

## **All SGS Students: Request Changes to Your Official Planned Program of Study**

### **Concept**

This business process demonstrates how a continuing graduate student can request changes to an official 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.

# Business Process Document


## Planned Program of Study Processes: All SGS Students: Request Changes to Your Official Planned Program of Study



### Procedure

Use the Request Changes to Your Official Planned Program of Study process to request changes to your Planned Program of Study in SIS.


A screenshot of a web browser displaying the "Student Information System Sign In" page. The page has a dark red header with the Case Western Reserve University logo and name. Below the header, the text "Student Information System Sign In" is displayed. There are two input fields: "User ID:" and "Password:". Below the "Password:" field is a yellow "Sign In" button. A warning message is centered on the page, stating: "\*\*\*\*\* WARNING \*\*\*\*\* You are about to access a private system. Unauthorized access to or use of this system (including misuse of the data herein, modification of the data, use of the system for illegal purposes) is strictly prohibited. Unauthorized use and users may be subject to criminal prosecution under the law and are subject to discipline under University policies." At the bottom of the page, there are links for "Office of the Registrar", "MyCase Portal", and "ERP SIS Project". The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

Step	Action
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. 

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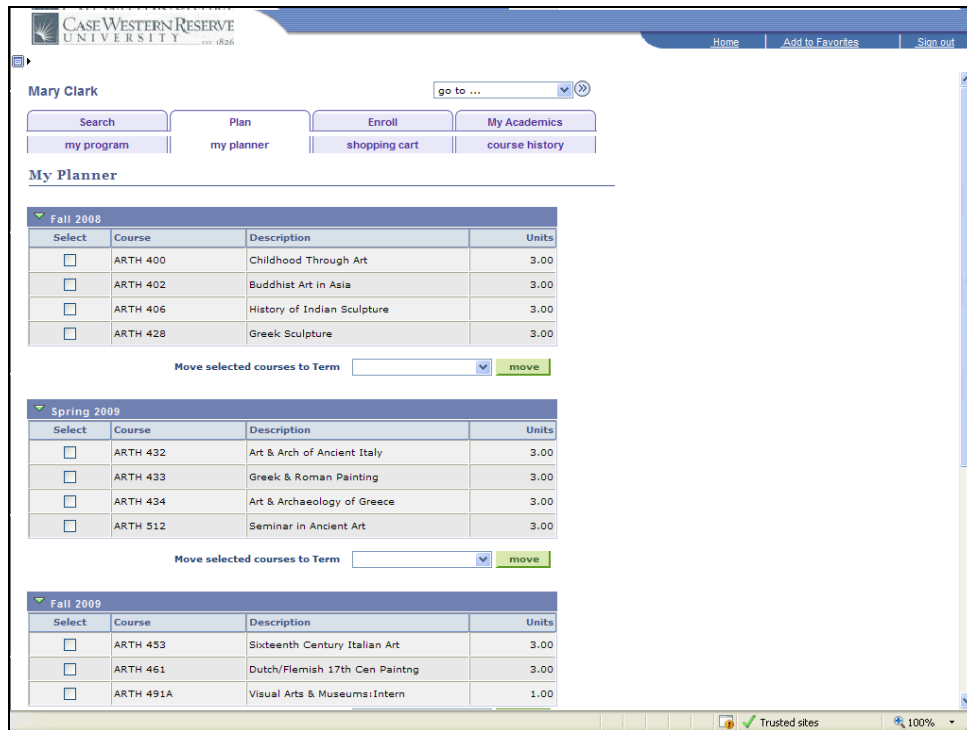
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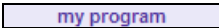


Step	Action
4.	<p>The Student Center appears.</p> <p>Click the <b>Plan</b> link.</p> <p></p>

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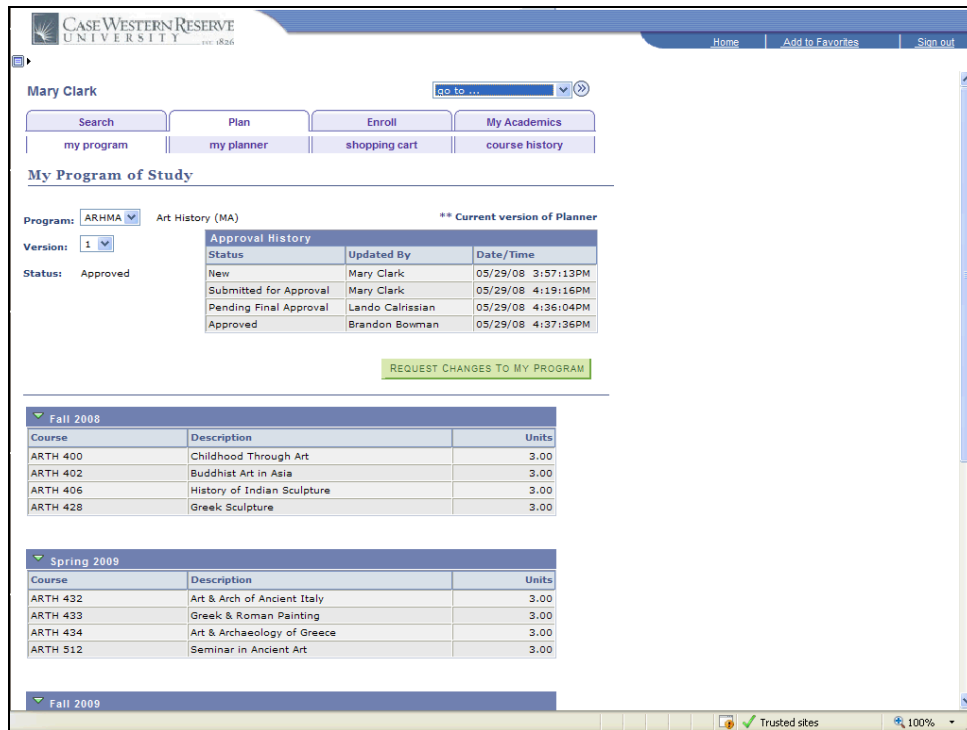
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Step	Action
5.	<p>The My Planner tab appears.</p> <p>The official PPOS that was approved by SGS appears on this screen.</p> <p><b>Please note:</b> If you are a student who is new to SGS, please see the document called New SGS Students: Create a Planned Program of Study.</p>
6.	<p>Click the <b>my program</b> tab.</p> <p></p>

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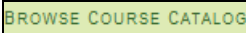


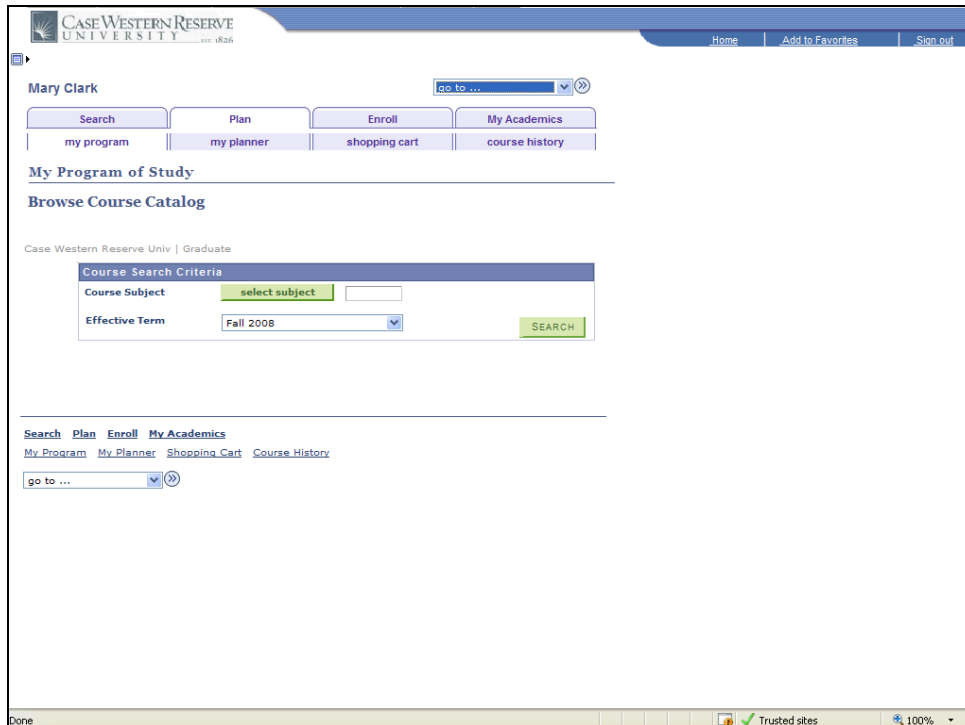
Step	Action
7.	<p>The <b>My Program</b> tab appears. This tab also contains your PPOS as it was last approved by SGS.</p> <p>At the top of the screen is the <b>Program</b> dropdown list. By default, it displays the program in which you are currently active. If you have been active in more than one Program in the School of Graduate Studies, then you may have more than one option from which to choose in the Program dropdown list.</p>
8.	<p>The <b>Version</b> 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.</p>
9.	<p>The <b>Status</b> field displays Approved, because this is the last SGS-approved version of your PPOS.</p> <p>The <b>Approval History</b> table shows the dates and approvers of the official version of your PPOS.</p>
10.	<p>The label <b>**Current version of Planner</b> appears on the version of the PPOS that is approved by SGS and currently displaying on your Planner tab.</p>
11.	<p>To change your PPOS, click the <b>Request changes to my Program</b> button.</p> <p style="text-align: center;"><b>REQUEST CHANGES TO MY PROGRAM</b></p>


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



Step	Action
14.	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.
15.	Click the <b>Search</b> button. 

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Step	Action
16.	All courses listed under the subject appear. Scroll down the page to see graduate level courses and review your choices.
17.	Click on a course title to see the course description. <a href="#">Italian Art of the 15th Century</a>

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Step	Action
18.	<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 <b>view class sections</b> 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 <b>add to program button</b>. You can also add it from the browse course catalog page.</p> <p>If the course is already in your PPOS, you will see the message "<i>This course is in your program under Term(s)....</i>".</p>
19.	<p>Click the <b>Return to Browse Course Catalog</b> link.</p> <p><a href="#">Return to Browse Course Catalog</a></p>

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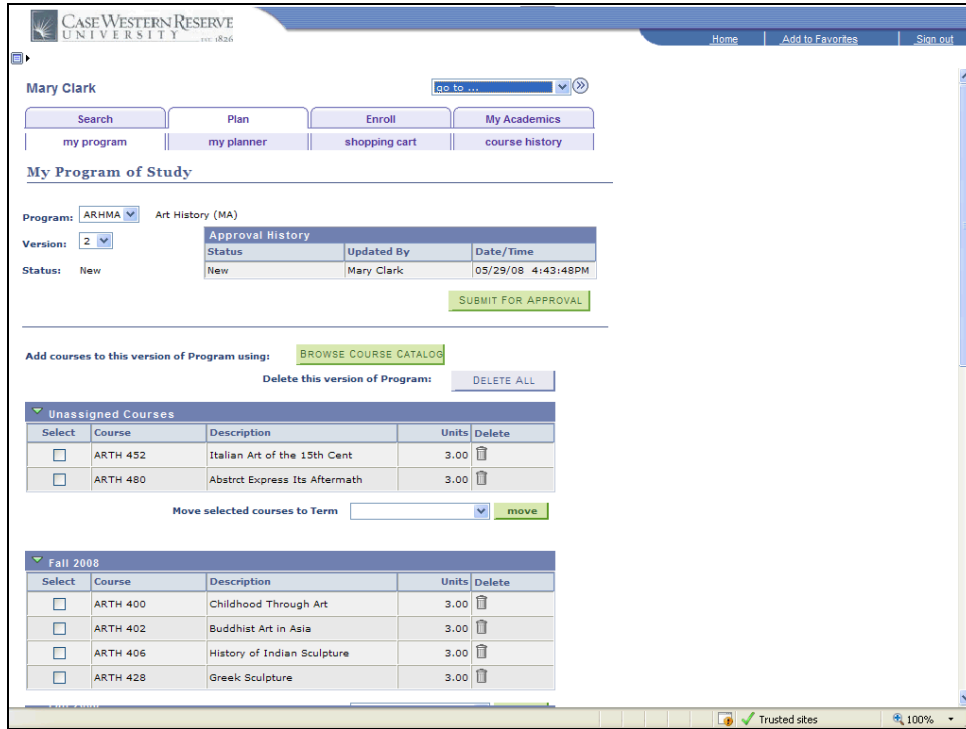
## Planned Program of Study Processes: All SGS Students: Request Changes to Your Official Planned Program of Study



Step	Action
20.	<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> <div style="border: 1px solid black; width: 20px; height: 15px; display: inline-block;"></div>
21.	<p>When you are done selecting courses, click the <b>Add to Program</b> button.</p> <div style="border: 1px solid black; background-color: #c8e6c9; padding: 2px; display: inline-block; margin: 5px;">ADD TO PROGRAM</div>
22.	<p>A confirmation message appears that displays the courses added to your program.</p> <p>Click the <b>my program</b> tab.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; display: inline-block; margin: 5px;">my program</div>

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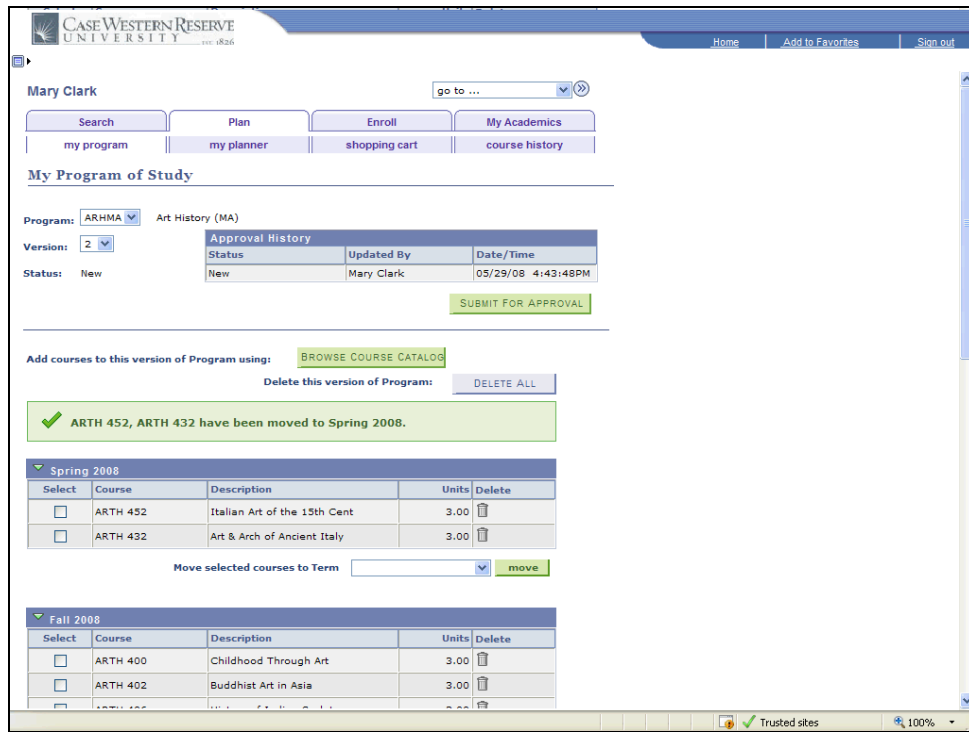
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Step	Action
23.	The My Program of Study screen appears. The courses that you just selected appear under the Unassigned Courses section, because they have not been placed into terms.
24.	To move the courses into terms, select a course by clicking in its checkbox in the <b>Select</b> column.  Select all the courses that you want to group together in a term. <input type="checkbox"/>
25.	Click the <b>Move selected courses to Term</b> dropdown list. <input type="text"/>
26.	Select the term to which you want to move the courses. <input type="text" value="Fall 2011"/>
27.	Click the <b>move</b> button. <input type="button" value="move"/>

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Step	Action
28.	A confirmation message appears on the screen. It lists the courses and the term to which they were moved.

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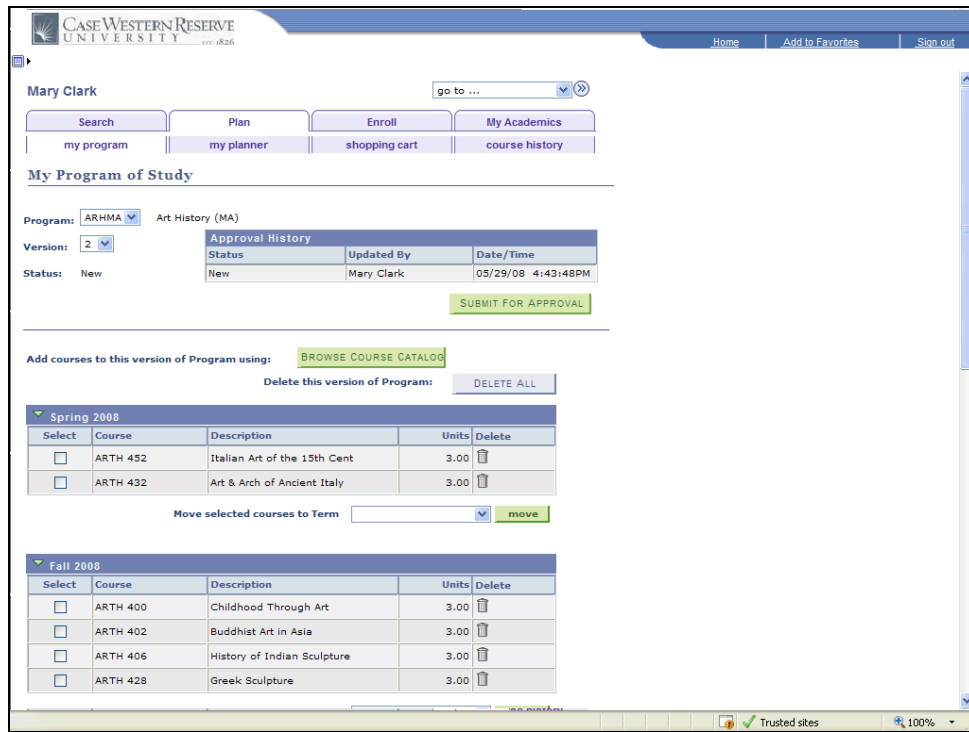
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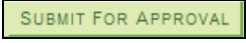


Step	Action
29.	<b>IMPORTANT:</b> If a course with variable credit is added to your PPOS (for example, a Thesis), the units default to the minimum units a student can take. Please review courses with variable units and indicate the appropriate number of units where applicable.
30.	To change the units for a course with variable credit, delete the contents of the <b>Units</b> field and enter the appropriate number. The SIS will format whole numbers with two decimal places.

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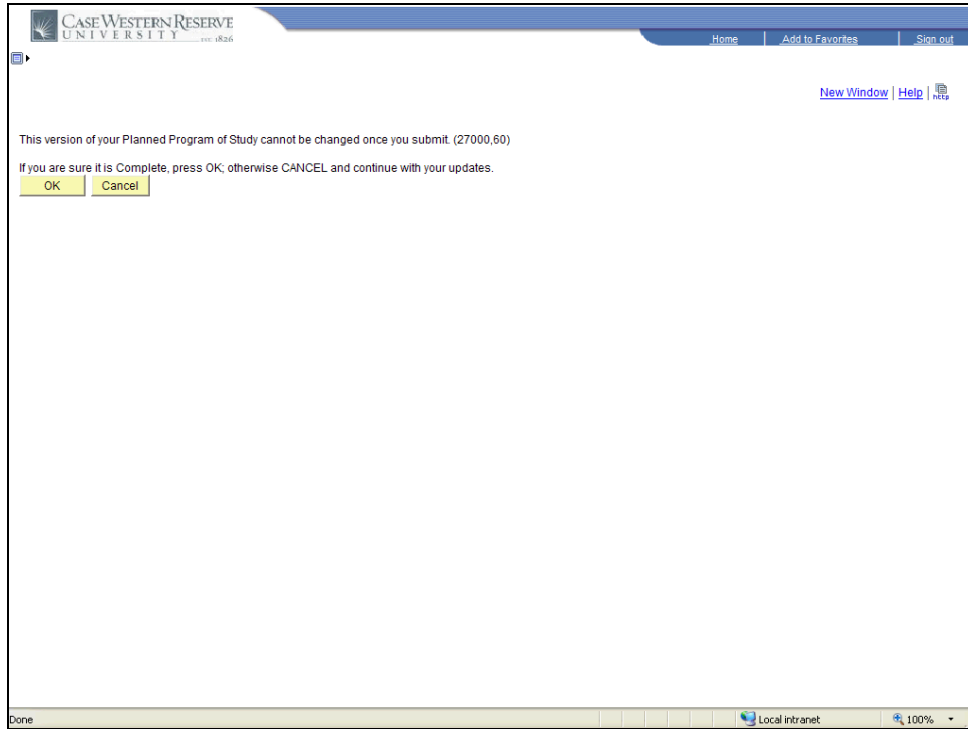
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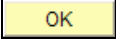


Step	Action
31.	To remove a course from your PPOS, click the "garbage can" <b>Delete</b> button. 
32.	To remove all courses from this version of your PPOS, click the <b>Delete All</b> button. 
33.	When the PPOS is ready to be submitted, click the <b>Submit for Approval</b> button.  <b>Please note:</b> There is no Save button. The PPOS saves automatically. You do not have to click the Submit for Approval button to save changes. 

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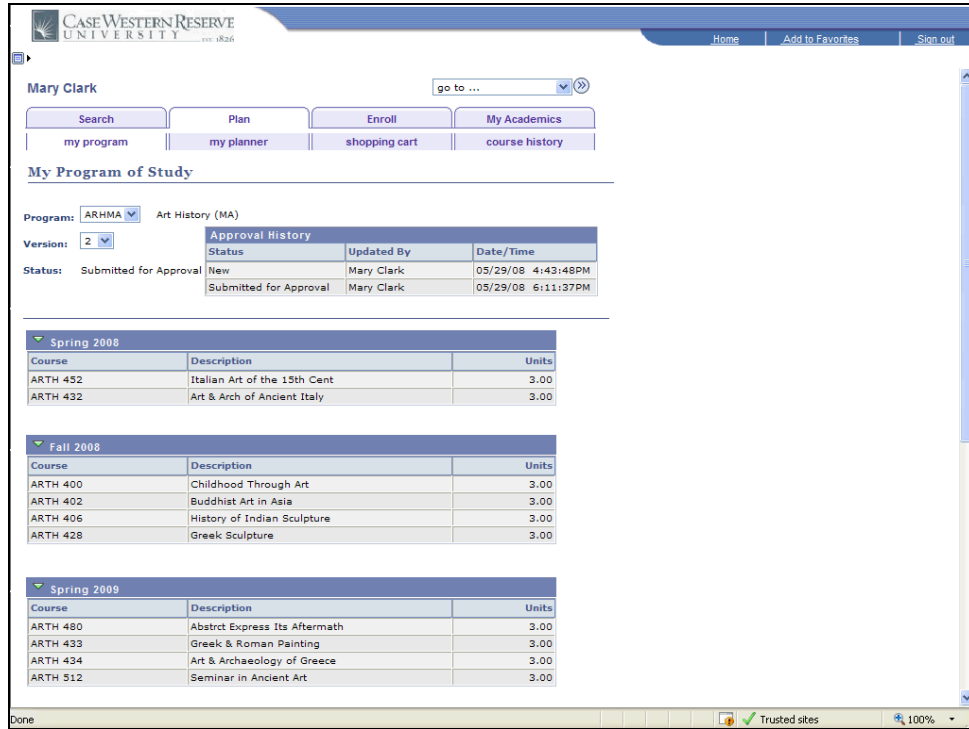
## Planned Program of Study Processes: All SGS Students: Request Changes to Your Official Planned Program of Study




Step	Action
34.	<p>A confirmation screen appears.</p> <p>Click <b>Cancel</b> to go back to your PPOS and continue making updates.</p> <p>Click the <b>OK</b> button to submit your PPOS.</p> 

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Step	Action
35.	<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> <p>The last approved version of your PPOS will remain your official PPOS until a revised version is approved by SGS.</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.

**Business Process Document**  
**Planned Program of Study Processes: All SGS Students:**  
**Request Changes to Your Official Planned Program of**  
**Study**

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Step	Action
36.	This completes the process of requesting changes to your official, online Planned Program of Study. <b>End of Procedure.</b>