

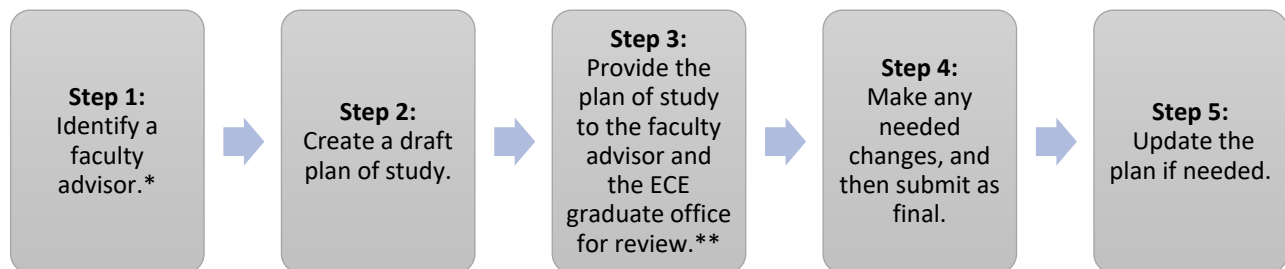
Creating a Plan of Study for the Online MSECE

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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.

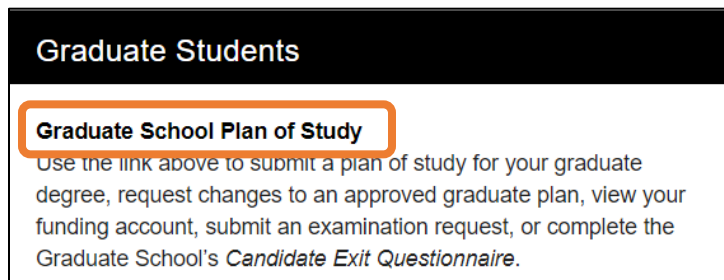
In general, we would like you to have a completed plan of study **by the time you have finished 9 credit hours of coursework.**

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

The screenshot shows a form with the following fields and values:

- Campus:** WEST LAFAYETTE (MAIN CAMPUS)
- Department:** ELECTRICAL & COMPUTER ENGR
- Degree Title:** (MSECE) MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING
- Choose Non-Thesis or Thesis Option:** NON-THESIS
- Date Degree Expected:** MAY / 2021
- First semester of graduate study at Purdue:** Summer / 2019-20
- Email Address:** Enter your Purdue email address

At the bottom of the form, there is a blue "Help" button and a grey "Process and Continue" button. A note at the bottom reads: "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.

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

Click to open a new browser window that contains [Electrical & Computer Engr's Plan of Study Guidelines and Requirements](#).

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

Research Area and Concentration
List: research area, concentration and language requirements.

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.

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 web based plan of study generator.

It is recommended that you submit your plan as a Draft before submitting as Final. Click on the Help button below for further explanation.

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

Click to open a new browser window that contains [Electrical & Computer Engr's Plan of Study Guidelines and Requirements](#).

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

Research Area and Concentration
List: research area, concentration and language requirements.

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

Enter this abbreviation:	If your area of interest is this:
AC	Automatic Control
CE	Computer Engineering
CNSIP	Communications, Networking, Signal & Image Processing
FO	Fields and Optics
MN	Microelectronics and Nanotechnology
PES	Power and Energy Systems
VC	VLSI and Circuit Design

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

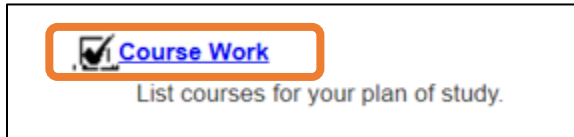
PES ← For example; you can also write a phrase like "Machine learning and AI."

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**.



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.

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

Use	Area	B or Better Required	Course / Session / Credit Hours / Grade
<input type="checkbox"/>	<input type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	ECE 59500 MEMS II / Fall 2020-21 / 1 /
<input type="checkbox"/>	<input type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	ECE 59500 INTRO TO QUANTUM TRANSPORT / Fall 2020-21 / 1 /
<input type="checkbox"/>	<input type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	ECE 59500 MEMS III / Fall 2020-21 / 1 /
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	ECE 60200 LUMPED SYSTEM THEORY / Summer 2019-20 / 3 / A-

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.

[Transfer courses and courses taken as excess undergraduate credit.](#)

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.

Area	Subj. Abbr.	Course No.	Credit Hrs.	Course Title	Institution Name	Grade	Session	Regis. Type	Date Completed MM/YYYY	Action
<input type="radio"/> Primary <input type="radio"/> Related	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼	▼	▼ / ▼	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.

Help
Process and Continue

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.

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

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**.

Required information for each line is marked with an asterick (*).
 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.
Note: Course No. is part of the subject-course no. combination (e.g. COMM 11400) - not the Banner CRN.

Area *	Subj. Abbr. *	Course No. *	Credit Hrs. *	B or Better Required	Course Title *	Session to be Completed * specify academic year (i.e. 1998-99)	Action
<input checked="" type="radio"/> Primary <input type="radio"/> Related	ECE ▾	51012	3	<input type="checkbox"/>	ELECTROMECHANICS	Spring ▾ 2020-21 ▾	<input type="button" value="Modify"/> <input type="button" value="Delete"/>
<input type="radio"/> Primary <input type="radio"/> Related	▾			<input type="checkbox"/>		▾ ▾	<input type="button" value="Add"/>

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.

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

Click to open a new browser window that contains [Electrical & Computer Engr's Plan of Study Guidelines and Requirements](#)

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

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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.

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 the web based plan of study generator.

It is recommended that you submit your plan as a Draft. Do not submit as Final. Click on the Help button below for further explanation.

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.

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

For each member of your committee, indicate their participation, enter their Dept. Code and Faculty Identifier 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 "Dept. Code and Faculty Identifier".

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.

Participation of Member	Dept. Code and Faculty Identifier <small>retrieved from search</small>	Certification Level	Advisor Name	Area of Advisor (*optional)	Action
<input type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Faculty Advisor Search - Please choose the department of the faculty member for whom you are searching. Hit the "Search" button, and retrieve the Dept. Code and Faculty Identifier 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. Individuals who hold "R" certification levels may serve throughout the Purdue system, as permitted by your department. Individuals who hold "S" certifications must have an active certification within your department in order to serve on your committee.

Department:

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**.

Name	Dept. Code and Faculty Identifier	Certification Level
ABRAMSOHN, DENNIS, A	ECEN+C7952	S2
AL SHAMAILEH, KHAIR, AYMAN RAJI	ECEN+Z3941	R1
ALAEIAN, HADISEH,	ECEN+C11304	R1
ALAM, MUHAMMAD, ASHRAFUL	ECEN+C6128	R1
ALIPRANTIS, DIONYSIOS, C.	ECEN+C8919	R1
ALLEBACH, JAN P.	ECEN+C2387	R1
AMYEEN, M ENAMUL	ECEN+C9606	S2
ANDERSON, CHRISTOPHER, R.	ECEN+C10446	S2

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.

Participation of Member	Dept. Code and Faculty Identifier <small>retrieved from search</small>	Certification Level	Advisor Name	Area of Advisor (*optional)	Action
<input type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Member	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

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

Participation of Member	Dept. Code and Faculty Identifier <small>retrieved from search</small>	Certification Level	Advisor Name	Area of Advisor (*optional)	Action
<input checked="" type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Member	<input type="text" value="ECEN"/> <input type="text" value="+C3751"/>	<input type="text" value="R1"/>	<input type="text" value="SCOTT D. SUDHOFF"/>	<input type="text"/>	<input type="button" value="Modify"/> <input type="button" value="Delete"/>

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.

<input type="checkbox"/>	Comments and Special Notes
<p>List any special notes or comments. No information on this page is required</p>	

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**.

Before submitting, please [Preview Plan of Study](#) to ensure your plan is accurate and complete.

Open a new browser window containing the [Graduate School's Policies and Procedures Manual, Section VII](#) for information on university policies and the web based plan of study generator.

It is recommended that you submit your plan as a Draft before submitting as Final. Click on the Help button below for further explanation.

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.

Forms available for edit or display:

Action	Link	Form	Status	Date
Edit		Plan of Study MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING : NON-THESIS	SAVED	Created 08/21/2020

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. If the plan has an 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](#)

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.