

ONLINE

PLAN OF STUDY

Basic Tutorial

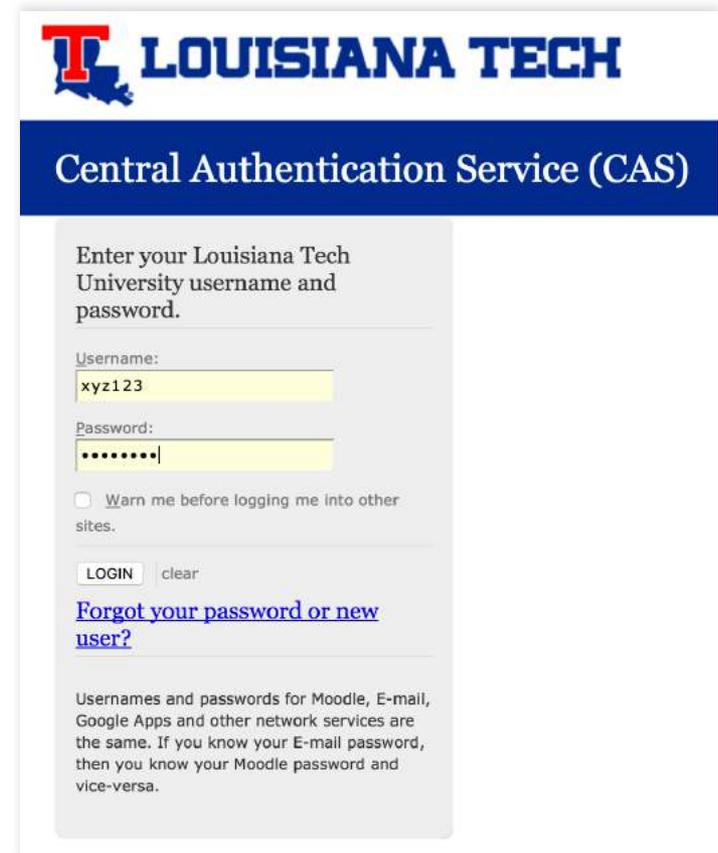
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WHERE TO BEGIN?

The online Plan of Study system is available at:
https://forms.latech.edu/plan_of_study/

You will need your Tech **username** and **password** (same as Moodle or Webmail) to login.



The screenshot shows the Louisiana Tech Central Authentication Service (CAS) login page. At the top left is the Louisiana Tech logo, featuring a red 'L' and 'T' with a blue outline of the state of Louisiana. To the right of the logo is the text 'LOUISIANA TECH' in blue. Below this is a dark blue horizontal bar with the text 'Central Authentication Service (CAS)' in white. The main content area is a light gray box with the following elements:

- Text: 'Enter your Louisiana Tech University username and password.'
- Username field: Labeled 'Username:' with a text input field containing 'xyz123'.
- Password field: Labeled 'Password:' with a text input field containing seven dots.
- Checkbox: A checkbox labeled 'Warn me before logging me into other sites.' which is currently unchecked.
- Login button: A button labeled 'LOGIN' next to a 'clear' link.
- Link: A blue link labeled 'Forgot your password or new user?'.
- Footnote: A paragraph of text stating: 'Usernames and passwords for Moodle, E-mail, Google Apps and other network services are the same. If you know your E-mail password, then you know your Moodle password and vice-versa.'

INITIATING A NEW FORM

LOUISIANA TECH UNIVERSITY
PLAN OF STUDY

Good afternoon, smu004!

Home
Add/Edit
Substitute Signer

View
Forms to Authorize

Notifications
Check Forms Status

Search for a form... **FIND**

NAVIGATE TO ▶

Logout

Instructions:
This online Plan Of Study system saves time and paper by enabling you to complete the form online and sign it electronically. The entire authorization process is undertaken electronically! All you will need to sign these forms is a device with a web-browser and an internet connection.

Instructions:

1. Please choose Department Head and Dean of College from the drop-down lists.
2. The form is signed by typing your name into the field provided and clicking "I verify."
3. When **signed** and submitted by the student, the form goes to the Advisory Committee Chairman.
4. When the form is submitted, each of the administrators named will receive an e-mail alert. If the administrators have designated substitute signers (see "Substitute Signer" link), the substitutes will receive e-mail alerts too.
5. The form initiator/student will get an e-mail when approvals at all levels have been secured.
6. Status of the form at any stage can be checked by clicking on the "Check form status" link.

Start a **New Form**

New @ Tech

- [COES lecturer appointed to LAPELS board](#) | Engineering and Science
- [Historian, associate dean honored at Central American conference](#) | Liberal Arts
- [Owens to serve as Louisiana Tech summer commencement speaker](#) | General News
- [Hurta publishes internationally-authored French volume](#) | Liberal Arts
- [Professor, historian presents at international conference in Mexico](#) | Liberal Arts
- ["Bulldogs Without Borders" restores water desalination system in Haiti](#) | General News
- [Louisiana's general contractors donate over \\$362K to support Louisiana Tech](#) | Engineering and Science
- [Lt. Governor Nungesser visits Louisiana Tech, experiences SciTEC](#) | Education
- [AT&T contributes \\$25,000 to benefit first-generation college students at Louisiana Tech](#) | General News
- [Kaczvinsky attends management, leadership institute at Harvard](#) | Liberal Arts

Upcoming Events

- 08/19/2016 - [Women's Soccer: Murray State vs. Louisiana Tech](#)
- 08/24/2016 - [Women's Soccer: McNeese State vs. Louisiana Tech](#)
- 08/26/2016 - [Women's Soccer: Mississippi Valley State vs. Louisiana Tech](#)
- 08/28/2016 - [Women's Soccer: Arkansas State vs. Louisiana Tech](#)
- 09/07/2016 - [Women's Volleyball: UAPB vs. Louisiana Tech](#)
- 09/09/2016 - [Women's Soccer: ULM vs. Louisiana Tech](#)
- 09/10/2016 - [Football: South Carolina State vs. Louisiana Tech](#)
- 09/13/2016 - [Women's Volleyball: Jackson State vs. Louisiana Tech](#)
- 09/17/2016 - [Cross Country: Mock Triple-Duals vs. Louisiana Tech](#)
- 09/22/2016 - [Women's Soccer: Rice vs. Louisiana Tech](#)

Disclaimer: This system is in a Beta phase. Please send us a feedback if you encounter any issue.

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On your welcome page, click on the **New Form** link to initialize a new form.

COMPLETING THE FORM (1 of 5)

Your **name** and **e-mail** fields are pre-populated based on the username you login with.

Hello, xyz123 [Home](#) [New](#) [My Forms](#) [Forms to Sign](#) [Log Out](#)

LOUISIANA TECH UNIVERSITY
PLAN OF STUDY

Version: Original Revision College: Expected Graduation Date:

PERSONAL INFORMATION

Name* Lastname Firstname Middlename

Mailing Address Street Address City, State Zip Code

Campus-Wide ID Number* **Complete Tech E-mail Address***

Minor(s) **Language(s) or Proficiency Tools to be Used**

Degree **Major** **Concentration** **Track**

NOTE: Upon approval from your Advisory Committee, Department Head/Graduate Coordinator, and Dean, some Core Courses can be modified. Please consult with your Academic Advisor about any such possible modifications.
Sample Plan of Study: Some completed sample Plan of Study forms are available at http://coes.latech.edu/grad-programs/plans_of_study.php.

1.1. LIST CORE COURSES TO BE APPLIED TOWARDS THE DEGREE WHICH CARRY LOUISIANA TECH GRADUATE CREDIT

If the course was taken, or is to be taken by extension, write "Ex" at the right of the place for the grade; if taken or to be taken at Barksdale, write "BAFB" at the right of the place for the grade. List major subject area courses first; then courses in the minor subject area.

Dept. & Numbers	Course Title	Credit Hours	Grade	Term	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Grade"/> <input type="text"/>	<input type="text" value="Term"/> <input type="text"/>	<input type="text" value="Year"/> <input type="text"/>
<input type="button" value="Add a Row"/>					

1.2. LIST ELECTIVE COURSES TO BE APPLIED TOWARDS THE DEGREE WHICH CARRY LOUISIANA TECH GRADUATE CREDIT

If the course was taken, or is to be taken by extension, write "Ex" at the right of the place for the grade; if taken or to be taken at Barksdale, write "BAFB" at the right of the place for the grade. List major subject area courses first; then courses in the minor subject area.

Dept. & Numbers	Course Title	Credit Hours	Grade	Term	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Grade"/> <input type="text"/>	<input type="text" value="Term"/> <input type="text"/>	<input type="text" value="Year"/> <input type="text"/>
<input type="button" value="Add a Row"/>					

COMPLETING THE FORM (2 of 5)

Select **College** from the dropdown box that applies to your program.

LOUISIANA TECH UNIVERSITY
PLAN OF STUDY

Version: Original Revision College: Select College
Applied and Natural Sciences
Business
Education
Engineering and Science
Liberal Arts Expected Graduation Date: Quarter Year

PERSONAL INFORMATION

Name* Lastname Middlename

Mailing Address Street Address City, State Zip Code

Campus-Wide ID Number* Complete Tech E-mail Address*

Minor(s) Language(s) or Proficiency Tools to be Used

Degree Major Concentration Track

NOTE: Upon approval from your Advisory Committee, Department Head/Graduate Coordinator, and Dean, some Core Courses can be modified. Please consult with your Academic Advisor about any such possible modifications.
Sample Plan of Study: Some completed sample Plan of Study forms are available at http://coes.latech.edu/grad-programs/plans_of_study.php.

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If the course was taken, or is to be taken by extension, write "Ex" at the right of the place for the grade; if taken or to be taken at Barksdale, write "BAFB" at the right of the place for the grade. List major subject area courses first; then courses in the minor subject area.

Dept. & Numbers	Course Title	Credit Hours	Grade	Term	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Grade"/> <input type="text"/>	<input type="text" value="Term"/> <input type="text"/>	<input type="text" value="Year"/> <input type="text"/>

1.2. LIST ELECTIVE COURSES TO BE APPLIED TOWARDS THE DEGREE WHICH CARRY LOUISIANA TECH GRADUATE CREDIT

If the course was taken, or is to be taken by extension, write "Ex" at the right of the place for the grade; if taken or to be taken at Barksdale, write "BAFB" at the right of the place for the grade. List major subject area courses first; then courses in the minor subject area.

Dept. & Numbers	Course Title	Credit Hours	Grade	Term	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Grade"/> <input type="text"/>	<input type="text" value="Term"/> <input type="text"/>	<input type="text" value="Year"/> <input type="text"/>

Making this selection adjusts some fields on the form.

COMPLETING THE FORM (3 of 5)

Enter course **department** and **number** correctly. Doing so will auto-populate the Course Title and Credit Hours fields.

1.1. LIST CORE COURSES TO BE APPLIED TOWARDS THE DEGREE WHICH CARRY LOUISIANA TECH GRADUATE CREDIT

If the course was taken, or is to be taken by extension, write "Ex" at the right of the place for the grade; if taken or to be taken at Barksdale, write "BAFB" at the right of the place for the grade. List major subject area courses first; then courses in the minor subject area.

Dept. & Numbers	Course Title	Credit Hours	Grade	Term	Year	
CSC 520	Advanced Analysis of Algorithms and Complexity	3	Grade ▾	Term ▾	Year ▾	
			Grade ▾	Term ▾	Year ▾	
			Grade ▾	Term ▾	Year ▾	

1.2. LIST ELECTIVE COURSES TO BE APPLIED TOWARDS THE DEGREE WHICH CARRY LOUISIANA TECH GRADUATE CREDIT

If the course was taken, or is to be taken by extension, write "Ex" at the right of the place for the grade; if taken or to be taken at Barksdale, write "BAFB" at the right of the place for the grade. List major subject area courses first; then courses in the minor subject area.

Dept. & Numbers	Course Title	Credit Hours	Grade	Term	Year
			Grade ▾	Term ▾	Year ▾

2. LIST ALL TRANSFER CREDIT WHICH IS APPLIED TOWARD THE DEGREE

UNIVERSITY LAST ATTENDED

University Name Program

LOUISIANA TECH UNIVERSITY

Dept. & Numbers	Course Title	Credit Hours	Grade	Dept. & Numbers	Course Title

3. LIST ALL COURSES REQUIRED TO REMOVE SUBJECT MATTER DEFICIENCIES

Dept. & Numbers	Course Title	Credit Hours	Grade	Term	Year
			Grade ▾	Term ▾	Year ▾

You can drag/drop or delete an arbitrary row to make arrangements.

You can use **Add a Row** and **Remove a Row** buttons to add more courses or remove the last added course.

COMPLETING THE FORM (4 of 5)

When adding a **substitute course**, enter the course you actually take on section 1.1 or 1.2 (depending on whether it is a core or elective course.) Enter **both** courses on Section 4.

1.1. LIST CORE COURSES TO BE APPLIED TOWARDS THE DEGREE WHICH CARRY LOUISIANA TECH GRADUATE CREDIT

If the course was taken, or is to be taken by extension, write "Ex" at the right of the place for the grade; if taken or to be taken at Barksdale, write "BAFB" at the right of the place for the grade. List **major** subject area courses first; then courses in the **minor** subject area.

Dept. & Numbers	Course Title	Credit Hours	Grade	Term	Year
CSC 521	Advanced Computer Architectures	3	A	Fall	2015
			Grade	Term	Year

1.2. LIST ELECTIVE COURSES TO BE APPLIED TOWARDS THE DEGREE WHICH CARRY LOUISIANA TECH GRADUATE CREDIT

If the course was taken, or is to be taken by extension, write "Ex" at the right of the place for the grade; if taken or to be taken at Barksdale, write "BAFB" at the right of the place for the grade. List **major** subject area courses first; then courses in the **minor** subject area.

Dept. & Numbers	Course Title	Credit Hours	Grade	Term	Year
			Grade	Term	Year

4. LIST ALL COURSES TO BE UTILIZED AS COURSE SUBSTITUTIONS

	Dept. & Numbers	Course Title	Credit Hours	Grade	Term	Year
<i>Required</i>	CSC 470	Computer Graphics	3	N/A	Term	Year
<i>Substitute</i>	CSC 521	Advanced Computer Architectures	3	A	Fall	2015

The course you actually took or will take.

The course you were/are supposed to take.

COMPLETING THE FORM (5 of 5)

Entering your Committee Member's Tech e-mail address should auto-populate their name on the corresponding **Full Name** field.

If your Committee Member is NOT from Louisiana Tech, please enter that individual's official institutional e-mail address.

REQUESTED SIGNATURES
NOTE: When you enter valid e-mail address for the respective Committee Member, their full name will be automatically populated on the corresponding field. If your Advisory Committee includes an external member, please include that member's home campus e-mail address (e.g. albertstein@princeton.edu).

Role	Complete Tech E-mail Address	Full Name (Read-only fields; auto-populated)
Advisory Committee Chairman	<input type="text" value="sdua@latech.edu"/>	<input type="text" value="Sumeet Dua"/>
Advisory Committee Member 1	<input type="text" value="ramu@latech.edu"/>	<input type="text" value="Balachandran Ramu Ramachandran"/>
Advisory Committee Member 2	<input type="text" value="pradeep@latech.edu"/>	<input type="text" value="Pradeep Chowriappa"/>
Advisory Committee Member 3	<input type="text" value="box@latech.edu"/>	<input type="text" value="Chokchai Leangsuksun"/>
Advisory Committee Member 4	<input type="text" value="jkanno@latech.edu"/>	<input type="text" value="Jinko Kanno"/>

Department Head/Graduate Coordinator: [\[?\] Current List](#)

Associate Dean:

Dean of College:

Once you are done completing the form and making all the appropriate selections, click on **Preview** to preview the form before submitting.

The list of Department Head or Graduate Coordinator that applies to your program can be determined using the **Current List** link.

PREVIEWING THE FORM

Verify that all the fields have been **completed appropriately** on the form preview page.

Hello, smu004 [Home](#) [New](#) [My Forms](#) [Forms to Sign](#) [Delete](#) [Log Out](#)

4. LIST ALL COURSES TO BE UTILIZED AS COURSE SUBSTITUTIONS

	Dept. & Numbers	Course Title	Credit Hours	Grade	Term	Year
Required	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Substitute	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Total	<input type="text" value="0 hrs"/>		

REQUESTED SIGNATURES

Student:

Advisory Committee Chairman:

Advisory Committee Member 1:

Advisory Committee Member 2:

Advisory Committee Member 3:

Advisory Committee Member 4:

Department Head/Graduate Coordinator:

Associate Dean of Graduate Studies:

Dean of College:

Graduate School:

After reviewing, please proceed to the next page to sign this form and send it to the respective Committee Members and officials for signatures.

[<< GO BACK AND EDIT](#) [PROCEED TO SIGN >>](#)

Once you check all the fields and verify that they are appropriate, click on **Proceed to Sign** button to go to the signing page.

SIGNING THE FORM

REQUESTED SIGNATURES

Student

This Plan Of Study requires your signature for processing. By entering your full name below, you agree that you have checked all the fields and verify that they are appropriate.

John Doe

Today's date: 08/14/2016

I verify

To sign your Plan of Study, simply type your full name on the provided field, then click on **I verify** button.

The form will be forwarded to your Advisory Committee Members for their signatures, once you review and sign your Plan of Study.

TRACKING THE FORM

You can check the status of the form you have initiated on your homepage.

Forms You Initiated:

Version	College	Degree	Major	Estimated Grad.	Status	Action
Original	Engineering & Science	Ph.D.	Computational Analysis & Modeling	Spring 2018-2019	Finalized	Submit Revision View

Start a [New Form](#)

NOTE: Start a new form only if you are submitting Plan of Study for a new program; otherwise, please revise your existing form and submit it.

SUBMITTING A REVISION

For the forms that you have already initiated, you will have an option to submit a revised version by clicking on the **Submit Revision** button.

Forms You Initiated:

Version	College	Degree	Major	Estimated Grad.	Status	Action
Original	Engineering & Science	Ph.D.	Computational Analysis & Modeling	Spring 2018-2019	Finalized	Submit Revision View

Start a [New Form](#)

NOTE: Start a new form only if you are submitting Plan of Study for a new program; otherwise, please revise your existing form and submit it.

When Finalized forms are revised, you may have options to upload your **Practicum/Thesis/Dissertation Proposal** and **Examination Reports**.

REPORTING A PROBLEM

Report a Problem or Give a Feedback

If you are sending a message about the problem you have encountered in the system, please describe the problem in as detail as possible. Your detail description will help us identify the problem correctly, replicate it, and solve it.

Send

Disclaimer: This system is in a Beta phase. Please [inform us](#), if you encounter any issue.

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You can use the **inform us** hyperlink at the footer of pages to send us a message requesting help about the technical issue you are having within the system.

Thank you 😊

We hope you will enjoy this new system!