

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 not answered within these instructions, please email pugrad@iupui.edu.

Logging In

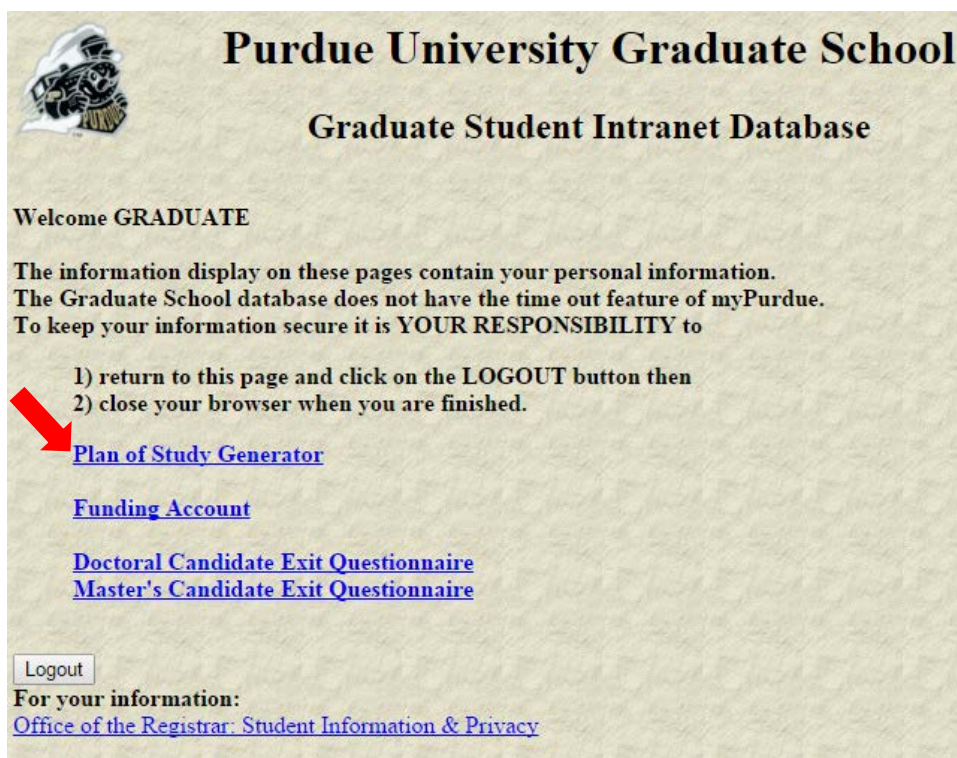
1. You will need to log in to myPurdue at <http://mypurdue.purdue.edu> using your Purdue Career Account (CA) username and password. Then, click on the “Academics” tab. Click on the “Graduate Plan of Study” in the box labeled **Graduate Students**

The screenshot shows the myPurdue website interface. At the top is the Purdue University logo and the 'myPurdue' header. Below this is a navigation bar with links: Academics, Registration, Bills & Payments, Financial Aid, and Life @ Purdue. The main content area is divided into several sections. On the left, there are links for 'My Courses', 'Schedule', 'Grades', and 'Transcript'. In the center, there is a 'Personal Information' section with links for addresses, email, and emergency contacts, followed by an 'Enrollment Certification' section. On the right, there is an 'Announcements' section. A red box highlights the 'Graduate Students' link in the bottom right corner of the main content area. Below this link is a description of the 'Graduate School Plan of Study' generator.

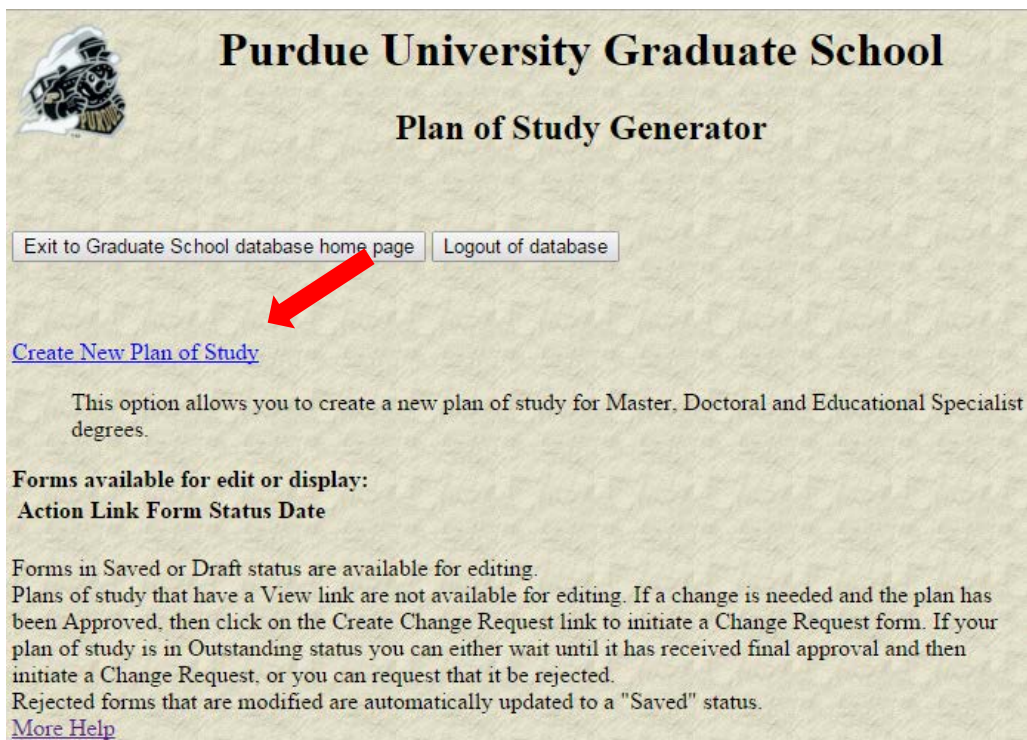
2. This will bring you to the Purdue University Graduate School Plan of Study Generator. You will need to use the same Purdue CA username and password to log in.

The screenshot shows the 'Purdue University Graduate School Authorization Screen'. It features the Purdue University logo on the left and the title 'Purdue University Graduate School Authorization Screen' in the center. Below the title, there is a message: 'This is the login page for the Graduate School Plan of Study Generator. Students trying to access this area must have a Purdue Career Account.' followed by instructions to enter the Purdue Career Account userid and password. If the user does not know their userid or password, they are instructed to contact the ITaP Customer Service Center at 494-4000 or itap@purdue.edu. There are input fields for 'User ID / Alias' and 'User Password', and 'Login' and 'Clear' buttons. Below the login fields, there is a message: 'Upon logging in, you will be directed to the Graduate School Plan of Study Generator.' and contact information for the Graduate School Main Office at 494-2600 or gradweb@purdue.edu.

1. Click on “Plan of Study Generator” ****If you encounter an error here, see pg 15 of these instructions****



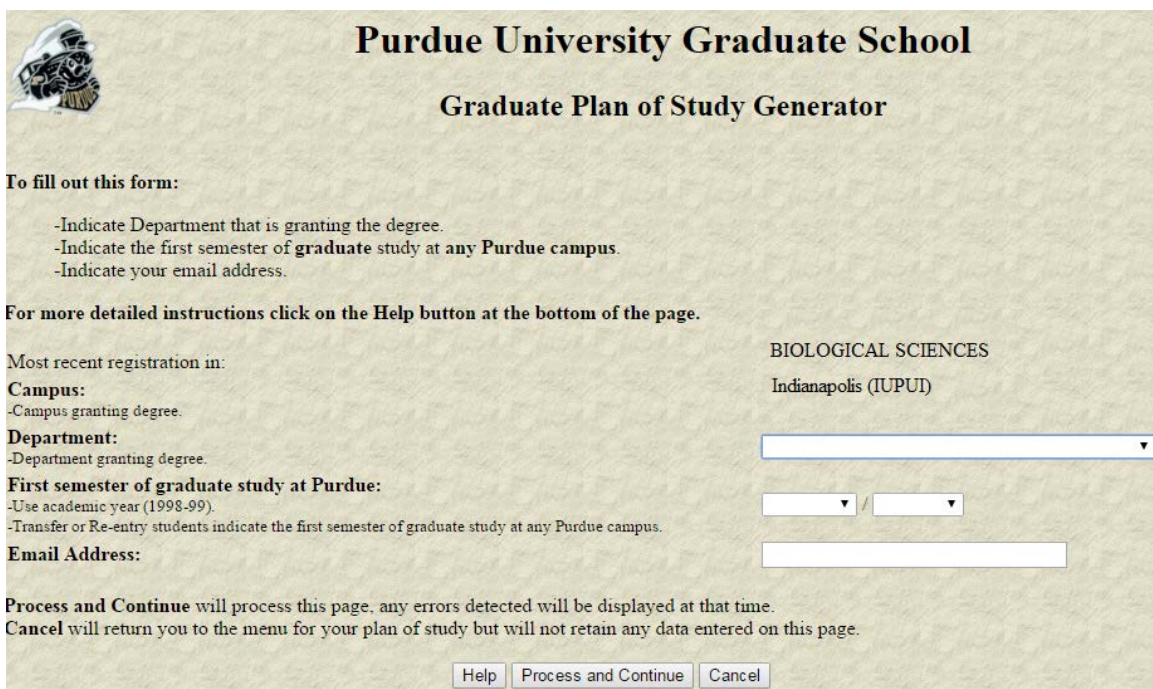
2. Then click on “Create New Plan of Study”



Completing the Plan of Study

1. You will be taken to a page 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 graduate study at Purdue” (IUPUI), the formatting is as follows:
 - Summer 2016-17 represents the summer semester of 2017.
 - Fall 2016-17 represents the fall semester of 2016.
 - Spring 2016-17 represents the spring 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!)



Purdue University Graduate School
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: **BIOLOGICAL SCIENCES**
Campus: **Indianapolis (IUPUI)**

Campus:
-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.

**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 2016 representing May of 2016 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.”



Purdue University Graduate School

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 Biological Sciences on the Indianapolis (IUPUI) campus.

Degree Title: (MS) MASTER OF SCIENCE ▼


Choose Non-Thesis or Thesis Option: THESIS ▼

Date Degree Expected: DEC ▼ / 2016 ▼

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:



Purdue University Graduate School

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

- ☒ [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

a. Student and Degree Information:


- o Here you will be able to enter your basic academic information.
 - i. ****If you encounter an error here, 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).
 - i. If your concentration is not available, enter it in the research area.
 - ii. Not everyone has a concentration or research area, if you do not, leave it blank.

c. Course Work *****This section is used differently for IUPUI students! See below for details.*****

- o Here you will be taken to a page with 4 choices:
 - i. You can fill in the courses you've taken at Purdue/IUPUI already as a graduate student.
 - 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 enter all recently completed and current terms' courses as FUTURE.**
 - 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.
 - o 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.



Purdue University Graduate School

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, Related, or Not Applicable)
- if a grade of B or better is required by your department check the "B or Better" box
- if this course was previously used on a Master's plan check the "M.A./M.S." 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	M.A. M.S.	Course / Session / Credit Hours / Grade
<input type="checkbox"/>	<input type="radio"/> Primary <input type="radio"/> Related <input type="radio"/> Not Applicable	<input type="checkbox"/>	<input type="checkbox"/>	EDCI 59100 COMP ED/COMP METHODS / Spring 2008-09 / 3 / A
<input type="checkbox"/>	<input type="radio"/> Primary <input type="radio"/> Related <input type="radio"/> Not Applicable	<input type="checkbox"/>	<input type="checkbox"/>	EDCI 61500 QUAL RES METH IN EDUC / Fall 2008-09 / 3 / A
<input type="checkbox"/>	<input type="radio"/> Primary <input type="radio"/> Related <input type="radio"/> Not Applicable	<input type="checkbox"/>	<input type="checkbox"/>	EDST 50600 HIST WOMEN'S EDUCATION / Fall 2008-09 / 3 / A
<input type="checkbox"/>	<input type="radio"/> Primary <input type="radio"/> Related <input type="radio"/> Not Applicable	<input type="checkbox"/>	<input type="checkbox"/>	EDST 60000 SEMNR FOUNDATIONS EDUC / Spring 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

- ii. 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.



Purdue University Graduate School

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 *	M.A. M.S.	Institution Name *	Grade *	Session *	Regis. Type *	Date Completed MM/YYYY *	Action
<input type="radio"/> Primary <input type="radio"/> Related <input type="radio"/> Not Applicable					<input type="checkbox"/>						<input type="button" value="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.

iii. 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 as "59800"
- Note: Under "Session to be Completed," the date representation is as follows:
 - Summer 2015-16 represents the summer semester of 2016.
 - Fall 2015-16 represents the fall semester of 2015.
 - Spring 2016-17 represents the spring semester of 2017
- **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 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 Variable Title as Course Title.



Purdue University Graduate School

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 horizontal 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
<input type="radio"/> Primary <input type="radio"/> Related <input type="radio"/> Not Applicable	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	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 display

b. Advisory Committee

- This page is split into 2 window frames:
 - i. 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.
 - ii. 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.
- First, use the department search drop down box in the bottom frame to find the faculty member
- Type their Faculty 4+5 Code in the top frame.
- Click “Chair,” “Co-Chair,” or “Member” as appropriate for each faculty member.
- Then click “Add”
- The “Advisor Name” should then be automatically populated indicating your faculty member was successfully added.
- **Note:** If there are any errors, error messages will be displayed after you click the “Add” button.
- **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.**
- **Note:** More than 50% of your advisors must be Regulars (as opposed to Specials).
- **Note:** A Special appointed faculty member must be specifically appointed for the department of your PoS.
 - i. 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.

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 "Faculty 4+5 Code".

Your Chair or at least one (1) Co-Chair must be from the department granting your degree.

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	Faculty 4+5 Code retrieved from search	Advisor Name	Area of Advisor (*optional)	Action
<input type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="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 faculty 4+5 code 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.

Search

Name	Faculty 4+5 code
AGUILAR, RUBEN, CLAUDIO	BI05+C6557
ANDERSON, GREGORY, GEORGE	BI05+X0622
ANDERSON, JOHN N.	BI05+C0276
ANDERSON, RYAN MALLORY	BI05+X0687
ARGAST, ANNE S.	BI05+H0237
ATKINSON, SIMON, JOHN	BI05+X0635
BACALLAO, ROBERT, L	BI05+X0720
BAKER, SUSAN, C.	BI05+C4529
BALAKRISHNAI, LATA, NMI	BI05+X0764
BARD, MARTIN	BI05+X0099
BARTLETT, EDWARD, L.	BI05+C6877
BARTON, ERIK, S.	BI05+C7069
BASTIEN, ANITA, S.	BI05+X0273

Comments and Special Notes

- 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.
- If you have taken multiple Variable Topics courses, include the Variable Topic titles, semester/year & grade earned to assist your committee's review.
- Enter a subject regarding your comment/special note in the "Subject" line.
- Enter a text regarding your comment/special note in the "Text" box.
- When you are finished with your note, click "Add"
- When you wish to proceed, click on "Process and Continue"



Purdue University Graduate School

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:

Text:

Action:

"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.

- 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.



Purdue University Graduate School

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

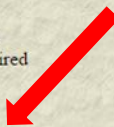
☒ [Student and Degree Information](#)
List: degree title, campus, department, expected graduate date, email address.

☒ [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.

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

Status SAVED

Student	STUDENT.GRADUATE	0023510378
Student Email	gstudent@purdue.edu	
Campus	Indianapolis (IUPUI)	PUI
Admitted Program	BIOLOGICAL SCIENCES	BIOS
Degree Title	MASTER OF SCIENCE : THESIS	MS
Degree Granting Major	BIOLOGICAL SCIENCES	BIOS
Program	Biology MS	BIOMS
Date Degree Expected	DEC 2016	
Concentration	DEVELOPMENTAL BIOLOGY	DEVB
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	HIST WOMEN'S EDUCATION	EDST	50600	3	RE	A	YES	-	Fall 2008
PRIMARY	COMP ED COMP METHODS	EDCI	59100	3	RE	A	YES	-	Spring 2009
RELATED	QUAL RES METH IN EDUC	EDCI	61500	3	RE	A	-	-	Fall 2008
RELATED	SEMN FOUNDATIONS EDUC	EDST	60000	3	RE	A	-	-	Spring 2009

Graduate course tallies:

Purdue POS GPA: 4

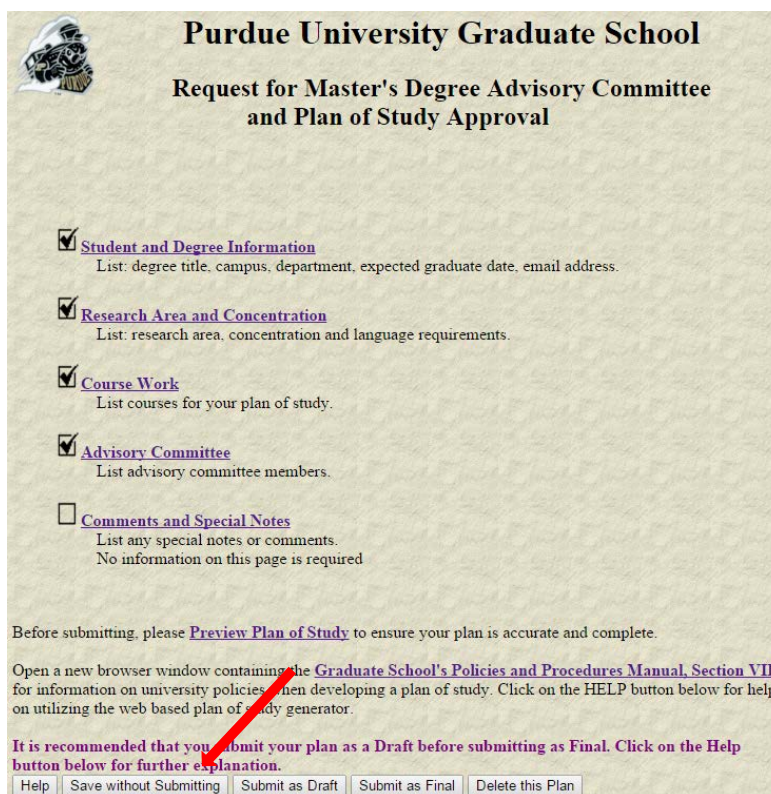
Primary Area Credit Hours : 6

Related Area Credit Hours : 6

Area Not Specified Credit Hours: 0

5. After you are reasonably sure you have finalized your plan of study draft, you have 3 ways of proceeding.
 - **Save without Submitting**
 - i. 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**
 - i. “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**
 - i. “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.



Purdue University Graduate School
Request for Master's Degree Advisory Committee and Plan of Study Approval

☒ **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.

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).

Forms available for edit or display:			
Action Link	Form	Status	Date
Edit	Plan of Study MASTER OF SCIENCE : THESIS	SAVED	11/18/2015

Making Changes to a Plan of Study

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.” Afterwards, starting from the top of the page and moving downwards, you should see the following blue links:

- **Your approved plan of study**
 - Click here to preview your currently approved plan of study.
- **Change Degree Title or Thesis Option**
 - Click here to change your degree title (Master’s, PhD, etc.) and corresponding thesis option (non-thesis, thesis, or blank).
 - Be sure to enter a brief explanation of why you are changing your degree title and/or thesis option.
 - If there are any errors, they will be indicated after you click “Change Degree.”
- **Replace a course on your plan of study**
 - 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.
 - 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.
 - In “Session to be taken,”
 - Summer 2015-16 represents the summer semester of 2015.
 - Fall 2015-16 represents the fall semester of 2015.
 - Spring 2016-17 represents the spring semester of 2017.
 - 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**
 - 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.
 - In “Session to be taken”
 - Summer 2015-16 represents the summer semester of 2015.
 - Fall 2015-16 represents the fall semester of 2015.
 - Spring 2016-17 represents the spring semester of 2017.
 - 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 “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 “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 5 gray navigational buttons that appear at the bottom of the page:

- **Help**
 - *No page-specific instructions are available at this time.*
- **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.*

Common Issues You May Encounter

1. 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.

1. Use One.iu.edu to access the SIS Student Center.



2. Log in using your CAS credentials.

A screenshot of the 'Central Authentication Service' login page. The page has a white background with a red border. At the top, the title 'Central Authentication Service' is centered. Below the title are two input fields: 'Username:' and 'Passphrase:'. Below these fields is a red 'Login' button. At the bottom, there are two lines of text: 'Interrupts have moved to CAS. Click to learn more.' and 'Trouble signing in? We can help.'

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

A screenshot of the 'Personal Information' section in the SIS Student Center. The section is titled 'Personal Information' in a blue header. Below the header, there are two tabs: 'Demographic Data' and 'Contact Information'. The 'Demographic Data' tab is selected, and a red arrow points to it. The 'Contact Information' tab is also visible, showing fields for 'Student Home', 'Local (not IU Housing)', 'Student Home Phone', and 'IU Email'. The 'Demographic Data' tab shows a 'Demographic Data' link.

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

Other Identification Numbers		
External Identification Numbers are a student service. Indiana University has no responsibility except to display the information as provided.		
Ext Sys ID Type	Effective Date	Ext System ID
Purdue Univ West Lafayette	06/19/2014	002222222

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. Once your account is activated <https://www.purdue.edu/apps/account/Account> can be accessed to change your password and set up account challenge questions.

Passwords should not be longer than 15 characters. The main PU system will accept it, but the Plan of Study Generator will not.

2. 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.

3. 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.