

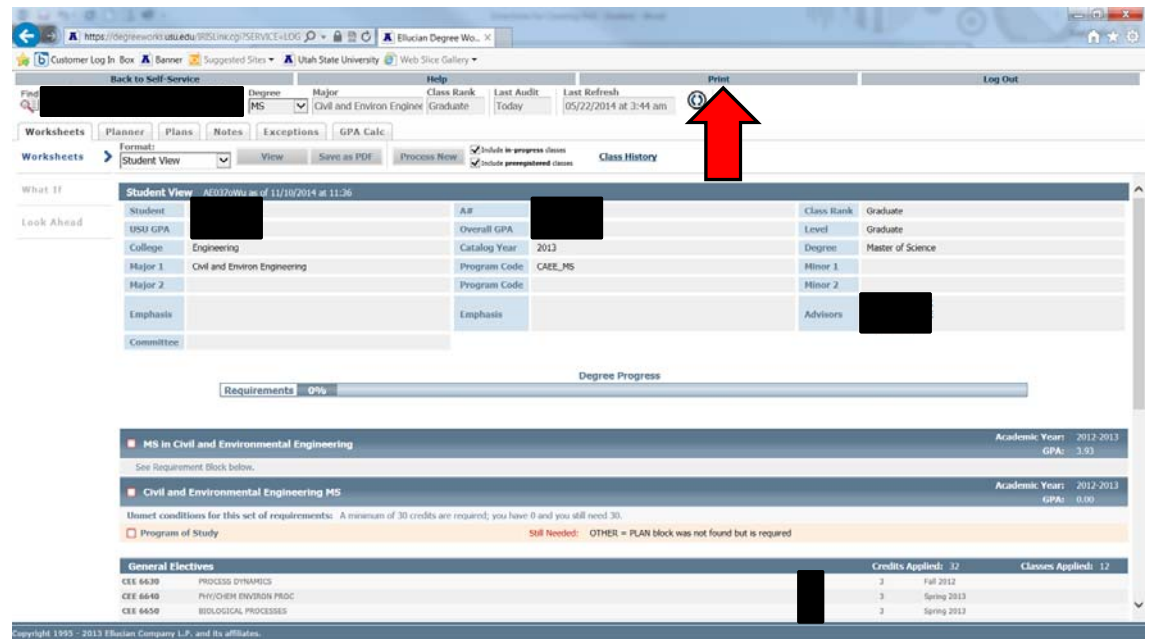
CREATING A PROGRAM OF STUDY FOR DOCUSIGN

Create a Program of Study for DocuSign
(GPC use only)

Step #1: Print DegreeWorks Main Screen

- From DegreeWorks Main screen, click "Print".
- Print pop up should launch from browser.
 - If not popping up, check browser settings (pop ups might be disabled)
- Select "Adobe PDF" for printer.
- Click "Print".
- "Save PDF File As" should launch from browser.
- Select location PDF will be sent to (desktop or another folder).
- Name file as: worksheet_Lastname_A#.

DegreeWorks Main Screen

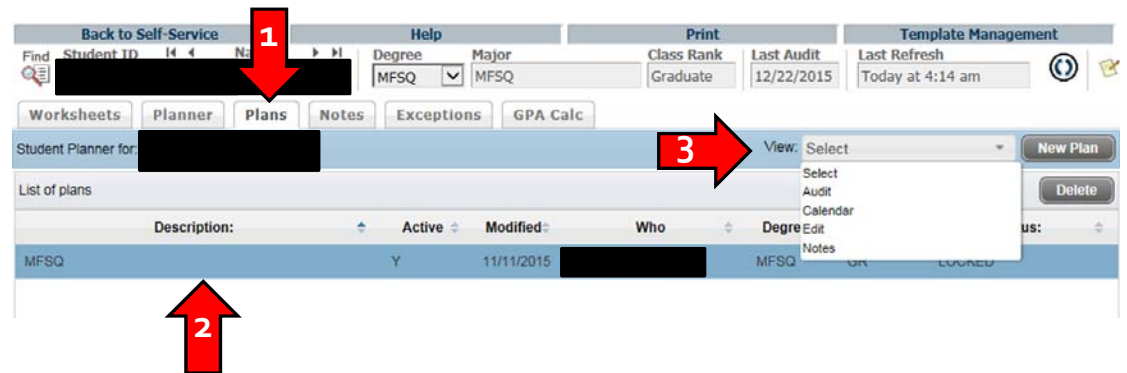


The screenshot displays the DegreeWorks main screen for a student. The browser address bar shows the URL: <https://degworks.utah.edu/RESLink.cgi?SERV=E+LOG>. The page title is "Elician Degree Wo...". The navigation bar includes "Back to Self-Service", "Help", "Print", and "Log Out". The "Print" button is highlighted with a red arrow. Below the navigation bar, there are tabs for "Worksheets", "Planner", "Plans", "Notes", "Exceptions", and "GPA Calc". The "Worksheets" tab is active, showing a "Student View" for a student with ID AEG320WU. The student's profile includes fields for Student ID, Overall GPA, College, Major 1, Major 2, Emphasis, and Committee. The "Degree Progress" section shows requirements for "MS in Civil and Environmental Engineering" and "Civil and Environmental Engineering MS". The "General Electives" section lists courses like CEE 6630, CEE 6640, and CEE 6650. The footer contains the copyright information: "Copyright 1995 - 2013 Elician Company L.P. and its affiliates."

Plans tab

Step #2: Select Calendar View

- Click "Plans" tab from DegreeWorks Main Screen.
- "List of Plans" will appear.
- Click on entered Plan to highlight blue.
 - If you are not sure, move your cursor over the plan. You will see it change colors.
- Click on "View: Select", a dropdown box will appear.
- Select "Calendar", Calendar View will take a moment to load.



Step #3: Print Plan from Calendar View

- In Calendar View, click "Print", Print View will load.
- Click "Print" again at the top right.
- Print pop up should launch from browser.
 - If not popping up, check browser settings (pop ups might be disabled).
- Select "Adobe PDF" for printer.
- Click "Print".
- "Save PDF File As" should launch from browser
- Select location PDF will be sent to (desktop or another folder).
- Name file as: plans_Lastname_A#.

Calendar View

Student Planner for [redacted] View: Calendar View Plan List New Plan

MS Plan A - Water Engineering Active: Yes
Degree: Master of Science Status: LOCKED
Level: Graduate Tracking Status: On-Track

2013-2014

On-Track	Fall 2013, Total Credits: 6.0	
On-Track	CEE 6900	3.0
On-Track	CEE 6970	3.0

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Last updated by [redacted] Audit Print

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Step #4: Download POS Signature Form

- The POS signature form is available on the Graduate School Forms page <http://rgs.usu.edu/graduateschool/forms/> in the Program of Study section.
- Click “Program of Study Signature Page (for GPC use only)”.
 - This form will automatically download to your “Downloads” folder on your computer drive

Graduate School Forms Page

Academic Forms (click on your plan type)

Doctoral	Master's Plan A	Master's Plan B	Professional/Plan C
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+ Supervisory Committee Approval Form

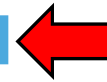
- Program of Study

PROGRAM OF STUDY SIGNATURE PAGE (FOR GPC USE ONLY)

PROGRAM OF STUDY REVISION FORM

ENTERING A PROGRAM OF STUDY IN DEGREEWORKS

CREATING A PROGRAM OF STUDY FOR DOCUSIGN



Due: Student enters Program of Study in Degree Works by end of second or third semester

Processing Time: Varies depending on volume of POS in our queue

Signatures required: Student, Major Professor, Committee Members, Department Head, and Graduate School

Step #5: Fill out POS Signature Page

- Fill out form completely.
- Make sure the Degree Program, Names, and Emails are correct.
- **TIP:** Go to the student's Box file and open the Supervisory Committee Approval Form. Cut and paste the information from the SCAF to the POS.

POS Signature Page



Date:

Program of Study Signature Form

Use this form to indicate approval of a program of study. This form must be accompanied by a printout from DegreeWorks of the courses that will be used to satisfy the requirements of the degree program. Additional directions are on page 2.

Student's Name:

A#:

Student's Email:

Signature: _____

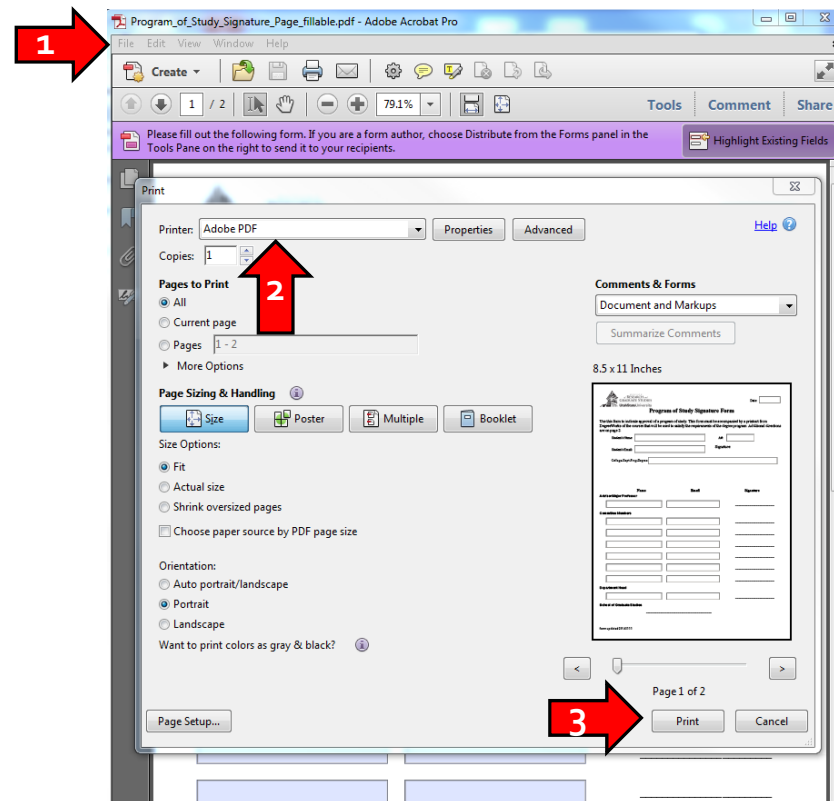
College-Dept-Prog-Degree

	Name	Email	Signature
Advisor/Major Professor	<input type="text"/>	<input type="text"/>	_____

Step #6: Print POS Signature Page to PDF

- You must remove the purple fillable fields on signature page or it will not combine with other documents.
- Click "File" at top left.
- Click "Print".
- Print pop up should launch from browser.
 - If not popping up, check browser settings (pop ups might be disabled).
- Select "Adobe PDF" for printer.
- Click "Print".
- Save PDF File As should launch from browser.
- Select location PDF will be sent to (desktop or another folder).
- Name file as: POS_Lastname_A#.

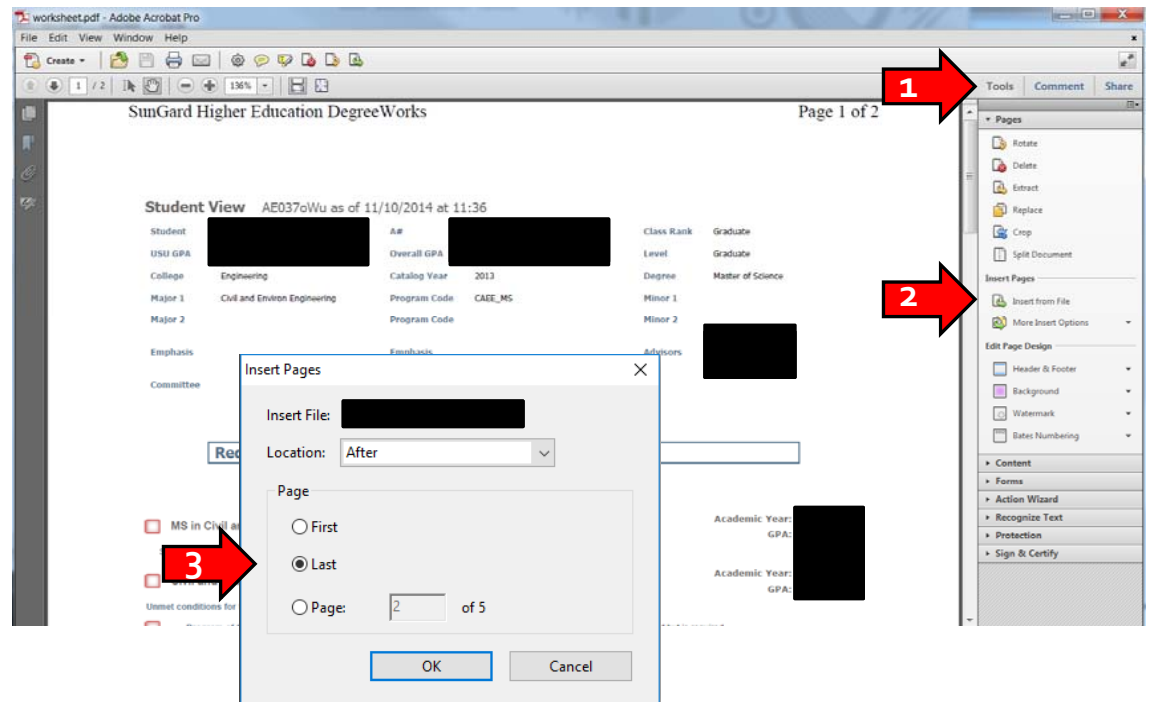
Print Signature Page to PDF



Step #7: Combining the PDF documents

- The easiest method is to use Adobe Acrobat (not Adobe Reader).
- Open POS_Lastname_A# in Adobe Acrobat.
- Click "Tools" on top right.
- Under "Pages", click "Insert from File".
- "Select File To Insert" pop up will launch.
- Select worksheet_lastname_A# from previously save location.
- "Insert Pages" prompt appears: click "After" for location and "Last" for page, then "OK".
- Click "File", then click "Save".
- Repeat steps for plan_Lastname_A#.

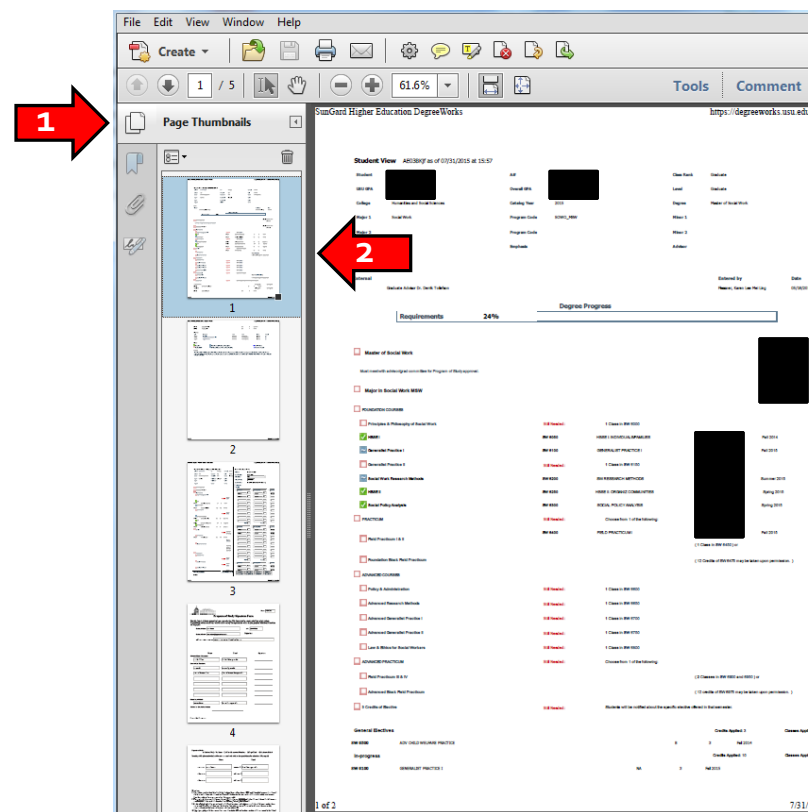
Combining PDF Documents



Step #8: Order of Documents

- Once all documents are combined and saved into one PDF file (POS_Lastname_A#), you can make sure the order is correct.
- Click “Page Thumbnails” (papers icon).
- Order of pages will appear.
- Click on desired page to move, it will highlight.
- Drag pages to correct order.

Arranging the POS pages



Step #9: Order of Pages

- Arrange those three documents into this order.
- Click "File", then "Save" to save document.
- If out of order, click "Page Thumbnail" again (repeat Step #8).

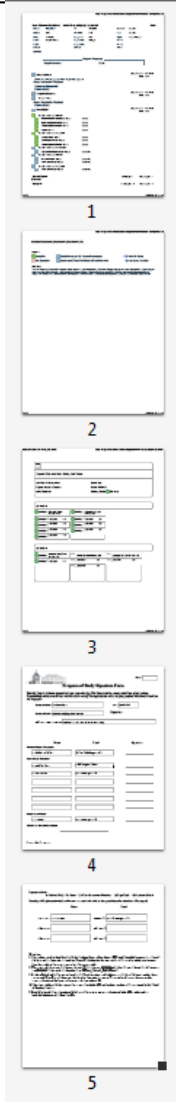
*GPC: your department can choose to include the "Worksheet" or not. Keep in mind, the Worksheet reporting may not be accurate.

Order:

*Worksheet 

Plans Calendar View 

POS signature page 



Step #10: GPC: Upload POS to the POS Inbox

- Upload POS_Lastname_A# to the POS Inbox in the SGS Forms Inbox in Box.
- This upload confirms the Graduate School has received it.
- We work in the Inbox everyday so you do not need to email us when you upload a document.
- **If you do not see the form in the student's file or in any Inbox, then we do not have it. Upload it again.**
- If the POS has been approved but waiting for the SCAF to be approved, it will be renamed "POS_Lastname_A# (wait on SCAF) Dept."

POS Inbox

