

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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	My Academics	ANTH 413-100 LEC (1087)	TuTh 2:45PM - 4:00PM Sears 435	No Holds.		
	other academic 💙 📎	ANTH 426-100 LEC (1089)	MW 9:00AM - 10:15AM Sears 350	Open Enrollment Dates		
		ANTH 462-100 LEC (1090)	TuTh 1:15PM - 2:30PM Clark Hall 103	✓ Advisor		
		ANTH 478-100 SEM (1091)	TuTh 8:30AM - 9:45AM Clark Hall 205	Program Advisor Charlotte Ikels		
		ANTH 481-100 LEC (1092)	WF 3:00PM - 5:00PM Mather Memorial	details ▶		
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Step	Action
4.	The Student Center appears. Click the Plan link.



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Step	Action
5.	The My Planner tab appears.
	The official Planned Program of Study (PPOS) that was approved by the School of Graduate Studies (SGS) appears on this screen.
	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.
6.	Click the my program tab.



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	Submitted for Approval	Mary Clark	05/29/08 4:19:16PM			
	Pending Final Approval	Lando Calrissian	05/29/08 4:36:04PM			
	Approved	Brandon Bowman	05/29/08 4:37:36PM			
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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.



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Step	Action
13.	A new version number appears in the Version dropdown box.
	The last approved version of your PPOS copies to the new version to serve as your starting point.
14.	You can both add and delete courses from your PPOS.
	To add courses to your PPOS, click the Browse Course Catalog button.
	BROWSE COURSE CATALOG

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.



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	203	The Arts of Asi	a					
	220	Jewish Traditio	nal Art and Architectu	re				
	226	Introduction to	Greek and Roman Ar	t				
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	228	Ancient Greek	Athletics					
	240	Architecture: A	ncient to 1850					
	250	Art in the Age	of Discovery					
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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. Italian Art of the 15th Century



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Step	Action
19.	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.
	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.
	If the course is already in your PPOS, you will see the message "This course is in your program under Term(s)".
20.	Click the Return to Browse Course Catalog link.
21.	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.
22.	When you are done selecting courses, click the Add to Program button.



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Step	Action
23.	A confirmation message appears that displays the courses added to your program.
	Click the my program tab.



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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.
26.	Click the Move selected courses to Term dropdown list.
27.	Select the term to which you want to move the courses. Fall 2011
28.	Click the move button.
29.	A confirmation message appears on the screen. It lists the courses and the term to which they were moved.



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	Move	selected courses to Term		✓ move				
▼ Spring	2008							
Select	Course	Description	Units	Delete]			
	GEOL 509	Seminar/Graduate Research	1.00	Î				
	GEOL 512	Special Readings in Geology	1.00	Î				
	GEOL 651	Thesis M.S.	1.00	Î				
	Move	selected courses to Term		✓ move				
▼ Fall 20	08							
Select	Course	Description	Units	Delete]			
	BIOL 351	Principles of Ecology	3.00	Î				
	GEOL 330	Geophysical Field Mthds & Lab	4.00	Î				
	GEOL 336	Aquatic Chemistry	4.00	Î				
	Move	selected courses to Term		v move				
▼ Spring	2009							
Select	Course	Description	Units	Delete	1			~
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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.
	SUBMIT FOR APPROVAL



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This version of your Planned Program of Study cannot be changed once you submit. (27000,60)			
If you are sure it is Complete, press OK; otherwise CANCEL and continue with your updates.			
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Step	Action
35.	A confirmation screen appears.
	Click Cancel to go back to your PPOS and continue making updates.
	Click the OK button to submit your PPOS.



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	Status	Updated By	Date/Time				
Status: Submitted for Ap	proval New	Mary Clark	05/29/08 4:43:48PM				
Spring 2008	Submitted for Approval	Mary Clark	05/29/08 6:11:37PM	-			
▼ Spring 2008	Submitted for Approval	Mary Clark	05/29/08 6:11:37PM	-			
Spring 2008	Submitted for Approval Description	Mary Clark	05/29/08 6:11:37PM	-			
Spring 2008 Course ARTH 452	Submitted for Approval Description Italian Art of the 15th Cent	Mary Clark	05/29/08 6:11:37PM	-			
Spring 2008 Course ARTH 452 ARTH 432	Submitted for Approval Description Italian Art of the 15th Cent Art & Arch of Ancient Italy	Mary Clark	05/29/08 6:11:37PM	-			
Spring 2008 Course ARTH 452 ARTH 432	Submitted for Approval Description Italian Art of the 15th Cent Art & Arch of Ancient Italy	Mary Clark	05/29/08 6:11:37PM	-			
▼ Spring 2008 Course ARTH 452 ARTH 432 ▼ Fall 2008	Submitted for Approval Description Italian Art of the 15th Cent Art & Arch of Ancient Italy	Mary Clark	05/29/08 6:11:37PM	-			
[♥] Spring 2008 Course ARTH 452 ARTH 452 [♥] Fall 2008 Course	Submitted for Approval Description Italian Art of the 15th Cent Art & Arch of Ancient Italy Description	Mary Clark	05/29/08 6:11:37PM	-			
♥ Spring 2008 Course ARTH 452 ARTH 432 ♥ Fall 2008 Course ARTH 400	Submitted for Approval Description Italian Art of the 15th Cent Art & Arch of Ancient Italy Description Childhood Through Art	Mary Clark	05/29/08 6:11:37PM	-			
✓ Spring 2008 Course ARTH 432 ✓ Fall 2000 Course ARTH 400 ARTH 402	Submitted for Approval Description Italian Art of the 15th Cent Art & Arch of Ancient Italy Description Childhood Through Art Buddhist Art in Asia	Mary Clark	05/23/08 6:11:37PM	-			
✓ Spring 2008 Course ARTH 452 ARTH 452 ✓ Fall 2008 Course ARTH 400 ARTH 402 ARTH 406	Submitted for Approval Description Italian Art of the 15th Cent Art & Arch of Ancient Italy Description Childhood Through Art Buddhist Art in Asia History of Indian Sculpture	Mary Clark	05/29/08 6:11:37PM	-			
Spring 2008 Course ARTH 452 ARTH 452 ARTH 452 Course ARTH 400 ARTH 400 ARTH 402 ARTH 402 ARTH 405 ARTH 428 ARTH 428	Submitted for Approval Description Italian Art of the 15th Cent Art & Arch of Ancient Italy Description Childhood Through Art Buddhist Art in Asia History of Indian Sculpture Greek Sculpture	Mary Clark	05/29/08 6:11:37PM	-			
✓ Spring 2008 Course ARTH 452 ARTH 452 ✓ Fail 2008 Course ARTH 400 ARTH 402 ARTH 405 ARTH 428	Submitted for Approval Description Italian Art of the 15th Cent Art & Arch of Ancient Italy Description Childhood Through Art Buddhist Art in Asia History of Indian Sculpture Greek Sculpture	Mary Clark	05/29/08 6:11:37PM	-			
✓ Spring 2008 Course ARTH 452 ARTH 452 ARTH 452 ✓ Fall 2008 Course ARTH 400 ARTH 402 ARTH 402 ARTH 405 ARTH 428 ✓ Spring 2009	Submitted for Approval Description Italian Art of the 15th Cent Art 8 Arch of Ancient Italy Description Childhood Through Art Buddhist Art in Asia History of Indian Sculpture Greek Sculpture	Mary Clark	05/29/08 6:11:37PM	-			
 Spring 2008 Course ARTH 452 ARTH 452 Fall 2008 Course ARTH 402 ARTH 402 ARTH 402 ARTH 405 ARTH 428 Spring 2009 Course 	Submitted for Approval	Mary Clark	05/29/08 6:11:37PM	-			
✓ Spring 2008 Course ARTH 452 ARTH 452 ARTH 432 ✓ Fall 2008 Course ARTH 400 ARTH 402 ARTH 405 ARTH 405 ARTH 406 ARTH 428 ✓ Spring 2009 Course ARTH 490	Submitted for Approval	Mary Clark	05/29/08 6:11:37PM	-			
✓ Spring 2008 Course ARTH 452 ARTH 452 ARTH 452 ✓ Fall 2008 Course ARTH 400 ARTH 400 ARTH 406 ARTH 428 ✓ Spring 2009 Course ARTH 480 ARTH 483	Submitted for Approval	Mary Clark	05/29/08 6:11:37PM	-			
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Step	Action
36.	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.
	SIS sends an email to your program advisor, telling him/her that a PPOS has been submitted by you for approval.
	The last approved version of your PPOS will remain your official PPOS until a revised version is approved by SGS.



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.