
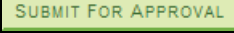
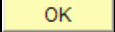


### New SGS Students: Creating a Planned Program of Study

1.	On the Student Information System Sign In page, enter your Case Network ID into the <b>User ID</b> field.
2.	Enter the associated password into the <b>Password</b> field.
3.	Click the <b>Sign In</b> button. 
4.	The Student Center appears.  Click the <b>Plan</b> link. 
5.	The My Planner tab appears.  Click the <b>my program</b> tab to begin creating your PPOS. 
6.	The My Program of Study screen appears.  Click the <b>Request changes to my Program</b> button. 
7.	Click the <b>Browse Course Catalog</b> button. 
8.	The Browse Course Catalog screen appears.  Enter the desired course subject code into the <b>Course Subject</b> field. Or, click the <b>select subject</b> button for an alphabetized list of course subject codes.
9.	Click the <b>Search</b> button. 
10.	All courses listed under the subject appear. Scroll down the page to see graduate level courses and review your choices.
11.	Click on a course title to see its description. 
12.	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 <b>view class sections</b> 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 <b>add to program button</b> . You can also add it from the browse course catalog page.

13.	<p>Click the <b>Return to Browse Course Catalog</b> link.</p> <p><a href="#">Return to Browse Course Catalog</a></p>
14.	<p>To select a course from the course catalog to add to your PPOS, click on its checkbox in the <b>Select</b> column.</p> <p>Select as many courses as necessary.</p> <p><input type="checkbox"/></p>
15.	<p>When you are done selecting courses, click the <b>Add to Program</b> button.</p> <p><a href="#">ADD TO PROGRAM</a></p>
16.	<p>A confirmation message appears that displays the courses added to your program.</p> <p>Click the <b>my program</b> tab.</p> <p><a href="#">my program</a></p>
17.	<p>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.</p>
18.	<p>To move the courses into terms, select a course by clicking in its checkbox in the <b>Select</b> column.</p> <p>Select all the courses that you want to group together in a term.</p> <p><input type="checkbox"/></p>
19.	<p>Click on the <b>Move selected courses to Term</b> dropdown list.</p> <p><input type="text" value=""/></p>
20.	<p>Select the term to which you want to move the courses from the dropdown list.</p> <p><input type="text" value="Fall 2008"/></p>
21.	<p>Click the <b>move</b> button.</p> <p><a href="#">move</a></p>
22.	<p>A confirmation message appears. It lists the courses and the term to which they were moved.</p>
23.	<p><b>IMPORTANT:</b> 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 <b>Units</b> column. Enter the appropriate number of credit hours that you will attempt with this course into the <b>Units</b> field. The SIS will format a whole number with two decimal places.</p>
24.	<p>If you need to delete a single course from the list, click on the "garbage can" icon that appears to its right in the <b>Delete</b> column.</p> <p></p>
25.	<p>If you wish to remove all courses from your PPOS and start over with a blank screen, click the <b>Delete All</b> button.</p> <p><a href="#">DELETE ALL</a></p>

26.	<p>When you are ready to submit your PPOS to your advisor, click the <b>Submit for Approval</b> button.</p> <p><b>Please note:</b> There is no Save button. The PPOS saves automatically. You do not have to click the Submit for Approval button to save changes.</p> 
27.	<p>A confirmation screen appears.</p> <p>Click <b>Cancel</b> to go back to your PPOS and make updates.</p> <p>Click the <b>OK</b> button to submit your PPOS.</p> 
28.	<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>
29.	<p>This completes the process of creating a Planned Program of Study.</p> <p><b>End of Procedure.</b></p>