

Program of Study (adv08)

TIPS

- **Select the correct major/degree**

- The major/degree information shows to the left of the page after the thumbprint
- To select the correct major, click on one of the links to the right of the page
(The current master's or doctoral major generally comes up.)

- **Program of Study Tab**

Click on **add classes** link

- Click on **Populate classes with dept name** link
- Under **Course**, type in course number after department name abbreviation
- Requirement type** defaults to Major; to change click on dropdown list
- Add **credit hours** if R classes can be totaled
- Click on **Verify Existence of Course(s)**
- Click on **Save**

Program of Study Courses on main page of adv08

- Click on **del** to delete a course from Program of Study
- Cannot add or change a **course** on main page of adv08
- Under **Approved** a course comes back **no** until the Program of Study is submitted
- Requirement Type** can be changed here (major, minor, elective, thesis, etc.)
- Requirement Satisfied By** has a drop down that includes the following:
CLASS, EXAM, PETITION, POST-BACC, SENIOR
(The default is **CLASS**. Departments may change to **SENIOR** or **POST-BACC**.
GS would change to **exam** [challenge exam] or **petition**.)
- Year Term** is entered only if an R course has already been completed and a specific year term must be used
- Yrt Req** is checked only if an R course has a specific year term entered
- Curr Id** is a five digit number that cannot be changed here (would need to **del** a course and then use the **add classes** link where the **Curr Id** and **Tl Cd** would be entered rather than the course abbreviation and course number)
- Tl Cd** is a three digit number that can be added here to distinguish between R courses with different titles. This box includes a **xfer** link that identifies some of the previous title codes for that curriculum ID number.
- Tl Cd Required** must be checked if you have entered a specific title code
- Hours** may be increased or decreased here
- Description** will only change if you enter and save a different title code
- Use Expired** is checked by GS when a Petition for Exception is approved
- Comment** regarding rationale, etc. for a course may be entered here by the dept

- **Other Requirements Tab**
 - Click on **Add Requirement** link to add a department requirement that will then be tracked in the system
 - Click on **Schedule Thesis** link to enter date, time, place of oral defense and thesis title (or selected project title or dissertation title)

- **Committee Tab**
 - Add Committee Chair** link provides a dropdown menu that includes all of your dept graduate faculty; committee type (masters, doctoral); and member type (chair)
 - Add Committee Member** link provides a dropdown menu that includes all graduate faculty at BYU; committee type (masters, doctoral); and member type (member, minor)
 - del** link to the far left of every member name is used to delete a chair or faculty member

- **Program Committees (apd07)**
 - Type in name or id of professor in thumb print
 - Click on **GO** link
 - Click on Current Committees tab for list of student names the faculty member serves on

- **Transfer Class(es) (adv08)**
 - Click on **Add Tran Classes** link
 - Enter **Dept Name** exactly how it appears on the transcript from transfer university
 - Enter **Catalog Number** exactly how it appears on the transcript from transfer university
 - Enter **Credit Hours** (convert from quarter hours to semester hours if needed)
 - Enter name of transfer school under **College** and click on the **Find** link
 - Req Type** has a drop down list to select the desired requirement type
 - Year Term** has a drop down list to select the desired semester (Winter, Spring, Summer, Fall)
 - Enter four digits for the **Year**
 - Click on **Save** link
 - The **Save** returns to the main adv08 page
 - If transfer transcript has been received by GS, change **Status** to submitted
 - When any changes on the main page are made to transfer classes, must click on **Save Transfer Changes** link
 - Click on **Submit for Approval** link (won't approve until after GS reviews and approves)
 - Review Progress Report by clicking on the **Progress Report** link at top of adv08

- **JIC Status (adv05)** [joint, integrated, concurrent programs]
 - Click on Display JIC Summary List **By College or Department** link
 - A list will appear that includes any student who is identified on adv07 with a J, I, or C (GS Form 5 required from department)
 - On adv08 if a class is entered on two Programs of Study, it will include an * to the left of the course and number. The only time when a course may count on 2 Programs of Study is when a student is in approved joint programs.

