IDS Plan How-To

1. Access the IDS Study Plan template located on the Southeast Online website: http://online.semo.edu/advising/OL%20IDS%20Plan%20of%20Study%20Form%202.pdf. Save a copy to your computer.
2. Print a copy of your DegreeWorks degree audit. (Please note that the degree audit will be for the Bachelor of General Studies degree. Once your IDS Study Plan is approved, it will be entered into DegreeWorks and your future degree audits will mirror your plan.)
   a. Log onto the portal using you Southeast Key and password.
   b. Click on the Student tab.
   c. Under Bookmarks Plus, click on DegreeWorks Student.
3. Follow the instructions on the IDS Study Plan.
   a. For example, the first section of the plan is for University Studies courses. Match the categories on your degree audit to the categories on the IDS Study Plan. Enter the course, credit hours, and semester completed for each category.
   b. If you have not completed a category, leave the field blank. You will fill these in as part of Step 8.
4. On the second page, enter 2-4 areas of emphasis. The areas of emphasis that are available online are on the Southeast Online website: http://online.semo.edu/advising/advisor2.asp. This web page includes other helpful information about the IDS plan.
5. Entering the courses for each area of emphasis is usually the most challenging part of completing the plan. Some courses you will have completed in a previous semester, but many of the courses you list will be ones you plan to take in a future semester.
   a. Begin by entering the classes you have already taken that fit into an area of emphasis. For example, if one of your areas is History, enter all your history classes in that section.
   b. Keep in mind that you cannot count courses in more than one section. For instance, the class you used as your Development of a Major Civilization requirement cannot be included in an emphasis area.
   c. A maximum of 30 hours of business courses and one business emphasis area may be counted in an IDS plan. Therefore, you can choose only one of the following areas: business administration or management or marketing. Your other areas of emphasis must come from the other available categories. Business courses have the following prefixes: AC, BA, BL, EC, FI, MG, MI, MK, and QM.
6. To see courses that have been offered online in previous semesters, access the course schedules in the portal.
   a. Log onto the portal using your Southeast Key and password.
   b. Click on the Student tab.
   c. Click once on the “my Southeast self-service” link. On the next page that appears, you must click on this link a second time.
   d. Click on Student.
   e. Click on Registration.
   f. Click on Look Up Classes.
   g. Select the term you want to view from the drop down menu. There are usually 3-4 terms available to view.
h. To see all online courses for the term you’ve selected, highlight all course prefixes as follows: In the Subject box, click on the first subject listed, scroll down to the last subject listed, hold down the Shift key on your keyboard and click on the last subject. All course prefixes should be highlighted.
   i. In the Campus menu select Web-Based.
   j. Click on Class Search at the bottom of the page.

7. Online course offerings vary by semester, so you should look at schedules from several terms to choose classes you would like to take as part of your IDS plan.
   a. As you find a class you want to take, enter your course selections in the appropriate area of emphasis. **You must have a minimum of 48 hours and at least 2 areas of emphasis.**
   b. If you left one or more University Studies categories blank in Step 3, look for those courses, as well.
      i. If a course meets a University Studies category, this information will be provided in the Attribute column on the course schedule page. You can also look up classes by University Studies category.
      ii. More information about classes that meet University Studies requirements can be found at http://www.semo.edu/ustudies/handbook/index.htm.

8. When you’re creating your IDS Study Plan, keep in mind that some courses have prerequisites -- especially business courses -- that need to be incorporated in your plan. Course prerequisites can be viewed by clicking on the course CRN, then on View Catalog Entry. Additional course information can be obtained from the Undergraduate Bulletin located online at http://www.semo.edu/bulletin/.

9. Any course that does not fit in the University Studies or Areas of Emphasis sections will go into the Electives portion of the plan. **A maximum of 21 hours of electives may be included in your plan.**

10. In the last part of the plan, enter all the 300-500 level courses you have listed thus far. This is not an official part of the plan; rather, it is a check to make sure you will complete the number of upper level hours required for graduation.

11. Total your credit hours in each part of the plan to make sure you will have at least 120 hours. (Do not include the section where you listed your 300-500 level courses as these classes have already been counted in other areas.)

12. Once you have a draft your plan, submit it to the Southeast Online Academic Advisor at southeastonline@semo.edu. The Academic Advisor will review your plan and inform you via email of any revisions that need to be made. The Advisor will work with you to finalize the plan and acquire the necessary signatures.

If you have any questions during this process, please contact the Southeast Online Academic Advisor at southeastonline@semo.edu or 573-651-2766.