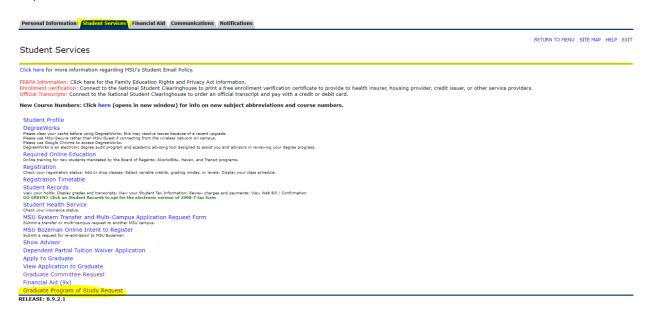
E-Program of Study Directions for Graduate Certificate Students

The electronic program of study form in <u>MyInfo</u> is used to report your degree requirements and make any revisions to your requirements. A graduate chair is automatically assigned for you on or after the 15th class day in your first semester of attendance.

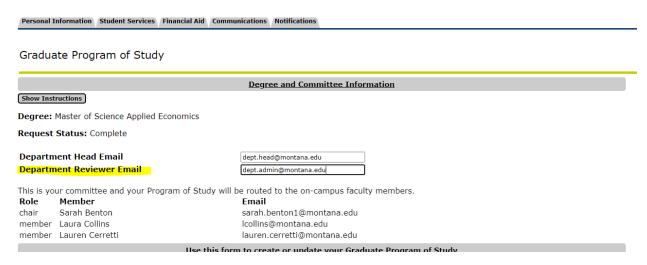
Any emails from the program of study tool will be sent to your <u>university student email address</u> (not your graduate assistant email or personal email). This cannot be changed, but you can set up a forward function if you do not prefer this address.

Directions:

1. Log into MyInfo and navigate to the "Student Services" tab. Click on the "Graduate Program of Study Request" link.



2. On the top of the page, you may need to enter your department head. Your chair will be listed. You have the option to add a "departmental reviewer" at this point. Some departments will require this. Please check with the administrative assistant for your program/department.



The "show instructions" box shown there is clickable. It will open text that explains the form. Note that all policies are available on The Graduate School's catalog pages as well as in your program handbook.

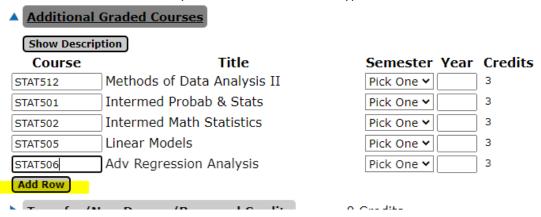
3. Now you are ready to enter your program of study information. You will list both classes you have already taken and classes you plan to take. You will also list any "special" items like transfer/non-degree/reserved credits. Transfer/non-degree/reserved has its own section.



All of these sections drop down to show more. In recommended courses, you will see the courses your program either requires or recommends. You can simply check the boxes for the courses you plan to take.



For courses not in this section, you will have a text box to type in the course:



If a course doesn't exist, you will get an error that shows: "Not in course catalog" where the title should be.

STAT506	Adv Regression Analysis	Pick One 🕶 3
STST566	Not in course catalog	Pick One >
Add Row		
▲ Transfer/Non-Degree/Reserved Credits		0 Credits

4. Once you've completed all of the sections, you will click the checkboxes at the bottom and then click submit. You also have the option to "save and continue" if you are not ready to submit at that point. Once submitted, the form cannot be updated until it has been approved by your chair, department head, and The Graduate School. If it is declined, then you can make a revision and re-submit.

<u>Submit</u>	
☐ I have discussed this program of study with all committee members and we are all in agreement ☐ I understand this is a list of courses I will take and I must register these courses at a later date Save and Continue Submit	
RELEASE: 1.0	

The submit button is only available if you check the boxes.

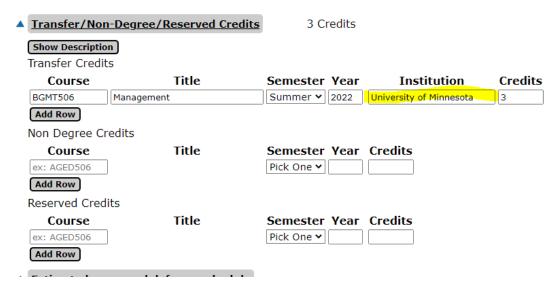


5. Once approved, you will receive a final email from degreesandcertificates@montana.edu that states "Your Program of Study request for [your degree here] has received final approval from the Graduate School."

Special Sections

Transfer/Non-Degree/Reserved Credits

This section is for listing courses you wish to transfer from another institution or courses taken at MSU in the non-degree graduate or reserved for graduate use status. The transfer credits are text boxes and you must list the institution. We will need to have an official transcript on file for the course to transfer it.



To Make a Revision

If you previously submitted a paper/pdf program of study form, you will need to enter your program of study into MyInfo for the first time. You can enter it with the revision taken into account. For example, if your original PoS listed STAT 511 and you never took it, just don't include it when you submit in MyInfo for the first time.

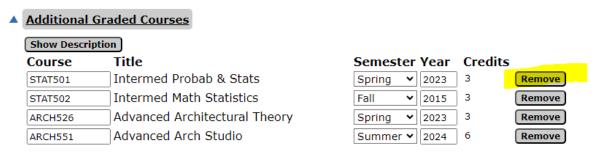
If you submitted a program of study in MyInfo and it was approved and you now need to make a revision, you will log back in and either add the course you need or drop the course you don't need:

If it's from the recommended section, you will just uncheck the box to remove it:

Recommended Courses

Course	Title	Semester Year	Credits
✓ NASX 555	Activism and Indigeneity	Pick One ▼	3
✓ SOCI 448	Society and Sport	Pick One ▼	3
✓ SOCI 470	Environmental Sociology	Pick One ▼	3
_			1

If it's from the additional graded courses section, you will click the Remove button to remove it:



Remember, you can't remove a graded course and you don't need to make a revision due to timing (you took the course sooner or later than you initially indicated on the form).

If you need to add, you will either click the course box in the recommended section or add a row in the additional graded courses or research sections (see screen shots above). You can also add more considered credits if you originally entered fewer than 30.