

Requesting Changes to an Official Planned Program of Study

Concept

This business process demonstrates how a continuing graduate student can request changes to an official online Planned Program of Study.

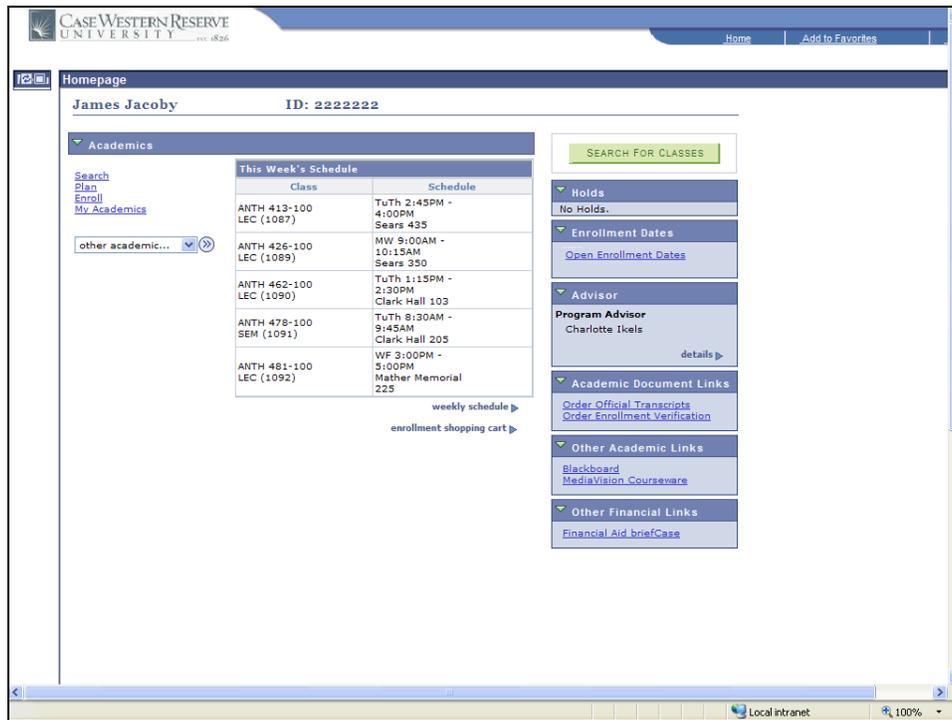
Students enrolled in the School of Graduate Studies will use the My Program functionality of SIS to create and manage their Planned Program of Study (PPOS). Students in the MS in Anesthesiology and Master's of Management and Engineering do not have a PPOS, and consequently will not use the My Program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

Procedure

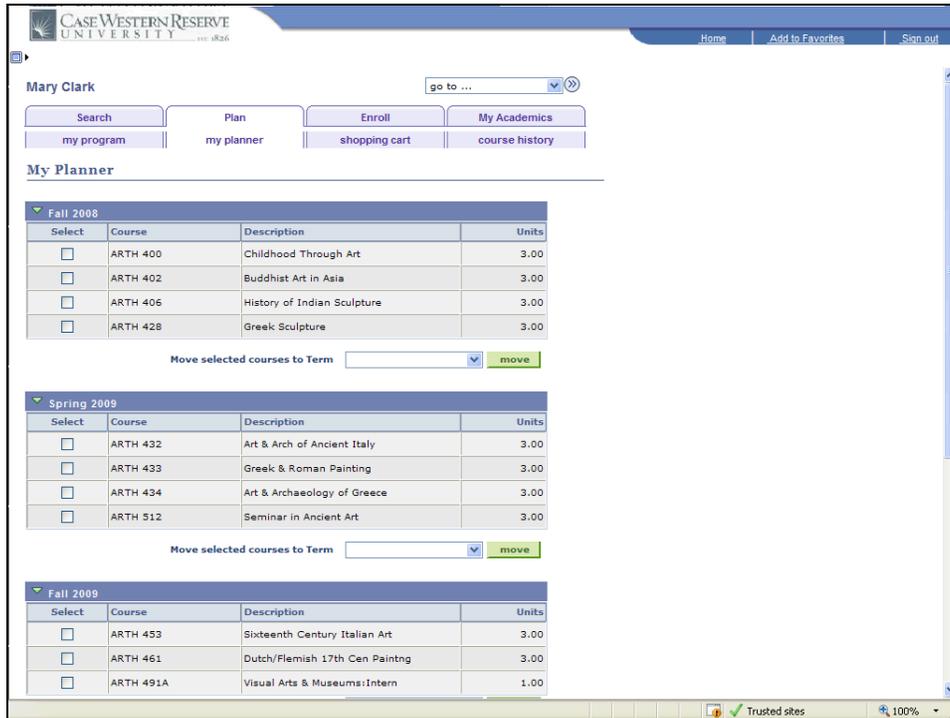
Use the Requesting Changes to Your Official Planned Program of Study process to request changes to your Planned Program of Study in SIS.

Step	Action
1.	On the Student Information System (SIS) Sign In page, enter your Case Network ID into the User ID field.
2.	Enter the associated password into the Password field.
3.	Click the Sign In button. 

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

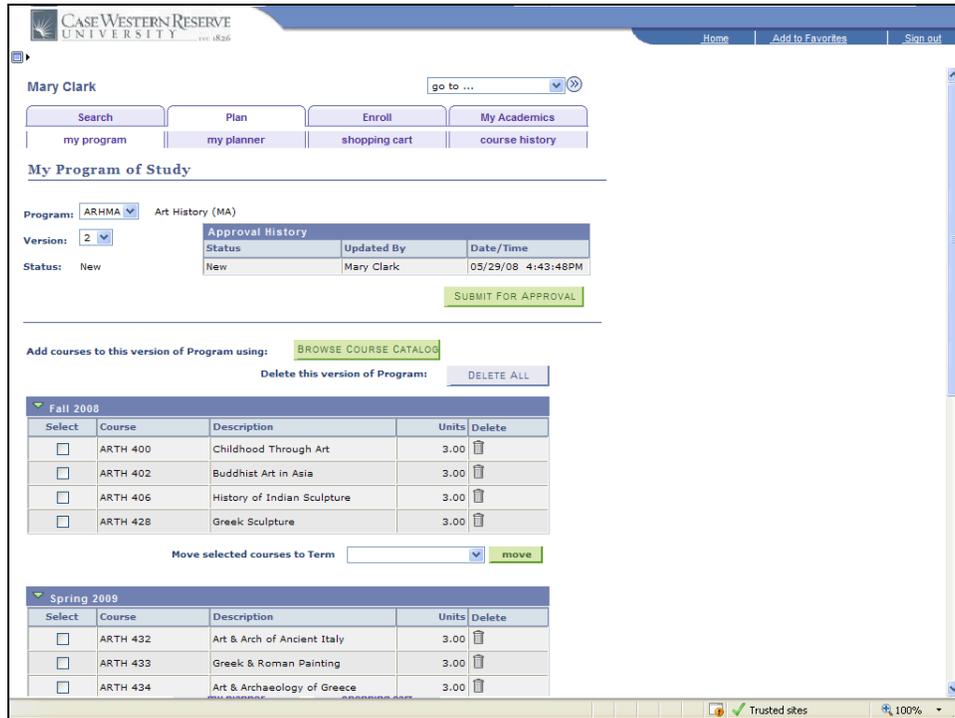


Step	Action
5.	<p>The My Planner tab appears.</p> <p>The official Planned Program of Study (PPOS) that was approved by the School of Graduate Studies (SGS) appears on this screen.</p> <p>Please note: If you are a student who is new to SGS, please see the document called New SGS Students: Create a Planned Program of Study.</p>
6.	<p>Click the my program tab.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;"> my program </div>

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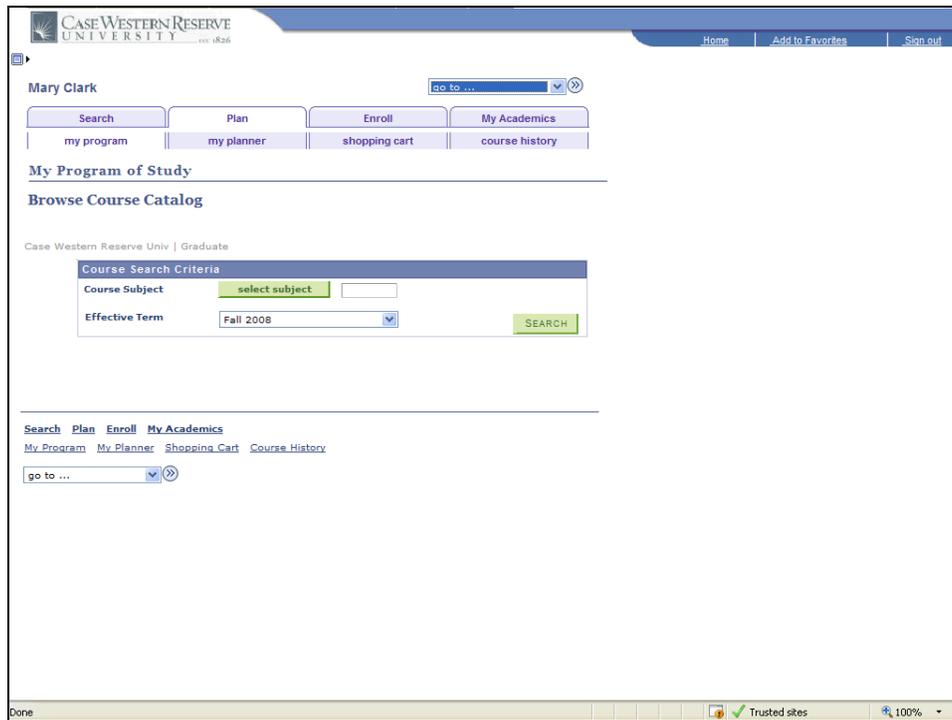
Step	Action
7.	The My Program tab appears. This tab also contains your PPOS as it was last approved by SGS. At the top of the screen is the Program dropdown list. By default, it displays the program in which you are currently active. If you have been active in more than one Program in the School of Graduate Studies, then you may have more than one option from which to choose in the Program dropdown list.
8.	The Version dropdown list indicates the version of the online PPOS that you are currently using. You can look at past versions of your PPOS by selecting a version from the dropdown list.
9.	The Status field displays Approved, because this is the last SGS-approved version of your PPOS.
10.	The Approval History table shows the dates and approvers of the official version of your PPOS.
11.	The label **Current version of Planner appears on the version of the PPOS that is approved by SGS and currently displaying on your Planner tab.
12.	To change your PPOS, click the Request changes to my Program button. 



Step	Action
13.	<p>A new version number appears in the Version dropdown box.</p> <p>The last approved version of your PPOS copies to the new version to serve as your starting point.</p>
14.	<p>You can both add and delete courses from your PPOS.</p> <p>To add courses to your PPOS, click the Browse Course Catalog button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;"> <p>BROWSE COURSE CATALOG</p> </div>

To start delete all courses from your Program of Study, click the **Delete All** button.

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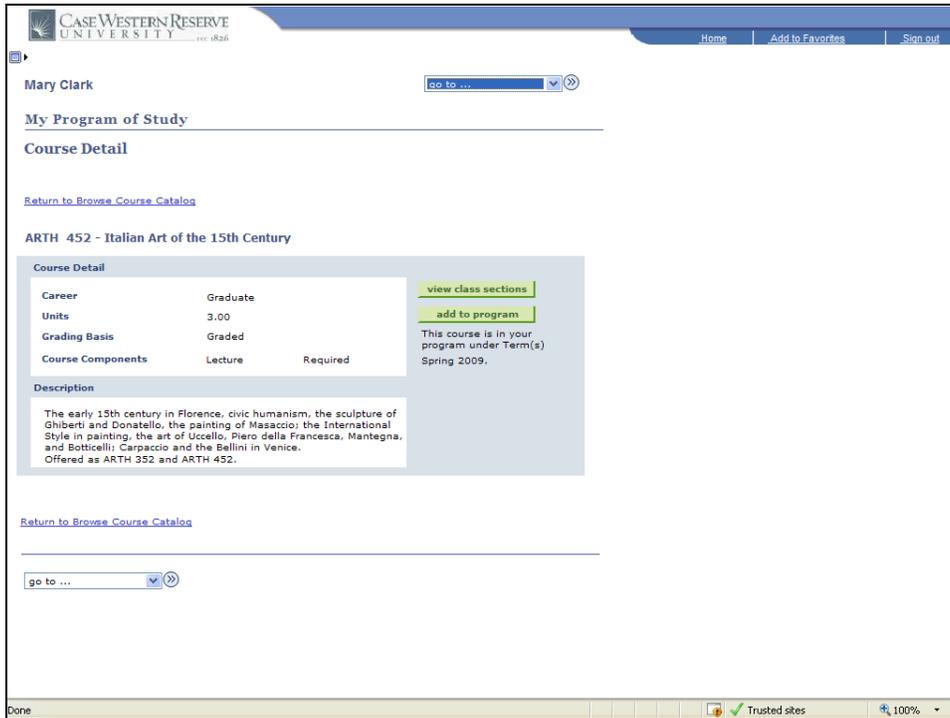


Step	Action
15.	The Browse Course Catalog screen appears. Enter the desired course subject code into the Course Subject field. Or, click the select subject button for an alphabetized list of course subject codes.
16.	Click the Search button. 



Step	Action
17.	All courses listed under the subject appear. Scroll down the page to see graduate level courses and review your choices.
18.	Click on a course title to see the course description. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Italian Art of the 15th Century </div>

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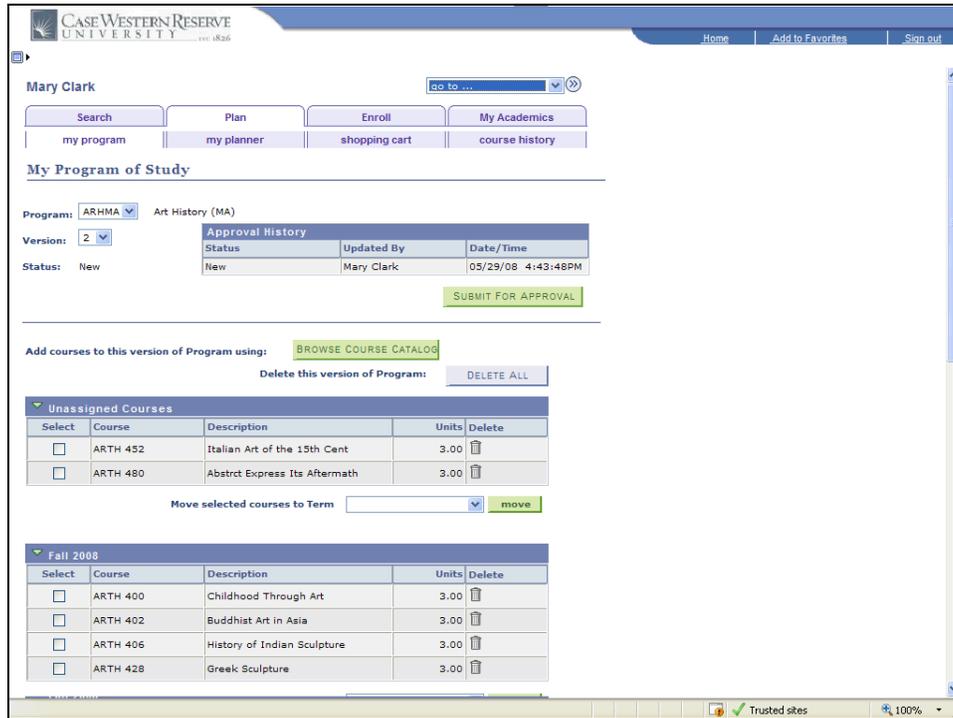


Step	Action
19.	<p>The Course Detail screen appears. It includes the class description and grading scale as indicated in the course catalog. If the class has been scheduled in a current or upcoming semester, click the view class sections button to see when it's scheduled.</p> <p>You have the option of 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> <p>If the course is already in your PPOS, you will see the message "<i>This course is in your program under Term(s)....</i>".</p>
20.	<p>Click the Return to Browse Course Catalog link.</p> <p>Return to Browse Course Catalog</p>
21.	<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> <p><input type="checkbox"/></p>
22.	<p>When you are done selecting courses, click the Add to Program button.</p> <p><input type="button" value="ADD TO PROGRAM"/></p>



Step	Action
23.	A confirmation message appears that displays the courses added to your program. Click the my program tab. <div style="border: 1px solid black; padding: 2px; display: inline-block;">my program</div>

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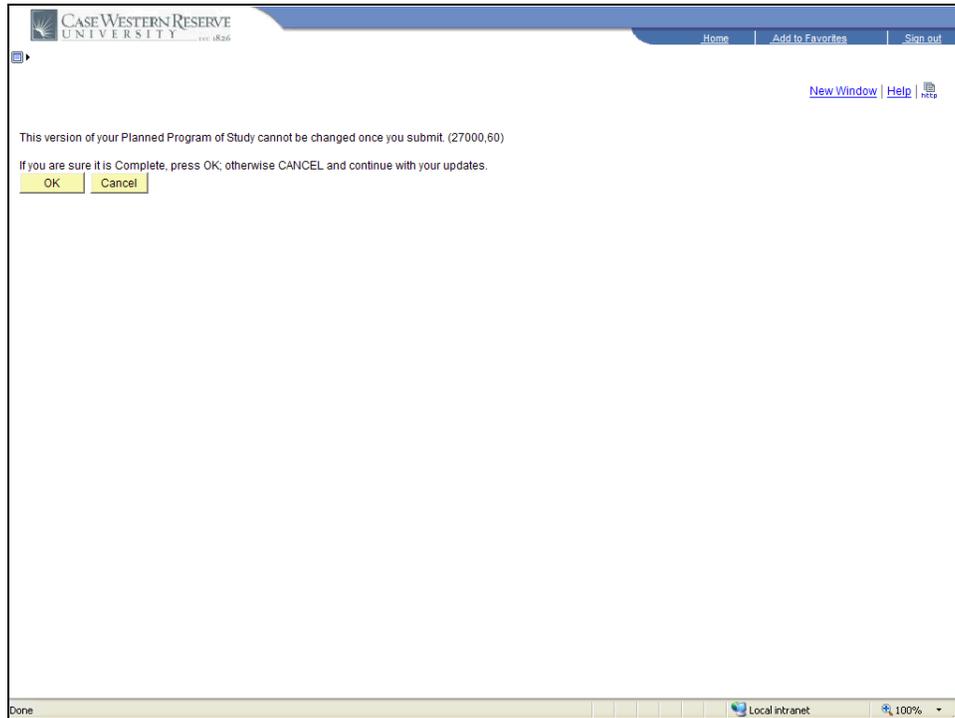


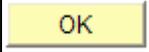
Step	Action
24.	The My Program of Study screen appears. The courses that you just selected appear under the Unassigned Courses section, because they have not been placed into terms.
25.	To move the courses into terms, select a course by clicking in its checkbox in the Select column. Select all the courses that you want to group together in a term. <input type="checkbox"/>
26.	Click the Move selected courses to Term dropdown list.
27.	Select the term to which you want to move the courses. <input type="text" value="Fall 2011"/>
28.	Click the move button. <input type="button" value="move"/>
29.	A confirmation message appears on the screen. It lists the courses and the term to which they were moved.



Step	Action
30.	IMPORTANT: If a course with variable credit is added to your PPOS (for example, a Thesis), the units default to the minimum units a student can take. Please review courses with variable units and indicate the appropriate number of units where applicable.
31.	To change the units for a course with variable credit, delete the contents of the Units field and enter the appropriate number. The SIS will format whole numbers with two decimal places.
32.	To remove a course from your PPOS, click the "garbage can" Delete button. 
33.	To remove all courses from this version of your PPOS, click the Delete All button. 
34.	When the PPOS is ready to be submitted, 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. 

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Step	Action
35.	<p>A confirmation screen appears.</p> <p>Click Cancel to go back to your PPOS and continue making updates.</p> <p>Click the OK button to submit your PPOS.</p> 



Step	Action
36.	<p>The My Program tab refreshes. The Approval History table shows that the PPOS was "Submitted for Approval."</p> <p>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> <p>The last approved version of your PPOS will remain your official PPOS until a revised version is approved by SGS.</p>

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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
37.	This completes the process of requesting changes to your official, online Planned Program of Study. End of Procedure.