

Introduction

It is common for students to need to make course changes after submitting their initial iPOS. This is usually because students will make changes to their original plan, but can also be for other reasons, including but not limited to:

- Changing course selections
- Changing the semesters in which they take courses
- Changing concentration, specialization, and/or focus areas
- Adding/dropping courses with different section numbers
- Receiving an unacceptable grade for a course (W, C-, D, E grades will cause course errors)

There are icons that populate next to courses as the semester registration and completion occur. Those with a red exclamation point must be updated.



A red exclamation point indicates that a course change needs to be submitted.



A green check indicates the course is meeting requirements at that time.



A yellow check indicates that the course is in progress.



A yellow exclamation point indicates the course is required in another section.

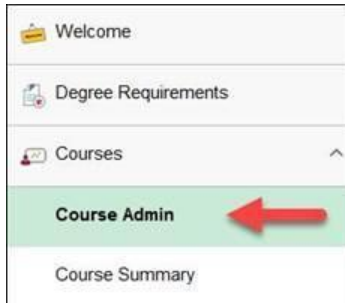
Process

To make course changes to your iPOS, follow these steps:

1. Click on **Courses**.



- Click on **Course Admin**.



Updating Course Selections

When you take a different course than you had originally planned as part of your degree plan, or take it in a different term, you will need to update your iPOS.

- Click on the row for the course you need to update.

Culminating Experience (3 credit hours)

Current Total (3 hours)

Add Culminating Experience										
Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2022 Fall		PIT 593		Applied Project	3.00		ASU			⚠ >

- Click on **Remove** if you did not take the course at all (or don't plan to). If you will take it in a future term, choose the correct term from the drop-down. Then click **Done**.

Cancel

Applied Project

Done

Course Details

Anticipated Graduation Term

2022 Fall

Term

2022 Fall

Course

PIT 593

Description

Applied Project

Hours

3

Institution

ASU

⚠ Course Not Found

Remove

If removing courses causes the amount of credits to drop below the requirement in an individual section of the iPOS (ex. Required Core, Electives, Culminating Experience), then you will need to add courses before you can submit the course change. For example, the section shown below requires 72 credit hours, but the iPOS courses listed only total 42 credit hours. 30 additional credits need to be added to the section before

the iPOS can be resubmitted.

Courses (72 credit hours)

Current Total (42 hours)

Add Courses

- To add a replacement course, click on the maroon bar for the section you wish to add one or more courses. The maroon sections will differ depending on your program requirements.

Required Core - Foundations (3 credit hours) Current Total (3 hours)

Add Required Core - Foundations

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2021 Fall	A	CSE 551	88016	Foundations of Algorithms	3.00		ASU			✓ >

Required Core - Systems (3 credit hours) Current Total (3 hours)

Add Required Core - Systems

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2022 Spring	B	CSE 566	35087	Software Proj/Process/Qual Mgt	3.00		ASU			✓ >

- Follow the same steps you completed to add courses to your initial iPOS, then **Submit**.

Variable Credit Courses

Some courses allow you to select the number of credits you want to take when adding them to your iPOS. Some possible examples of these courses include Research, Reading and Conference, Seminars, and culminating experiences (e.g., Applied Project, Capstone, Dissertation, Thesis).

If the number of credits you entered for a course on the iPOS does not match what you actually enrolled in, you will get a course error icon. For example, the student below originally submitted ASB 792 on their iPOS for six research credits but enrolled in it for only three credits.

Student's iPOS:

2021 Fall ASB 792 Research 6.00 ASU !

Student's Registration:

ASB 792 Research 3.0

To correct this type of error, you can follow steps 1 through 4 for Updating Course Selections and click on **Add from Transcript** to add the course that you actually registered for. You may need to make updates to other variable credit courses in order to match the total number of credits required for your program. For example, if this student needed to take a total of 6 research credits for their program, they would need to add another 3-credit ASB 792 course to their iPOS.

Matching Course Sections with Registration

When courses entered on your iPOS do not match your actual registration, you will receive a course error next to the course. When hovering over the icon, the message will be "course not found." This can happen for several reasons. If the course is different from what you registered for, or you dropped the course, you will need to remove the course and replace it by using Add from Transcript.

Please contact your Staff Advisor in your Academic Unit if you have any questions.