

E-Program of Study Directions for Graduate Certificate Students

The electronic program of study form in [MyInfo](#) is used to report your degree requirements and make any revisions to your requirements. **A graduate chair is automatically assigned for you on or after the 15th class day in your first semester of attendance.**

Any emails from the program of study tool will be sent to your [university student email address](#) (not your graduate assistant email or personal email). This cannot be changed, but you can set up a forward function if you do not prefer this address.

Directions:

1. Log into [MyInfo](#) and navigate to the “Student Services” tab. Click on the “Graduate Program of Study Request” link.

Personal Information **Student Services** Financial Aid Communications Notifications

RETURN TO MENU SITE MAP HELP EXIT

Student Services

[Click here](#) for more information regarding MSU's Student Email Policy.

FERPA Information: [Click here](#) for the Family Education Rights and Privacy Act information.

Enrollment Verification: Connect to the National Student Clearinghouse to print a free enrollment verification certificate to provide to health insurer, housing provider, credit issuer, or other service providers.

Official Transcripts: Connect to the National Student Clearinghouse to order an official transcript and pay with a credit or debit card.

New Course Numbers: [Click here](#) (opens in new window) for info on new subject abbreviations and course numbers.

Student Profile

DegreeWorks
Please clear your cache before using DegreeWorks; this may resolve issues because of a recent upgrade.
Please use MSU Secure rather than MSU Guest if connecting from the wireless network on campus.
Please use Google Chrome to access DegreeWorks.
DegreeWorks is an electronic degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress.

Required Online Education
Online training for new students mandated by the Board of Regents: AlcoholEdu, Haven, and Transit programs.

Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

Registration Timetable

Student Records
View your holds; Display grades and transcripts; View your Student Tax Information; Review charges and payments; View Web Bill / Confirmation
GO GREEN> Click on Student Records to opt for the electronic version of 1098-T tax form

Student Health Service
Check your insurance status.

MSU System Transfer and Multi-Campus Application Request Form
Submit a transfer or multi-campus request to another MSU campus.

MSU Bozeman Online Intent to Register
Submit a request for re-admission to MSU Bozeman

Show Advisor

Dependent Partial Tuition Waiver Application

Apply to Graduate

View Application to Graduate

Graduate Committee Request

Financial Aid (9x)

Graduate Program of Study Request

RELEASE: 8.9.2.1

2. On the top of the page, you may need to enter your department head. Your chair will be listed. You have the option to add a “departmental reviewer” at this point. Some departments will require this. Please check with the administrative assistant for your program/department.

Graduate Program of Study

Degree and Committee Information

Show Instructions

Degree: Master of Science Applied Economics

Request Status: Complete

Department Head Email

dept.head@montana.edu

Department Reviewer Email

dept.admin@montana.edu

This is your committee and your Program of Study will be routed to the on-campus faculty members.

Role	Member	Email
chair	Sarah Benton	sarah.benton1@montana.edu
member	Laura Collins	lcollins@montana.edu
member	Lauren Cerretti	lauren.cerretti@montana.edu

Use this form to create or update your Graduate Program of Study

The “show instructions” box shown there is clickable. It will open text that explains the form. Note that all policies are available on [The Graduate School’s catalog pages](#) as well as in your program handbook.

3. Now you are ready to enter your program of study information. You will list both classes you have already taken and classes you plan to take. You will also list any “special” items like transfer/non-degree/reserved credits. Transfer/non-degree/reserved has its own section.

- ▶ Recommended Courses
- ▶ Additional Graded Courses
- ▶ Transfer/Non-Degree/Reserved Credits 0 Credits

All of these sections drop down to show more. In recommended courses, you will see the courses your program either requires or recommends. You can simply check the boxes for the courses you plan to take.

▲ Recommended Courses

Course	Title	Semester	Year	Credits
<input type="checkbox"/> ECNS561	Econometrics I	Pick One ▼		3
<input checked="" type="checkbox"/> ECNS562	Econometrics II	Pick One ▼		3
<input checked="" type="checkbox"/> ECNS594	Seminar	Pick One ▼		1
<input checked="" type="checkbox"/> ECNS502	Macroeconomic Theory	Pick One ▼		3
<input checked="" type="checkbox"/> AGBE467	Quantitative Method in Ag Econ	Pick One ▼		3
<input checked="" type="checkbox"/> ECNS401	Microeconomic Theory	Pick One ▼		3
<input checked="" type="checkbox"/> ECNS501	Microeconomic Theory	Pick One ▼		3

For courses not in this section, you will have a text box to type in the course:

▲ **Additional Graded Courses**

Show Description

Course	Title	Semester	Year	Credits
STAT512	Methods of Data Analysis II	Pick One ▼		3
STAT501	Intermed Probab & Stats	Pick One ▼		3
STAT502	Intermed Math Statistics	Pick One ▼		3
STAT505	Linear Models	Pick One ▼		3
STAT506	Adv Regression Analysis	Pick One ▼		3

Add Row

If a course doesn't exist, you will get an error that shows: "Not in course catalog" where the title should be.

STAT506	Adv Regression Analysis	Pick One ▼		3
STST566	Not in course catalog	Pick One ▼		

Add Row

▲ **Transfer/Non-Degree/Reserved Credits** 0 Credits

4. Once you've completed all of the sections, you will click the checkboxes at the bottom and then click submit. You also have the option to "save and continue" if you are not ready to submit at that point. Once submitted, the form cannot be updated until it has been approved by your chair, department head, and The Graduate School. If it is declined, then you can make a revision and re-submit.

Submit

- I have discussed this program of study with all committee members and we are all in agreement
- I understand this is a list of courses I will take and I must register these courses at a later date

Save and Continue Submit

RELEASE: 1.0

The submit button is only available if you check the boxes.

Submit

- I have discussed this program of study with all committee members and we are all in agreement
- I understand this is a list of courses I will take and I must register these courses at a later date

Save and Continue Submit

RELEASE: 1.0

5. Once approved, you will receive a final email from degreesandcertificates@montana.edu that states “Your Program of Study request for [your degree here] has received final approval from the Graduate School.”

Special Sections

Transfer/Non-Degree/Reserved Credits

This section is for listing courses you wish to transfer from another institution or courses taken at MSU in the non-degree graduate or reserved for graduate use status. The transfer credits are text boxes and you must list the institution. We will need to have an official transcript on file for the course to transfer it.

▲ **Transfer/Non-Degree/Reserved Credits** 3 Credits

Show Description

Transfer Credits

Course	Title	Semester	Year	Institution	Credits
BGMT506	Management	Summer ▼	2022	University of Minnesota	3
Add Row					

Non Degree Credits

Course	Title	Semester	Year	Credits
ex: AGED506		Pick One ▼		
Add Row				

Reserved Credits

Course	Title	Semester	Year	Credits
ex: AGED506		Pick One ▼		
Add Row				

To Make a Revision

If you previously submitted a paper/pdf program of study form, you will need to enter your program of study into MyInfo for the first time. You can enter it with the revision taken into account. For example, if your original PoS listed STAT 511 and you never took it, just don't include it when you submit in MyInfo for the first time.

If you submitted a program of study in MyInfo and it was approved and you now need to make a revision, you will log back in and either add the course you need or drop the course you don't need:

If it's from the recommended section, you will just uncheck the box to remove it:

▶ **Recommended Courses**

<input type="checkbox"/>	Course	Title	Semester	Year	Credits
<input checked="" type="checkbox"/>	NASX 555	Activism and Indigeneity	Pick One ▼	<input type="text"/>	3
<input checked="" type="checkbox"/>	SOCI 448	Society and Sport	Pick One ▼	<input type="text"/>	3
<input checked="" type="checkbox"/>	SOCI 470	Environmental Sociology	Pick One ▼	<input type="text"/>	3

If it's from the additional graded courses section, you will click the Remove button to remove it:

▲ **Additional Graded Courses**

Show Description

Course	Title	Semester	Year	Credits	
<input type="text" value="STAT501"/>	Intermed Probab & Stats	Spring ▼	<input type="text" value="2023"/>	3	<input type="button" value="Remove"/>
<input type="text" value="STAT502"/>	Intermed Math Statistics	Fall ▼	<input type="text" value="2015"/>	3	<input type="button" value="Remove"/>
<input type="text" value="ARCH526"/>	Advanced Architectural Theory	Spring ▼	<input type="text" value="2023"/>	3	<input type="button" value="Remove"/>
<input type="text" value="ARCH551"/>	Advanced Arch Studio	Summer ▼	<input type="text" value="2024"/>	6	<input type="button" value="Remove"/>

Remember, you can't remove a graded course and you don't need to make a revision due to timing (you took the course sooner or later than you initially indicated on the form).

If you need to add, you will either click the course box in the recommended section or add a row in the additional graded courses or research sections (see screen shots above). You can also add more considered credits if you originally entered fewer than 30.