Paperless Program of Study Committee (POSC) Process

Fall 2014

Judy Strand
Karl Schindel
Agenda

- Student process/help
- DOGE/Staff information
- Routing/approval information for faculty members
- POS Audit page
- What help is available for faculty and staff?
- Q&A
Alerts

- E-mail reminders once a semester to complete POSC
- Notice on registration page
- Graduate student status page in AccessPlus
- Report to departments/programs in AccessPlus
What do Students need to do?

- department/program POSC requirements and deadlines
- major professor/committee members familiar with the information on your form
- POSC routing status on Grad Stndt Status page
- appropriate changes are made/ form gets approved
- Program of Study Audit status each semester
Graduate Student Status Page

[Image of the Graduate Student Status page on AccessPLUS]

- **General Information**
  - **Status:** Active
  - **Admission Type:** Full
  - **First Registered:** Fall 2011
  - **Last Registered:** Fall 2013

- **Committee Members**
  - SIMPSON SUSAN A
  - MCDONALD CAROL GRIFFIN
  - CLEMENS MARLIN NEAL

- **Incompletes, Non Reports & Grades Below C**
  - **Graduation Application:** Fall 2013
  - **GPA:** 4.00
  - **Total Graduate Credits Completed:** 49.00
  - **English Requirement Status:** Pass
  - **Final Oral Exam:** Final passed November 2013

- **POS Committee and Program of Study**
  - **Committee:** Approved July 2012
  - **Program of Study:** Approved January 2013
  - Note: 7 year time limit for Master’s POS Courses
# Program of Study Committee Form

## Current Graduate Degree Information

- **Degree Sought**: MS
- **Prev 150 Grad Degree**: Non-Thesis

## Current Degree Program

- **1st Major**: Ecology and Evolutionary Biology
- **Co-Major**: No area of specialization

## Expected Completion Dates

- **Expected Graduation Term**: Fall 2013

### Program of Study

#### Courses taken as an undergrad

<table>
<thead>
<tr>
<th>Action</th>
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<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
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#### Courses taken as an undeclared graduate student

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### Transfer Courses

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### Courses taken (or to be taken) as a degree seeking graduate student

<table>
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<th>Dept</th>
<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
<th>Term</th>
<th>Year</th>
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| Total Degree Credits: 24 |

### Research Credits

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| Total Research Credits: 22 |

### Required Hours: 30

**Total Credits: 46**
Routing Log will appear in the top portion of the student’s My POSC page when form is in routing.
After the form is approved, the routing log will disappear.
**Paperless POSC**

**POSC Audit**

- Student/major professor/staff will have access to approved POSC
- Graduate Student Status Page in AccessPlus – MY PROGRAM AUDIT
- Color alerts
- Links to make changes

### Program Audit

**Name:** Student Name  
**Program:** MS EEB

#### Graduate Program of Study (Courses taken at Iowa State University)

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<thead>
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<th>Course Number</th>
<th>Course Title</th>
<th>Planned Credits</th>
<th>Credits Completed</th>
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**Subtotal Credits:** 7.5

#### Research Credits (699 Only)

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**Subtotal Research Credits:** 0

**Total Credits Completed:** 0

**Total Planned Credits (POS, Transfer, and Research):** 7.5

**Total Credits Required for Degree:** 30

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### POS Key

- **Course on POS taken and appropriate grade earned:** Green
- **Incomplete or appropriate grade not earned:** Red
- **Class may need to be retaken or removed from POS:** Orange
- **Class taken more than 7 years ago:** Yellow
- **May not be applied to POS without approval:** Click here to modify your POS
- **To request approval or remove from your POS:** POS Key

https://splashtest.iastate.edu/vec-ved/npa_2013
Where can students go for online help?

- Graduate College/Current Students/Program of Study (POSC)
  
  http://www.grad-college.iastate.edu/common/POSC/index.php
What do DOGES/Staff need to do?

• Get access to Graduate Student Status page
• Verify DOGE/Staff information (proxy)
• Keep Graduate College informed of any changes to the majors
• Request access to Graduate Faculty System (GF) on ADIN
• Communicate with faculty members regarding their role in the approval process.
DOGE and Support Staff Access

1. DOGEs and Graduate Support Staff need to have access to the Graduate Student Status pages in AccessPlus for all students in the major(s) with which they are affiliated.
   - Have a supervisor or coworker request access for you (self-requests are prohibited). Start here: http://www.it.iastate.edu/howtos/category/administrative.
   - Click on Get Access to Administrative Systems.
   - Click on Administrative Systems Request and log in.
   - Choose an effective date, select Add, enter the net-ID of the DOGE/Staff, choose fiscal approver, and add justification for access. Indicate the names of all the majors this DOGE/Staff needs to access. If a colleague already has the same access the DOGE/Staff needs, enter that person’s Net-ID so his or her access and be used as a model.
   - On the lower tabs, click on Students (you may need to scroll to the right to find this option). Choose Student Information - Access+ (You may need to scroll down to find this option.)
   - Submit (tab is in the upper left corner).

2. The program DOGE needs to verify DOGE proxy information. Verify DOGE proxy status: DOGE / PROXY Admin. Verify Support staff persons “For your information (FYI)” notices: Program Notifications Admin
   http://www.grad-college.iastate.edu/common/POSC/index.php?id=faculty_page

3. DOGEs and/or staff members can get access to the GF (Graduate Faculty) screen in ADIN to be able to check the Graduate Faculty status of any faculty or committee member.
POSC Routing Process (signatures)

- Student
- Department (FYI)
- Major Professor
- Committee Members
- DOGE
- Graduate College
- Automatically update Access Plus and ADIN
What do Graduate Faculty Members need to do?

- Talk to graduate students regarding committee members and classes on POSC.
- Look for an e-mail from “Solution Center” that indicates a POSC form to process.
- Go into AccessPlus. Look at the ‘In basket’, select ‘Kuali Action List.’ If it doesn’t appear on the main page, it can be found on the **uBusiness tab**.
- Review the POSC information. Make comments as needed.
- Approve or disapprove the form.
Paperless POSC

Faculty/Staff e-mail notification from the Solution Center

From: solution@iastate.edu
To: Strand, Judith K [G COL]
Subject: Action List Reminder

Your Action List has an eDoc (electronic document) that needs your attention.
Your Action List is located on the Home tab of Accessplus.

Document ID: 471046
Initiator: Smiley, Teresa
Type: Add/Modify r500.POSC.DocType
Title: POSC: MFA CWE

To change how these email notifications are sent (daily, weekly or none):
Go to the preferences link of your Action List.

Student ID and Name
Paperless POSC

Faculty/Staff Information
AccessPlus – uBusiness tab

AccessPlus

Personal Messages
You do not have any personal messages at this time.

System Messages
No System messages found at this time.

Favorites
You can add any AccessPlus page that has the add favorites icon to your list of favorites by clicking on the icon on the application bar.

In Basket
Kuali Action List (130)
Click on the ID number to bring up the student’s form.

The form will take about 30 seconds to load. It seems like a long wait.
# POSC Approval Form

**Paperless POSC**

## POSC Approval Form as viewed by approvers

**Student name**

**Student ID**

### Program of Study Committee Form

<table>
<thead>
<tr>
<th>Name</th>
<th>University ID</th>
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**Current Graduate Degree**

**Previous Undergraduate Degree**

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**Modify Degree Program**

**Career Degree**

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**Expected Completion Dates**

**Expected Graduation Terms**

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<td>2019</td>
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### Action Log

**Action**

**Institution**

**Dept**

**Course**

**Course Title**

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<tr>
<th>Credit</th>
<th>Term</th>
<th>Year</th>
<th>Grade</th>
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**Research Credits**

**Required Hours**

**Total Credits**

**Contributes to Student**

Use the Create Note box below to attach supporting materials to your request. Notes may be added with or without attachments. Click the red link button on the right.

**Create Note**

**Note**

**Action**

**Attach document**

**View attachments**

**POSC, 500 POSC, Registrar, Graduate Office, SqB**
How do you approve?

- **Save** allows you to save the form/comments and come back to it.
- **Approve** sends the form on to the next approver. The choices at the bottom of the form go away.
- **Disapprove** goes back to the student.
- **Return to previous** goes back to a previous approver (not the student).

Before approval

Notes in the lower section will not be seen by students.

After approval
Next Steps

• Open the system up to for students to enter, save, validate, and submit.
• Make updates as needed
• Communicate/train faculty, staff, students
• Implement by end September 2014

Note:
• If the MY POSC suddenly does not appear on the Graduate Student Status page, or the submit button goes away, the system may have been taken down by IT to correct a large error. Tell students to check back in a day or two. The My POSC tab will appear when the correction has been made.
Questions

Contact Judy Strand, jstrand@iastate.edu or Karl Schindel, karls@iastate.edu

Graduate College POSC Powerpoint.