Creating a Planned Program of Study

Concept

This business process demonstrates how a new graduate student creates an online Planned Program of Study.

Students enrolled in the School of Graduate Studies will use the My Program functionality of SIS to create and manage their Planned Program of Study (PPOS). Students in the MS in Anesthesiology and Master's of Management and Engineering do not have a PPOS, and consequently will not use the My Program functionality.

Procedure

Begin by logging in to the SIS at case.edu/sis with your CWRU Network ID and password.

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<tr>
<th>Step</th>
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<tr>
<td>1.</td>
<td>The Student Center appears. Click the Plan link.</td>
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| 2.   | The My Planner tab appears.  
Click the my program tab to begin creating your Planned Program of Study (PPOS). |
| 3.   | If you are enrolled in multiple programs at the Graduate level, click the Program list and select the program to which the PPOS will be attached.  
NTRMS |
| 4.   | Click the Request Changes to My Program button.  
REQUEST CHANGES TO MY PROGRAM |
| 5.   | Click the Browse Course Catalog button.  
BROWSE COURSE CATALOG |
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<td>6.</td>
<td>The Browse Course Catalog screen appears. Enter the desired course subject code into the <strong>Course Subject</strong> field. Click the <strong>select subject</strong> button for an alphabetized list of course subject codes.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Search</strong> button.</td>
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<td>8.</td>
<td>All courses listed under the subject appear. Scroll down the page to see graduate level courses and review your choices.</td>
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<tr>
<td>9.</td>
<td>Click on a course title to see its description.</td>
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Step | Action
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10. | The Course Detail screen appears. It includes the class description and grading scale as indicated in the course catalog. If the class has been scheduled in a current or upcoming semester, click the view class sections button to see when it is scheduled.

You have the option of adding the course to your PPOS directly from this page by clicking the add to program button. You can also add it from the browse course catalog page.

11. | Click the Return to Browse Course Catalog link.

12. | To select a course from the course catalog to add to your PPOS, click on its checkbox in the Select column.

Select as many courses as necessary.

13. | When you are done selecting courses, click the Add to Program button.

14. | A confirmation appears displaying the classes that were added to your program.
### Step 15
Click the **my program** tab.

### Step 16
The My Program of Study screen appears. It is populated with the courses you selected from the course catalog. They appear under the Unassigned Courses section because they have not been placed into terms.

### Step 17
To move the courses into terms, select a course by clicking in its checkbox in the **Select** column.

Select all the courses that you want to group together in a term.

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### Step 18
Click on the **Move selected courses to Term** dropdown list.

### Step 19
Select the term to which you want to move the courses from the dropdown list.

**Fall 2012**

### Step 20
Click the **Move** button.

### Step 21
A confirmation message appears. It lists the courses and the term to which they were moved.
## Step 22

**IMPORTANT:** Please review the units listed next to each course. If you select a variable unit course (for example, a Thesis), the units default to the minimum units a student can take.

The course will display a field in the **Units** column. Enter the appropriate number of credit hours that you will attempt with this course into the **Units** field. The SIS will format a whole number with two decimal places.
## Step 23
If you need to delete a single course from the list, click on the "garbage can" icon that appears to its right in the **Delete** column.

![Garbage can icon](image)

## Step 24
If you wish to remove all courses from your PPOS and start over with a blank screen, click the **Delete All** button.

## Step 25
When you are ready to submit your PPOS to your advisor, click the **Submit for Approval** button.

**Please note:** There is no Save button. The PPOS saves automatically. You do not have to click the Submit for Approval button to save changes.
Step 26. A confirmation screen appears.

Click **Cancel** to go back to your PPOS and make updates.

Click the **OK** button to submit your PPOS.
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<td>27.</td>
<td>The My Program tab refreshes. The Approval History table shows that the PPOS was &quot;Submitted for Approval.&quot; You cannot make any additional changes to the PPOS at this time. SIS sends an email to your program advisor, telling him/her that a PPOS has been submitted by you for approval.</td>
</tr>
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</table>

When your advisor makes a decision regarding your revised PPOS, it will be reflected in the Approval History table. You will receive an email from the SIS when a decision has been made.

- If your advisor approves your PPOS, then it goes to the School of Graduate Studies for final approval. If the PPOS is denied by your advisor, it does not get forwarded to the SGS.
- Once the SGS has made a decision regarding your PPOS, it will be reflected in the Approval History table. You will also receive an email from the SIS telling you that a decision has been made.

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<td>28.</td>
<td>This completes the process of creating a Planned Program of Study. <strong>End of Procedure.</strong></td>
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