Student: Planned Program of Study (PPOS)

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

1. From **Student Home**, click the **Academics** tile, then click the **Academic Progress** tile.

   Alternatively, from the **NavBar**, select Navigator > Academics > Academic Progress.

2. The **Academic Advisement Report (AAR)** will appear. Near the top of the report, below your program/plan table, you will see the following instructions:

   If you've been instructed to create a PPOS, click here.

   Click on the hyperlink in the instructions.

   Note: if these instructions do not appear on the AAR, do not create a PPOS. If it does not appear but should, please contact the School of Graduate Studies (SGS).

3. The **Planned Program of Study (PPOS)** will appear.

   Note: there is no save button on the PPOS; the PPOS saves any changes made automatically.

4. If enrolled in multiple programs at the Graduate level, all of them will be listed in the **Program** dropdown located in the upper-left area of the PPOS. A separate PPOS is needed for each program.

5. Click **Request Changes to My Program** to begin creating the PPOS.

6. Click the **Browse Course Catalog** button.

7. Enter the desired course subject code into the **Course Subject** field.

8. Click the **Search** button.

9. All courses in the subject area appear in numerical order.

10. Click on a course title to see its description.

11. The **Course Detail** screen appears including 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.

    Click the **Return to Browse Course Catalog** link to return.

12. On the **Browse Course Catalog** screen, select the courses for the PPOS by clicking the corresponding checkboxes in the **Select** column.

13. Select as many courses as necessary. Click the **Add to Program** button.

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

15. Click **Return to PPOS**.

16. The **My Program of Study** screen reappears. This time, it is populated with the courses selected from the course catalog. They will appear under the **Unassigned Courses** section until they are placed into terms.

17. To move the courses into terms, select a course by clicking its checkbox in the **Select** column. Select all the courses to group together for a given term.

18. Click on the **Move Selected Courses to Term** dropdown list and select the term to which they belong. Click the **Move** button.

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

    Note: Review the units associated with each course. Variable unit courses (for example: a thesis course) will default to the minimum available units. Enter the anticipated number of credit hours in the **Units** field.

19. To delete a single course from the list, click on the **Delete** button (garbage can icon) that appears to its right in the **Delete** column.

20. To remove all courses from the PPOS and start over, click the **Delete All** button.

21. To submit the PPOS to your advisor, click the **Submit for Approval** button.

22. A confirmation screen appears.

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

    Click the **OK** button to submit your PPOS.

23. Once submitted, the **Approval History** table shows that the PPOS was **Submitted for Approval**. No additional changes to this version of the PPOS can be made at this time.

24. To make changes to your PPOS, select **Withdraw This PPOS**.

    Once the PPOS is submitted, your program advisor is notified to review it.

    ● If the PPOS is denied by your advisor, you will be notified via email to make changes in the SIS.
    ● If your advisor approves the PPOS, it will proceed to SGS for final approval.
    ● Once SGS has made a decision regarding the PPOS, it will be reflected in the **Approval History** table. You will also receive an automated email informing you of the decision.

Note: Students enrolled in select programs through the School of Graduate Studies will need to create and manage a PPOS. Not all graduate students require a PPOS; please check with your department to see if it is required.

This completes the process of creating a Planned Program of Study.