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:

Personal Information	Student Services	Financial Aid	Communications	Notifications

Graduate Program of Study

Degree and Committee Information

Show Instructions

Degree: Master of Science Applied Economics

Request Status: Complete

Department Head Email   dept.head@montana.edu

Department Reviewer Email   dept.admin@montana.edu

This is your committee and your Program of Study will be routed to the on-campus faculty members.

Role	Member	Email
chair	Sarah Benton	sarah.benton1@montana.edu
member	Laura Collins	lcollins@montana.edu
member	Lauren Cerretti	lauren.cerretti@montana.edu

Use this form to create or update your Graduate Program of Study

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 in the catalog 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.
  - 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.
- Students can revise an approved program of study by logging back in and adding/dropping courses. The form will route for approvals with the changes. Note, students that previously submitted a paper/pdf form and now need to make a revision will need to enter their program of study into MyInfo for the first time. They can enter it with the revision taken into account.
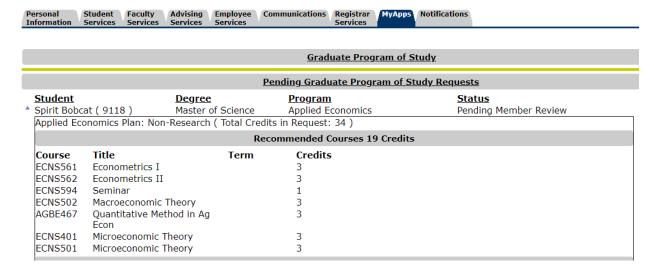
Directions:

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.

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.

Personal Information	Student Services	Faculty Services	Advising Services	Employee Services	Communications	Registrar Services	MyApps	Notifications

Graduate Program of Study

Pending Graduate Program of Study Requests

Student	Degree	Program	Status
▸ Spirit Bobcat (9118)	Master of Science	Applied Economics	Pending Member Review

2.a. When you click the arrow, it opens the program of study the student submitted:

Graduate Program of Study

Pending Graduate Program of Study Requests

Student	Degree	Program	Status
Spirit Bobcat (9118)	Master of Science	Applied Economics	Pending Member Review

Applied Economics Plan: Non-Research (Total Credits in Request: 34)

Recommended Courses 19 Credits

Course	Title	Term	Credits
ECNS561	Econometrics I		3
ECNS562	Econometrics II		3
ECNS594	Seminar		1
ECNS502	Macroeconomic Theory		3
AGBE467	Quantitative Method in Ag Econ		3
ECNS401	Microeconomic Theory		3
ECNS501	Microeconomic Theory		3

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.

Committee Members

Role	Member	Email	Num Sent	Approval Status
chair	Sarah Benton	sarah.benton1@montana.edu	3	requested
member	Laura Collins	lcollins@montana.edu	3	approved
member	Lauren Cerretti	lauren.cerretti@montana.edu	3	requested

Department Head

Name	Email	Num Sent	Approval Status
Lauren Cerretti	lauren.cerretti@montana.edu	2	pending_resubmit

Comments

Laura Collins wrote: 01/17/23 approve 2115025

Approve | Decline | Required For Decline