# Student Instructions for the Electronic Plan of Study

Most, if not all, questions you will encounter are answered here. If you have a problem or question <u>not</u> answered within these instructions, please email pugrad@iupui.edu.

Logging In

1. You will need to log in to myPurdue at http://mypurdue.purdue.edu using your Purdue Career Account (CA) username and BoilerKey log-on. Then, click on the **Academics** tab (1). Click on the "Graduate Plan of Study" in the box labeled **Graduate Students** (2). (Can't access your PU account? See pg. 19 for activation/password reset instructions.)
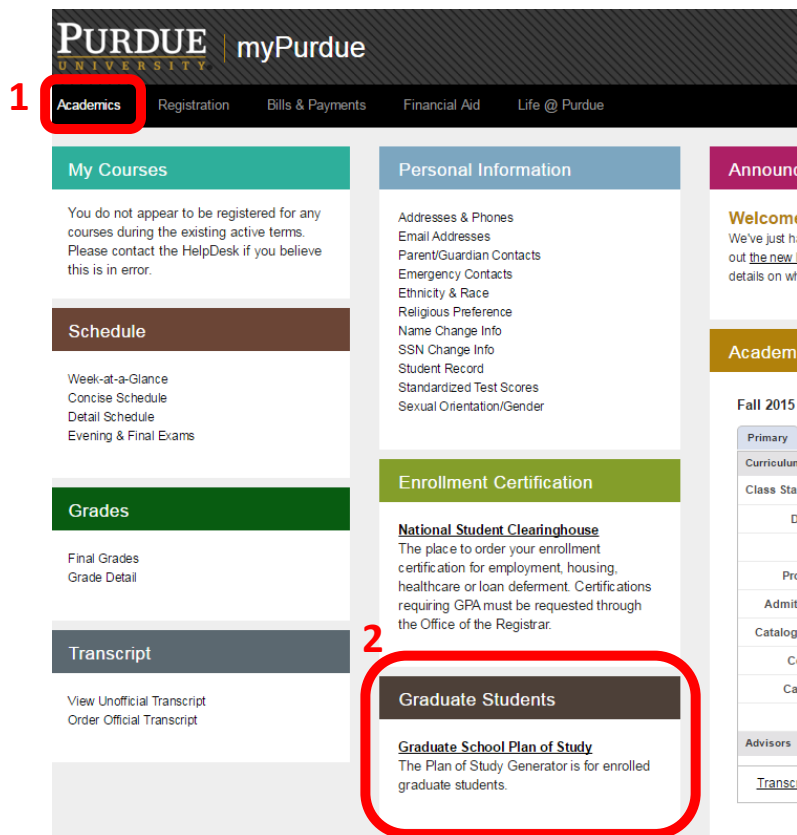
2. This will bring you to the Purdue University Graduate School Plan of Study Generator. You will need to use the same Purdue CA username and your Purdue <u>password</u> to log in. BoilerKey will not work. (Log-in error? See pg. 19 for password instructions.)

3/7/2019

Initiating Plan of Study

1. Click on "Plan of Study Generator" (If you encounter an error here, see pg 20 of these instructions)

PURDUE UNIVERSITY | Graduate School Database
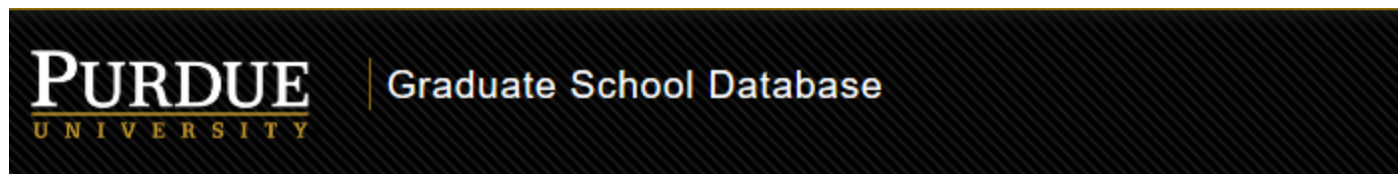
Welcome GRADUATE

The pages below provide access to your personal academic information. This system does not have a timeout feature, so it is your responsibility to keep your information secure by clicking the "Logout" button or closing the web browser once you have finished this session.

The Graduate School posts upcoming graduation-related dates and deadlines on the **Graduation Deadlines Calendar** webpage. However, check with your department's **Graduate Contact** to see if an earlier internal student submission deadline has been established for any of the forms below. Early submission deadlines are encouraged to allow sufficient time for departmental review.

Plan of Study Generator

Every degree-seeking graduate student must submit a plan of study and obtain all required departmental approvals **prior to the first day of the session of anticipated graduation.** The Graduate School recommends submitting the plan at least a month in advance of the posted deadline to allow sufficient time for department review.

Form 8 (Request for Appointment of Examining Committee)

Students requesting a preliminary (doctoral only) or final examination are encouraged to submit the Form 8 at least three weeks in advance of the exam date. The form must be submitted and receive all departmental approvals **at least two weeks prior to the exam.** Non-thesis option master's students are not required to use the Form 8 unless directed to do so by the department.

Doctoral Candidate Exit Questionnaire
Survey of Earned Doctorates (SED)

Doctoral students must complete both the Exit Questionnaire and SED prior to their dissertation deposit appointment.

Master's Candidate Exit Questionnaire

Thesis-option students must complete this survey prior to their deposit appointment. All other master's students should complete the survey prior to the last day of classes in the session of graduation.

Funding Account

Graduate students may incur a **Late Graduation Deadline Fee** for the following graduation-related reasons:

- Missing the plan of study deadline
- Missing the deadline to declare candidacy
- Registering as a candidate for graduation for three or more consecutive sessions
- Missing the thesis deposit deadline
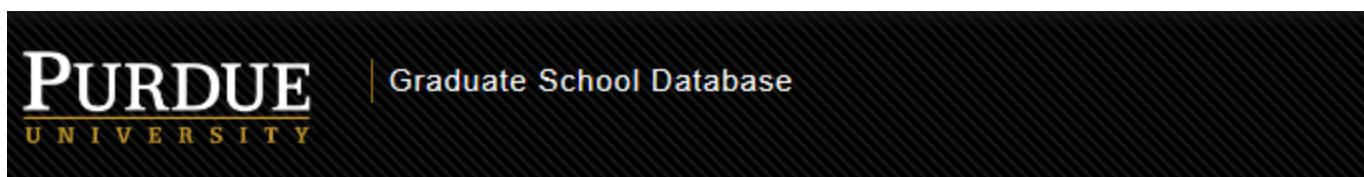- Requesting post-facto edits to a deposited thesis or dissertation

See **Section X** of the University Catalog for more information.

Logout

For your information:
Office of the Registrar: Student Information & Privacy

2. Then click on "Create New Plan of Study"

PURDUE UNIVERSITY | Graduate School Database

Plan of Study Generator

| Exit to Graduate School database home page | Logout of database |

Create New Plan of Study

> This option allows you to create a new plan of study for Master, Doctoral and Educational Specialist degrees. **DO NOT create a new plan to change an existing plan. Instead create a change request form. For further instructions click on the More Help link at the bottom of the page.**

Forms available for edit or display:

| Action Link Form | Status | Date |

Forms in Saved or Draft status are available for editing.
Plans of study that have a View link are not available for editing. If a change is needed and the plan has been Approved, then click on the Create Change Request link to initiate a Change Request form. If your plan of study is in Outstanding status you can either wait until it has received final approval and then initiate a Change Request, or you can request that it be rejected.
Rejected forms that are modified are automatically updated to a "Saved" status.
More Help

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Completing the Plan of Study

1. You will be taken to a page (see below) that asks you about basic information needed to create a plan of study – your campus, degree granting department, first semester of graduate study at Purdue (IUPUI), and e-mail address. Fill in your appropriate information. For "First semester of [degree-seeking] graduate study at Purdue" (IUPUI), the formatting is as follows:
   - Fall 2016-17 represents the fall semester of 2016.
   - Spring 2016-17 represents the spring semester of 2017.
   - Summer 2016-17 represents the summer semester of 2017.

Your e-mail address is used for any notifications related to your plan of study. (Be sure to use one you check often, and confirm that it is entered correctly!)

Graduate Plan of Study Generator

To fill out this form:

-Indicate Department that is granting the degree.
-Indicate the first semester of **graduate** study at **any Purdue campus**.
-Indicate your email address.

For more detailed instructions click on the Help button at the bottom of the page.

Most recent registration in:	TECHNOLOGY
Campus:	Indianapolis (IUPUI)
-Campus granting degree.	
Department:	[⌄]
-Department granting degree.	
First semester of graduate study at Purdue:	
-Use academic year (1998-99).	[⌄] / [⌄]
-Transfer or Re-entry students indicate the first semester of graduate study at any Purdue campus.	
Email Address:	[ ]

Process and Continue will process this page, any errors detected will be displayed at that time.
Cancel will return you to the menu for your plan of study but will not retain any data entered on this page.

[Help] [Process and Continue] [Cancel]

If you see "DEPARTMENT NAME NOT FOUND" for "Most recent registration", email pugrad@iupui.edu to have this resolved

For more specific help with this page, click on the "Help" button. When you wish to proceed, click on "Process and Continue." Warning message(s) may appear if there is any missing information, in which case make the appropriate correction(s) and click on "Process and Continue" again. Click on "Cancel" to erase this plan of study draft entirely.

Next you will be taken to a page that asks for your degree title (Master's, PhD, etc.), non-thesis/thesis track, and the date you anticipate receiving your degree.

2. For "Degree Date Expected," the formatting is straightforward and abides by May 2018 representing May of 2018 and so forth. For more specific help with this page, click on the "Help" button. When you wish to proceed, click on "Process and Continue."

Graduate Plan of Study Generator

Please select the degree you are seeking and the date you are expecting to achieve this degree. For detailed instructions click on the Help button at the bottom of the page.

Listed are degrees available for Technology on the Indianapolis (IUPUI) campus.

Degree Title: (MS) MASTER OF SCIENCE ⌄

Choose Non-Thesis or Thesis Option: [⌄]

Date Degree Expected: [⌄] / [⌄]

Process and Continue will process this page, any errors detected will be displayed at that time.
Cancel will return you to the menu for your plan of study but will not retain any data entered on this page.

[Help] [Process and Continue] [Cancel]

3. After clicking "Process and Continue" you will be taken to a page with 5 main links. You will complete each item in order. Completing each section will return you to this page:

Request for Master's Degree Advisory Committee
and Plan of Study Approval

Click to open a new browser window that contains **Technology 's Plan of Study Guidelines and Requirements**.

Instructions on Pg. 6 a ☑ **Student and Degree Information**
List: degree title, campus, department, expected graduate date, email address.

Pg. 6 b ☐ **Research Area and Concentration**
List: research area, concentration and language requirements.

Pg. 7-11 c ☐ **Course Work**
List courses for your plan of study.

Pg. 12 d ☐ **Advisory Committee**
List advisory committee members.

Pg. 13 e ☐ **Comments and Special Notes**
List any special notes or comments.
No information on this page is required

Before submitting, please **Preview Plan of Study** to ensure your plan is accurate and complete.

Open a new browser window containing the **Graduate School's Policies and Procedures Manual, Section VII** for information on university policies when developing a plan of study. Click on the HELP button below for help on utilizing the web based plan of study generator.

It is recommended that you submit your plan as a Draft before submitting as Final. Click on the Help button below for further explanation.

[Help] [Save without Submitting] [Submit as Draft] [Submit as Final] [Delete this Plan]

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a. Student and Degree Information (see pg 4-5):
   o Here you will be able to enter your basic academic information.
      - **If you encounter an error here, (example on pg. 20 of these instructions), email pugrad@iupui.edu**
b. Research Area and Concentration
   o Here you will be able to enter information related to your research area and concentration(s).
      - If your concentration is not available, enter it in the research area.
      - Not everyone has a concentration or research area, if you do not, leave it blank.

Request for Master's Degree Advisory Committee and Plan of Study Approval

For detailed instructions click on the Help button at the bottom of the page.

Research Area: (* required for Ph.D., optional for Master's)
- Indicate a short title of the research area chosen.

Concentration: (* optional)
- Select the concentration to include on your plan of study.
- If the concentration you intend to select is not listed in the drop down menu, please contact your Plan of Study Coordinator.
NOTE: If a concentration ends in -IGP, it should only be selected if you are officially registered in the associated Interdisciplinary Graduate Program curriculum.

First Concentration
Second Concentration

Language Requirement:
- Designate specific language requirements and the method to be used to satisfy the requirements.
- This information is required by some departments. Refer to your department's Guidelines and Requirements link.

LANGUAGE Requirement	METHOD to be used to meet requirement

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Help   Process and Continue

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c. Course Work
  o Here you will be taken to a page with 4 choices:

Request for Master's Degree Advisory Committee and Plan of Study Approval

Indicate the courses to be used on your plan of study using the following links. Click on the Process and Continue button at the bottom of the page when you are done.

For more detailed instructions, click on the Help button at the bottom of the page.

Pg. 8 Courses currently being taken or those previously completed at Purdue University (as a graduate student).

Pg. 9 Transfer courses and courses taken as excess undergraduate credit.

Pg. 10 Courses to be taken in the future at Purdue.

Pg. 11 Purdue Combined Degree Courses (THIS SECTION IS ONLY FOR STUDENTS IN APPROVED COMBINED DEGREE PROGRAMS)

Open a new browser window containing the Graduate School's Policies and Procedures Manual, Section VII for information on university policies when developing a plan of study. Click on the HELP button below for help on utilizing the web based plan of study generator.

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

[Help] [Process and Continue]

**This section is used differently for IUPUI students! **

See pages 8-11 for specific instructions for how to enter your coursework.

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Coursework Previously Completed at Purdue/IUPUI as Degree-Seeking Graduate Student

- You can fill in the courses you've **taken at Purdue/IUPUI already** as a graduate student *(enrolled in a PU graduate program)*.
  - Be sure to check the box in the "Use" column to upload the course onto your plan of study.
  - **Due to IUPUI to Purdue data transfers IUPUI students' current term registration will never be available during that term. You will <mark>enter all recently completed and current terms' courses as FUTURE</mark>.**
  - If you have multiple Variable Topics courses listed, check "Use" and in a Supplemental Notes include the Variable Topic titles, semester/year & grade to assist your committee's review.
    - If you took more than one Variable Topic course in a semester and earned the same grade, only one may be listed in the Completed Courses. If so, include the other in the "Future" courses section.
  - If you have "I" or "NR" etc. grades shown, add a Supplemental Note with the final grade, and this will be corrected during later review.

Completed Purdue courses that will apply to this plan of study

Indicate which courses from your current academic record are to be used on this plan of study. Courses are listed in alphabetical order by subject. Only courses you were registered for at the beginning of the semester or those completed as a graduate student and for a grade are listed. List any courses taken as undergraduate excess on the "Transfer and Undergrad Excess" page.

For each course being used:
- click the "Use" box
- indicate the Area (Primary or Related)
- if a grade of B or better is required by your department check the "B or Better" box

To remove a course, uncheck the "Use" box

Courses taken in non-degree status are marked with non-degree registration

For more detailed instructions click on the HELP button at the bottom of the page.
Note: Grades posted here are as of the end of the semester that they were taken. Late grade changes or course title changes may not be reflected. If you see a discrepancy, contact the Graduate School.

Use	Area	B or Better Required	Course / Session / Credit Hours / Grade
☐	○ Primary ○ Related	☐	EDCI 61500 QUAL RES METH IN EDUC / Fall 2008-09 / 3 / A
☐	○ Primary ○ Related	☐	EDST 50600 HIST WOMEN'S EDUCATION / Fall 2008-09 / 3 / A

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

[Help] [Process and Continue]

Courses Completed as Transfer, Graduate Non-Degree, and/or Undergraduate Excess Credit

- You can fill in excess courses taken as an undergraduate or Non-Degree at Purdue/IUPUI and/or transfer courses from other schools.
  - Be sure to fill in all the required information marked with a red asterisk (*). When you are finished, click on "Add".
  - If you are taking an IU numbered course and the system does not recognize it, enter it in the Transfer courses section.
  - DO NOT enter current term enrollment as transfer. These must be entered as "Future" (see next section).

Transfer courses to be applied to this plan of study

Use this section to add graduate coursework to your plan which was completed as either undergraduate excess or as a graduate student at another institution. The action buttons for each row (Add, Modify, Delete) are in the right most column. If the action buttons are not visible, use the horizontal scroll bar to view the entire row.

Instructions:
-For each course, fill in all fields marked with an * and click the "Add" button.
-Enter the course title and subject exactly as it appears on the official transcript.
-For courses not yet completed, enter "FUTURE" in the grade field.
-To modify course information already added, type over the information you want to modify and click on the "Modify" button.
-To remove a course already added, click on the "Delete" button.

For more detailed instructions, click on the "Help" button at the bottom of the page.

Area *	Subj. Abbr. *	Course No. *	Credit Hrs. *	Course Title *	Institution Name *	Grade *	Session *	Regis. Type *	Date Completed MM/YYYY *	Action
○ Primary ○ Related									/	Add

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Help   Process and Continue

- You can fill in any courses you are **currently taking** and **future courses** you will be taking at Purdue/IUPUI.
  - Note: Under "Course No.", make sure you put in a total of 5 characters, such a "59800"
  - Note: Under "Session to be Completed," the date representation is as follows:
    - Fall 2018-19 represents the fall semester of 2018.
    - Spring 2018-19 represents the spring semester of 2019
    - Summer 2018-19 represents the summer semester of 2019.
  - **If a previously completed semester is not included, enter those courses as FUTURE.**
  - If you are taking an IU numbered course and the system does not recognize it, enter it in the Transfer courses section.
  - If the system does not allow you to add previous semesters as FUTURE, you can change the semester/year completed to a different semester (in the future).
    - When the system updates with your actual transcript data, the semester/year will update to the correct date automatically.
  - If you have taken or plan to take a course with a Subject Abbreviation not available in the drop down menu, email pugrad@iupui.edu to have it added.
  - If you are taking a Variable Topic course, include the specific Variable Title as Course Title.

Purdue courses to be taken that will apply to this plan of study

The action buttons for each row (Add, Modify, Delete) are the right most column. If the action buttons are not visible, use the horizonal scroll bar to view the entire row. You must fill in each row, then click on the Add button to add the row. After a course has been added you may modify or delete the information.

Required information for each line is marked with an asterick (*).
Courses are displayed in sort order by Program Area, Subject, and Course Number.
For more detailed instructions, click on the Help button at the bottom of the page.
Open a new browser window containing the Graduate School Course Information of the **On-Line Course Catalog** for information on university courses.
Note: Course No. is part of the subject-course no. combination (e.g. COMM 11400) - *not* the Banner CRN.

Area *	Subj. Abbr. *	Course No. *	Credit Hrs. *	B or Better Required	Course Title *	Session to be Completed specify academic year (i.e. 1998-99) *	Action
○ Primary ○ Related	⌄			☐		⌄ ⌄	Add

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Help   Process and Continue

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- If you are in an official BS/MS combined/accelerated degree program, you can fill in courses which are to be used towards both undergraduate and graduate degrees.
  - Be sure to fill in all the required information marked with a red asterisk (*). When you are finished, click on "Add".

Combined Degree Dual Counted Courses to be Added to This Plan of Study

If you are in an approved combined-degree program, use this section to add courses to your graduate plan which are to be used toward both your graduate and undergraduate degrees. The action buttons for each row (Add, Modify, Delete) are in the right most column. If the action buttons are not visible, use the horizontal scroll bar to view the entire row.

Instructions:
-For each course, fill in all fields marked with an * and click the "Add" button.
-Enter the course title and subject exactly as it appears on the official transcript.
-For courses not yet completed, enter "FUTURE" in the grade field.
-To modify course information already added, type over the information you want to modify and click on the "Modify" button.
-To remove a course already added, click on the "Delete" button.

For more detailed instructions, click on the "Help" button at the bottom of the page.

Area *	Subj. Abbr. *	Course No. *	Credit Hrs. *	Course Title *	Institution Name *	Grade *	Session *	Regis. Type *	Date Completed MM/YYYY *	Action
⦿ Primary					PURDUE UNIVERSITY		⌄	⌄	⌄ / ⌄	Add

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Help   Process and Continue

d. Advisory Committee
- o This page is split into 2 window frames:
  - The top frame can be scrolled downwards and has an "Add" button for adding a faculty member.
    - Note: The "Faculty 4+5 Code" is unique for each faculty member and can be looked up using the search function in the bottom frame.
  - The bottom frame is used to search for faculty based on his/her department.
    - To search for a faculty member, select a department first.
    - Then click "Search"
    - Use the Faculty 4+5 code in the top frame.
- o First, use the department search drop down box in the bottom frame to find the faculty member
- o Type their Faculty 4+5 Code in the top frame.
- o Click "Chair," "Co-Chair," or "Member" as appropriate for each faculty member.
- o Then click "Add"
- o The "Advisor Name" should then be automatically populated indicating your faculty member was successfully added.
- o *Note:* If there are any errors, error messages will be displayed after you click the "Add" button.
- o *Note:* For multi-person committees, you can have 1 Chair and Members, or 2 Co-Chairs and Members.
  - You cannot have 2 Chairs, more than 2 Co-Chairs, or a Chair and a Co-Chair.
- o *Note:* More than 50% of your advisors must be Regulars (R#) (as opposed to Specials (S#)).
- o *Note:* A Special appointed faculty member must be specifically appointed for the department of your Plan of Study.
  - Ex. a special faculty member, BIOL+X0001, cannot be on a TECH Plan unless they have a TECH appt. in addition to the BIOL appt.
- o If a faculty member you'd like to add to your committee is creating an error (and it is not caused by any issue noted above), save your Plan and check with your department graduate advisor.

Request for Master's Degree Advisory Committee and Plan of Study Approval

For each member of your committee, indicate their participation, enter their Dept. Code and Faculty Identifier from the list and enter the area of expertise which each faculty member will contribute to the committee.

Use the "Faculty Advisory Search" section at the bottom of this page to obtain the identifiers for all people who are to serve on your committee. If a faculty person is associated with more than one department at Purdue, search for them in the department that they will be representing while on your committee.

If you are unable to find that person from the list, please contact your department's Plan-of-Study Coordinator to obtain the "Dept. Code and Faculty Identifier".

The action buttons for each row (Add, Modify, Delete) are the right most column. You must fill in each row, then click on the Add button to add the row. After a member has been added, you may modify or delete the information.

For more detailed instructions, click on the Help button at the bottom of this section.

Participation of Member	Dept. Code and Faculty Identifier (retrieved from search)	Certification Level	Advisor Name	Area of Advisor (*optional)	Action
○ Chair ○ Co-Chair ○ Member					Add

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Faculty Advisor Search - Please choose the department of the faculty member for whom you are searching. Hit the "Search" button, and retrieve the Dept. Code and Faculty Identifier associated with the person who will serve on your committee. Please continue the searches until you have found the codes for all people who will serve on your committee. Individuals who hold "R" certification levels may serve throughout the Purdue system, as permitted by your department. Individuals who hold "S" certifications must have an active certification within your department in order to serve on your committee.

Department: TECHNOLOGY   Search

Name	Dept. Code and Faculty Identifier	Certification Level
ACHESON,DOUGLAS,CHARLES	TECH+X0566	R4
ADAMS,AARON,L	TECH+C8842	S3
AGRAWAL,JAI P.	TECH+Z3599	R1
AHERN,CIARA,	TECH+C8301	S7
AHMED,ASHFAQ	TECH+Z3714	R3

e. Comments and Special Notes
   o Here you can enter information that may be required by your department, or a justification of any exception to the Graduate School policy related to your plan of study.
   o If you have taken multiple Variable Topics courses, include the Variable Topic titles, semester/year & grade earned to assist your committee's review.
   o Enter a subject regarding your comment/special note in the "Subject" line.
   o Enter a text regarding your comment/special note in the "Text" box.
   o When you are finished with your note, click "Add"
   o When you wish to proceed, click on "Process and Continue"

Request for Master's Degree Advisory Committee and Plan of Study Approval

The following are notes associated with this plan of study.

All notes are made available to Purdue faculty and staff.
To add a note, fill in the Subject and Text boxes and click "Add".
To delete a note, click "Delete" next to the note to be deleted.
To modify a note, edit the Subject or Text boxes and click "Modify".

Refer to the Help button, at the bottom of the page, for more information when an "Exception" is denoted in the Subject line.

Subject: | <Enter subject text here.>

Text: | <Enter note text here.>

Action: | Add

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Help | Process and Continue

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4. After entering your information on the 5 main links, it is recommended you click on the "Preview Plan of Study" button to preview your plan of study for accuracy and completeness and see if any changes need to be made. (Example Plan Preview pg. 15.)

Request for Master's Degree Advisory Committee and Plan of Study Approval

Click to open a new browser window that contains Technology 's Plan of Study Guidelines and Requirements.

☑ **Student and Degree Information**
List: degree title, campus, department, expected graduate date, email address.

☑ **Research Area and Concentration**
List: research area, concentration and language requirements.

☑ **Course Work**
List courses for your plan of study.

☑ **Advisory Committee**
List advisory committee members.

☑ **Comments and Special Notes**
List any special notes or comments.
No information on this page is required

Before submitting, please **Preview Plan of Study** to ensure your plan is accurate and complete.

Open a new browser window containing the **Graduate School's Policies and Procedures Manual, Section VII** for information on university policies when developing a plan of study. Click on the HELP button below for help on utilizing the web based plan of study generator.

It is recommended that you submit your plan as a Draft before submitting as Final. Click on the Help button below for further explanation.

| Help | Save without Submitting | Submit as Draft | Submit as Final | Delete this Plan |

Request for Master's Degree Advisory Committee
and Plan of Study Approval

Status   **SAVED**

Student   STUDENT,GRADUATE   0023510378
Student Email   pugrad@iupui.edu
Degree Campus   Indianapolis (IUPUI)   PIU
Admitted Program   TECHNOLOGY   TECH
Degree Title   MASTER OF SCIENCE : NON-THESIS   MS
Program   Technology-MS   TECH-MS
Date Degree Expected   MAY 2020
Concentration   NONE
Research Area   NONE

Items in purple are completed. / Items in green are incomplete. Courses: ** Grades posted here are as of the end of the semester that they were taken. Late grade changes or title changes may not be reflected. If you see a discrepancy, contact the Graduate School.

Area	Courses Title	Subj. Abbr.	Course No.	Credit Hours	Regis. Type	Grade	B or better	Transfer From	Date Completed To Be Completed
PRIMARY	QUAL RES METH IN EDUC	EDCI	61500	3	RE	A	-	-	Fall 2008
PRIMARY	HIST WOMEN'S EDUCATION	EDST	50600	3	RE	A	-	-	Fall 2008
PRIMARY	MEASUREMENT & EVAL IN IND&TECH	TECH	50700	3	RE		-	-	Spring 2019
PRIMARY	ADV PROJECT MGMT IN TECH	OLS	57100	3	RE		-	-	Summer 2019
PRIMARY	QUAL & PROD IN INDSTRY & TECH	TECH	50801	3	RE		-	-	Fall 2019
RELATED	FOUNDATIONS OF HUMAN RESOURCES	OLS	51500	3	RE		-	-	Fall 2018
RELATED	ORG LDR: DIVERST, INCL, EQUITY	OLS	58100	3	RE		-	-	Fall 2018
RELATED	DIRECTED MS PROJECT	OLS	58900	3	RE		-	-	Summer 2020
RELATED	LEADERSHIP AND ORG CHANGE	OLS	58200	3	RE		-	-	Fall 2020
RELATED	MIXED METHODS RESEARCH	OLS	53010	3	RE		-	-	Spring 2021

Graduate course tallies:
Purdue POS GPA: 4
Primary Area Credit Hours : 15
Related Area Credit Hours : 15
Area Not Specified Credit Hours: 0

Language Requirement : None

Comments Regarding Exceptions or Requirements:

OLS 58100 Titles	Semesters, titles & grades for completed variable topic courses.	This note last updated by STUDENT,GRADUATE on 08/30/2018

Supplemental Notes:

Pass/No Pass Courses: None

Advisory Committee Information and Approval Status

Names of Advisory Committee Members	Cert	Faculty Identifier	Department Code	Advisor in Area of
OBI-WAN KENOBI (CHAIR)	R1	X0789	TECH	
MINERVA MCGONAGALL	R1	X0853	TECH	
INIGO MONTOYA	R1	X0825	TECH	

Return

Confirm Primary vs. Related designation for each course

Schedules change, no Plan of Study change needed if you end up taking the course in a different term

Confirm correct credit count

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5. After you are reasonably sure you have finalized your plan of study draft, you have 3 ways of proceeding.

Save without Submitting
- It is recommended to use "Save without Submitting" if you are not done with the rough draft of your plan of study and want to come back later to make changes. Your saved plan of study can be reviewed by the appropriate staff before your final submission. You will more easily be able to make changes later if you wish.

Submit as Draft – Not Required Step for Some Programs
- "Submit as Draft" is used to submit the rough draft of your plan of study for further review by the appropriate staff before your final submission. This option will not actually finalize your plan of study, so you will be able to make changes later if you wish.

Submit as Final
- "Submit as Final" will submit your plan of study to all relevant staff and begin the process of approval. You will not be able to make any additional changes after this point, apart from submitting a Change to the PoS request.

"Delete this Plan" will delete this plan of study draft entirely, so it will no longer exist in your record and cannot be accessed again.

After you click on either "Save without Submitting," "Submit as Draft," "Submit as Final," or "Delete this Plan," you will be taken back to a page of all plans of study created on your account. The word "Edit" will appear next to any SAVED or DRAFT plans of study (i.e. plans of study that you have yet to submit) and "View" will appear next to any OUTSTANDING or APPROVED plans of study (i.e. plans of study that are awaiting signatures or have completed processing).

Making Changes to a Plan of Study

View   Plan of Study DOCTOR OF PHILOSOPHY   APPROVED Submitted 07/21/2017 **Create Change Request**

To make any change(s) to your plan of study once it has been approved ("APPROVED" appears under "Status" on the main hub page with a list of all the plans of study you have created), click on "Create Change Request." ****Note: This is not available until a plan is fully approved. **** Afterwards, starting from the top of the page and moving downwards, you should see the following blue links:

- **Your approved plan of study**
    - o Click here to preview your currently approved plan of study.
- **Change Degree Information or Thesis/Non-Thesis Option**
    - o Click here to change your degree title (Master's, PhD, etc.) and corresponding thesis option (non-thesis, thesis, or blank).
    - o Be sure to enter a brief explanation of why you are changing your degree title and/or thesis option.
    - o If there are any errors, they will be indicated after you click "Change Degree."
- **Replace a course on your plan of study**
    - o Click here to replace a course listed on your plan of study with a course that is not currently listed.
        - ▪ Pressing "Cancel" will take you back to the previous page and nullify any changes.
        - ▪ In Step 1, select the course from your plan of study that you wish to replace.
        - ▪ In Step 2, you have 2 options in replacing a course:
            - • (Option A) Replace a course on your plan of study with a course from your academic record that is NOT currently on your plan of study.
                - o Select a course from a drop down list of all the courses in your academic records that are NOT listed on your plan of study.
            - • (Option B) Replace a course on your plan of study with a course that is NOT in your academic record AND NOT currently on your plan of study.
                - o In "Session to be taken,"
                    - ▪ Fall 2018-19 represents the fall semester of 2018.
                    - ▪ Spring 2018-19 represents the spring semester of 2019.
                    - ▪ Summer 2018-19 represents the summer semester of 2019.
        - ▪ In Step 3, select a reason for your change from the drop-down list.
        - ▪ In Step 4, enter an explanation if requested in Step 3 or as needed.
        - ▪ When you are satisfied with your changes, click on "Replace Course."
- **Add a course to your plan of study**
    - o Click here to add a course to your plan of study.
        - ▪ Pressing "Cancel" will take you back to the previous page and nullify any changes.
        - ▪ In Step 1, select the appropriate program area for your new course.
        - ▪ In Step 2, you have 2 ways of adding a course. Choose ONE option only!
            - • (Option A) Add a course you have taken but is not on your plan of study.
            - • (Option B) Add a course to be taken in the future.
                - o In "Session to be taken"
                    - ▪ Fall 2015-16 represents the fall semester of 2015.
                    - ▪ Spring 2016-17 represents the spring semester of 2017.
                    - ▪ Summer 2015-16 represents the summer semester of 2016.
        - • In Step 3, select a reason for your change from the drop-down list.
        - • In Step 4, enter an explanation if requested in Step 3 or as needed.

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- When you are satisfied with your changes, click "Add Course."

- **Delete a course from your plan of study**
  - Click here to delete a course from your plan of study.
  - Pressing "Cancel" will take you back to the previous page and nullify any changes.
  - In Step 1, select the course from your plan of study that you wish to delete.
  - In Step 2, select a reason for your change from the drop-down list.
  - In Step 3, enter an explanation if requested in Step 2, or as needed.
  - When you are satisfied with your changes, click on "Delete Course."

- **Add a committee member to your plan of study**
  - Click here to add a new committee member to your plan of study.
  - In Step 1, ensure the 4-letter "Faculty Dept. Code" and 5-character "Faculty Identifier" are accurate.
  - In Step 2, enter an explanation for why you wish to delete a committee member from your plan of study.
  - When you are satisfied with your changes, click on "Add Member."

- **Delete a committee member to your plan of study**
  - Click here to remove a committee member from your plan of study.
  - In Step 1, choose the committee member to be deleted from the drop-down list.
  - In Step 2, enter an explanation for why you wish to delete a committee member from your plan of study.
  - When you are satisfied with your changes, click on "Delete Member."

- **Preview Request for a Change to the Plan of Study**
  - Click on this link to see all changes you wish to finalize on your plan of study.

There is no option to replace a committee member, so to replace a member on your committee, delete that member first using the "Delete a committee member from your plan of study" link and then add/him her using the "Add a committee member to your plan of study" link.

Below the blue underlined links, there are 4 gray navigational buttons that appear at the bottom of the page:

- **Save without Submitting**
  - Use this option if you want to come back in the future and make further changes to your saved version.
- **Submit as Draft**
  - Use this option if you want to submit a draft for review without finalizing the changes into your plan of study.
- **Submit as Final**
  - Use this option if you are confident of your changes and want them to be reflected on your final plan of study.
- **Delete this Request**
  - Use this option if you want to delete this request for a change to the POS entirely.
    Note: You always have the option to request another change to your plan of study later so there is no need to panic if you accidentally click on this button.

Only one Change Request can be in process at a time. Any outstanding requests must be rejected or approved before you can start a new Change Request.

Common Issues You May Encounter

➢ **Account Activation and/or Password Reset**

If you have not yet activated your Purdue Career Account, do not remember your password, or your password has expired:

You will need to call the Purdue IT help desk at 765-494-4000 with your Purdue ID (PUID) number to activate your Purdue career account. **Do NOT mention IUPUI when you call**—the help desk can get confused. You are a Purdue graduate student who needs to activate your account or reset your password.

Follow the steps below to find your 10 digit PUID.

    a) Use One.iu.edu to access the SIS Student Center.
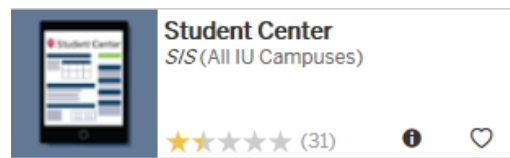
    b) Log in using your CAS credentials.

    c) Scroll down to the Personal Information section, and click on Demographic Data.

d) Look under Other Identification Numbers for your Purdue Univ West Lafayette student number.

e) Please call the ITaP Help Desk at 765-494-4000 to activate your Purdue career account. You will need to provide your Purdue ID (PUID) number.

f) Once your account is activated go to https://www.purdue.edu/apps/account/Account to set up your Purdue account.

   Purdue's User Account Information Page has several account tools you will need to use to set up your account.
   1. BoilerKey – this is Purdue's version of Duo 2-factor authentication
   2. Change Password - **Passwords should not be longer than 16 characters. The main PU system will accept it, but the Plan of Study Generator will not**
   3. Password Challenge Questions – in case you forget or need to reset your password
   4. Change Mailbox – forward to your @iu.edu or @iupui.edu email address.

g) Purdue now uses BoilerKey (Duo 2-factor authentication) for many of their websites, however **the Plan of Study Generator still requires a password!** Please ensure you set up a PU password as well as your BoilerKey.

If you've already activated your account and set up your password challenge questions, you can use this link to reset your password: https://www.purdue.edu/apps/account/SSPasswordReset

- ➤ **If you receive this error when you try to initiate your Plan of Study**

This option is only available for degree seeking graduate students. If you were recently admitted as a degree seeking student, please note that you will be given access to the Plan of Study Generator approximately three weeks after the start of your first session of active registration in the degree program. If you have any questions, please contact the Graduate School.

You must email pugrad@iupui.edu to have this resolved. You will receive an email response when it is corrected. Do not delay in initiating your Plan when you get this email. The system resets regularly and the error may reappear if you wait too long.

- ➤ **If you see "DEPARTMENT NAME NOT FOUND" when you start your Plan of Study**

You must email pugrad@iupui.edu to have this resolved. You will receive an email response when it is corrected. Do not delay in creating your Plan when you get this email. The system resets regularly and the error may reappear if you wait too long.

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