Entering Standard Course Numbers/Variable Credits Course to a Graduate Study Plan

For the following list of classes with standardized numbers:

Internship: 498, 598, 698

Practicum: 597

Non-thesis Master's Research: 599

Masters Research and Thesis: 500

Doctoral Research and Dissertation: 600

These classes should be entered into **Plans** in the appropriate term or Plan Part by adding a Course.

Click on the **+** button in the term or part you want to add the course to and choose Course.

Once you choose **Course** you need to select the Course you want. You can type this in directly as SUBJ 000 (Capitalized subject code, space, three digit course number), or you can search to ensure proper identification of the course. If you do not type the course in correctly the box will turn red and indicate that the course entered is not valid. You can also use the magnifying glass to use the search fields if you do not know the specific number of the course you wish to add.

You will need to type in the total number of credits agreed upon between you and your major professor for each course. The planner will default the number of credits for these classes at 16 or higher, so please be sure to enter in an accurate credit amount

For the following list of classes that have special titles and/or variable credit loads:

Workshop: 403, 503, 603

Directed Study: 499, 502, 602

Special Topic: 404, 504, 604

Seminar: 400, 501, 601

Because these classes use a standard course number across all subjects, you must identify the unique class, by its **Subject, Course Number, Title and Number of Credits** that is to be a part of your study plan.

These classes will be entered on to the Study Plan by clicking on the **Plans** tab and entering the detailed information in the **Notes** field on each course in your study plan. Follow the same instructions as adding a course with a standardized number. *Be sure to enter the correct credit amount for each class in the Credits field.*
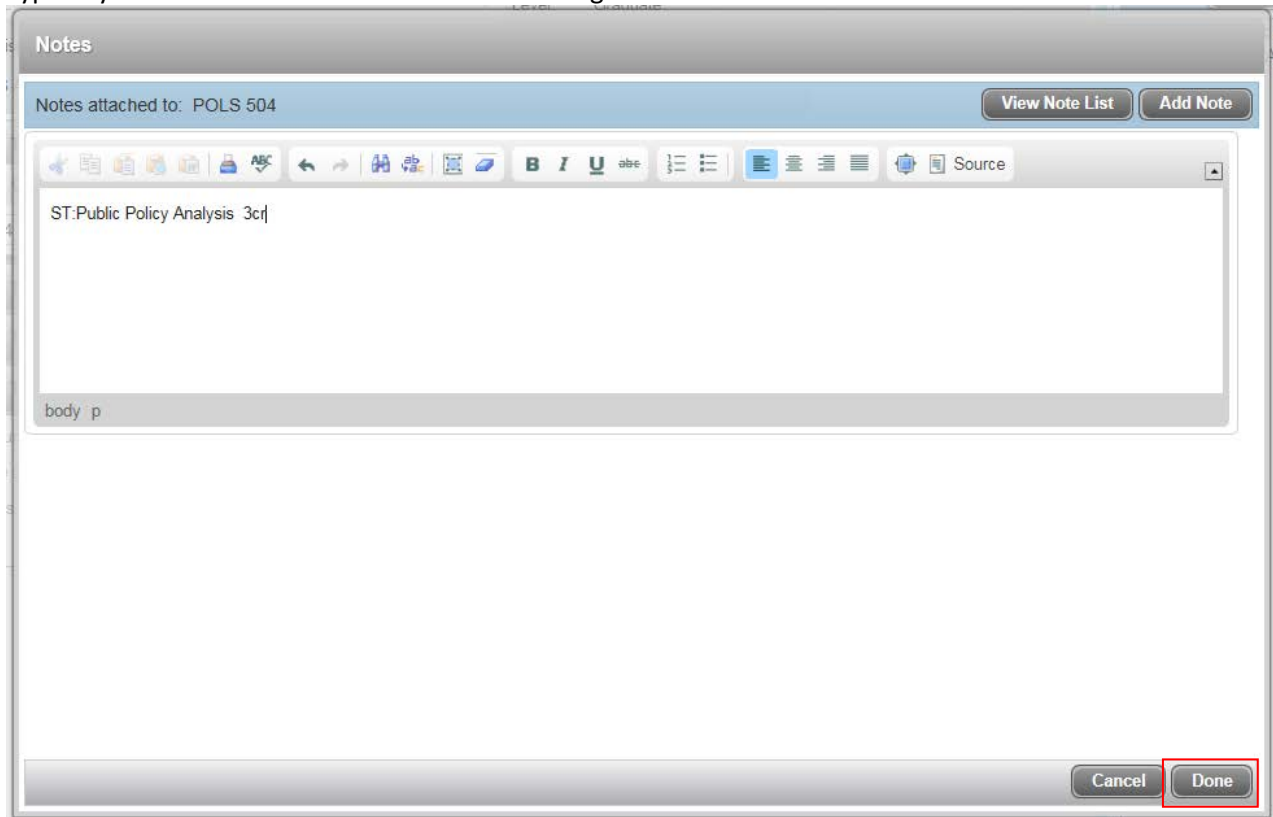
Example:

Add the course and adjust the credits. Credits automatically default, so be sure that the proper credit amount is entered in the *Credits* field. Then click on the **Notes** 📄 icon for the course.
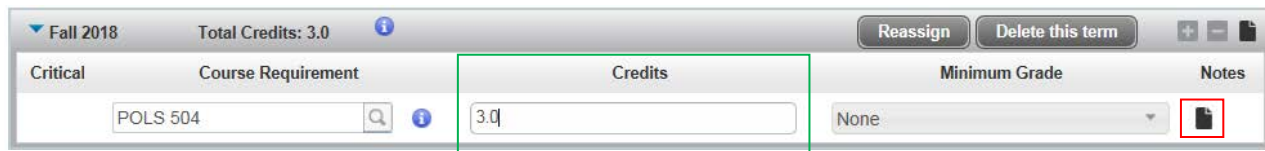
This will pop up the Notes window. Click **Add Note** in the top right corner.

Type in your note and click **Done** in the bottom right corner.

Once the note has been entered, the note icon will change from solid black to black with white lines to alert users that a note exists: Hovering over the note will show the text it contains.

Please make sure you identify the complete title of the course and the number of credits, so that it can be correctly processed as part of your study plan.