

Creating a Planned Program of Study

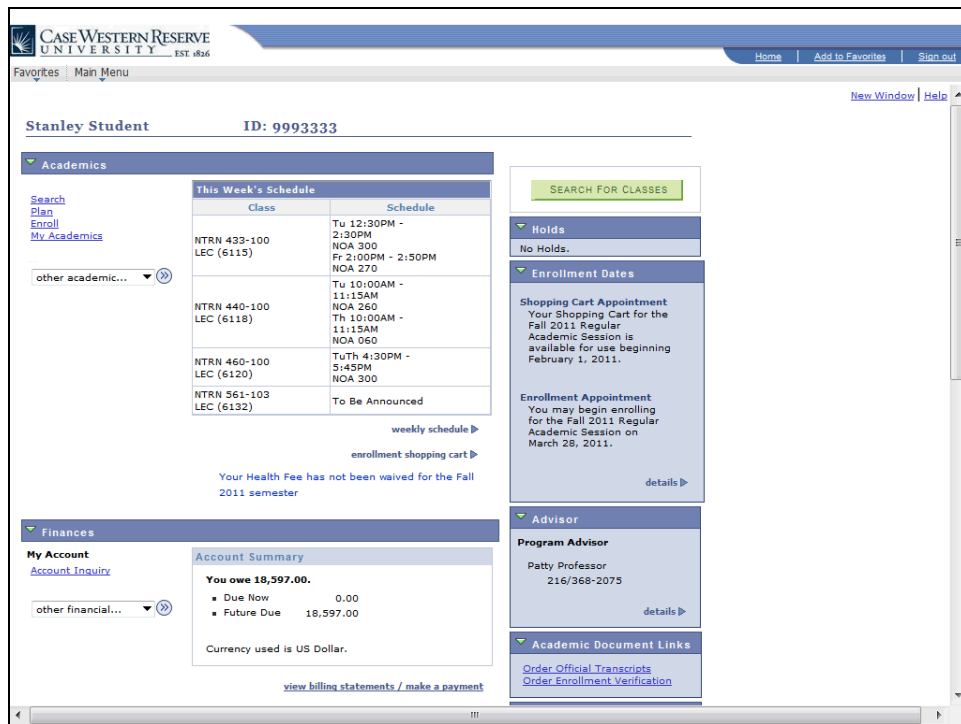
Concept


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

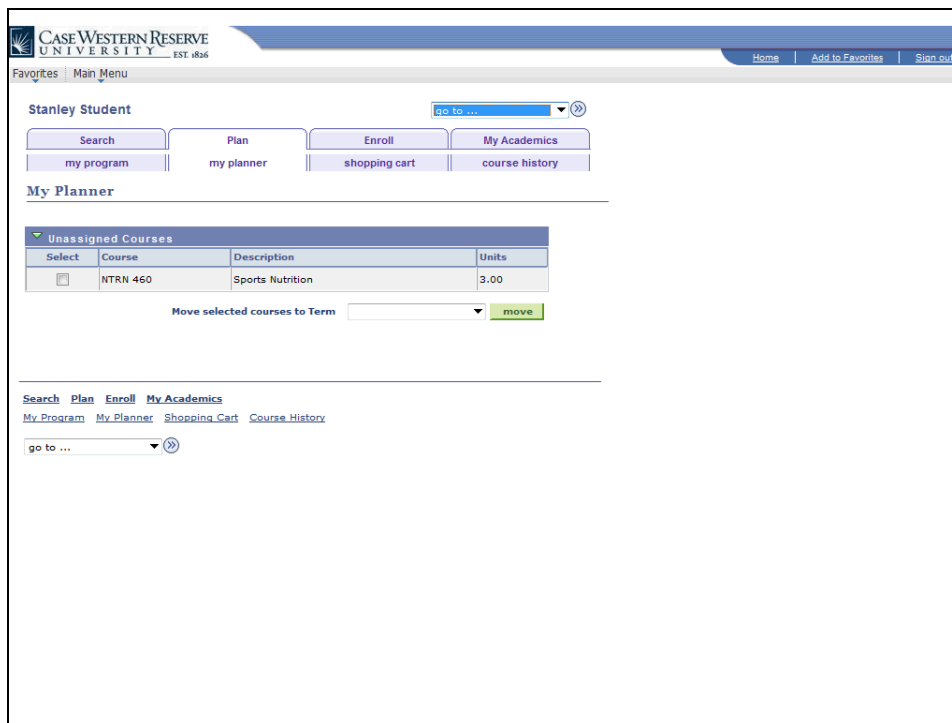
Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.


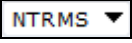




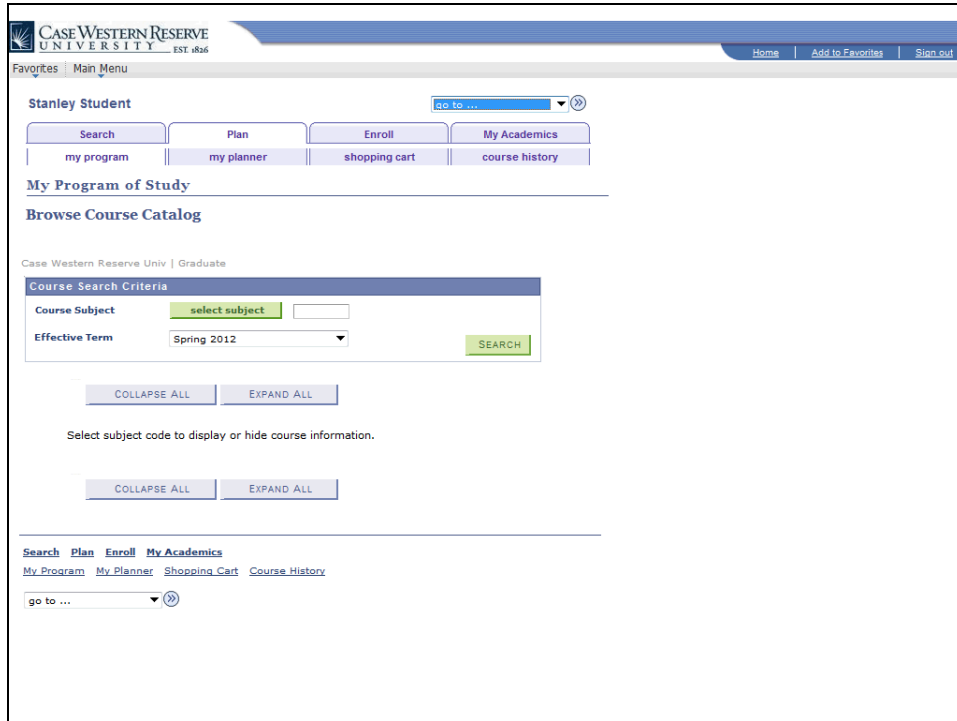
Step	Action
1.	The Student Center appears. Click the Plan link. 

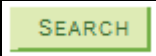
Student Information System Process Document

Creating a Planned Program of Study



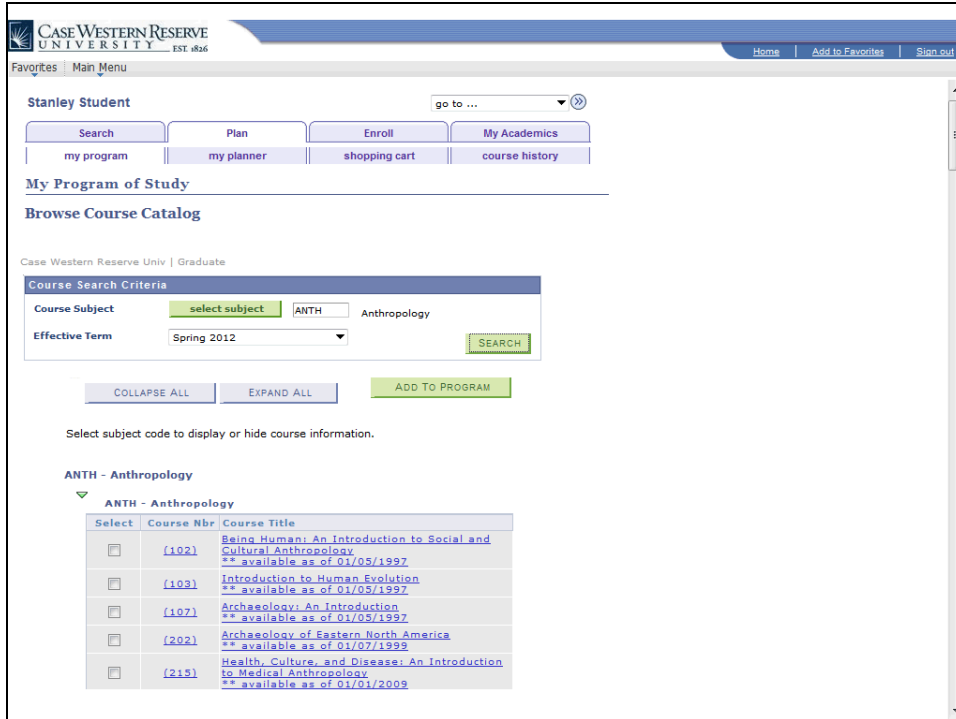
Step	Action
2.	<p>The My Planner tab appears.</p> <p>Click the my program tab to begin creating your Planned Program of Study (PPOS).</p> 
3.	<p>If you are enrolled in multiple programs at the Graduate level, click the Program list and select the program to which the PPOS will be attached.</p> 
4.	<p>Click the Request Changes to My Program button.</p> 
5.	<p>Click the Browse Course Catalog button.</p> 



Step	Action
6.	The Browse Course Catalog screen appears. Enter the desired course subject code into the Course Subject field. Click the select subject button for an alphabetized list of course subject codes.
7.	Click the Search button. 

Student Information System Process Document

Creating a Planned Program of Study



Case Western Reserve Univ | Graduate

Course Search Criteria

Course Subject: ANTH Anthropology

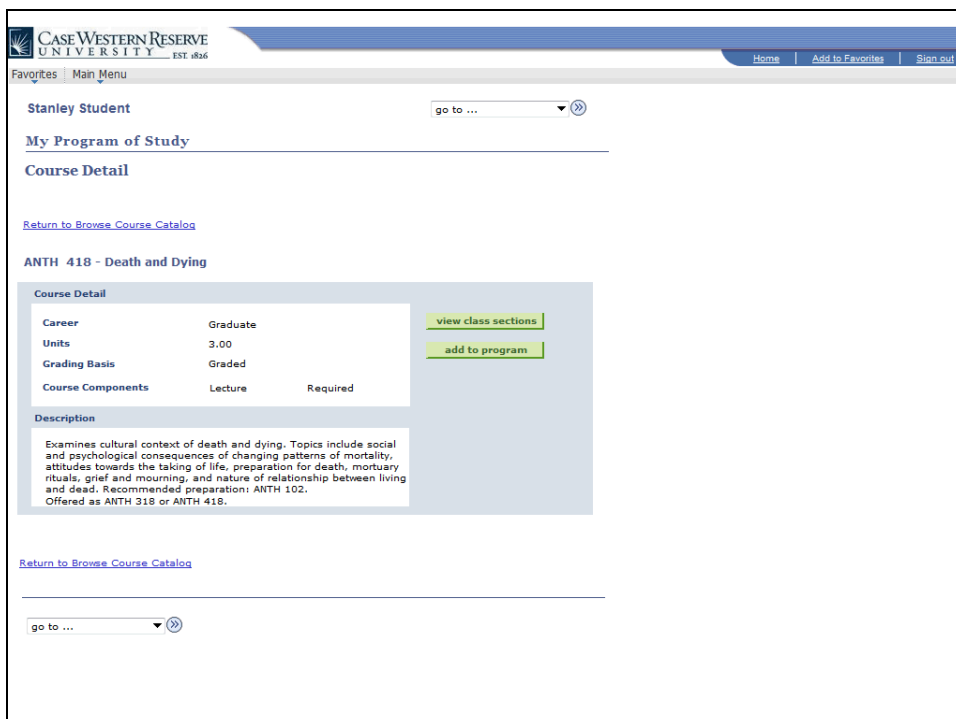
Effective Term: Spring 2012

Select subject code to display or hide course information.

ANTH - Anthropology

Select	Course Nbr	Course Title
<input type="checkbox"/>	(102)	Being Human: An Introduction to Social and Cultural Anthropology ** available as of 01/05/1997
<input type="checkbox"/>	(103)	Introduction to Human Evolution ** available as of 01/05/1997
<input type="checkbox"/>	(107)	Archaeology: An Introduction ** available as of 01/05/1997
<input type="checkbox"/>	(202)	Archaeology of Eastern North America ** available as of 01/07/1995
<input type="checkbox"/>	(215)	Health, Culture, and Disease: An Introduction to Medical Anthropology ** available as of 01/01/2009

Step	Action
8.	All courses listed under the subject appear. Scroll down the page to see graduate level courses and review your choices.
9.	Click on a course title to see its description.



Case Western Reserve Univ | Graduate

Course Detail

[Return to Browse Course Catalog](#)

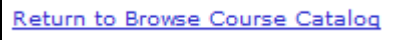

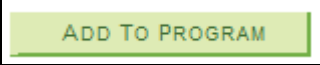
ANTH 418 - Death and Dying

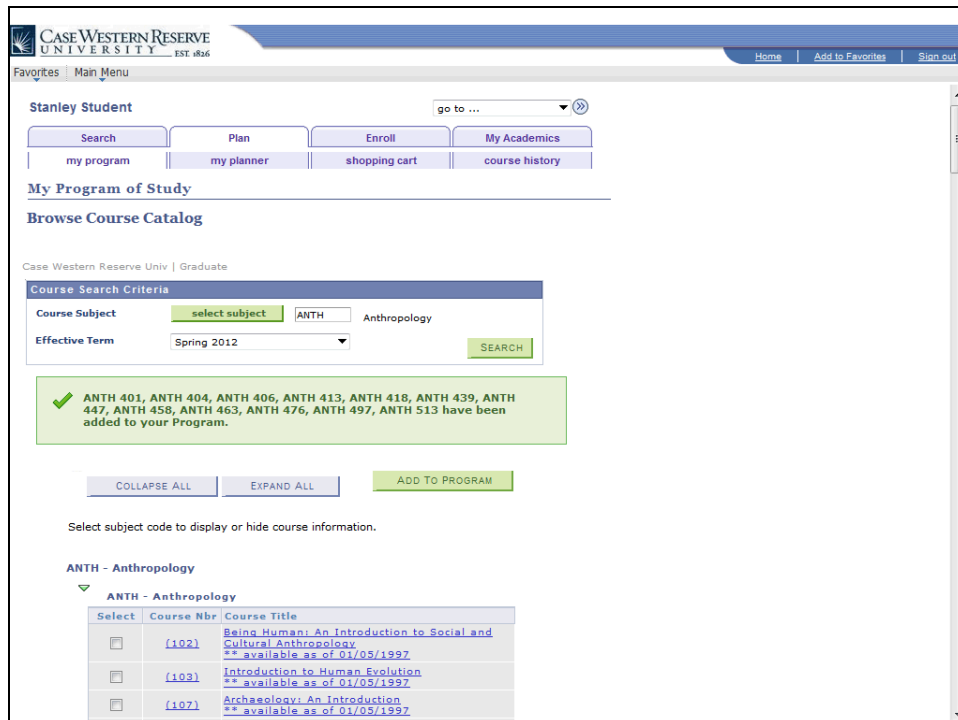
Course Detail		<input type="button" value="view class sections"/>
Career	Graduate	<input type="button" value="add to program"/>
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture Required	

Description

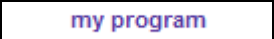


Examines cultural context of death and dying. Topics include social and psychological consequences of changing patterns of mortality, attitudes towards the taking of life, preparation for death, mortuary rituals, grief and mourning, and nature of relationship between living and dead. Recommended preparation: ANTH 102. Offered as ANTH 318 or ANTH 418.

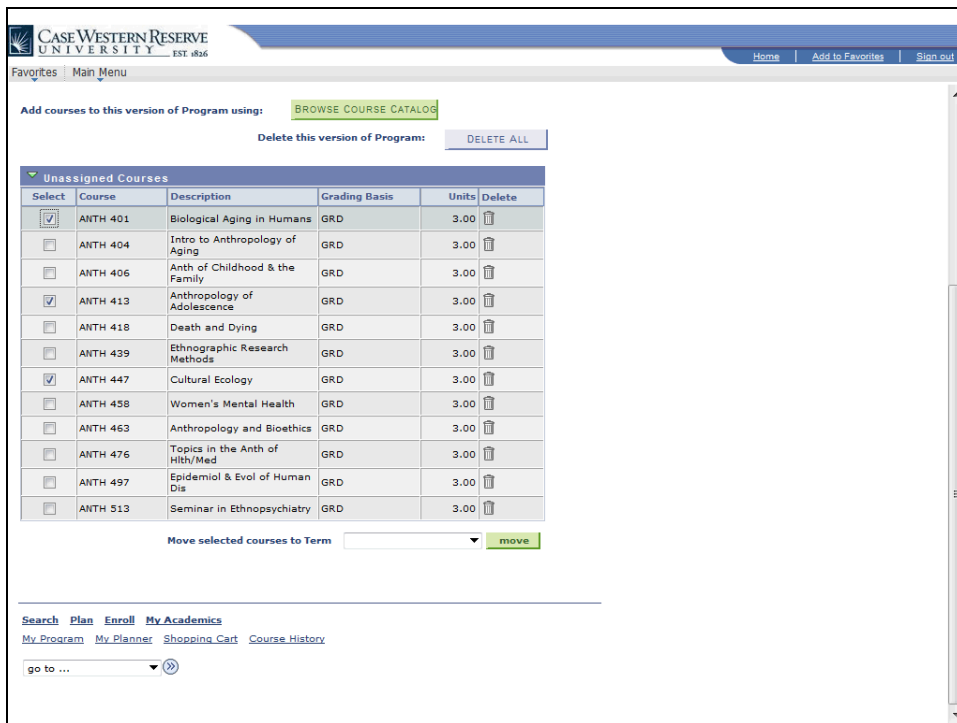
[Return to Browse Course Catalog](#)

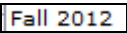

Step	Action
10.	<p>The Course Detail screen appears. It includes the class description and grading scale as indicated in the course catalog. If the class has been scheduled in a current or upcoming semester, click the view class sections button to see when it is scheduled.</p> <p>You have the option 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.</p>
11.	<p>Click the Return to Browse Course Catalog link.</p> 
12.	<p>To select a course from the course catalog to add to your PPOS, click on its checkbox in the Select column.</p> <p>Select as many courses as necessary.</p> 
13.	<p>When you are done selecting courses, click the Add to Program button.</p> 

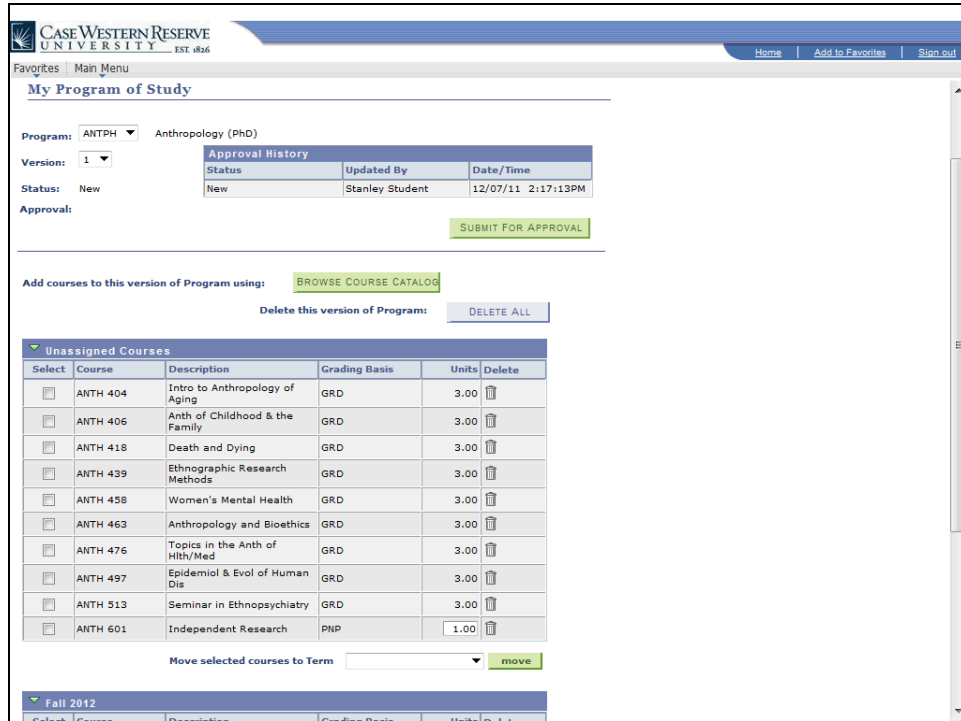


Step	Action
14.	A confirmation appears displaying the classes that were added to your program.

Step	Action
15.	Click the my program tab. 
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. 
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. 



Step	Action
18.	Click on the Move selected courses to Term dropdown list.
19.	Select the term to which you want to move the courses from the dropdown list. 
20.	Click the Move button. 
21.	A confirmation message appears. It lists the courses and the term to which they were moved.



My Program of Study
 Program: **ANTPH** Anthropology (PhD)
 Version: **1**
 Status: **New**
 Approval: **SUBMIT FOR APPROVAL**

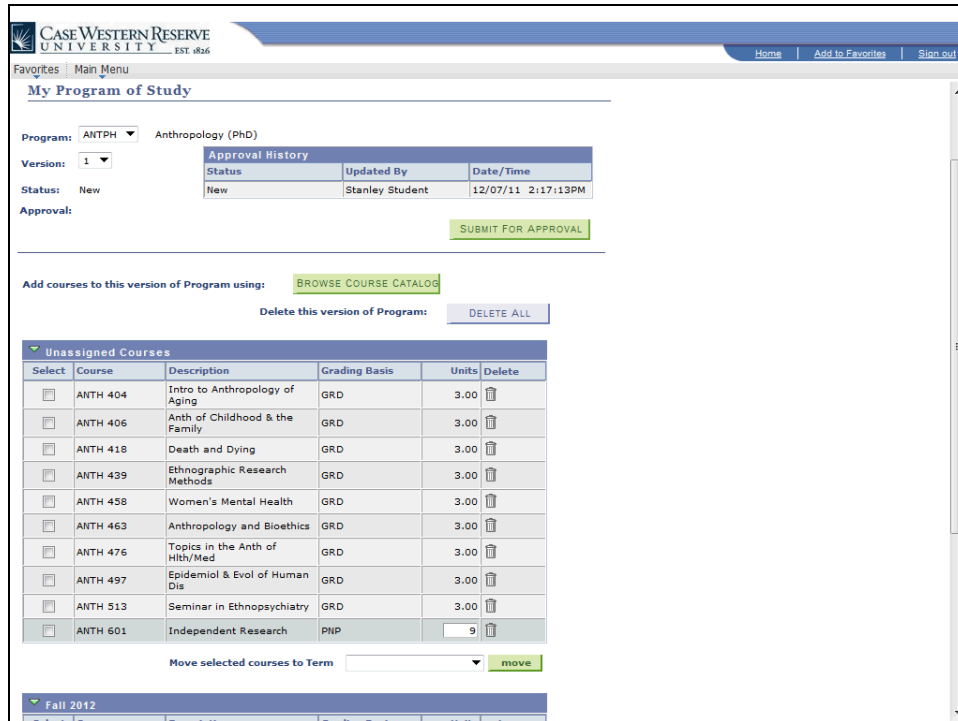
Add courses to this version of Program using: **BROWSE COURSE CATALOG**
 Delete this version of Program: **DELETE ALL**


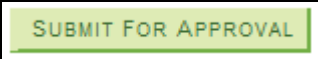
Select	Course	Description	Grading Basis	Units	Delete
<input type="checkbox"/>	ANTH 404	Intro to Anthropology of Aging	GRD	3.00	
<input type="checkbox"/>	ANTH 406	Anth of Childhood & the Family	GRD	3.00	
<input type="checkbox"/>	ANTH 418	Death and Dying	GRD	3.00	
<input type="checkbox"/>	ANTH 439	Ethnographic Research Methods	GRD	3.00	
<input type="checkbox"/>	ANTH 458	Women's Mental Health	GRD	3.00	
<input type="checkbox"/>	ANTH 463	Anthropology and Bioethics	GRD	3.00	
<input type="checkbox"/>	ANTH 476	Topics in the Anth of Hlth/Med	GRD	3.00	
<input type="checkbox"/>	ANTH 497	Epidemiol & Evol of Human Dis	GRD	3.00	
<input type="checkbox"/>	ANTH 513	Seminar in Ethnopsychiatry	GRD	3.00	
<input type="checkbox"/>	ANTH 601	Independent Research	PIIP	1.00	

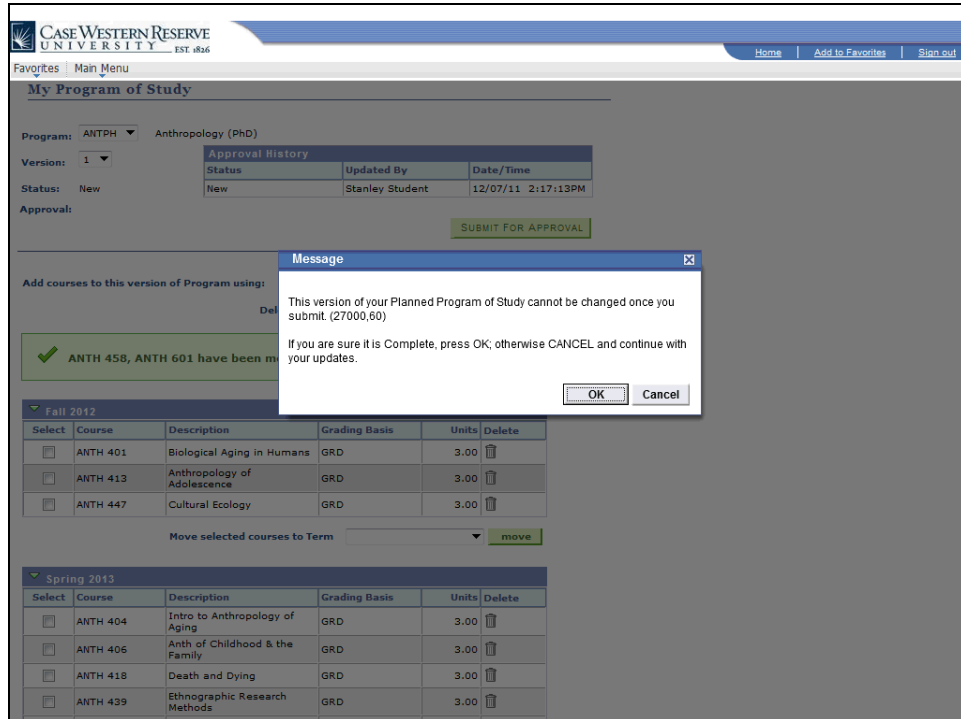
Move selected courses to Term: **move**


Step	Action
22.	<p>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.</p> <p>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.</p>

Student Information System Process Document
 Creating a Planned Program of Study

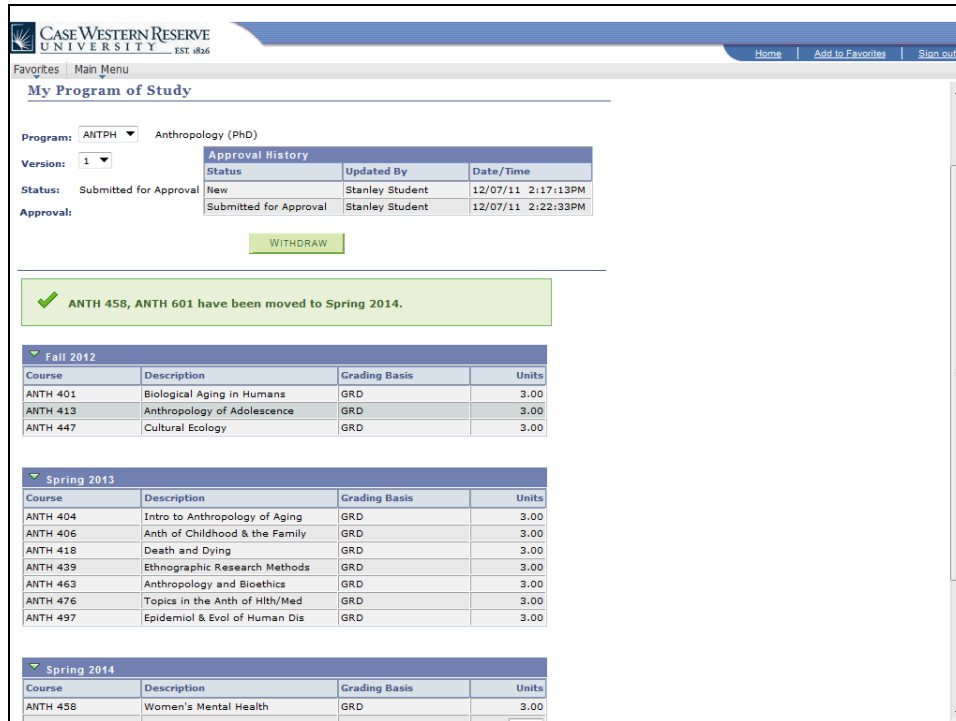


Step	Action
23.	If you need to delete a single course from the list, click on the "garbage can" icon that appears to its right in the Delete column. 
24.	If you wish to remove all courses from your PPOS and start over with a blank screen, click the Delete All button.
25.	When you are ready to submit 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	Action
26.	<p>A confirmation screen appears.</p> <p>Click Cancel to go back to your PPOS and make updates.</p> <p>Click the OK button to submit your PPOS.</p> 

Student Information System Process Document
Creating a Planned Program of Study



Step	Action
27.	<p>The My Program tab refreshes. The Approval History table shows that the PPOS was "Submitted for Approval." You cannot make any additional changes to the PPOS at this time.</p> <p>SIS sends an email to your program advisor, telling him/her that a PPOS has been submitted by you for approval.</p>

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.

Step	Action
28.	<p>This completes the process of creating a Planned Program of Study.</p> <p>End of Procedure.</p>