

New SGS Students: Create a Planned Program of Study

Concept

This business process demonstrates how a new graduate student creates an 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.

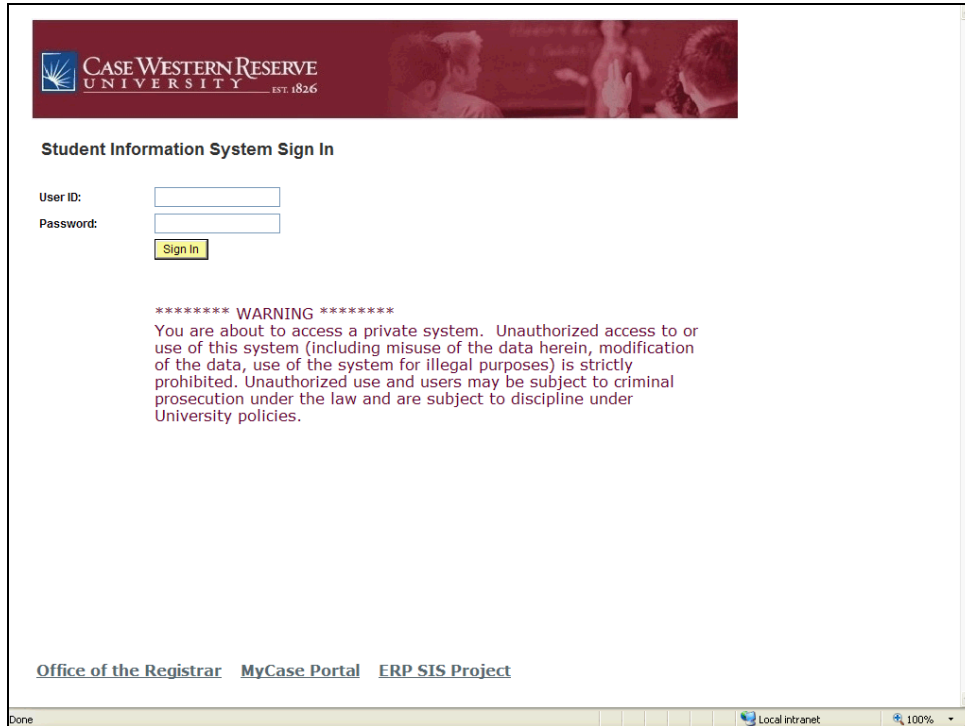
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Planned Program of Study Processes: New SGS

Students: Create a Planned Program of Study

Procedure

Use the Create a Planned Program of Study process to create your first Planned Program of Study in the SIS.



Step	Action
1.	On the Student Information System 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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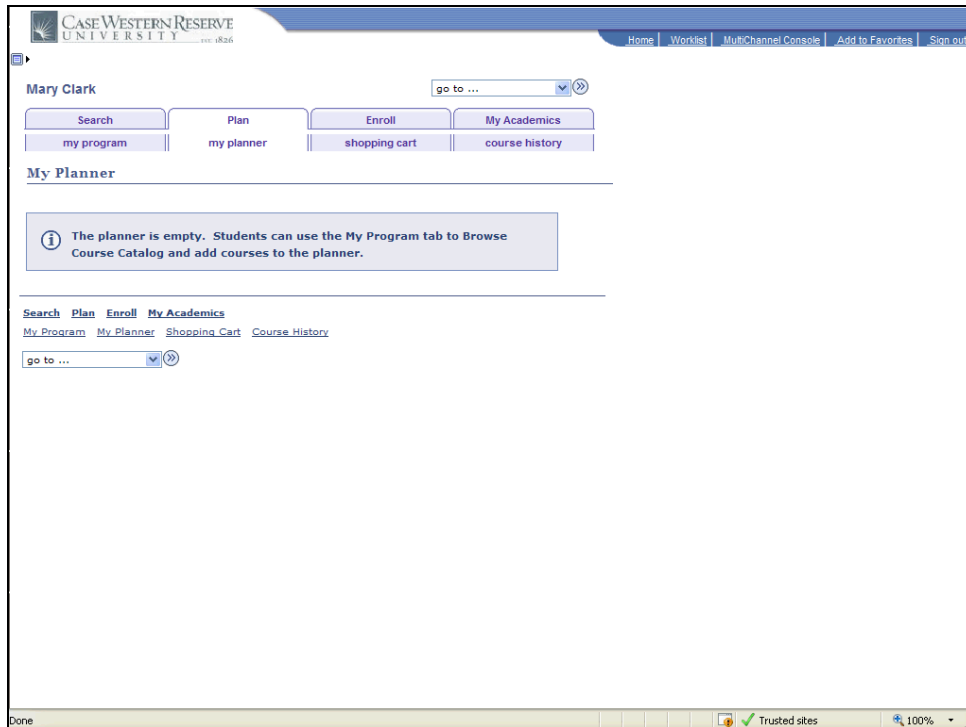
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Step	Action
4.	<p>The Student Center appears.</p> <p>Click the Plan link.</p> <p>Plan</p>

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Step	Action
5.	<p>The My Planner tab appears.</p> <p>Click the my program tab to begin creating your PPOS.</p> <div data-bbox="415 1199 631 1226" style="border: 1px solid black; padding: 2px; display: inline-block;">my program</div>

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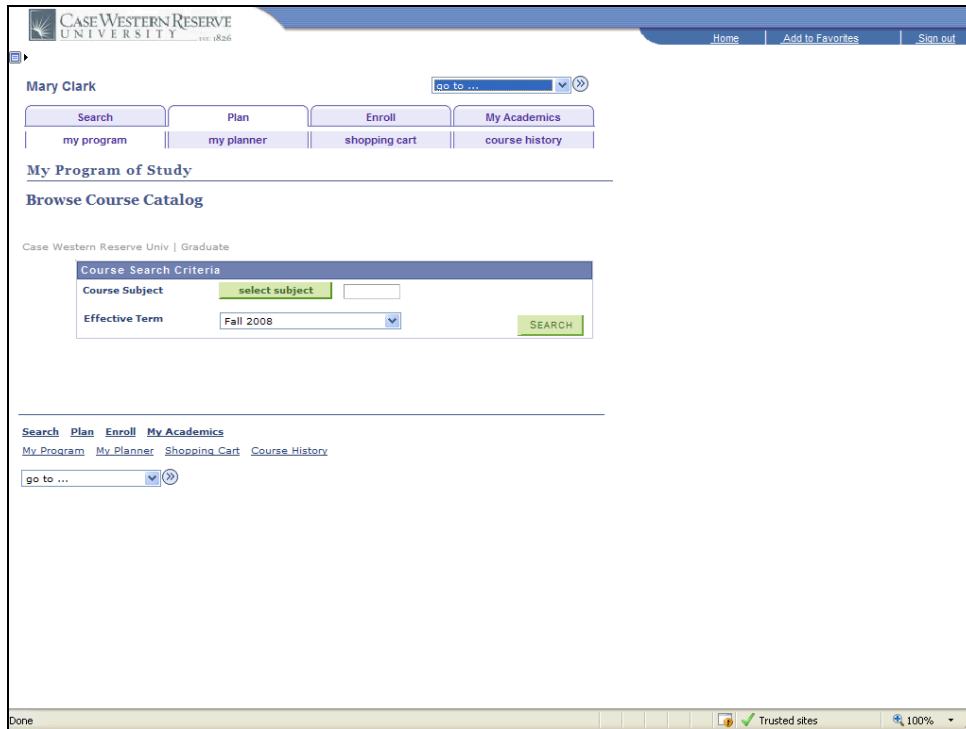
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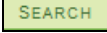


Step	Action
6.	<p>The My Program of Study screen appears.</p> <p>Click the Request changes to my Program button.</p> <p>REQUEST CHANGES TO MY PROGRAM</p>
7.	<p>Click the Browse Course Catalog button.</p> <p>BROWSE COURSE CATALOG</p>

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Step	Action
8.	<p>The Browse Course Catalog screen appears.</p> <p>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.</p>
9.	<p>Click the Search button.</p> 

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Step	Action
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. Art and Archaeology of Greece

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Step	Action
12.	<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>
13.	<p>Click the Return to Browse Course Catalog link.</p> <p>Return to Browse Course Catalog</p>

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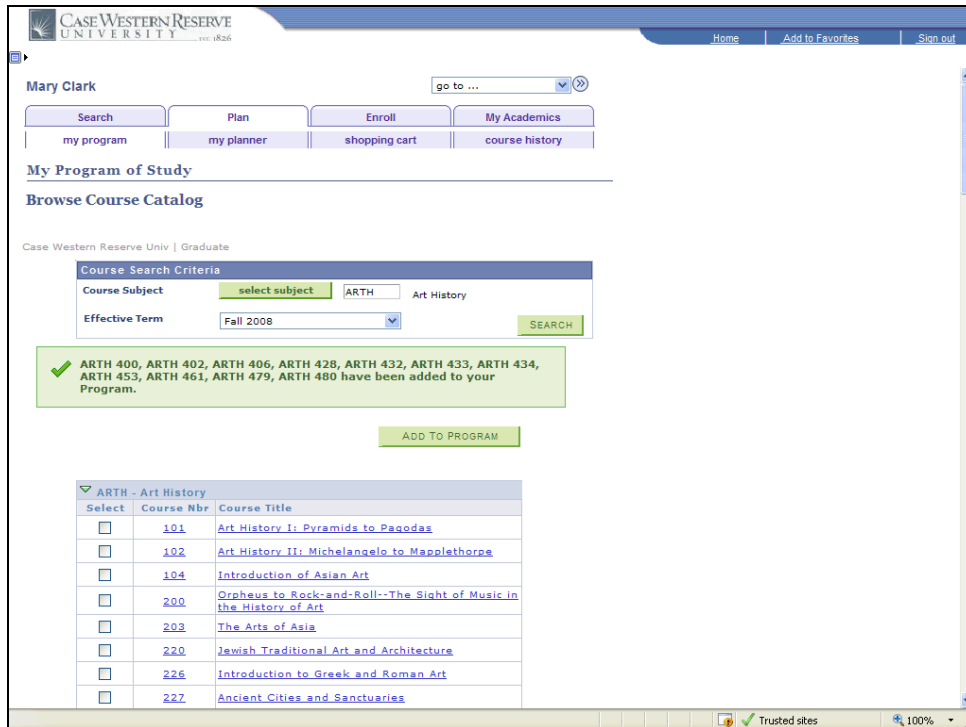
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Step	Action
14.	<p>To select a course from the course catalog to add to your PPOS, click on its checkbox in the Select column.</p> <p>Select as many courses as necessary.</p> <input type="checkbox"/>
15.	<p>When you are done selecting courses, click the Add to Program button.</p> <p style="text-align: center;">ADD TO PROGRAM</p>

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Case Western Reserve Univ | Graduate

Course Search Criteria

Course Subject ARTH Art History

Effective Term Fall 2008

✓ ARTH 400, ARTH 402, ARTH 406, ARTH 428, ARTH 432, ARTH 433, ARTH 434, ARTH 453, ARTH 461, ARTH 479, ARTH 480 have been added to your Program.

ARTH - Art History		
Select	Course Nbr	Course Title
<input type="checkbox"/>	101	Art History I: Pyramids to Pagodas
<input type="checkbox"/>	102	Art History II: Michelangelo to Mapplethorpe
<input type="checkbox"/>	104	Introduction of Asian Art
<input type="checkbox"/>	200	Orpheus to Rock-and-Roll--The Sight of Music in the History of Art
<input type="checkbox"/>	203	The Arts of Asia
<input type="checkbox"/>	220	Jewish Traditional Art and Architecture
<input type="checkbox"/>	226	Introduction to Greek and Roman Art
<input type="checkbox"/>	227	Ancient Cities and Sanctuaries

Step	Action
16.	<p>A confirmation message appears that displays the courses added to your program.</p> <p>Click the my program tab.</p> <p><input type="button" value="my program"/></p>

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Step	Action
17.	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.
18.	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"/>




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The screenshot shows a web application interface for Case Western Reserve University. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this, the user is logged in as 'Art History (MA)'. The 'Program' is set to 'ARHMA' and the 'Version' is '1'. The 'Status' is 'New'. An 'Approval History' table shows a single entry: Status: New, Updated By: Mary Clark, Date/Time: 05/29/08 3:57:13PM. A 'SUBMIT FOR APPROVAL' button is visible. Below the approval history, there are buttons for 'BROWSE COURSE CATALOG' and 'DELETE ALL'. The main section is titled 'Unassigned Courses' and contains a table with columns: Select, Course, Description, Units, and Delete. The table lists 10 courses, with the first three (ARTH 400, ARTH 402, ARTH 406) selected. Below the table, there is a 'Move selected courses to Term' dropdown menu and a 'move' button. At the bottom, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics', and a footer with 'My Program', 'My Planner', 'Shopping Cart', and 'Course History'.

Select	Course	Description	Units	Delete
<input checked="" type="checkbox"/>	ARTH 400	Childhood Through Art	3.00	
<input checked="" type="checkbox"/>	ARTH 402	Buddhist Art in Asia	3.00	
<input checked="" type="checkbox"/>	ARTH 406	History of Indian Sculpture	3.00	
<input checked="" type="checkbox"/>	ARTH 428	Greek Sculpture	3.00	
<input type="checkbox"/>	ARTH 432	Art & Arch of Ancient Italy	3.00	
<input type="checkbox"/>	ARTH 433	Greek & Roman Painting	3.00	
<input type="checkbox"/>	ARTH 434	Art & Archaeology of Greece	3.00	
<input type="checkbox"/>	ARTH 453	Sixteenth Century Italian Art	3.00	
<input type="checkbox"/>	ARTH 461	Dutch/Flemish 17th Cen Paintng	3.00	
<input type="checkbox"/>	ARTH 479	Issues in 19th Century Art	3.00	
<input type="checkbox"/>	ARTH 480	Abstrct Express Its Aftermath	3.00	

Step	Action
19.	Click on the Move selected courses to Term dropdown list. 
20.	Select the term to which you want to move the courses from the dropdown list. 
21.	Click the move button. 
22.	A confirmation message appears. It lists the courses and the term to which they were moved.

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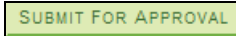


Step	Action
23.	<p>IMPORTANT: Please review the units listed next to each course. If you select a variable unit course (for example, a Thesis), the units default to the minimum units a student can take.</p> <p>The course will display a field in the Units column. Enter the appropriate number of credit hours that you will attempt with this course into the Units field. The SIS will format a whole number with two decimal places.</p>

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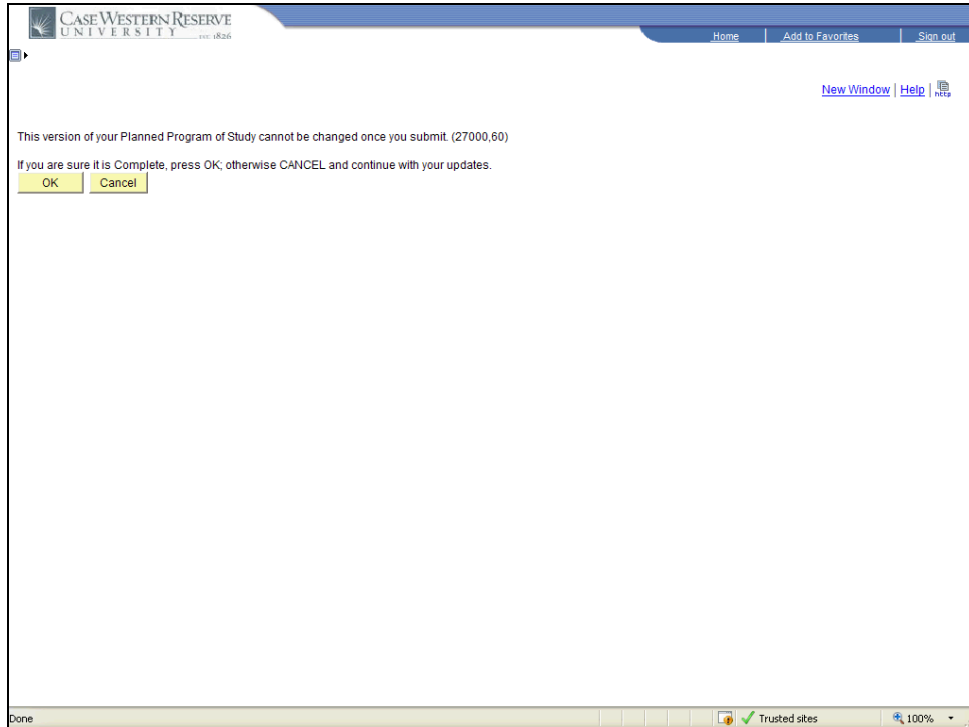
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Step	Action
24.	If you need to delete a single course from the list, click on the "garbage can" icon that appears to its right in the Delete column. 
25.	If you wish to remove all courses from your PPOS and start over with a blank screen, click the Delete All button. 
26.	When you are ready to submit your PPOS to your advisor, 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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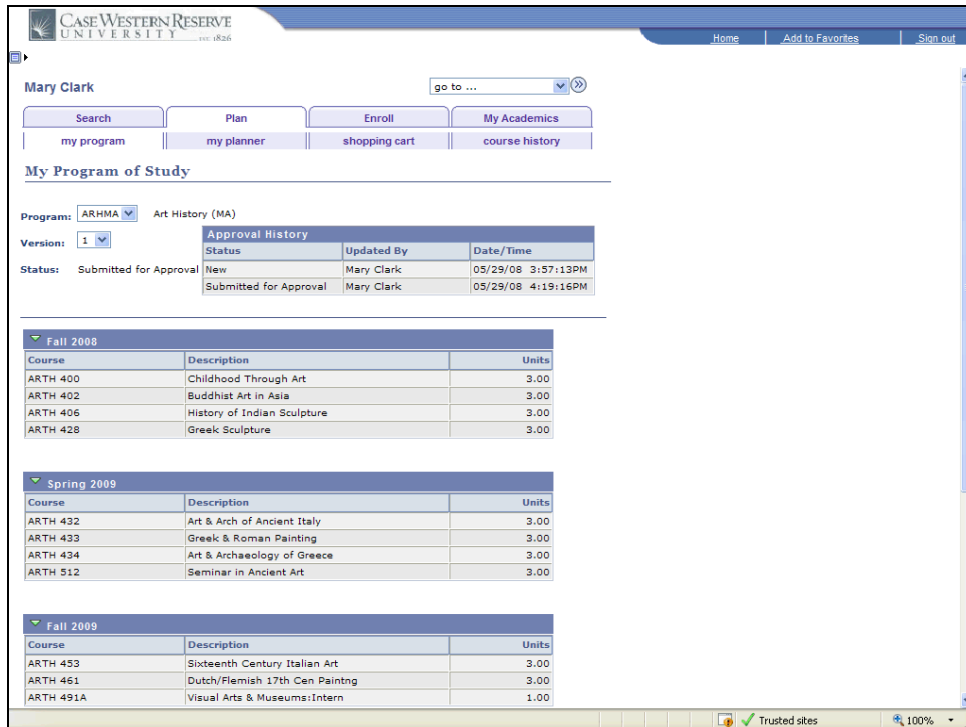
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Step	Action
27.	<p>A confirmation screen appears.</p> <p>Click Cancel to go back to your PPOS and make updates.</p> <p>Click the OK button to submit your PPOS.</p> <div style="text-align: center; border: 1px solid black; width: 60px; margin: 0 auto; padding: 2px;">OK</div>

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Case Western Reserve University interface showing the 'My Program of Study' section. The user is Mary Clark. The program is ARHMA (Art History (MA)) and the version is 1. The status is 'Submitted for Approval'. An 'Approval History' table shows two entries: 'New' and 'Submitted for Approval', both updated by Mary Clark on 05/29/08. Below this are three tables of courses for Fall 2008, Spring 2009, and Fall 2009.


Status	Updated By	Date/Time
New	Mary Clark	05/29/08 3:57:13PM
Submitted for Approval	Mary Clark	05/29/08 4:19:16PM

Course	Description	Units
ARTH 400	Childhood Through Art	3.00
ARTH 402	Buddhist Art in Asia	3.00
ARTH 406	History of Indian Sculpture	3.00
ARTH 428	Greek Sculpture	3.00

Course	Description	Units
ARTH 432	Art & Arch of Ancient Italy	3.00
ARTH 433	Greek & Roman Painting	3.00
ARTH 434	Art & Archaeology of Greece	3.00
ARTH 512	Seminar in Ancient Art	3.00

Course	Description	Units
ARTH 453	Sixteenth Century Italian Art	3.00
ARTH 461	Dutch/Flemish 17th Cen Painting	3.00
ARTH 491A	Visual Arts & Museums: Intern	1.00

Step	Action
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>



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.

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Step	Action
29.	This completes the process of creating a Planned Program of Study. End of Procedure.