MyPOS: Creating the Plan of Study

Before proceeding, it is strongly recommended that graduate students consult their academic advisors

STEP 1: GENERAL INFORMATION

- **To Access form:**
  - **Login to MyFAU, click on "Graduate College" tab, then select your college.**
  - **Under your name, click "Plan of Study"**
- **Click "General Information"**
- **Enter your Major by using the drop-down menus to select college, degree, and major.**
- **Enter Anticipated Graduation Term**
- **Select Thesis or Non-thesis option (if applicable).**

FOR EXAMPLE, SEE PAGE 2

STEP 2: PREREQUISITES/COURSES TO REMOVE DE-

- **In this section, enter any courses that do NOT fulfill your degree requirements (such as prerequisites).**
If none, skip to Step 3.

- **To Enter Courses: Click Add Course". Enter course prefix, number, and title exactly as it appears on**

FOR EXAMPLE, SEE PAGE 3

STEP 3: COURSES TO FULFILL DEGREE

- **Enter courses already taken.**
  - **Type course prefix AND number (example: ECO 6008)**
  - **Enter course title exactly as it appears on your transcript.**
  - **Enter grade, semester, year, and number of credits.**
- **Repeat for current courses, then future courses.**
  - **For future courses: enter course substitutions, if applicable.**

FOR EXAMPLES, SEE PAGES 3-4

STEP 4: RESEARCH COMPLIANCE & SAFETY

- **Answer the 3 questions concerning your graduate research.**
- **If "yes" for any, you will be directed to the Research Compliance & Safety page, with further instructions**

FOR EXAMPLE, SEE PAGE 5

STEP 5: EVALUATORS

- **Lists the required levels of approval.**
- **Select the "Notify me" box if you wish to receive notification emails of each evaluation.**

FOR EXAMPLE, SEE PAGE 5

STEP 6: SUMMARY & SUBMISSION

- **Review the summary to make sure all information is accurate.**
- **Click "Submit for Review" located at bottom.**
- **"Sign" your Plan of Study by checking the confirmation box, and click "Submit for Review."**

- **Receive any warnings?**
  - **The *Compliance Check* section shows you what issues, if any, need to be addressed.**
  - **If needed, go back to "Courses" section to edit course information.**
  - **Click "create petition" to provide justification for any non-compliance with University Requirements.   When finished, click "Submit for Review."**

FOR EXAMPLES, SEE PAGES 6-7

TO ACCESS THE PLAN OF STUDY . . .

- **Login to MyFAU**

- **Click "Graduate College tab"**

- **Select your college**

1. Login to MyFAU

2. Click "Graduate College" tab

3. Select your college

Under your name, click "Plan of Study"

STEP 1: GENERAL INFORMATION

Click "General Information."

This plan of study does not have an assigned major.

To set the major for this Plan of Study:

Enter your Major by using the drop-down menus to select college, degree, and major.

Major

College:	Charles E. Schmidt College of Science (SC)
Degree:	Master of Science (MS)
Major:	

Set Major   Cancel

General Information

Your major has been saved.
Please note: this changes your major for this Plan of Study only.
This does not change your actual major.

- **Enter Anticipated Graduation Term**

- **Select Thesis or Non-thesis option**

Name:	_Student _Test2
Z Number:	Z00000002
Email Address:	zzzGCEFStudent2@fau.edu
Major:	Mathematics Change
Anticipated Graduation Term:	Fall 2013
Thesis/Non-thesis:	○ Thesis ● Non-Thesis

Next...

Note: **You can exit MyPOS at anytime and return later—log out to save your changes.**

STEP 2: PREREQUISITES/COURSES TO REMOVE DEFICIENCIES

Use this section to enter any courses that do NOT fulfill your degree requirements (such as prerequisites).

If none, skip to Step 3.

and Safety

Courses to Remove Deficiencies

These courses will remove deficiencies or other stipulations. They will not fulfill degree requirements.

Add Course

Institution	Course Title	Grade	Semester	Year	Credits
Florida Atlantic University	ACG 6027 Financial Accounting Concepts	B	Fall	2011	3

Add Course

NOTE: Enter the course number in this format: XXX 6000

Next...

To Enter Courses:

- **Click "Add Course"**
- **Enter course prefix, number, and title** exactly as it appears on your transcript.

Courses to remove deficiencies: 12 credits

Institution	Course	Title	Grade	Semester	Year	Credits	
Florida Atlantic University	SPN 2220	Interim Span Lang/Culture 1	A	Fall	2011	4	Edit
Florida Atlantic University	SPN 1120	Beg Span Lang & Culture	A-	Spring	2011	4	Edit
Florida Atlantic University	SPN 1121	Beg Span Lang & Culture 2	B+	Summer	2011	4	Edit

Example 1: Used to fulfill foreign language requirement, does not count toward graduate degree.

Courses to remove deficiencies: 3 credits

Institution	Course	Title	Grade	Semester	Year	Credits	
Florida Atlantic University	FIN 6406	Financial Management	A	Fall	2011	3	Edit

Example 2: Prerequisite course, does not count toward graduate degree.

STEP 3: COURSES TO FULFILL DEGREE

Example of Completed Course List

Courses to Fulfill Degree

Please enter all the courses you have taken, are taking and plan on taking.

Course has been saved

Add Course

What type of course are you adding to this Plan of Study?

○ Completed course ○ Current course ○ Future course

Completed courses: 19 credits

Institution	Course	Title	Grade	Semester	Year	Credits	
Florida Atlantic University	MAN 6937	Global Environment of Mgmt	A	Spring	2012	3	Edit
Florida Atlantic University	MAN 6245	Organizational Behavior	A	Spring	2012	3	Edit
Florida Atlantic University	ACG 6686	Acctng Fraud Examintn Concepts	B+	Fall	2011	3	Edit
Florida Atlantic University	MAR 6815	Advanced Marketing Mgmt	A	Summer	2012	3	Edit
Florida Atlantic University	GEB 6931	Executive Forum	S	Fall	2011	1	Edit
Florida Atlantic University	ACG 6315	Adv Analysis/Appl of Acct Data	A	Spring	2012	3	Edit
Florida Atlantic University	GEB 6215	Graduate Business Communications	S	Fall	2011	3	Edit

Current courses: 12 credits

Institution	Course	Title	Semester	Year	Credits	
Florida Atlantic University	ISM 6026	Mgmt Info Systems & Tech	Fall	2012	3	Edit
Florida Atlantic University	ACG 6475	Adv Accntng Information Systms	Summer	2011	3	Edit
Florida Atlantic University	MAN 6614	International Business Opertns	Fall	2012	3	Edit
Florida Atlantic University	FIN 6806	Seminar in Adv Financial Mgmt	Fall	2012	3	Edit

Future courses: 9 credits

Institution	Course	Title	Semester	Year	Credits	
Florida Atlantic University	MAN 6721	Global Business Strategy	Summer	2013	3	Edit
Florida Atlantic University	MAN 6931	Special Topics	Spring	2013	3	Edit
Florida Atlantic University	ISM 6058	Web-Based Business Development (3credits)				
Florida Atlantic University	MAN 6501	Operations Management	Spring	2013	3	Edit

Total Courses: 14 - Total Credits: 40

Next...

1. Enter courses already taken.

- Type course prefix AND number (example: ECO 6008)

- Enter course title exactly as it appears on your transcript.

- Enter grade, semester, year, and number of credits.

2. If a transfer course, change the Institution field from FAU to the other college/university.

3. Repeat for current courses, then future courses.

Courses to Fulfill Degree

Add Course

What type of course are you adding to this Plan of Study?

Completed course   Current course   Future course

Institution	Course	Title	Grade	Semester	Year	Credits
Transfer institution name	RMI 6000	Sample course	A	Fall	2006	3

☑ This course is part of a separate Master's degree

[Add Course] [Cancel]

Course has been saved

Completed courses: 3 credits

Institution	Course	Title	Grade	Semester	Year	Credits	
Florida Atlantic University	GEB 6215	Graduate Business Communications	S	Summer	2011	3	Edit

Total Courses: 0   Total Credits: 0

NOTE: Enter the course number in this format: **XXX 6000**

DOCTORAL STUDENTS: If applying credits from your master's degree, select the option, "This course is part of a separate Master's degree."

Future Courses:

- Enter course prefix, number, and title.

Course substitutions?

Example:

If the course is an *elective* and there are two or more electives that you may choose from.

Institution	Course	Title	Semester	Year	Credits
Florida Atlantic University	MAN 6931	Special Topics	Spring	2013	3

Are there any courses that can substitute this course?   No   ⦿ Yes

Substitution

Institution	Course	Title	Credits	
Florida Atlantic University	ISM 6058	Web-Based Business Development	3	Add

[Cancel] [Add Course and Substitute(s)]

1. If you have more than one course substitution, click "Add."

2. Once all substitutions are entered, click "Add Course and Substitute(s)"

STEP 4: RESEARCH COMPLIANCE & SAFETY

Answer the 3 questions concerning your graduate research.

If "yes" for any, you will be directed to the Research Compliance & Safety page, with further instructions.

Research Compliance and Safety

Please answer the following questions to the best of your ability considering your current state of degree completion. This form will not be accepted by the Graduate College if any question is left unanswered. If you answer "Yes" to any of the questions below, you will be redirected to the Research Compliance and Safety Form.

My research involves (or may involve) human or animal subjects for which IRB or IACUC approval and training are required.
○ No ○ Yes

My research involves (or may involve) intellectual property for which FAU may assert its rights to ownership.
○ No ○ Yes

My program of study requires (or may require) Environmental Health and Safety training.
○ No ○ Yes

[Next...]

STEP 5: EVALUATORS

Here you will see the required levels of approval.

Note: Some programs have multiple advisors to choose from. Select your advisor from the provided list.

Select the "Notify me" box if you wish to receive notification emails of each evaluation.

Evaluators

Your Plan of Study will require approvals from all of the evaluators listed below.

Advisor
(Name)
☑ Notify me when my plan of study has been evaluated at this level

Graduate Program Chair
(Name)
☑ Notify me when my plan of study has been evaluated at this level

Academic College Dean
(Name)
☑ Notify me when my plan of study has been evaluated at this level

Graduate College
☑ Notify me when my plan of study has been evaluated at this level

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Review the summary to make sure all information is accurate.

To go back and revise any information, click on the section icon.

To submit your Plan of Study, click on the link at bottom, "Submit for Review."

If the Submit for Review button does NOT show, see "Compliance Check" (next page).

Then "sign" your Plan of Study by checking the confirmation box, and click "Submit for Review."

IMPORTANT:

Your Plan of Study has not been submitted until you receive this confirmation (green box).
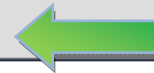
If you receive either of these warnings:

SEE "Compliance Check NEXT PAGE . . .

General Information

Course Summary

Completed courses: 19 credits

Institution	Course	Title	Grade	Semester	Year	Credits	
Florida Atlantic University	MAN 6937	Global Environment of Mgmt	A	Spring	2012	3	Edit
Florida Atlantic University	MAN 6245	Organizational Behavior	A	Spring	2012	3	Edit
Florida Atlantic University	ACG 6686	Acctng Fraud Examintn Concepts	B+	Fall	2011	3	Edit
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Florida Atlantic University	ACG 6315	Adv Analysis/Appl of Acct Data	A	Spring	2012	3	Edit
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Current courses: 12 credits

Institution	Course	Title	Semester	Year	Credits	
Florida Atlantic University	ISM 6026	Mgmt Info Systems & Tech	Fall	2012	3	Edit
Florida Atlantic University	ACG 6475	Adv Accntng Information Systms	Summer	2011	3	Edit
Florida Atlantic University	MAN 6614	International Business Opertns	Fall	2012	3	Edit
Florida Atlantic University	FIN 6806	Seminar in Adv Financial Mgmt	Fall	2012	3	Edit

Future courses: 9 credits

Institution	Course	Title	Semester	Year	Credits	
Florida Atlantic University	MAN 6721	Global Business Strategy	Summer	2013	3	Edit
Florida Atlantic University	MAN 6931	Special Topics	Spring	2013	3	Edit
Florida Atlantic University	ISM 6056	Web-Based Business Development (3credits)				
Florida Atlantic University	MAN 6501	Operations Management	Spring	2013	3	Edit

Submit for Review...

Beach | Davie | Fort Lauderdale | Harbor Branch | Jupiter | Treasure Coast

To Submit your Plan of Study,

CLICK HERE

If Submit for Review button does NOT show, see "Compliance Check"

General Information | Courses to Remove Deficiencies | Courses to Fulfill Degree | Research Compliance and Safety | Evaluators | Summary

Submit for Review

This plan of study is ready to be submitted for review.
Check the confirmation box and click the button below to submit it now.

☐ I am authorized as a form initiator (student or advisor) to submit this Plan of Study for review. I have completed this Plan of Study as accurately as possible to the best of my knowledge. By submitting, I am fully aware that the Plan of Study will be locked from editing, the appropriate people will be notified automatically and the evaluation process will start.

Submit for Review

Plan of Study

This plan of study has been submitted for review. There will now be a thorough evaluation of this plan of study.

The Compliance Check section shows you what issues, if any, need to be addressed.

If needed, go back to "Courses" section to edit course information.

Click "create petition" to provide justification for any non-compliance with University Requirements.

After all petitions have been entered, click "submit for review."

IMPORTANT:

Your Plan of Study has not been submitted until you receive this confirmation (green box).