An introduction to

iPOS

Arizona State University

Agenda

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- **What is an iPOS**

- **iPOS Process Map**

What is iPOS

"Interactive Plan of Study" or "Individualized Plan of Study."

An Interactive Plan of Study typically refers to an online tool or system used by colleges and universities to help students plan their academic path and track their progress toward graduation. It allows students to explore different courses and programs, plan their schedules, and monitor their academic performance.

ASU Arizona State University

Career Services

iPOS Process Map

Accessing the iPOS

- **Login to MyASU**

- **Under "My Programs" -> "Programs", click on your program**

- **Select " iPOS" Tab**

- **Then, click on "Graduate Interactive Plan of Study (iPOS)"**

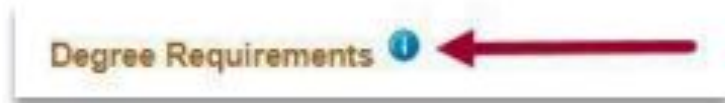**Note: Pop up blocker may need to be turned off**

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.

Welcome

• **Read the Graduate College policy manual**

• **Select the box at the bottom of the page to confirm reading it.**

• **Select "Save"**

• **Select "Next"**

Degree Requirements

Select degree requirements based on your program requirements:

MS student:

• Portfolio

• Applied Project

• Thesis

Ph.D. student:

Required credits with dissertation

Degree Requirements

- **Select the appropriate degree requirement**

- **Click "Save"**

- **Click "Next"**

Note: When you first start your iPOS, you can only choose portfolio track. If you can find a faculty to work with on applied project or thesis, you can change in a later time.

Course Admin

Please refer to your program checksheet/flow chart to assist with adding course requirements.

• Select your "Anticipated Graduation Term"

Course Admin

• **Click the maroon button in each section to add courses**

• **Click "Save" after all degree requirements have been entered**

**The Program Requirements and Total sections must match in order to move forward

Ways to add courses

Three maroon buttons appear after clicking on each banner.

• Choose "Add from Transcript" to add grad level courses you have already completed or are currently enrolled in.

• Choose "Add Future Course" to add courses you plan to take in a future term. This can be changed in a later time based on the actual course availability in a semester.

• Choose "Add Transfer Course" if you completed graduate coursework elsewhere that did not apply towards an awarded degree, and have been approved to apply it to your degree.

How to Add Courses from Transcript

• Click "Add from Transcript"

• Check the box next to courses to add from your transcripts (Do not include courses that will not apply towards your degree requirements.

• Click "Done"

• Once all courses have been selected for the appropriate section, click "Done"

Substitutions are rare, and must be approved by your academic unit and the Graduate College. To substitute a course for this requirement, select the appropriate button below.

| Add from Transcript | Add Future Course | Add Transfer Course |

Cancel | **Required Core (6 credit hours)** | Done

The course(s) listed below are required for your program and must be added in this section. If you wish to utilize courses other than those that have been pre-loaded, you may use the buttons at the bottom of this page, otherwise select the appropriate pre-loaded courses and select "done" when finished.

Select	Course	Description	Hours
☑	MSE 550	Adv Materials Characterization	3
☑	MSE 561	Kinetics&Phase Trans in Solids	3
☑	MSE 523	Structural&Mech Prop of Matrls	3
☑	MSE 524	Advanced Thermodynamics	3
☐	MSE 560	Nanomtls in Enrgy Prod/Storage	3
☐	MSE 525	Fund of Mat Elec/Opt/Mag/Therm	3
☐	MSE 503	Concepts in Materials Science	3

Substitutions are rare, and must be approved by your academic unit and the Graduate College. To substitute a course for this requirement, select the appropriate button below.

| Add from Transcript | Add Future Course | Add Transfer Course |

How to Add Future Courses

• **Click "Add Future Course"**

• **Enter subject (eg. MSE) or select the magnifying glass to search all subjects**

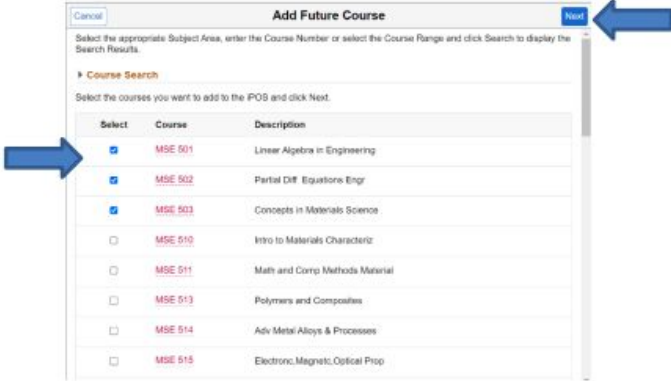• **Enter Course Number to search for a specific course or leave blank to search by Range (eg. 500-599)**

• **Click "Search"**

How to Add Future Courses

• **Check the box next to courses to add future courses (Do not include courses that will not apply towards your degree requirements.**

• **Click "Next"**

• **From the drop down menu, select the anticipated term of enrollment for each course**

• **Click "Done"**

Note: This section can be adjusted in a later time based on the actual course availability in a semester.

How to Add Transfer Courses

• **Click "Add Transfer Course"**

• **You will be prompted to complete the fields as indicated.**

• **If the institution does not show in the dropdown, contact Graduate Admissions to request that your transcripts be posted to your record (gograd@asu.edu).**

• **Click "Add"**

• **Click "Done"**

Note: Make sure that your transfer courses have been reviewed by your academic department before you add. Reach out to your Academic Advisor for assistance.
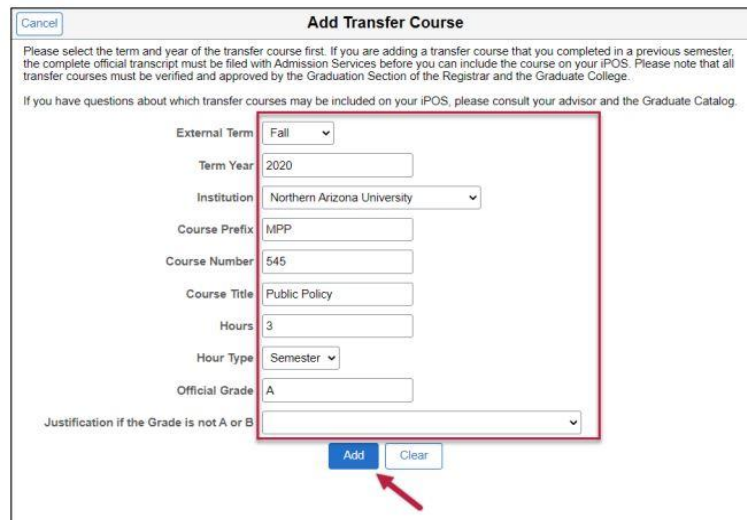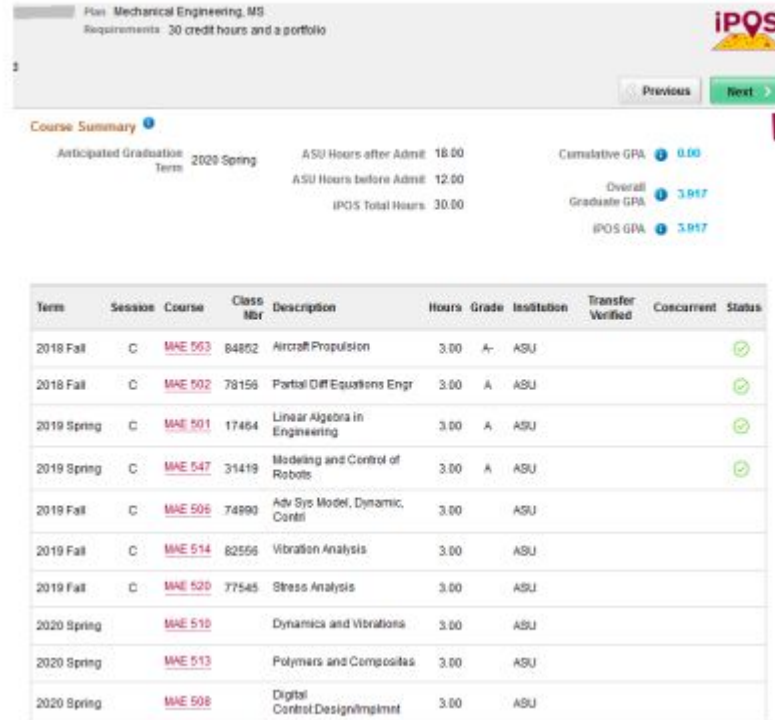
Course Admin

• **After adding all coursework, click on "Save"**

• **After confirming all course validations have passed, select "Next"**
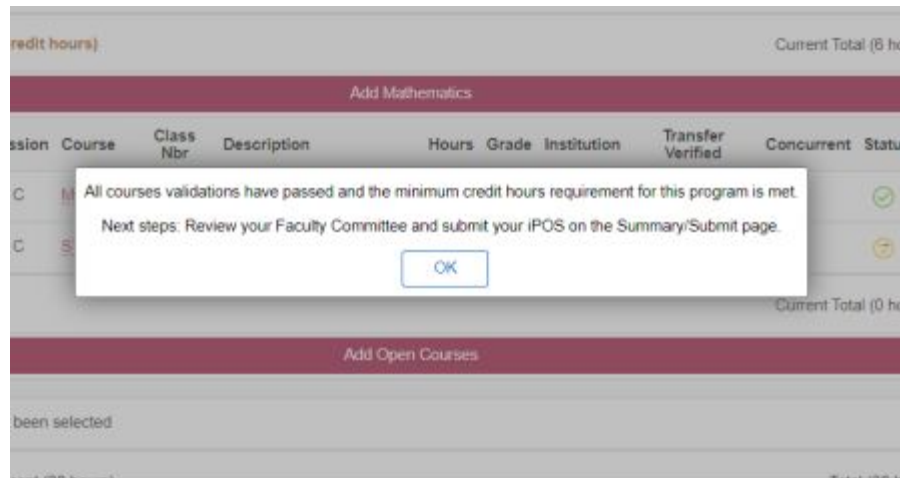
Course Summary

• **Review Course Summary. If you need to make changes, click on "Previous".**

• **Else, click on "Next"**

Staff Advisor

• **This page displays the name and contact information of your staff advisor for your reference. Please use this as a resource for academic advising contact information.**

• **No action is required on this page.**

• **Select "Next" to continue.**

Faculty Committee

In this section, you will add the faculty member that will be overseeing your Portfolio, Applied Project , Thesis, or dissertation.

• Click "Select Faculty Committee" button

Faculty Committee ⓘ

Your graduate faculty committee is a resource for advice and guidance on course selections, project topics, and program requirements. Your program requires that you have a committee of 2, although some program paths may require additional members. Your staff advisor, program handbook, and program website will provide you with support as you set up your faculty committee. You may also utilize the Graduate Faculty website which is a resource for PhD endorsed faculty.

The first time your iPOS is submitted, you may submit a complete graduate committee, or at minimum one chair, or two co-chairs. Please keep in mind that prior to starting your culminating event, your full faculty committee must be included on your iPOS.
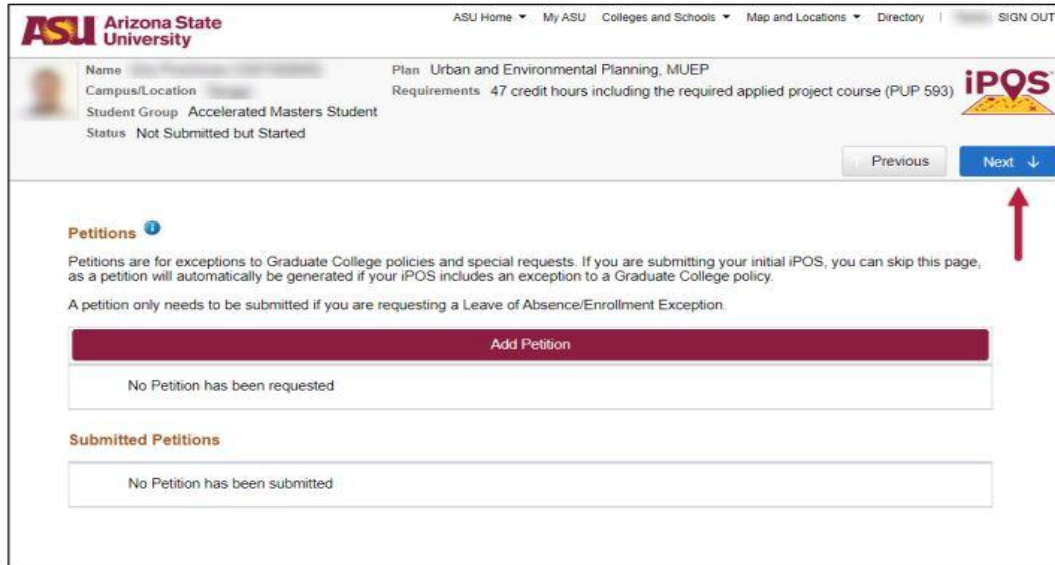
Select Faculty Committee

Faculty Committee

• **Enter Last Name and First Name**

• **Click Search**

• **Choose the faculty member**

• **From the committee role drop down, select "chair"**

• **Click "Done"**

Note: When you start doing your iPOS, most of you will be on the portfolio track, so choose your program chair as your faculty committee.

Faculty Committee

- **Click "Save"**

- **Click "Next"**

Petitions

- This page is used to request exceptions to Graduate College policies.

- You can skip this page when submitting your initial iPOS

- Click on "Next"

Professional Development

• This page is used to collect your professional development experiences, certificates, and other documents.

• Click on "Next"

Summary/Submit

• **Review content to confirm accuracy and then scroll to the bottom of page, Check box to agree to act in accordance with the honesty and integrity policy**

• **Click "Submit"**

Each student at ASU must act with honesty and integrity. I certify that the information on the iPOS is accurate and complete. I understand that any misrepresentation or falsification is sufficient cause of disciplinary action.

Cancel   Submit

Congratulations! Your iPOS has been submitted successfully.

Reminder

- **You have to add all the required courses and credits to your iPOS in order to submit it.**

- **Your iPOS is changeable/editable.**

- **Portfolio students usually use their program chair as the faculty committee chair.**

- **Ph.D. students and Thesis students don't need to add the full committee when they first submit their iPOS.**