

# E-Program of Study Directions for Graduate 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 committee must already be approved and on file for the e-program of study to be open for you.** You should meet with your advisor prior to completing the program of study and decide on your plan together. Some programs have a committee auto-assigned (such as Architecture, certificates, and others).

Any emails from the program of study tool will be sent to your university student email address (not your graduate assistant 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

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### 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**

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2. On the top of the page, you may need to enter or update your department head. Your committee 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.

Personal Information Student Services **Graduate Program of Study** Financial Aid Communications Notifications

### Graduate Program of Study

**Degree and Committee Information**

[Show Instructions](#)

**Degree:** Master of Science Applied Economics

**Request Status:** Complete

**Department Head Email**

**Department Reviewer Email**

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 website](#) as well as in your program handbook.

3. Now you are ready to enter your program of study information. Master’s students will choose a plan: research, non-research and comprehensive exam, or non-research and no comprehensive exam. You will list both classes you have already taken and classes you plan to take. You will also list research credits if required, exams and defense if required, and any “special” items like transfer/non-degree/reserved credits. Each has their own section.

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

**Select your Plan**  
 Non-Research (Non-Thesis) ▼

<b>Minimum Required Credits</b>	<b>Your Credits</b>
30	31
<b>Maximum 400 Level Credits</b>	<b>Your Credits</b>
9	6

- ▶ **Recommended Courses**
- ▶ **Additional Graded Courses**
- ▶ **Transfer/Non-Degree/Reserved Credits**      0 Credits
- ▶ **Estimated exam and defense schedule**
- ▶ **Research 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 ▼	<input type="text"/>	3
<input checked="" type="checkbox"/> ECNS562	Econometrics II	Pick One ▼	<input type="text"/>	3
<input checked="" type="checkbox"/> ECNS594	Seminar	Pick One ▼	<input type="text"/>	1
<input checked="" type="checkbox"/> ECNS502	Macroeconomic Theory	Pick One ▼	<input type="text"/>	3
<input checked="" type="checkbox"/> AGBE467	Quantitative Method in Ag Econ	Pick One ▼	<input type="text"/>	3
<input checked="" type="checkbox"/> ECNS401	Microeconomic Theory	Pick One ▼	<input type="text"/>	3
<input checked="" type="checkbox"/> ECNS501	Microeconomic Theory	Pick One ▼	<input type="text"/>	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
<input type="text" value="STAT512"/>	Methods of Data Analysis II	Pick One ▼	<input type="text"/>	3
<input type="text" value="STAT501"/>	Intermed Probab & Stats	Pick One ▼	<input type="text"/>	3
<input type="text" value="STAT502"/>	Intermed Math Statistics	Pick One ▼	<input type="text"/>	3
<input type="text" value="STAT505"/>	Linear Models	Pick One ▼	<input type="text"/>	3
<input type="text" value="STAT506"/>	Adv Regression Analysis	Pick One ▼	<input type="text"/>	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 ▾		
<b>Add Row</b>				
<b>▲ Transfer/Non-Degree/Reserved Credits</b>				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 whole committee, 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**

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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**

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5. Once approved, you will receive a final email from [degreesandcertificates@montana.edu](mailto: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

Estimated Exam and Defense Schedule

You will select semester and type in the year of your estimated exam timeline. You are not held to these semester/years; it's for planning purposes. You should, however, know what exams are required for your degree. Consult with your advisor if you have questions.

▲ **Estimated exam and defense schedule**

Show Description

Exam/Defense Type	Semester	Year
Doctoral Written Exam	Spring	2025
Doctoral Oral Exam	Spring	2025
Doctoral Defense of Dissertation/Scholarly Project/Paper	Pick One	2027

▶ **Research Credits**

Research Credits

This section is for 590/675/690 credits and is a text box. The credits may auto-fill depending on how the course is built in the catalog.

▲ **Research Credits**

Show Description

Rubric & Course	Title	Semester	Year	Credits
NRSG675	DNP Scholarly Project	Pick One		3
NRSG675	DNP Scholarly Project	Pick One		3
ex: PHSX575		Pick One		

Add Row

## Considered and En route Credits

Considered credits can be entered from an awarded master's degree course by course. These credits will be considered toward the 60 credits required for a doctoral degree. Thirty credits is the max allowed to count.

En route credits are for doctoral students pursuing a master's degree on the way to their doctoral degree. Even if the en route master's is more than 30 credits, the doctoral credits must also equal at least 30.

## 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**

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 ▼	2023	3	<input checked="" type="button" value="Remove"/>
<input type="text" value="STAT502"/>	Intermed Math Statistics	Fall ▼	2015	3	<input type="button" value="Remove"/>
<input type="text" value="ARCH526"/>	Advanced Architectural Theory	Spring ▼	2023	3	<input type="button" value="Remove"/>
<input type="text" value="ARCH551"/>	Advanced Arch Studio	Summer ▼	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.