E-Program of Study Directions for Support Staff

The electronic program of study form in MyInfo is used to report students’ degree requirements and make any revisions to their requirements. A graduate committee must already be approved and on file for the e-program of study to be open for a student. Some programs auto-assign a committee and this is completed on the 15th class day each term.

Of interest to you: there is a section where the student can add the admin/GC for the program, if desired. They will have to add your email address and it is not a required field. If you want a first look at what they submit, it will be important for you to emphasize that they must add you.

This is what it looks like:

**Graduate Program of Study**

![Graduate Program of Study](image)

They will type the Dept Reviewer email into the field (and some will need to enter department heads, too), but the committee info feeds from e-committee. The instructions for students explain that their department may require you to be added. Your view (as staff) will be in Employee Services Tab.

Once you approve it, it will move to the next person in the queue. If you decline, it will re-route to the student for revisions and then they can re-submit. **You must take action (approve or decline) on the program of study or it will not move.**

**Some ideas for best practice:**

- Require students meet with you or their advisor before trying e-program of study;
  - They can review their transcript together and write down classes they have completed for their degree. They still need to add these in e-pos;
- Have students complete pages 2-3 of the program of study pdf form as a planning tool;
- Make sure they are clear on if they are doing research (590/675/690) or not;
- Make sure they are clear on what, if any, exams or defense are required for their degree (quals are not listed in e-pos).

Other notes:
• Graduate School policy is available on our website (moving to catalog soon) if your student has questions about course policies
• Students will enter all classes needed for their degree, including ones they’ve completed, ones they plan to take, and any research credits if applicable
• They won’t add “extra” classes not required for their degree, like ACT courses or electives they take for personal interest
• Recommended courses are fed to e-pos by DegreeWorks templates and will appear as the top section for the student. They can pick from these courses by checking the checkbox.
  o Other courses will be typed into a text box, both rubric (e.g. NRSG) and number are required. Please ensure they know what rubric to use and how many credits the course is.

Directions:

You will receive an email notification from degreesandcertificates@montana.edu when there is a program of study for you to review. This email is auto generated but if you reply, you will reach Grad School staff. You can also just log into MyInfo and view any waiting programs of study.

1. Log into MyInfo and navigate to the “Employee Services” tab. Click on the “Graduate Program of Study Department Review” link. (Bottom, screenshot shortened).

2. You will see one or more students listed here when you have programs of study to review. Click on the drop-down arrow to expand your student’s program of study information to review all of their classes and exams/defense.
2.a. When you click the arrow, it opens the program of study the student submitted:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECNS561</td>
<td>Econometrics I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECNS562</td>
<td>Econometrics II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECNS594</td>
<td>Seminar</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ECNS502</td>
<td>Macroeconomic Theory</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AGBE467</td>
<td>Quantitative Method in Ag Econ</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECNS401</td>
<td>Microeconomic Theory</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECNS501</td>
<td>Microeconomic Theory</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

3. If you approve, you can scroll to the bottom and click approve. It will then route to the next person in the queue. If you decline, it will send the program of study back to the student for revisions. Please enter text in the text box explaining what the student needs to do. E.g. “Please add a comp exam” “Add a stats course.” The student’s whole committee and department head are also displayed here.