• Registration for spring 2016 opens on October 26th.
• Meet with advisor to discuss course options and obtain PIN
• Complete Form 23 with all courses you are going to register for – have advisor sign the form
• Register yourself online for “regular” courses
PURDUE CIVIL ENGINEERING

COURSE REQUESTS

• CE 59700, 69700 new variable title courses should be requested by including the course title (with a max of 30 characters) on the form 23. Be sure to include how many credits the course should be.

• CE 69800, 69900 should be listed on your form, graduate office must enter the override for these. Remember to note the number of credits and be sure to choose the correct section.
# PURDUE CIVIL ENGINEERING

## FORM 23

### SCHEDULE REVISION REQUEST

<table>
<thead>
<tr>
<th>A-Add</th>
<th>D-Drop</th>
<th>M-Modify</th>
<th>CRN</th>
<th>Subject</th>
<th>Course No.</th>
<th>Var. Grd.</th>
<th>WI</th>
<th>WF</th>
<th>PI</th>
<th>NP</th>
<th>Instructor Signature</th>
<th>Date</th>
<th>Department Head Signature (as needed)</th>
<th>Date</th>
<th>Status Reg Sin</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

### AUTHORIZATIONS:

1. Signature of Student: __________
   - Phone Number: __________
   - Date: __________
   - E-Mail of Student: __________

2. Signature of Student's Advisor or Graduate School: __________
   - Phone Number: __________
   - Date: __________
   - Print/Typed Name of Student's Advisor or Graduate School: __________

### ADVISOR COMMENTS:

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### OFFICE OF THE REGISTRAR COMMENTS:

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• Once you have registered for regular courses – bring the white copy of the signed form 23 to the CE Graduate Office.

• Variable title courses and research hours will then be entered.
• If there are other CE courses that need overrides (pre-req etc) – please note that on the form 23 so that the override can be entered.

• If a course outside of CE needs an override – you will have to get the permission from the course instructor or departmental schedule deputy.
PURDUE CIVIL ENGINEERING

Plan of Study
• All CE MS graduate students must submit a Plan of Study by the end of the second semester in the program.

• All CE PhD graduate students must submit a Plan of Study by the end of the third semester in the program.

• Students without a plan of study will be encouraged to file one before further registrations are processed.
PURDUE CIVIL ENGINEERING
START AT MYPURDUE — ACADEMIC TAB
Currently the electronic Plan of Study Generator is available for students who are obtaining their degree on the West Lafayette campus.

Create New Plan of Study

This option allows you to create a new plan of study for Master, Doctoral and Educational Specialist degrees.

Forms available for edit or display:
Action Link Form Status Date

Forms in Saved or Draft status are available for editing.
Plans of study that have a View link are not available for editing. If a change is needed and the plan has been Approved, then click on the Create Change Request link to initiate a Change Request form. If your plan of study is in Outstanding status you can either wait until it has received final approval and then initiate a Change Request, or you can request that it be rejected.
Rejected forms that are modified are automatically updated to a "Saved" status.

More Help
Purdue University Graduate School

Graduate Plan of Study Generator

To fill out this form:

- Indicate Department that is granting the degree.
- Indicate the first semester of graduate study at any Purdue campus.
- Indicate your email address.

For more detailed instructions click on the Help button at the bottom of the page.

Most recent registration in:

Campus:
- Campus granting degree.

Department:
- Department granting degree.

First semester of graduate study at Purdue:
- Transfer or Re-entry students indicate the first semester of graduate study at any Purdue campus.

Email Address:

Process and Continue will process this page, any errors detected will be displayed at that time. Cancel will return you to the menu for your plan of study but will not retain any data entered on this page.
Purdue University Graduate School

Request for Master's Degree Advisory Committee and Plan of Study Approval

Click to open a new browser window that contains Civil Engineering’s Plan of Study Guidelines and Requirements.

☑ Student and Degree Information
  List: degree title, campus, department, expected graduate date, email address.

☐ Research Project and Language Requirements
  List: language requirements, research area and area of specialization.

☐ Course Work
  List courses for your plan of study.

☐ Advisory Committee
  List advisory committee members.

☐ Comments and Special Notes
  List any special notes or comments.
  No information on this page is required.

Before submitting, please Preview Plan of Study to ensure your plan is accurate and complete.
Purdue University Graduate School
Request for Master's Degree Advisory Committee and Plan of Study Approval

For detailed instructions click on the Help button at the bottom of the page.

Research Area: (* required for Ph.D., optional for Master's)
- Indicate a short title of the research area chosen.
  Composite Materials

Concentration: (* optional)
- Select the concentration to include on your plan of study.
- If the concentration you intend to select is not listed in the drop down menu, please contact your Plan of Study Coordinator.
  NOTE: If a concentration ends in -IGP, it should only be selected if you are officially registered in the associated Interdisciplinary Graduate Program curriculum.

Concentration: INT ECOG SCI AND ENG

Language Requirement:
- Designate specific language requirements and the method to be used to satisfy the requirements.
- This information is required by some departments. Refer to your department's Guidelines and Requirements link.

METHOD to be used to meet requirement

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Help | Process and Continue
• Thesis option students: Research Area should be the working title for your thesis/dissertation.

• Non-thesis option students should list their area of specialization in the Research Area Field: Architecture, Construction, Geomatics, Geotechnical, Hydraulics, Materials, Structures, or Transportation.

• Environmental students (thesis and non-thesis) can choose “Environmental Engineering” from the drop-down box for Concentration.

• If you plan to get a Computational Science and Engineering (CS&E) concentration then choose “Computational Engineering – IGP” from the Concentration drop-down box.

• If you plan to get a degree in Ecological Sciences and Engineering (ESE) then choose “Int Ecog Sci and Eng” from the Concentration drop-down box.
Purdue University Graduate School

Request for Master's Degree Advisory Committee and Plan of Study Approval

Click to open a new browser window that contains Civil Engineering’s Plan of Study Guidelines and Requirements.

☑️ Student and Degree Information
   List: degree title, campus, department, expected graduate date, email address.

☑️ Research Project and Language Requirements
   List: language requirements, research area and area of specialization.

☐ Course Work
   List courses for your plan of study.

☐ Advisory Committee
   List advisory committee members.

☐ Comments and Special Notes
   List any special notes or comments.
   No information on this page is required

Before submitting, please Preview Plan of Study to ensure your plan is accurate and complete.
Purdue University Graduate School

Request for Master's Degree Advisory Committee and Plan of Study Approval

Indicate the courses to be used on your plan of study using the following links. Click on the Process and Continue button at the bottom of the page when you are done.

For more detailed instructions, click on the Help button at the bottom of the page.

Courses currently being taken or those previously completed at Purdue University (as a graduate student).

Transfer courses and courses taken as excess undergraduate credit.

Courses to be taken in the future at Purdue.

Open a new browser window containing the Graduate School Course Information of the On-Line Course Catalog for information on university courses.

Open a new browser window containing the Graduate School's Policies and Procedures Manual, Section VII for information on university policies when developing a plan of study. Click on the HELP button below for help on utilizing the web based plan of study generator.

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.
Purdue University Graduate School

Completed Purdue courses that will apply to this plan of study

Indicate which courses from your current academic record are to be used on this plan of study. Courses are listed in alphabetical order by subject. Only courses you were registered for at the beginning of the semester or those completed as a graduate student and for a grade are listed. List any courses taken as undergraduate excess on the "Transfer and Undergrad Excess" page.

For each course being used:
- click the "Use" box
- indicate the Area (Primary, Related, or Not Applicable)
- if a grade of B or better is required by your department check the "B or Better" box

To remove a course, uncheck the "Use" box

Courses taken in non-degree status are marked with non-degree registration

For more detailed instructions click on the HELP button at the bottom of the page.

Note: Grades posted here are as of the end of the semester that they were taken. Late grade changes or course title changes may not be reflected. If you see a discrepancy, contact the Graduate School.

<table>
<thead>
<tr>
<th>Use</th>
<th>Area</th>
<th>B or Better Required</th>
<th>Course / Session / Credit Hours / Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Primary</td>
<td>Related</td>
<td>☐</td>
<td>C E 570 ADV STRUCT MECH / Fall 2005-06 / 3 / A</td>
</tr>
<tr>
<td>☐ Primary</td>
<td>Related</td>
<td>☐</td>
<td>C E 571 EARTHQUAKE ENGINEERING / Spring 2004-05 / 3 / A</td>
</tr>
<tr>
<td>☐ Primary</td>
<td>Related</td>
<td>☐</td>
<td>C E 579 STRUCTURAL STABILITY / Spring 2004-05 / 3 / A</td>
</tr>
</tbody>
</table>

• Typically, all CE courses listed as Primary
• Math, Stat, others listed as Related
The action buttons for each row (Add, Modify, Delete) are the right most column. If the action buttons are not visible, use the horizontal scroll bar to view the entire row. Fill in each row, then click on the Add button to add the row. After a course has been added you may modify or delete the information.

Read these brief instructions. For more detailed instructions, click on the Help button at the bottom of the page.

Required information for each line is marked with an asterisk (*).

- For each transfer course or undergraduate excess course, to be used on the plan of study, fill in all required information and click on the Add button.
- List undergraduate excess courses from a university, other than Purdue, as a Transfer course.
- For transfer courses not yet completed enter "Future" in the grade field.
- To modify course information, already added, type over the information you want to modify and click on the Modify button, to remove a course, click on the Delete button.
- For undergraduate excess taken at Purdue University, please enter Purdue University as the institution name.

*** Enter the course title and subject exactly as it appears on the official transcript. Failure to enter the information exactly as it appears on your transcript will take additional time in processing.

*** Any course being specified as Undergraduate Excess must be certified as available for graduate credit on your transcript, and you must have been in senior status.

<table>
<thead>
<tr>
<th>Area</th>
<th>Subj. Abbr.</th>
<th>Course No.</th>
<th>Credit Hrs.</th>
<th>Course Title</th>
<th>Institution Name</th>
<th>Grade</th>
<th>Session</th>
<th>Regis. Type</th>
</tr>
</thead>
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</tbody>
</table>
Purdue University Graduate School

Purdue courses to be taken that will apply to this plan of study

The action buttons for each row (Add, Modify, Delete) are the right most column. If the action buttons are not visible, use the horizontal scroll bar to view the entire row. You must fill in each row, then click on the Add button to add the row. After a course has been added you may modify or delete the information.

Required information for each line is marked with an asterisk (*). Courses are displayed in sort order by Program Area, Subject, and Course Number.

For more detailed instructions, click on the Help button at the bottom of the page.

Open a new browser window containing the Graduate School Course Information of the On-Line Course Catalog for information on university courses.

<table>
<thead>
<tr>
<th>Area</th>
<th>Subj. Abbr.</th>
<th>Course No.</th>
<th>Credit Hrs.</th>
<th>B or Better Required</th>
<th>Course Title</th>
<th>Session to be Completed specify academic year (i.e. 1998-99)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
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<td></td>
<td></td>
<td></td>
<td>Add</td>
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<tr>
<td>Related</td>
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<td></td>
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<tr>
<td>Not Applicable</td>
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</tbody>
</table>

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.
• Subject Abbreviation should be CE, STAT, ABE, etc.
• Course number should be 59700, 51100, 44000, etc.
• Do not use the CRN.
• Titles should match the transcripts exactly.
• If a course you have taken at Purdue does not automatically populate, you can manually add it.

• Do **not** check the “B or better” option. This tells the grad school that you MUST get a B or better in the course – if you do not, they will not let you use the course on your POS.
MS non-thesis

- 30 course credits; no research credits
- Only three credits of 300 or 400 level course permitted; grade of B or better required.
- No pass/fail courses

MS thesis

- 21 course credits; 9 research credits
- Only three credits of 300 or 400 level course permitted; grade of B or better required.
- No pass/fail courses
PhD

• 48 course credits; 42 research credits
• 30 of these course credits may be from an MS. You can only count credits from one Master’s degree.
• You may count up to 3 credits from 300 or 400 level courses – B or better required.
• If you register for a 300 or 400 level course – initially it will be “excluded” on your transcripts.

• If you include this 300 or 400 level course on your plan of study and have completed the course with a B or better grade, it will then be “included.” This course audit is done by the graduate school.

• Do not list research hours - CE 69800 or CE 69900

• Construction area: IRS courses should be listed on POS. The graduate school sees these as coursework, not research.
Transfer of MS credits to PhD POS

- The student meets with their committee and provides a copy of his/her MS transcripts for review.
- The committee determines the courses and credits that can be applied towards the student’s PhD POS. These can include both coursework credits and research credits (maximum of 30 credits). These courses are then listed on the ‘MS credit transfer to PhD POS’ form.
- The advisor signs the form and submits it to the CE Graduate Office.
- The student can then move forward with generating his/her electronic plan of study. **The MS transfer courses should NOT be listed on the PhD plan of study with the PhD courses, however the student should list the approved MS transfer courses as a Supplemental Note.** Be sure to list the course number, course title, credits and date taken. The CE Grad Office will note the overall number of MS credit being transferred in the appropriate field in the POS during the approval process and it will be approved by the committee chair.
- The MS transfer form will remain in the student’s file as a record of the approval of the transfer courses and associated credits.
Transfer MS credits to PhD POS Worksheet

School of Civil Engineering
Transfer MS credits to PhD Plan of Study Worksheet

Student Name: ____________________________________________

Degree received from: ____________________________________

Courses to be transferred:

<table>
<thead>
<tr>
<th>#</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester completed</th>
<th>Credits</th>
<th>Grade</th>
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__________________________________________________________

Approval of advisor ___________________________ Date ____________

__________________________________________________________

Approval of CE Grad Office ______________________ Date ____________

**Please attach a copy of MS transcripts**
Transfer of excess courses/credits:

- Original transcripts for the courses must be on file with the Grad School.
- The courses cannot have been used to meet the requirements for another degree (bachelors or masters).
- The courses cannot be more than five years old.
- You must have received a B or better.
Original transcripts for the courses must be on file with the Grad School – with appropriate notation that the courses are available for grad credit.

You must have received a B or better.

You can transfer up to 12 credits from undergrad excess.
Purdue University Graduate School
Request for Master's Degree Advisory Committee and Plan of Study Approval

Click to open a new browser window that contains Civil Engineering’s Plan of Study Guidelines and Requirements.

☑ Student and Degree Information
List: degree title, campus, department, expected graduate date, email address.

☑ Research Project and Language Requirements
List: language requirements, research area and area of specialization.

☑ Course Work
List courses for your plan of study.

☐ Advisory Committee
List advisory committee members.

☐ Comments and Special Notes
List any special notes or comments.
No information on this page is required.

Before submitting, please Preview Plan of Study to ensure your plan is accurate and complete.
• Chair person is typically your academic advisor.
• Faculty member providing funding is usually on your committee.
• Faculty members that you have taken courses with (either from Civil or from another department/school).

Request a meeting with the faculty member or contact them via email to ask them to serve on your committee. Be sure to give them your draft list of courses and provide them with your educational goals.
Purdue University Graduate School

Request for Master's Degree Advisory Committee and Plan of Study Approval

For each member of your committee, indicate their participation, enter their Faculty 4+5 Code from the list and enter the area of expertise which each faculty member will contribute to the committee.

Use the "Faculty Advisory Search" section at the bottom of this page to obtain the identifiers for all people who are to serve on your committee. If a faculty person is associated with more than one department at Purdue, search for them in the department that they will be representing while on your committee.

If you are unable to find that person from the list, please contact your department's Plan-of-Study Coordinator to obtain the "Faculty 4+5 Code".

The action buttons for each row (Add, Modify, Delete) are the right most column. You must fill in each row, then click on the Add button to add the row. After a member has been added, you may modify or delete the information.

For more detailed instructions, click on the Help button at the bottom of this section.

<table>
<thead>
<tr>
<th>Participation of Member</th>
<th>Faculty 4+5 Code retrieved from search</th>
<th>Advisor Name</th>
<th>Area of Advisor (optional)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
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<tr>
<td>Co-Chair</td>
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<tr>
<td>Member</td>
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</tbody>
</table>

Faculty Advisor Search - Please choose the department of the faculty member for whom you are searching. Hit the "Search" button, and retrieve the faculty 4+5 code associated with the person who will serve on your committee. Please continue the searches until you have found the codes for all people who will serve on your committee.

Filter by Department: CIVIL ENGINEERING

<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty 4+5 code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABOUNAIM, MAUDI R</td>
<td>CIVL-C8264</td>
</tr>
<tr>
<td>ABRAMAH, DULCY M.</td>
<td>CIVL-C4114</td>
</tr>
<tr>
<td>ABRAHAM, ANIL, R.</td>
<td>CIVL-C8160</td>
</tr>
<tr>
<td>AGUINOSAIA, BUINVING,</td>
<td>CIVL-C8738</td>
</tr>
<tr>
<td>ALFARO, G. LUIS, D.</td>
<td>CIVL-C8176</td>
</tr>
<tr>
<td>ALTSCHAEFFL, ADOLPH G.</td>
<td>CIVL-C8510</td>
</tr>
<tr>
<td>ALVARADO, ALEJANDRA,</td>
<td>CIVL-C8510</td>
</tr>
<tr>
<td>ANASTASIOPOULOS, PANAGIOTIS,</td>
<td>CIVL-C8246</td>
</tr>
<tr>
<td>BACHMANN, CHARLES, M.</td>
<td>CIVL-C7557</td>
</tr>
<tr>
<td>BALDWIN, BRIETT, R</td>
<td>CIVL-C7929</td>
</tr>
<tr>
<td>BARKES, MARGARET R.</td>
<td>CIVL-C4701</td>
</tr>
<tr>
<td>BARCHE, LOURENT</td>
<td>CIVL-C7867</td>
</tr>
<tr>
<td>BEADTIN, JAMES, J.</td>
<td>CIVL-C8164</td>
</tr>
<tr>
<td>BENZ, DALE, PATRICK</td>
<td>CIVL-C7511</td>
</tr>
</tbody>
</table>
• Enter the faculty member using only the faculty ID (C1234)

• CIVL is the department code

• Area should be Architecture, Construction, Environmental, Geomatics, Geotechnical, Hydraulics, Materials, Structures, or Transportation for CE faculty members

• Civil faculty with joint appointments will be considered Civil. They cannot count as an outside member.
Options

• Chair plus 2 or more members
  or
• 2 Co-Chairs plus 1 or more members

Note: You may not list both a chair and a co-chair
COMPOSITION OF COMMITTEE

MS-minimum of three people
  • Recommended that one be from a different area of study

PhD-minimum of four people
  • 2 from student’s major group of study
  • 1 from other area within CE
  • 1 from other Purdue dept or outside Purdue
  • Other possibilities but committee must be at least 50% Purdue Graduate Faculty
“Special” Graduate Faculty may participate as a co-chair or member of a committee.

Be aware that certification process can take time.

Request from your advisor must include individual’s CV (including month and year that PhD was obtained), description of expertise and current contact information. Submit it to the CE grad office.

Special grad faculty member must have at least the same degree that you are earning.
Purdue University Graduate School
Request for Master's Degree Advisory Committee and Plan of Study Approval

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- **Student and Degree Information**
  - List: degree title, campus, department, expected graduate date, email address.

- **Research Project and Language Requirements**
  - List: language requirements, research area and area of specialization.

- **Course Work**
  - List courses for your plan of study.

- **Advisory Committee**
  - List advisory committee members.

- **Comments and Special Notes**
  - List any special notes or comments.
  - No information on this page is required.
Purdue University Graduate School

Request for Master's Degree Advisory Committee and Plan of Study Approval

The following are notes associated with this plan of study.

All notes are made available to Purdue faculty and staff.
To add a note, fill in the Subject and Text boxes and click "Add".
To delete a note, click "Delete" next to the note to be deleted.
To modify a note, edit the Subject or Text boxes and click "Modify".

Refer to the Help button, at the bottom of the page, for more information when an "Exception" is denoted in the Subject line.

Subject: [Enter subject text here.]

[Enter note text here.]

Text:

Action: Add

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.
Save

- Doesn’t initiate any emails.
- You may return and edit at any time.

Submit Draft

- Email sent to graduate office and all committee members for view and feedback.
- You should submit as draft and wait on approval before submitting as final.
Submit Final

1) CE Grad Office reviews, approves if acceptable

2) Committee reviews, approves if acceptable

3) Dr. Abraham reviews, approves if acceptable

4) Graduate school reviews, approves if acceptable.
You can make changes to your POS once it’s completely approved.

- Coursework
- Committee Members
- Degree Objective (Thesis MS vs Non-Thesis MS)
PhD students should be meeting with their committee at least once a year.

- POS approval is considered a meeting
- Preliminary exam is considered a meeting
- Final exam is considered a meeting
- In years that the above don’t occur – you should plan a meeting with your committee and submit a Doctoral Committee Annual Meeting Report.
QUESTIONS?