

Instructions for Entering or Updating Ph.D. Coursework Plans

1. Go to the Maryland Electronic Graduate System, MEGS, <https://apra.umd.edu/>
2. Use your University Directory ID and Directory Password to login to the system
3. Click on “Graduate Students”
4. Click on “Course Req”
5. Click on “Add a new Plan of Study”
 - a. Before entering your coursework information, update the General Details of your program. Click on “Edit these settings” in the upper left hand corner.
 - b. Due to the adjustment in the Ph.D. coursework requirements you will need to enter your requirement parameters.
 - a. If you entered the program prior to Spring 2004 and wish to continue using these requirements, select “Requirement version 1-starting Fall, 1995.”
 - b. If you entered the program after January 1, 2004 or wish to use the new requirements, select “Requirement version 2-starting Spring, 2004.”
 - c. Select your Degree.
 - a. If you entered the PhD program without a previous MS, select “PhD A.”
 - b. If you entered the PhD program with a previous MS, select “PhD B.”
 - d. Select your major within the department.
 - e. Do not enter a minor.
6. Click Save to return to the “Course Req” screen.
7. Courses you have completed in the University of Maryland’s Department of Mechanical Engineering should be automatically uploaded from your transcript.
8. Any courses that are missing from this list must be manually added, this includes any transfer courses and any Maryland courses taken as part of another graduate program.
9. To add a course:
 - a. Click on “Add a new Class” located at the bottom of the Course Req screen.
 - b. Next to “Class” select the University of Maryland course you wish to add.
 - i. For transfer courses enter the University of Maryland equivalent.
 - ii. If no equivalent exists, select an ENME 500-level listing (551, 552, 552, etc.)
 - c. Next to semester click the semester during which the course was taken or will be taken (this should be done for transfer courses as well as University of Maryland courses).
 - i. The first two digits of the semester code correspond to the last two digits of a year. The second two digits correspond to a semester (01=spring, 05=summer, 08=fall).
 - ii. For example: “0108” indicates a course was taken “2001 Fall.”
 - d. Make certain that the number of credits for the course is accurate.
 - e. If the included course is transferred from a previous degree or another University, check the transfer box and make certain to submit documentation to the Graduate Office.
 - i. The Graduate Office should have a copy of that previous institution’s transcript on file. You may double-check with us.
 - ii. Course description (from the university’s official web site is acceptable). Additional available documentation that verifies the course’s academic value should be submitted.
 - f. If the included course was taken while you were a non-degree student, check the “Taken as an advanced special student” box.
 - g. Click “Add” to include the course as part of your coursework plan.
10. Once all courses have been added to your coursework plan select “Evaluate this Plan!” from the upper right hand corner of the POS screen.
 - a. If there are any errors with the plan, they will be listed at the bottom of coursework plan in red.
 - i. If the error pertains to an approved course, cut and paste the error into an e-mail and send it to the Graduate Office Coordinator. Make certain to include your name and ID number in the e-mail.
 - ii. If the plan fails, your advisor’s approval can override the failure. Print out a copy of the plan (landscape layout preferred) and obtain advisor’s signature
 - b. If the plan passes, print out a copy and obtain advisor’s signature
11. Plans bearing an advisor’s signature should be submitted to the Graduate Office for Graduate Committee Approval (Graduate Director approval signature line).