Introduction

The following document provides instructions for completing your iPOS. Questions regarding selecting course and degree requirements should be directed to your Academic Program Staff Advisor. You can access your Advisor's contact information by selecting on the "Advisors" tab on the iPOS. You may access this information prior to completing your iPOS. For assistance with completing your iPOS, please work with your Academic Program Staff Advisor. To report technical issues, please contact the Graduate College at grad-gps@asu.edu or 480-965-3521.

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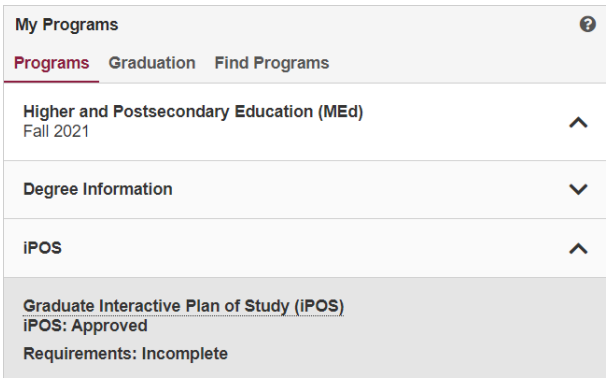
Accessing the iPOS

- Login to MyASU
- Under "My Programs," click on your selected program under "Programs"
- Click on "iPOS"
- Select "Graduate Interactive Plan of Study (iPOS)"
  Note: Pop up blocker may need to be turned off

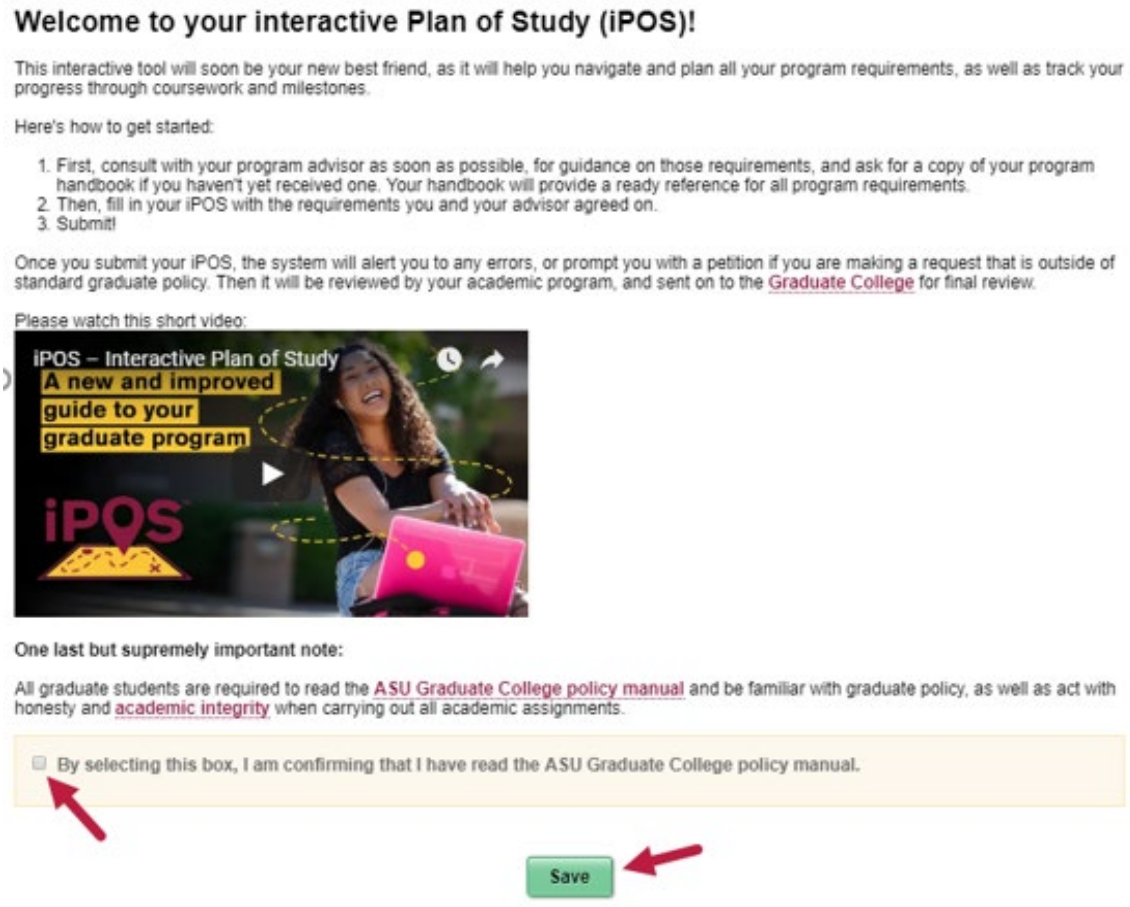


Completing the iPOS

Complete the iPOS by updating the information contained in each section. Watch for the blue information dots located throughout the iPOS, which provide help along the way. The iPOS is mobile friendly, please be advised that the pictures in this document may look different on mobile views, however, the functionality is the same.

Welcome

- Select the box at the bottom of the page to confirm reading the ASU Graduate College policy manual
- Select “Save”
- Select “Next”



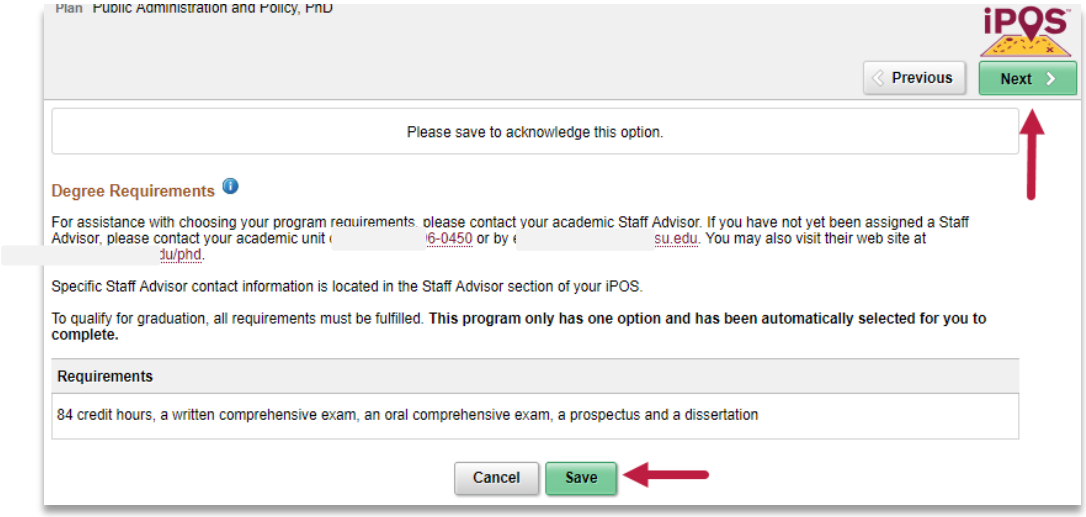
Degree Requirements

The Degree Requirements page will populate the various tracks for completing the degree. You may notice you have one or more options for completing your degree. Choose the appropriate degree requirements in conjunction with your Academic Program Staff Advisor.

Note: Degree options displayed are based on your catalog year. If you do not see an expected degree requirement option, please contact your Academic Program Staff Advisor.

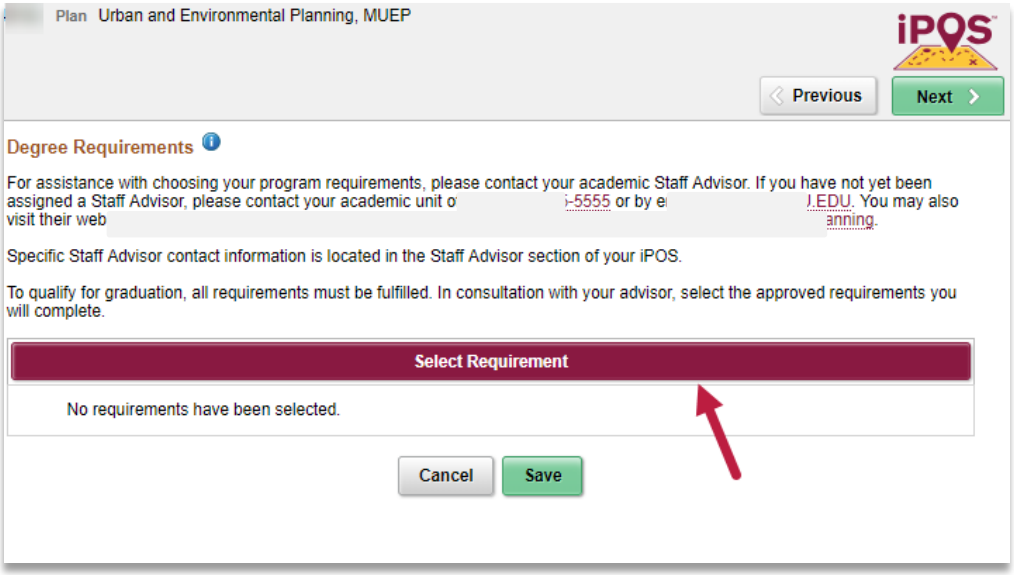
Programs with only one option for degree requirements

- Select “Save”
- Select “Next”

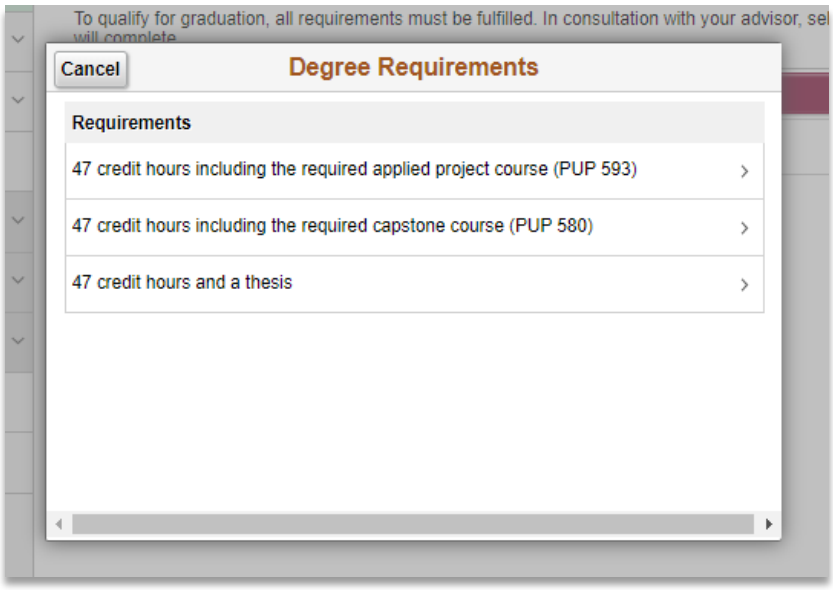


Programs with more than one option for degree requirements

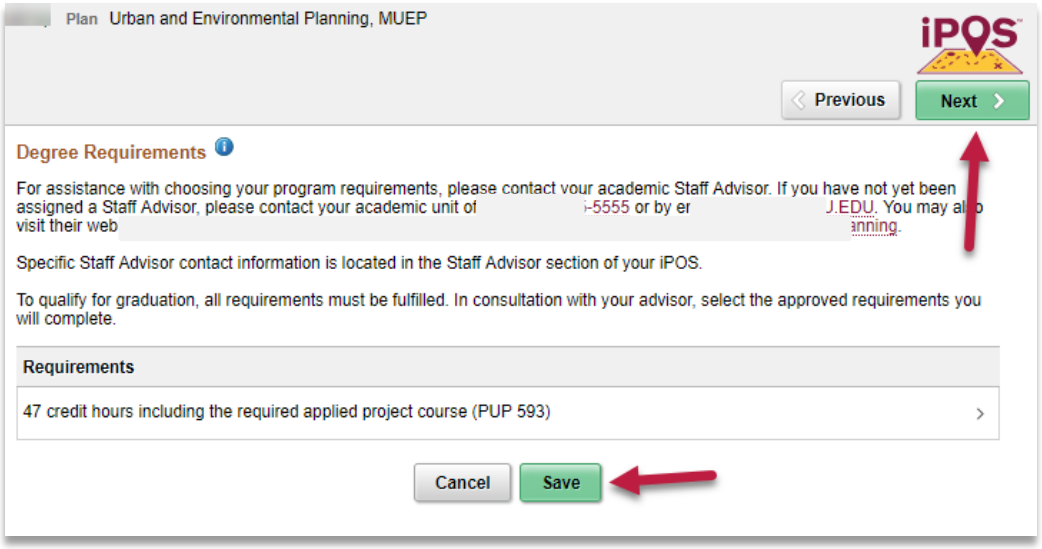
- Select “Select Requirement”



- Select the appropriate degree requirements
  Note: Direct degree requirement questions to your Academic Program Staff Advisor.



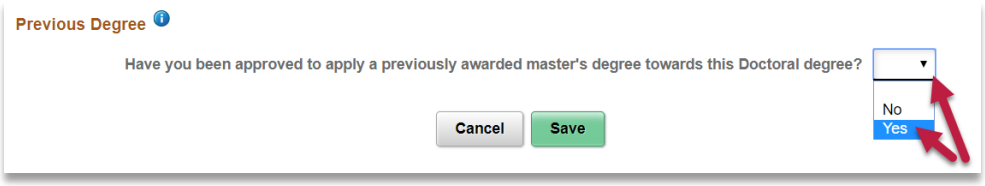
- Select “Save”
- Select “Next”



Previous Degree

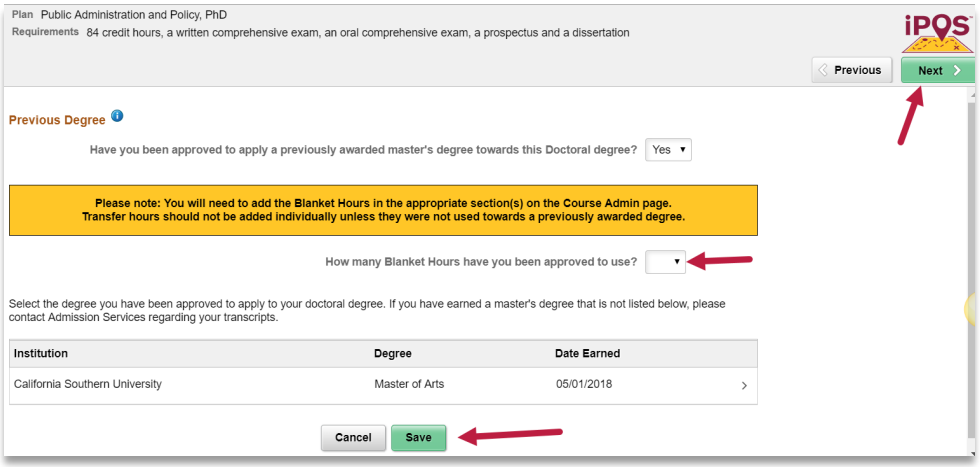
Applicable to Doctoral students only. All other students go to Course Admin.

Students may apply up to 30 credit hours from a previously awarded master's degree toward their doctoral degree with approval from both the academic unit and the Dean of the Graduate College. Select "Yes" to include up to 30 hours from a previously awarded master's degree or "No" to continue completing your iPOS.



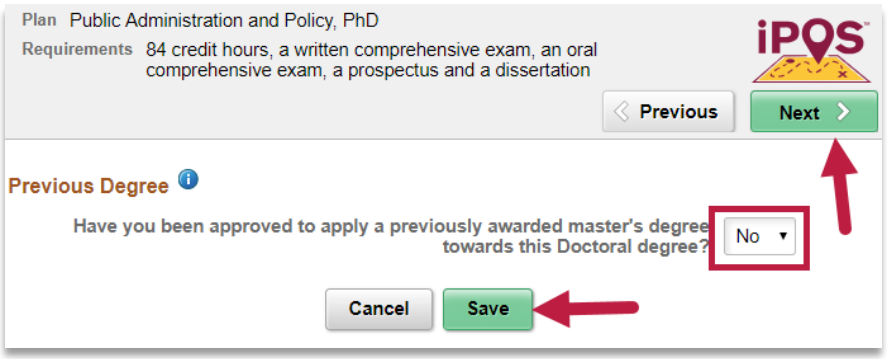
"Yes"

- Enter the number of credit hours approved to be used
- Select "Save"
  Note: If the master's degree is not available on the iPOS, contact Graduate Admissions at gograd@asu.edu
- Select "Save"
- Select "Next"



"No"

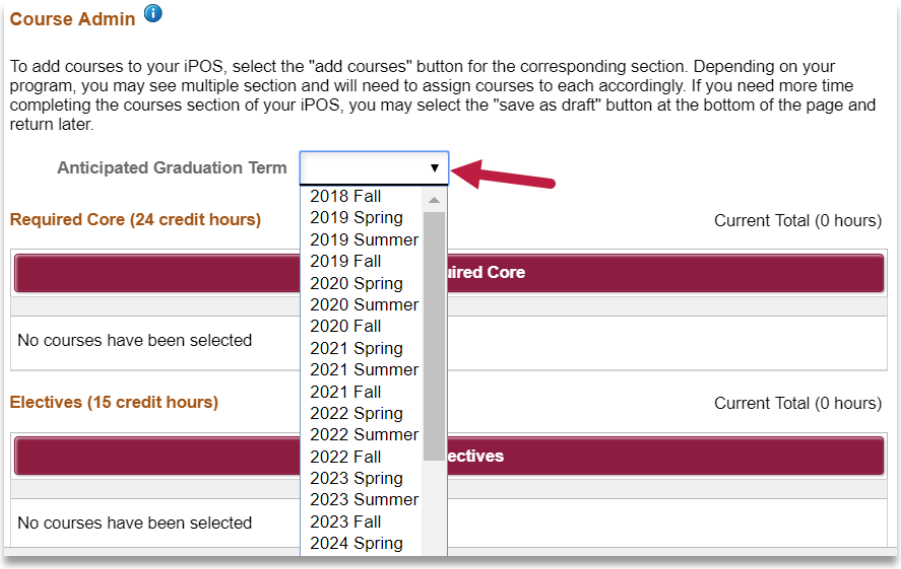
- Select "Save"
- Select "Next"



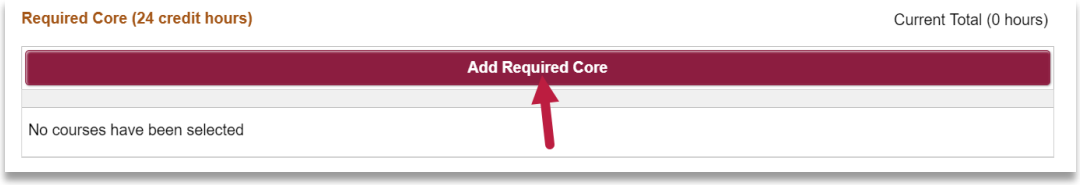
Course Admin

Courses in the iPOS are added in a variety of ways. Some courses are pre-programmed based on catalog year, while others will be added from transcript, entered as future courses, transfer courses or Blanket Hours.

- Select your “Anticipated Graduation Term”

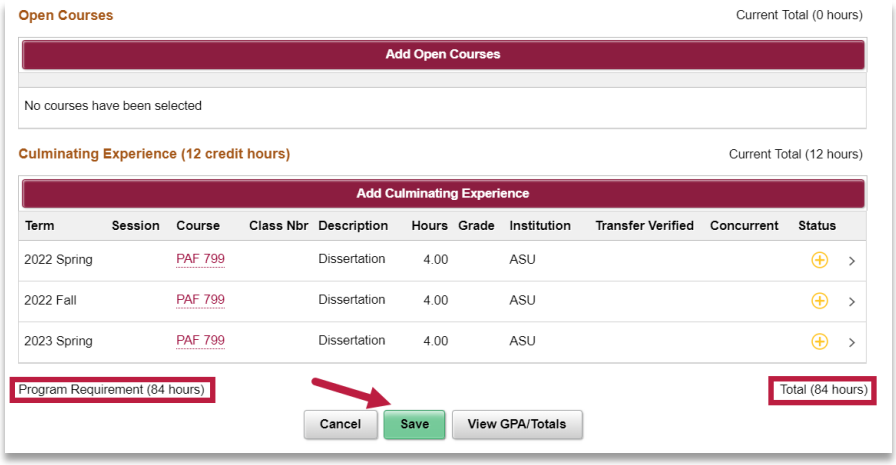


- Select the maroon button in each section to add courses

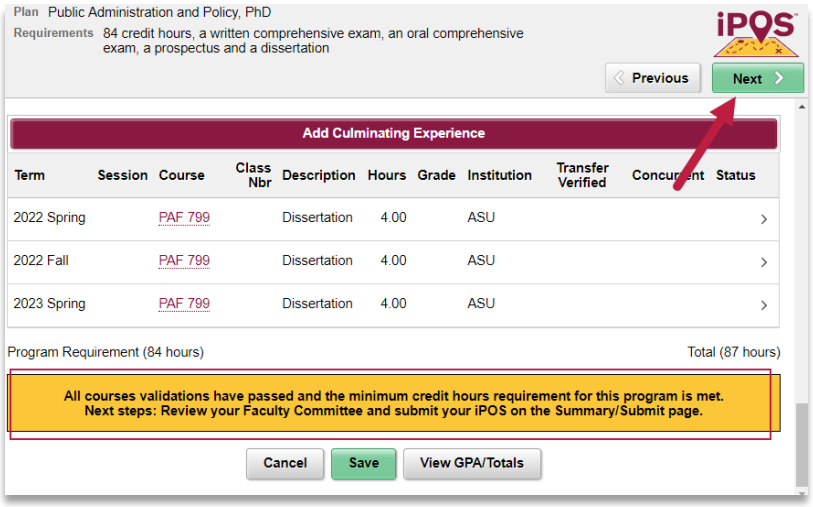


Appendix A provides directions for adding preloaded, transcript, future, transfer and Blanket Hours.

- Select “Save” after all degree requirements have been entered

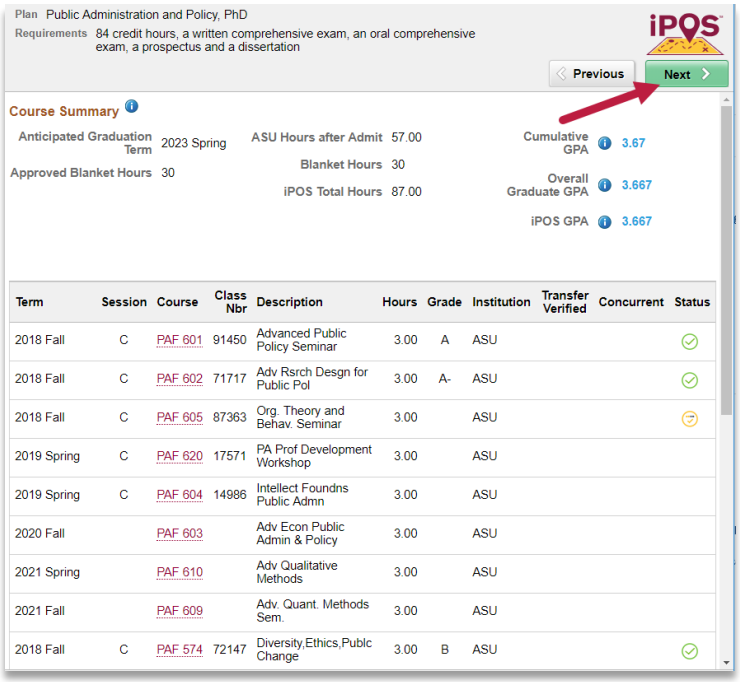


- After confirming all course validations have passed, select “Next”



Course Summary

- Review Course Summary
- Select “Next”

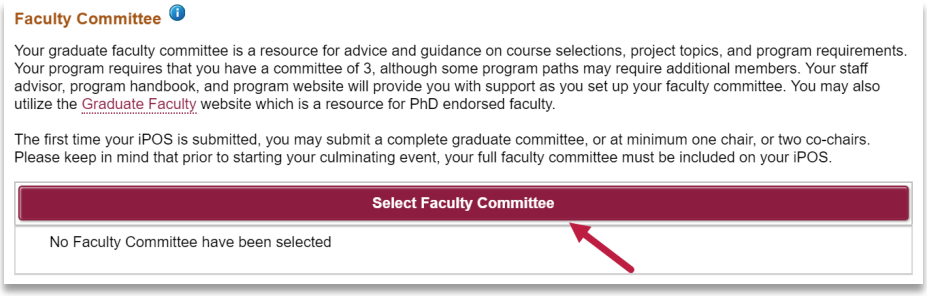


Staff Advisor

No action is required on this page. Select “Next” to continue.

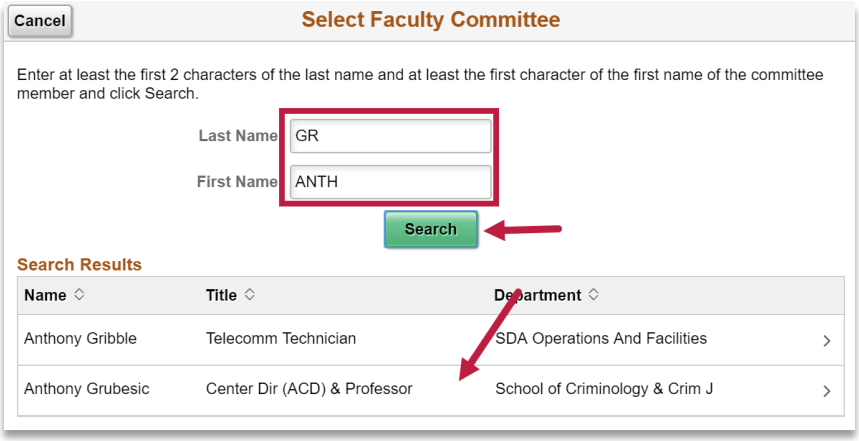
Faculty Committee

- Select “Select Faculty Committee” button

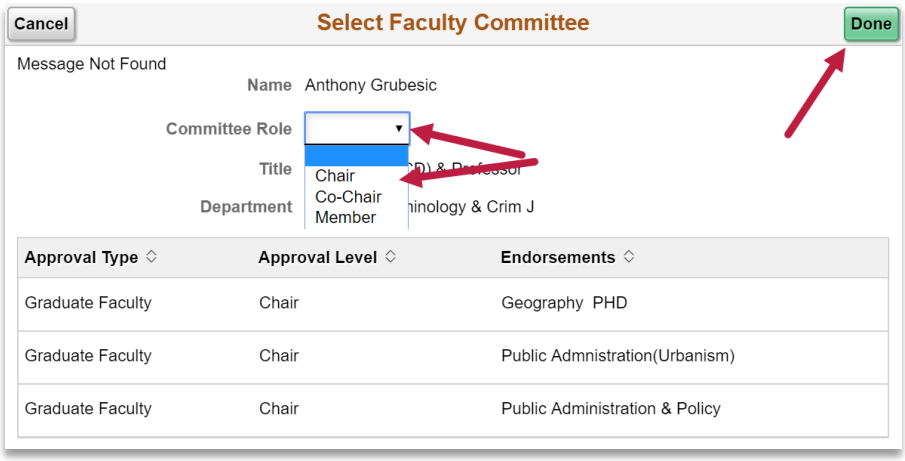


- Enter at least the first two characters of the last and first name
- Click on “Search”
- Choose the faculty member

Note: If the faculty member you are searching for did not appear, contact your Academic Program Staff Advisor.



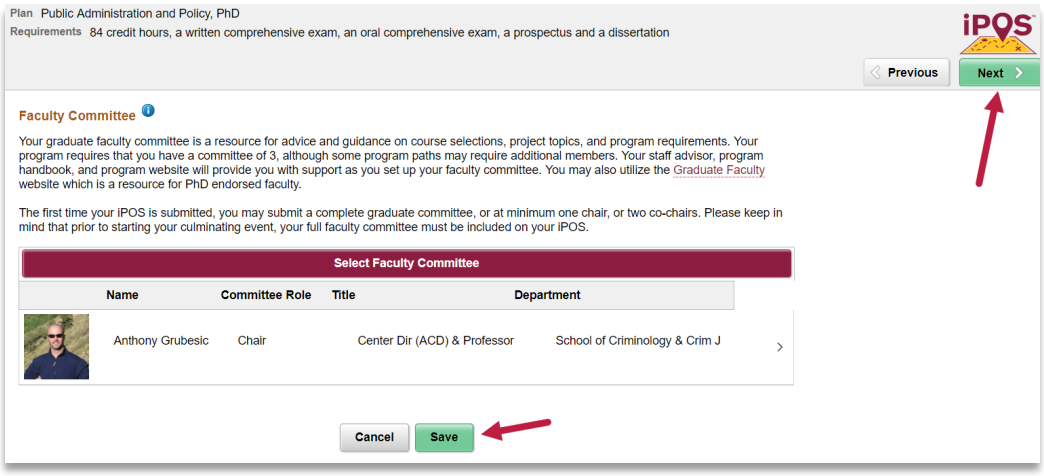
- Select the ”Committee Role”
- Select “Done”



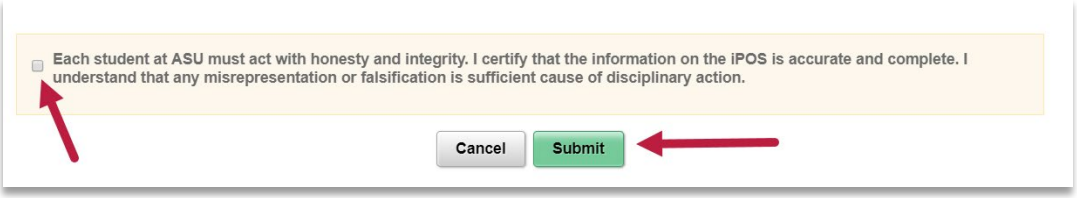
- Repeat this process to add additional committee members

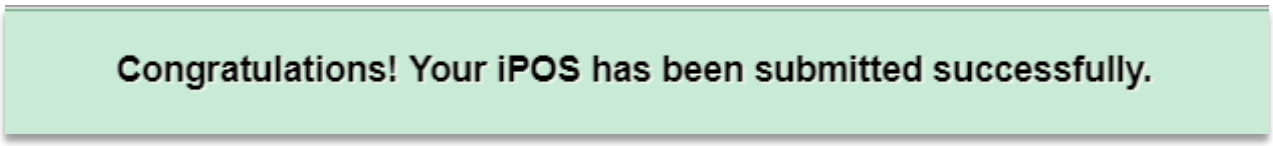
Summary/Submit

- Select “Save”
- Select “Next”



- Review content and scroll to the bottom of page
- Select box to agree to act with honesty and integrity
- Select “Submit”





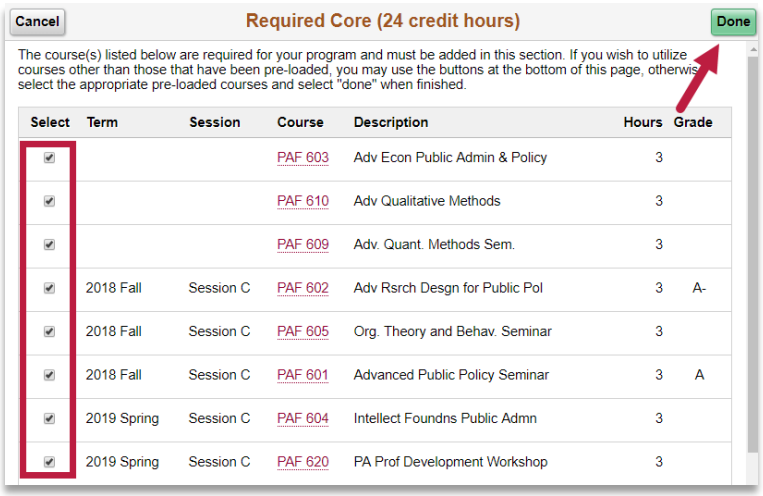
Appendix A

See below for directions adding courses to the iPOS by selecting from Preloaded Courses or

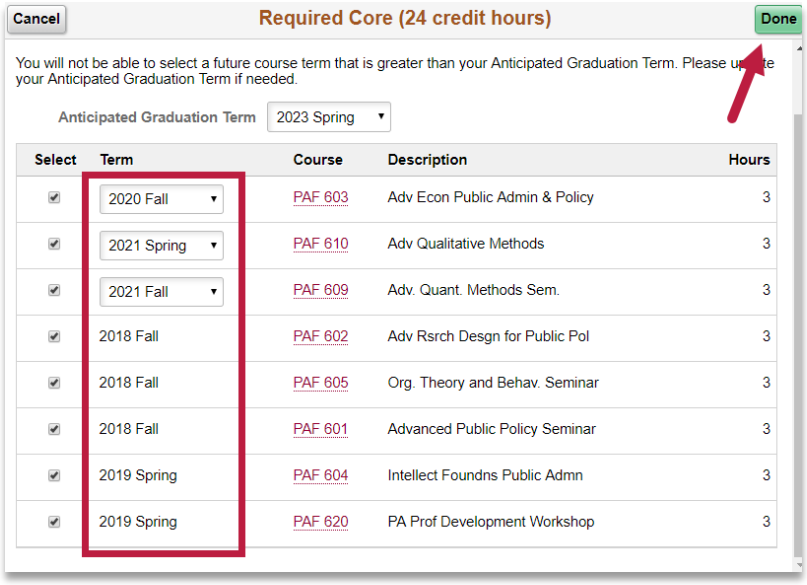
- Add from Transcript
- Add Future Course
- Add Transfer Course
- Blanket Hours (doctoral Only)

Preloaded courses:

- Select the box next to courses to select
- Select “Done”

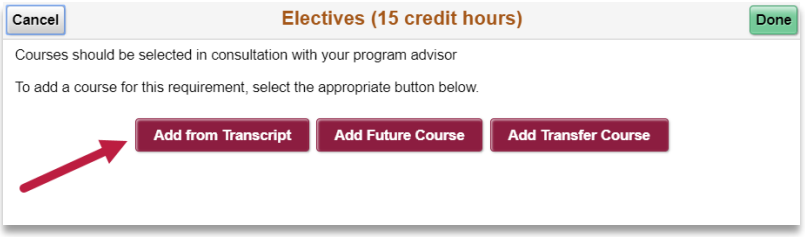


- Select the drop down to select the anticipated term of enrollment for each course
- Select “Done”



Add from Transcript

- Select “Add from Transcript”



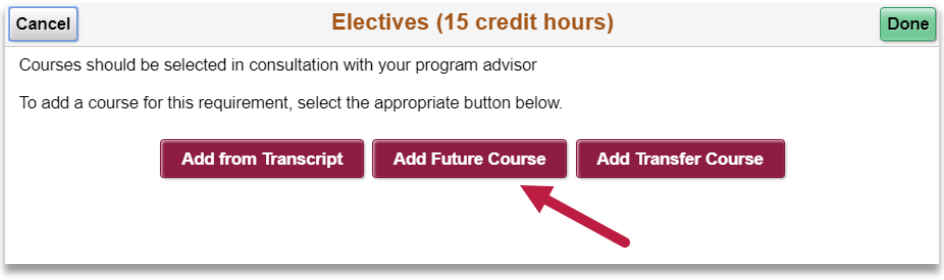
- Check the box next to courses to select
- Select “next”

- Select “Done”

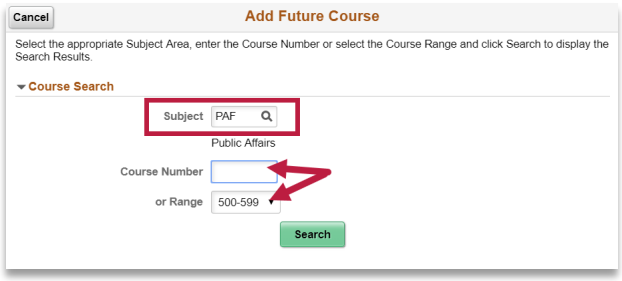
Return to the top of Appendix A
Return to Save Courses

Add Future Courses

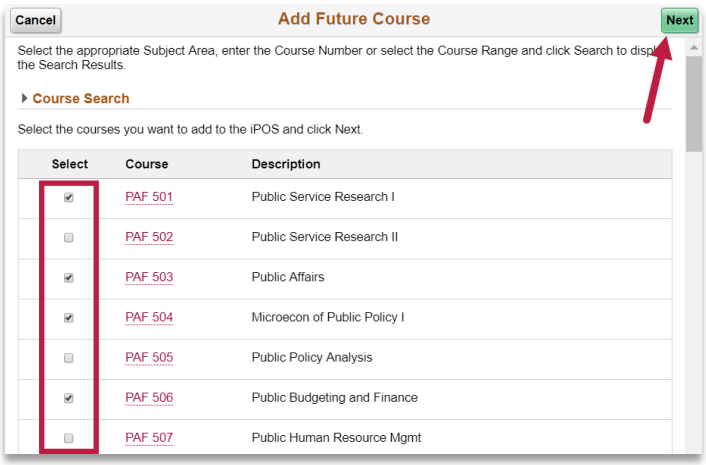
- Select “Add Future Course”



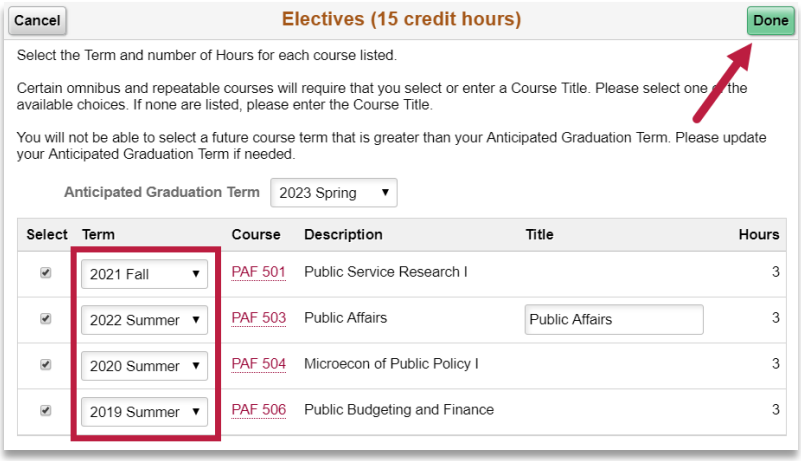
- Enter subject or select the magnifying glass to search
- Enter Course Number or leave blank to search by Range
- Select “Search”



- Select the box next to the course(s) to select
- Select “Next”

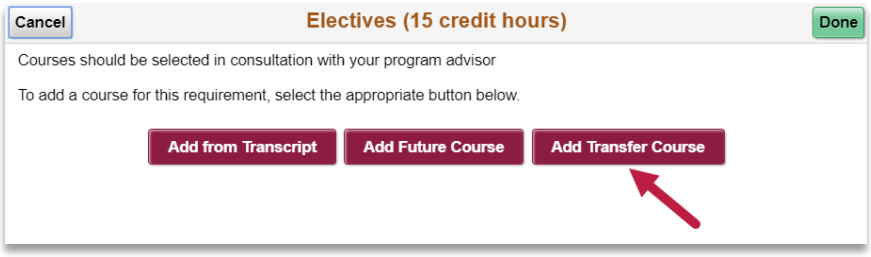


- Select the dropdown to select the anticipated term of enrollment for each course
- Select “Done”

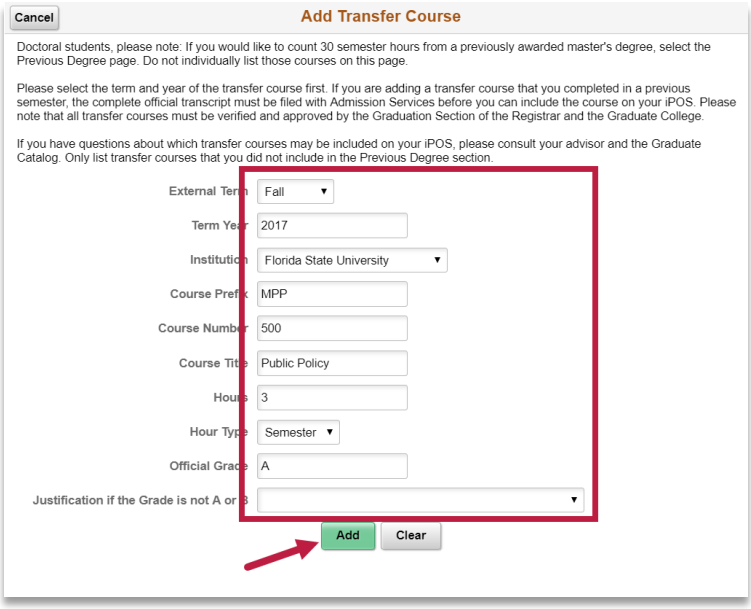


Add Transfer Course

- Select “Add Transfer Course”



- Fill in the fields (Note: If institution is not available contact Graduate Admissions at gograd@asu.edu)
- Select “Add”

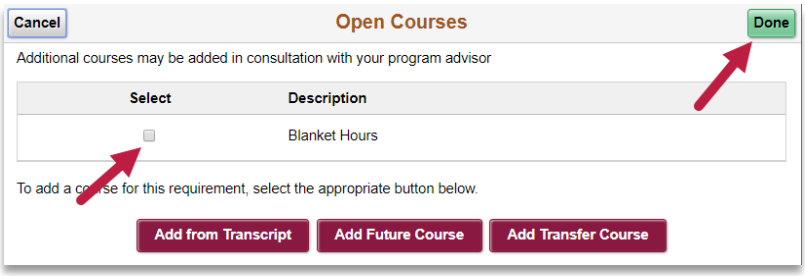
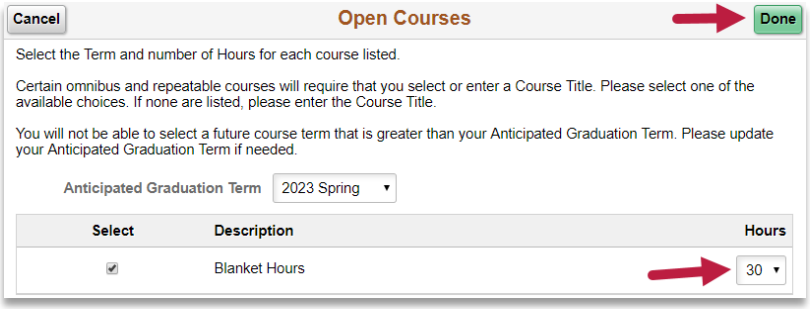


Blanket Hours

Applicable to Doctoral Students Only

Blanket hours are credit hours applied to the iPOS from a Previously Earned Master’s Degree. Each section on the iPOS is programmed to display “Blanket Hours” if you have chosen “Yes” to using a Previously Earned Master’s degree. In consultation with your Academic Program Staff include the blanket hours in the appropriate section by selecting the maroon button at the top of the section the hours are to be added to.

- Select the box next to “Blanket Hours”



- Select the number of “Hours” to include
- Select “Done”