Creating a Plan of Study for the Online MSECE

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Frequently Asked Questions

Process Overview

*Information on finding a faculty advisor

**Email Lynn Hegewald at hegewald@purdue.edu when your draft plan of study is ready to be reviewed.

Timing

If you are a full-time student and intend to complete the MSECE in 1-2 years, your plan of study (POS) is due by the start of your second semester of classes.

If you are a part-time student and intend to complete the MSECE in 2+ years, your POS is due by the start of your third semester of classes.

In general, we would like you to have a completed plan of study by the time you have finished 9 credit hours of coursework.
Creating Your POS

Follow these steps for creating and submitting an electronic POS.

**Step 1. Log onto MyPurdue**

1. Click the Academics tab at the top of the page.
2. In the Graduate Students area, click Graduate School Plan of Study.
3. Log in with your Purdue career account.
4. Click Plan of Study Generator and then Create a New Plan of Study.

**Step 2. Enter Student and Degree Information**

1. On the page shown below, enter your information:
   - Degree title: Choose (MSECE) Master of Science in Electrical and Computer Engineering
   - Non-thesis or thesis: Choose Non-Thesis
   - Date degree expected: Enter your expected graduation date
   - First semester of graduate study: Enter your start date
   - Email address: Enter your Purdue email address
2. Click Process and Continue.
3. You will now see the main POS page shown below.

![Request for Master's Degree Advisory Committee and Plan of Study Approval](image)

**Step 3. Enter Research Area and Concentration**

1. Click **Research Area and Concentration**.

![Request for Master's Degree Advisory Committee and Plan of Study Approval](image)

2. In the research area box, indicate your interest area as follows:

<table>
<thead>
<tr>
<th>Enter this abbreviation:</th>
<th>If your area of interest is this:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Automatic Control</td>
</tr>
<tr>
<td>CE</td>
<td>Computer Engineering</td>
</tr>
<tr>
<td>CNSIP</td>
<td>Communications, Networking, Signal &amp; Image Processing</td>
</tr>
<tr>
<td>FO</td>
<td>Fields and Optics</td>
</tr>
<tr>
<td>MN</td>
<td>Microelectronics and Nanotechnology</td>
</tr>
<tr>
<td>PES</td>
<td>Power and Energy Systems</td>
</tr>
<tr>
<td>VC</td>
<td>VLSI and Circuit Design</td>
</tr>
</tbody>
</table>

For example; you can also write a phrase like “Machine learning and AI.”
Note: If you change your interest area, you do not need to update your POS.

3. Skip Concentration and Language Requirement on this page; these do not apply.
4. Click Process and Continue.

**Step 4. Enter Coursework**

1. On the main POS page, click Course Work.

![Course Work]

Enter Current or Previously Taken Courses

2. Click Courses currently taken or those previously completed at Purdue University as a graduate student.

Courses you have taken in the past or are currently taking will show up here as shown in the example below.

3. To add these courses to your plan of study:
   a. In the Use column, click the checkbox.
   b. In the Area column, indicate whether the course is primary or related (see more information below).
   c. Don’t click anything in the B or Better Required column.

![Example Table]

**Primary or Related:** If you are unsure, don’t worry; just pick one. This information isn’t critical.

- **Primary:** Courses related to your main area of interest.
- **Related:** Courses not related to your main area of interest.
6. When done, click **Process and Continue**.

**Enter Transfer Courses**

7. If you have transfer courses to add to your POS, click **Transfer courses and courses taken as excess undergraduate credit**. This link takes you to a screen that allows you to enter transfer and excess undergraduate credit courses.

8. Complete the table as follows:
   a. **Area**: Select **Primary** or **Related**.
   b. **Subject and course no.**: For example, **ECE 600**.
   c. **Credit hours**
   d. **Course title**
   e. **Institution name**
   f. **Grade**
   g. **Session**
   h. **Registration type**
   i. **Date completed**

9. Click **Add** to add to the plan of study.

**Transfer courses to be applied to this plan of study**

Use this section to add graduate coursework to your plan which was completed as either undergraduate excess or as a graduate student at another institution. The action buttons for each row (Add, Modify, Delete) are in the right most column. If the action buttons are not visible, use the horizontal scroll bar to view the entire row.

**Instructions:**
- For each course, fill in all fields marked with an * and click the "Add" button.
- Enter the course title and subject exactly as it appears on the official transcript.
- For 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 already added, click on the "Delete" button.

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

10. Click **Process and Continue** when done.

**Note:** You can transfer up to 6 credit hours of related graduate level work with a grade of B or better that has not been used to earn another degree. If you have questions about transfer credits, contact Lynn at **hegewald@purdue.edu**.
Enter Future Courses

11. Click Courses to be taken in the future at Purdue University.

12. Complete the table with courses you plan to take.
   a. Useful resources:
      i. Online track degree requirements
      ii. ECE online course list
      iii. Purdue Engineering Online course list
      iv. Sample plans of study for online students
   b. Don’t click anything in the column B or Better Required.

13. Click Add in the last column.

14. Click Process and Continue when done.

15. Combined Degree Courses: This section does not apply; you can skip it.

16. Click Process and Continue to return to the main screen.
17. At this point, we also suggest that you click **Save without submitting to** save your work.
Step 5. Input Advisory Committee

Note: Do not enter any information in this section until you have obtained agreement from a faculty member to serve as your advisor: Information on finding a faculty advisor

1. Click the Advisory Committee checkbox link.

This will take you to an advisory committee entry page. This page has a split screen as shown below.

- Use the upper part of the screen to enter the advisor information.
- Use the lower part of the screen to search for your faculty advisor.

2. First go to the lower search screen. Use the drop-down menu to select the department Electrical and Computer Engineering.

3. Click Search to view the faculty list; locate your faculty advisor’s information.

- Your faculty advisor must have a certification level of R1.
4. In the top portion of the screen, complete the table for your faculty advisor.
   a. Participation of member: Select **Chair**.
   b. Dept Code and Faculty Identifier: Enter the code you looked up in step 3 above.
   c. Click **Add** to populate the rest of the table.

When you are done, your table should look like this example:

<table>
<thead>
<tr>
<th>Participation of Member</th>
<th>Dept. Code and Faculty Identifier</th>
<th>Certification Level</th>
<th>Advisor Name</th>
<th>Area of Advisor (optional)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>ECEN C3751</td>
<td>R1</td>
<td>SCOTT D. SUDHOFF</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Click **Process and Continue**.

**Step 6. Input Comments and Special Notes**

This section will not apply for most students. However, if you need to explain something unusual about your POS, click this section and enter your comments.

- **Comments and Special Notes**
  List any special notes or comments.
  No information on this page is required.
Step 7. Preview, Save, and Submit as Draft

1. From the main page, click **Preview Plan of Study**.
2. Review the plan of study and make any needed changes.
3. Click **Submit as Draft**.

**Next steps:**
Email your faculty advisor and Lynn Hegewald (hegewald@purdue.edu) to request a review of your draft plan. For the faculty advisor, email them the information in the body of the email.

- **If changes are needed**: Return to the POS generator and make the necessary changes. Then click **Submit as Final**.
- **If no changes are needed**: Return to the POS generator and click **Submit as Final**.

To access your saved POS, click **Edit** as shown below on the main screen.
Frequently Asked Questions

Q: How do I select a faculty advisor?

A: Your faculty advisor can be an ECE faculty member you have had as an instructor or who is in your focus area. Faculty who are teaching online courses can be a good choice for online students.

To identify faculty in each focus area, see the ECE faculty directory and click the focus areas on the right under By Area of Interest.

Email the faculty member, identify yourself as an online MSECE student, and ask if they will serve as your faculty advisor.

Q: Can I change my POS?

A: Yes, you can update your POS in myPurdue if needed after the plan has been approved. You do not need to update your POS to account for changes in the semesters you intend to take courses.

Additional questions? Please contact Lynn Hegewald at hegewald@purdue.edu.