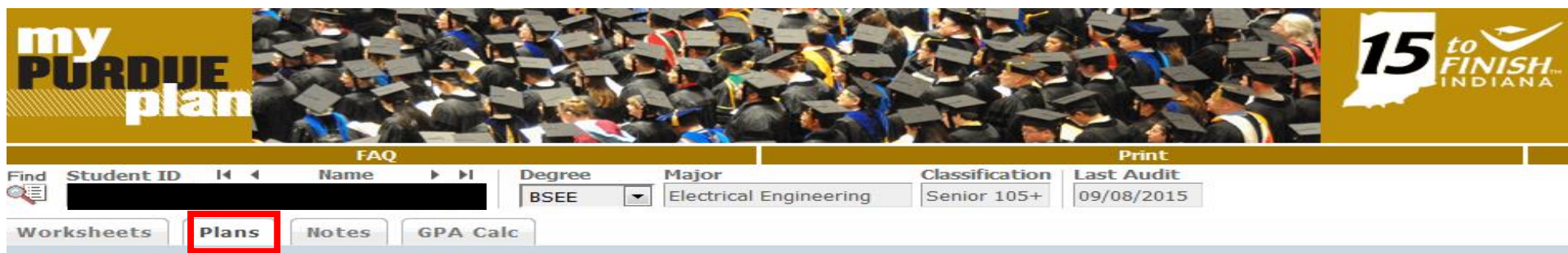


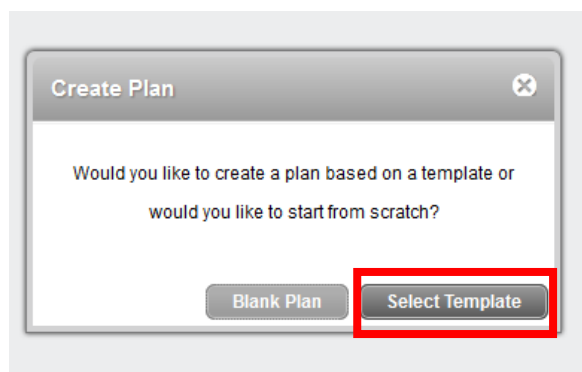
How to Create/Revise your Student Education Planner (SEP)

1. To create your Student Education Planner, access myPurduePlan from myPurdue and click on the Plans tab.

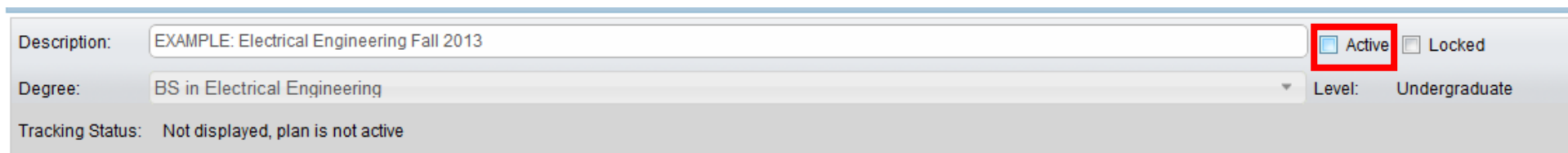


The screenshot shows the myPurduePlan interface. At the top, there is a banner with the "my PURDUE plan" logo on the left, a central image of graduates, and a "15 to FINISH INDIANA" logo on the right. Below the banner is a navigation bar with "FAQ" and "Print" links. The main area contains a search bar with "Find" and a magnifying glass icon, followed by fields for "Student ID", "Name", "Degree" (set to "BSEE"), "Major" (set to "Electrical Engineering"), "Classification" (set to "Senior 105+"), and "Last Audit" (set to "09/08/2015"). Below these fields are four tabs: "Worksheets", "Plans" (highlighted with a red box), "Notes", and "GPA Calc".

2. If you do not already have a plan started, choose "Select Template" and search for the template that reflects your degree and the year in which you started Purdue. Make sure the "Active" box is checked in case you have multiple plans and click the SAVE button on the bottom right-hand corner. If you already have a plan, skip to step 3.

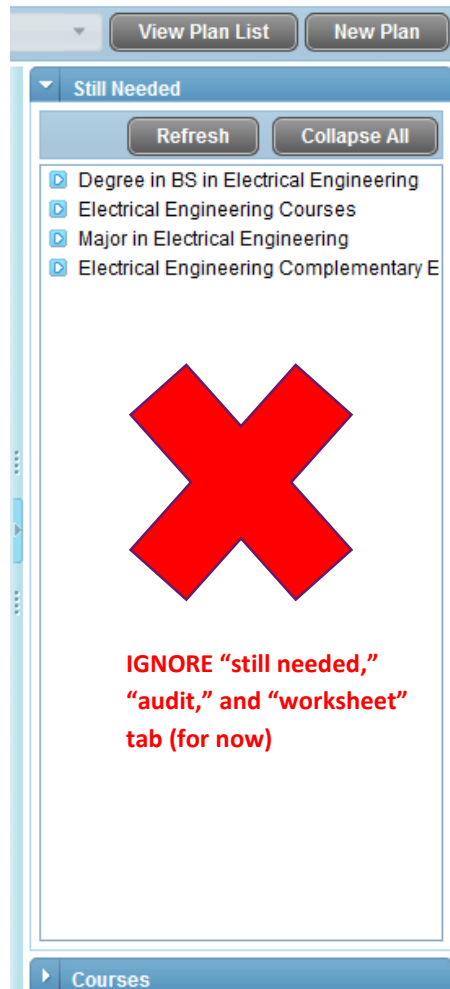


The screenshot shows a "Create Plan" dialog box with a close button (X) in the top right corner. The text inside the dialog asks: "Would you like to create a plan based on a template or would you like to start from scratch?". At the bottom of the dialog are two buttons: "Blank Plan" and "Select Template" (highlighted with a red box).

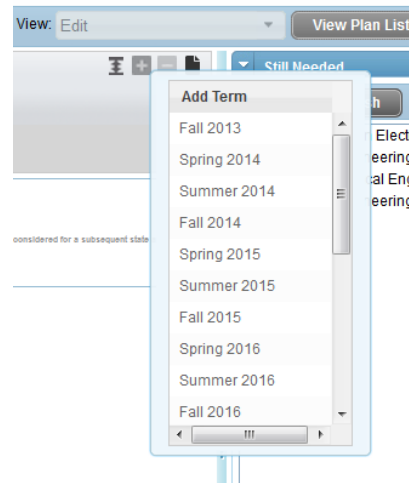


The screenshot shows the plan details form. It includes a "Description" field with the text "EXAMPLE: Electrical Engineering Fall 2013", a "Degree" dropdown menu set to "BS in Electrical Engineering", and a "Level" dropdown menu set to "Undergraduate". To the right of the "Description" field are two checkboxes: "Active" (checked and highlighted with a red box) and "Locked" (unchecked). At the bottom, the "Tracking Status" is displayed as "Not displayed, plan is not active".

3. Do not use the Still Needed box, Audit button, or the worksheet tab in myPurduePlan as a resource to determine degree progress. Always consult your degree audit provided by your academic advisor via email each semester.



4. To update a newly created/existing plan, select your plan and choose “Edit” from the View box on the blue bar. If needed, the + and – at the top of the tool will allow you to add or remove terms in case you need to extend your graduation or plan to graduate early.



5. Within each term, add the courses you are currently enrolled in/plan to complete in each term. Since the template is pre-populated from the sample degree map, you can also drag/drop courses to the appropriate semesters as many students will not be strictly following the sample plan. To add courses, use the drop down list (+) in each term starting with the current semester and continue through to your final semester in which you plan to graduate. **Always use “Course”**. To remove a course, click on the course row outside any of the text boxes to highlight it and then select the remove icon (-) within the term the course is in. Be careful not to use the + or – at the top of the tool mentioned in Step 4 or you will remove the entire term. Keep in mind no placeholders (eg. foundational course, gen ed, etc.) should remain on your plan. **Once complete, don’t forget to SAVE!**

