Welcome to the MEGS course plan tutorial! This tutorial will cover how to create a course plan in MEGS, how to add courses to it, and how to send it to your advisor. The companion tutorial to this one, called Troubleshooting MEGS, will cover common reasons why plans fail to pass and what you can do about them.

All iSchool Masters’ students should complete a course plan in consultation with his or her advisor. The MEGS course plan is simply a way for students to plan out their program and record course approvals. It is not a replacement for Testudo’s registration function and is not used for graduation audits.

To begin: Go to apra.umd.edu. Log in at the Faculty, Staff and Graduate Student portal, using your directory id and password. So let’s log in.

For students, the only option that will be available here is to click on MEGS.

Once you have entered your online record, click on the “Course Requirements” tab. If you have never created a plan before, click on “Create a New Plan of Study.” If you do have a plan which you wish to view and/or modify, click on the green pencil that corresponds to the plan you wish to open [look far right].

Please do not modify a plan that has gone through the entire approval process – for documentation purposes, it’s good to have those still around. There is a way to copy that plan into a new plan of study for modifying, and we’ll show that in the next slide.

Okay, let’s start as if you’re creating a whole new plan.

When you create a new plan, the plan will be populated by all the classes you have taken and are currently registered for.

As mentioned before, you have the option to copy this Plan of Study into a new Plan of Study. That option is here [located underneath the “Edit these Settings” box].

You can also delete the plan [located at the bottom of the screen].

Keep in mind that this is a static document: after creation, it will not update with your grades. A plan made by copying an existing plan will also not be automatically updated with grades that have been earned after the original creation date.

To see your grades, please use the Unofficial Transcript option available through Testudo. Okay, so first step in any new plan is to click on “Edit these Settings.”
Slide 5: (02:40)
Updating these settings informs the system of what kind of requirements apply.
Presently, there is only one kind of requirements version, so you can stick with the default [starting Spring 2000].

Slide 6: (02:58)
In the degree drop-down menu, choose Masters Non-Thesis or Master’s with Thesis.

Slide 7: (03:14)
If you are in the Archives or School Library Media specialization, choose one of those. If you are in neither specialization, select None.

Slide 8: (03:22)
In the ‘minor’ drop down menu, which you can consider to be the menu of concentrations, choose whichever concentration or focus best applies to your program plans. Click save when you are done.

Slide 9: (03:41)
Now we are back to the main screen of the plan and it’s time to add classes. The plan needs at least 36 credits, 54 credits for HiLS students.

All course plans are necessarily tentative as you may not know exactly what you will take when. Choose what courses you would like to take, should they be offered in a time you can take them.

Other than making sure core courses are in the first 18 credits, and that prerequisites precede the advanced courses that require them, getting the semester exactly right is not necessary. An approval of the course is an approval for the course even if you end up taking it in a different semester than on your plan.

Now is a good time as any to explain the semester designation – the first two digits are for the year, the second two are for the month that normally begins the semester. So 0708 is August 2007, that is, Fall 2007.

So now, time to add courses!
Click on “Add a New Class.” [located at bottom center of the page]

Slide 10: (04:46)
In the Class drop-down menu, you will see a list of the course offerings at the University. At the present time, some course titles may be incorrect, as there is a data feed problem. Choose according to course # as it’s listed on your schedule, not according to name.
School Library Media students who are taking the two education courses, please use LBSC551 and LBSC552 to stand in for those courses on your plan.

Slide 11: (05:24)
After selecting the course you want, select the semester in which you plan to take the course, should it be offered then. Check with previous course schedules and your advisor if you have questions about patterns of course offerings. For example, if a course is only offered in a specific semester. Select the # of credits and then click “add.”

Slide 12: (05:50)
The course has now been added. Continue to add until you have at least 36 credits. Feel free to add back-up courses – it’s fine to go over 36 credits. When you are done, click “Evaluate this Plan.”

Slide 13: (06:10)
If all goes well, the plan will have passed. If it has failed, don’t panic – most reasons for plans failing can be resolved. Please see the tutorial, “Troubleshooting MEGS” for common issues and their solutions.

If your plan has passed, you will see something different here [lower left hand side of screen] – it will say, to send to your advisor, click here. Your advisor will receive an e-mail stating that your plan is ready for review. Once your advisor approves it, the plan is sent on to the director of Student Services for approval. You will receive e-mails as each approval is given.

Masters with Thesis students and HiLS students: At this time, MEGS is not programmed with your program requirements so you will not be able to send it on to your advisor electronically, and this option here for advisors will not be available either. For now, you can print out this page and get the required signatures and turn it in to the Student Services Office.

And that concludes this tutorial. Please contact the Student Services Office if you have any questions that are not answered in this tutorial or in the companion tutorial, Troubleshooting MEGS.