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.

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.

Purdue University Graduate School
Authorization Screen

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.

Enter your Purdue Career Account userid and password. If you do not know your userid and/or password, contact the ITaP Customer Service Center at 494-4000 or itap@purdue.edu

User ID / Alias
User Password

Login Clear

Upon logging in, you will be directed to the Graduate School Plan of Study Generator.

For questions about the Plan of Study Generator, please contact:
Graduate School Main Office at 494-2690, 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!)

![Graduate Plan of Study Generator](image)

**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.”

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:
a. Student and Degree Information:
   - 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
   - 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.***
   - 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.
        - 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.

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*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 in 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 credit 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.

<table>
<thead>
<tr>
<th>Use</th>
<th>Area</th>
<th>B or Better Required</th>
<th>M.A. M.S.</th>
<th>Course / Session / Credit Hours / Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
<td></td>
<td>EDCT 59100 COMP ED COMP METHODS / Spring 2008-09 / 3 / A</td>
</tr>
<tr>
<td>Primary</td>
<td>Related</td>
<td></td>
<td></td>
<td>EDCT 61500 QUAL METH IN EDUC / Fall 2008-09 / 3 / A</td>
</tr>
<tr>
<td>Primary</td>
<td>Related</td>
<td></td>
<td></td>
<td>EDST 50000 HIST WOMENS EDUCATION / Fall 2008-09 / 3 / A</td>
</tr>
<tr>
<td>Primary</td>
<td>Related</td>
<td></td>
<td></td>
<td>EDST 50000 UNI SEMI EDUC / Fall 2008-09 / 3 / A</td>
</tr>
<tr>
<td>Primary</td>
<td>Related</td>
<td></td>
<td></td>
<td>EDST 50000 SEMI EDUC / Fall 2008-09 / 3 / A</td>
</tr>
</tbody>
</table>

*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.
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.

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### 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.

<table>
<thead>
<tr>
<th>Area</th>
<th>Subj. Abbr.</th>
<th>Course No.</th>
<th>Credit Hours</th>
<th>Course Title</th>
<th>M.A. M.S.</th>
<th>Institution Name</th>
<th>Grade</th>
<th>Session</th>
<th>Regn. Type</th>
<th>Date Completed MM/YYYY</th>
<th>Action</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

“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 asterisk (*). 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.

<table>
<thead>
<tr>
<th>Area *</th>
<th>Subj. Abb.</th>
<th>Course No.</th>
<th>Credit Hrs.</th>
<th>B or Better Required</th>
<th>Course Title *</th>
<th>Session to be Completed</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Related</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td>Not Applicable</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

After processing 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.
b. **Advisory Committee**
   
i. 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.
   
   - 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.
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”
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.
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.

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

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.

     3. Scroll down to the Personal Information section, and click on Demographic Data.
4. Look under Other Identification Numbers for your Purdue Univ West Lafayette student number.

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](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](mailto: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](mailto: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.