



## **Guide for UNMC Graduate Students**

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**For additional assistance with Seguidor, please contact the Graduate Studies  
Office at [unmcgraduatestudies@unmc.edu](mailto:unmcgraduatestudies@unmc.edu) or 402-559-4476.**



## 1. Access to Seguidor

All students enrolled in a UNMC Graduate Program can log into Seguidor using the link found on the [Graduate Studies Student Portals webpage](https://net.unmc.edu/seguidor/index.php) or by entering the following URL into your internet browser <https://net.unmc.edu/seguidor/index.php>.

## 2. Seguidor Home Screen

The Seguidor home screen is the screen that first appears after logging in to the Seguidor web application. To return to the Seguidor home screen at any time, click on the Seguidor logo  in the upper left corner of the screen.



### 2.1. Pending Actions

A pending action indicates an action you must take to fulfill the requirements for your academic program. The pending action will remain on the Seguidor home screen until action is taken to address the identified task.

Click anywhere on the pending action  to go directly to the related Seguidor page.

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#### Your Pending Actions

##### Advisory/Supervisory Committee

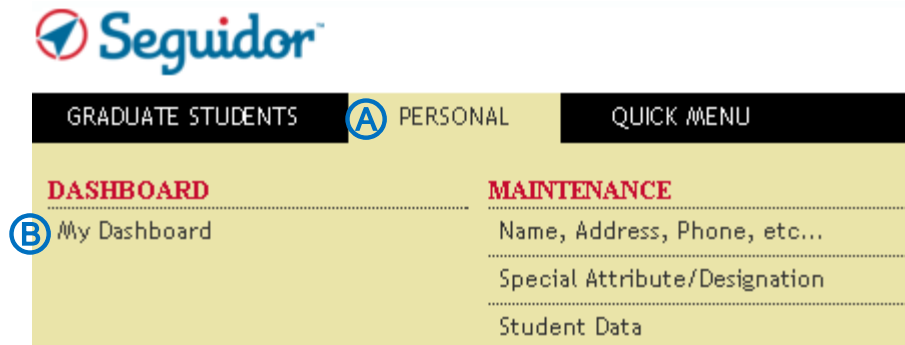
 Advisor/Supervisor Selection  
program/sub-plan : Cellular & Integrative Physiology - PhD  



### 3. My Dashboard

The Dashboard allows you to view your academic progress throughout your graduate program. Only members of your Advisory/Supervisory Committee, the Chair of your Graduate Program Committee (Program Director), administrative staff of your graduate program, the Dean of Graduate Studies, and Graduate Studies Office personnel have security access to your Dashboard.

To access your Dashboard, mouseover **PERSONAL**  in the toolbar and click **My Dashboard** .



You will be directed to the **STUDENT** tab to view details regarding your Advisory/Supervisory Committee, and Exam Committees.

#### 3.1. Applicant Tab

The applicant tab displays data regarding your admission test scores, prior education, and UNMC applications.

APPLICANT	STUDENT	PROGRAM OF STUDY	MEETINGS			
<b>Applicant Information</b>						
<b>GRE Scores</b>						
no gre scores						
<b>TOEFL Scores</b>						
no toefl scores						
<b>MCAT Scores</b>						
no mcat scores						
<b>DAT Scores</b>						
no dat scores						
<b>IELTS Scores</b>						
no ielts scores						
<b>Education</b>						
<b>institution</b>	<b>gpa</b>	<b>attended from</b>	<b>attended to</b>	<b>degree</b>	<b>deg. date</b>	<b>deg. type</b>
Manhattan Chrs Col		08/01/2004	06/01/2007	Bachelor of Arts	05/12/2011	Other
Univ of Nebraska - Lincoln		08/01/2007	05/01/2011	BS in Bio Systems Engineering	05/07/2011	Other
Univ of Nebraska Med Ctr		05/06/2011	12/16/2016	Doctoral Degree	12/16/2016	Professional
Univ of Nebraska Med Ctr		05/06/2011	12/16/2016	Doctor of Philosophy	12/16/2016	Graduate
<b>Applications</b>						
<b>appl. date</b>	<b>status</b>	<b>program</b>	<b>exp. enroll date</b>	<b>term</b>	<b>us citizen</b>	<b>state resident</b>
04/18/2011	Accept	Biomedical Research Training Program - PhD	05/01/2011	2011 SUMMER	Y	



### 3.2. Student Tab

The student tab displays data regarding your academic career, Advisory/Supervisory Committee, and Exam Committees.

APPLICANT

STUDENT

PROGRAM OF STUDY

MEETINGS

Student Information

Careers

program	status	admit term	admit date	career type	candidate	deg. conferred	time	eff. date
Health Promotion & Disease Prevention Research - PhD	Active	2013 Fall	08/26/2013				Full Time	07/15/2013

Advisory/Supervisory Committees

program	adh/sup. submitted	adh/sup. approved	comm. memb. submitted	comm. memb. deadline	
Health Promotion & Disease Prevention Research - PhD	10/09/2014	10/16/2014	01/18/2017	08/26/2014	
orig. adh/sup. sub. date	orig. adh/sup. appr. date	orig. comm. memb. sub. date	orig. comm. memb. appr. date		
10/09/2014	10/16/2014	01/12/2015	01/12/2015		
role	name	status	email	dept	grad. faculty
Chair		Active		Management	Y
Co-Chair		Active		COPH Hlth Pr, Soc & Behv Health	Y
Committee Member		Pending		COPH Hlth Pr, Soc & Behv Health	Y
Committee Member		Pending		COPH Hlth Pr, Soc & Behv Health	Y
Committee Member		Pending		COPH Biostatistics	Y
pending approval	approver				
Program Director: Approval of Committee Membership					

Exam Committees

no exam committees

### 3.3. Program of Study Tab

The Program of Study tab displays data regarding your course requirements.

Click the active version of the Program of Study to view the status of the requirements.

The letter “Y” indicates the active version .

APPLICANT



STUDENT

PROGRAM OF STUDY

MEETINGS

Program of Study Information

Programs of Study

program	career type	rule title when pos was created		
Health Promotion & Disease Prevention Research - PhD		 Standard Requirements		
rule text when pos was created				
You must click the link to rule requirements to view the requirements for the Health Promotion & Disease Prevention Research Graduate Program. The requirements will assist you in the construction of your program of study.				
ver. #	active	official	editable	final appr. date
1	N	Y	N	12/04/2017
2	Y 	N	N	



### 3.4. Meeting Tab

The meeting tab displays data regarding your Advisory/Supervisory Committee Meeting and your Individual Development Plan.

Click the meeting of interest **B** for additional meeting information.

APPLICANT

STUDENT

PROGRAM OF STUDY

MEETINGS

#### Meetings Information

##### Meetings

program		meeting type	
Cancer Research - PhD		Advisory/Supervisory Committee Meeting	
location	start date	end date	
ESH 8011	Feb 1 2016 1:00PM	Feb 1 2016 2:30PM	
ESH 8011	Jan 9 2017 1:00PM	Jan 9 2017 2:00PM	

**B**

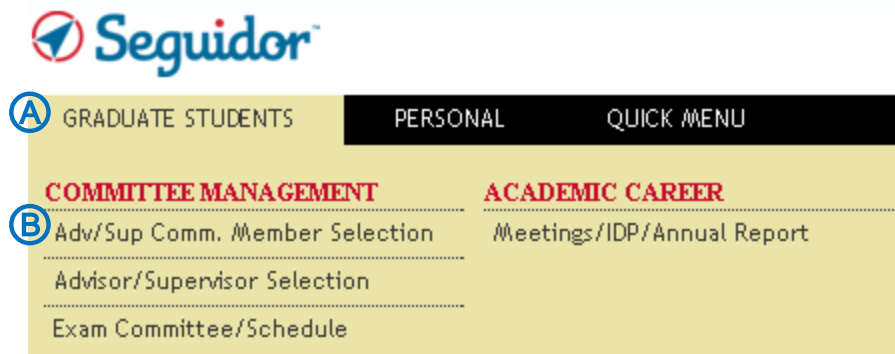


## 4. Advisory/Supervisory Committee

### 4.1. Advisor/Supervisor Selection

Please note: If you are enrolled in an MSIA sub-plan (e.g. MSIA Clinical & Translational Research) your Advisor/Supervisor will be entered into Seguidor by the Chair of the MSIA Graduate Committee (MSIA Program Director). After the role has been accepted by your Advisor/Supervisor, a pending action to select committee members will appear on your Seguidor home screen.

1. Mouseover **GRADUATE STUDENTS** **A** in the toolbar and click **Advisor/Supervisor Selection** **B**.



2. Click **Create Committee** **C**

### Advisor/Supervisor Selection

program  
Cellular & Integrative Physiology - PhD  
Create Committee **C**

3. Type the last name, first name of the Graduate Faculty Member in the Advisor/Supervisor search box **D**  
**OR**  
Click the dropdown arrow **E** in the department selection box to view all departments. Click a department to view Graduate Faculty in that department.



advisor/supervisor search (last,first) (grad faculty only) **D** pa


department (optional) (grad faculty only) **E**


Cellular/Integrative Physiology

- Academic Affairs
- Allied Health-Hlth Serv Admin Div
- Anesthesiology
- Biochem and Molecular Biology
- Business and Finance
- Cellular/Integrative Physiology
- Clinical Laboratory Science
- COD-Adult Restorative
- COD-Dental Administration
- COD-Dental Hygiene
- COD-Growth and Development
- COD-Oral Biology




4. **Mouseover** and **Click** the appropriate name  to select. (Note: To undo the selection, click the **Reset** button.) If the person you are searching for is not listed in the results table, click [can't find who you're looking for?](#)  and complete the **External Account Request Form** that appears in the pop-up window (for more information please see Section 2.4).


 can't find who you're looking for?

name	dept
Padanilam, Babu 	Cellular/Integrative Physiology
Pahan, Kalipada	COD-Oral Biology
Palm, David	COPH Health Services Res & Admin
Panigrahi, Pinaki	COPH Epidemiology
Pannier, Angela	null
Patel, Kaushik	Cellular/Integrative Physiology
Paulman, Audrey	Family Medicine
Paulman, Paul	Family Medicine
Pavlov, Youri	Eppley Inst Faculty
Payne, Jeffrey	COD-Dental Administration

advisor/supervisor selected  
Padanilam, Babu

**Co-Chair Selection**

is a co-chair needed 

☒ I affirm that I have discussed with the designated Advisor/Supervisor (and co-chair, if applicable) my intent to nominate him/her to serve in this capacity. 

5. Affirm that you have discussed the designation with the selected Graduate Faculty Member by clicking in the check box. Click the Submit button to confirm and submit.

- Clicking the submit button triggers an email to the selected faculty member notifying him/her of the designation and requesting their approval in Seguidor. Once approved, a final notification is sent to the Chair of your Graduate Program Committee (Program Director) requesting final approval.
- Once approved, you should receive an email and pending action to select your remaining Advisory/Supervisory Committee Members.

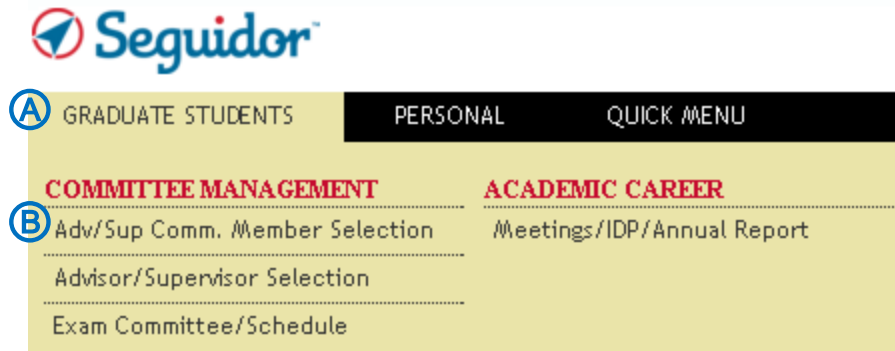
### 3.1.1. Change Advisory/Supervisory Committee Chair (Advisor/Supervisor)

Students may request to change their Advisory/Supervisory Committee Chair (Advisor/Supervisor) by sending an email to the Graduate Studies Office ([unmcgraduatestudies@unmc.edu](mailto:unmcgraduatestudies@unmc.edu)) stating the name of their current Chair and the name of the Graduate Faculty Member selected as their new Chair. Please copy both of these individuals and the Chair of your Graduate Program on the email request.



## 4.2. Advisory/Supervisory Committee Member Selection

1. Mouseover **GRADUATE STUDENTS** **A** in the toolbar and click **Advisor/Supervisor Selection** **B**.



2. Click **Add Committee Member** **B**

committee member status

status	date
Editing	In Progress

committee member requirements

Number of Members
minimum: 4
maximum: 8
selected: 1
Graduate Faculty Members
minimum: 4
selected: 1

committee member list

name	email	graduate faculty
------	-------	------------------

- B**  Add Committee Member

3. Search for potential committee members by name **C** and/or by clicking on the drop down box under department **D** and selecting the academic department of the committee member.

committee member list

name	email	graduate faculty	s
------	-------	------------------	---


 Add Committee Member

**C** name search (last,first)  department (optional) **D**  graduate faculty only

- E** can't find who you're looking for?

name	dept	grad faculty
Zucker, Irving	Cellular/Integrative Physiology	Yes



4. Click on the name in the result table to add to your committee. Return to step 2 to add additional members. If no records are found for the individual you are searching for click **can't find who you're looking for**  and follow the prompts to request an External Account for your committee member.




5. Once the minimum number of members has been added to your Advisory/Supervisory Committee, the requirements indicator bar will turn green. If you are satisfied with the composition of your committee, affirm that you have contacted each of the named individuals and confirmed their willingness to serve on your Advisory/Supervisory Committee by clicking the checkbox next to the affirmation statement.


committee member requirements

Number of Members  
 minimum: 4  
 maximum: 8  
 selected: 4

Graduate Faculty Members  
 minimum: 4  
 selected: 4

committee member list

name	email	graduate faculty	status
 Roy, Shyamal K	skroy@unmc.edu	Yes	Pending
 Zimmerman, Matthew C	mczimmerman@unmc.edu	Yes	Pending
 Zucker, Irving H	izucker@unmc.edu	Yes	Pending


 Add Committee Member

name search (last,first)

department (optional)

graduate faculty only

No

☒ I affirm that I have contacted each of the named individuals and confirmed their willingness to serve on my Advisory/Supervisory Committee. 

Submit

Reset

6. Click the Submit button to begin the Advisory/Supervisory Committee approval process. Your committee will be presented for approval in the following order:

- 1) Chair of Advisory/Supervisory Committee (your Advisor/Supervisor)
- 2) Chair of MSIA Sub-Plan Committee (Sub-plan Director - MSIA only)
- 3) Chair of Graduate Program Committee (Program Director)
- 4) Dean of Graduate Studies

After final approval by the Dean of Graduate Studies the status of your Advisory/Supervisory Committee will be Active. At any time after final approval you may change the composition of your Advisory/Supervisory Committee by returning to Step 1 and following the procedure to add new members. Members may be removed from the committee by clicking the red X next to the appropriate name. Please note: any change to the composition of your Advisory/Supervisory Committee will change the status of all committee members to pending and the approval process noted above will be followed.



#### 4.3. Restructuring your Advisory/Supervisory Committee

Students may make changes to the composition of their Advisory/Supervisory Committee only after their initial committee has been approved. **Please Note: If you plan to change your Advisor/Supervisor AND add or remove committee members, you must follow the instructions outlined in [section 3.1.1.1](#) to change your Committee Advisor/Supervisor BEFORE making any changes in Seguidor.**

#### 4.4. Add and Remove Advisory/Supervisory Committee Members

Mouseover **GRADUATE STUDENTS** in the toolbar and click **Adv/Sup Comm. Member Selection** to access the Advisory/Supervisory Committee Member Selection page.

**ADD** committee members follow the steps outlined in 2.2 Initial Committee Member Selection.

**REMOVE** committee members click on the red X (A) in the committee member list.

committee member list

	name	email	graduate faculty
(A) X	Carmines, Pamela K	pcarmines@unmc.edu	Yes
X	Cornish, Kurtis G	kgcornis@unmc.edu	Yes
X	Toews, Myron Lee	mtoews@unmc.edu	Yes

After confirming the revised composition of your Advisory/Supervisory Committee, click the checkbox

(B) to affirm that you have contacted each of the individuals and confirmed their willingness to serve on the committee. Click the **Submit** button (C) to start the committee approval process.

(B) ☐ I affirm that I have contacted each of the named individuals and confirmed their willingness to serve on my Advisory/Supervisory Committee. ★

(C)



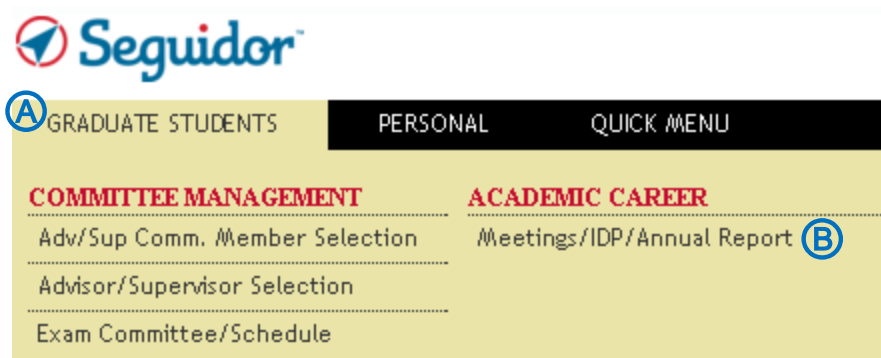
## 5. Meetings/Individual Development Plan (IDP)/Annual Report

The Meetings/Individual Development Plan (IDP)/Annual Report page is for students to input their advisory/supervisory committee meetings and upload supporting documents, upload their IDP certificate of completion and upload their annual report.

The Office of Graduate Studies has created several document templates to assist students in composing their meeting minutes, annual report, etc.

### 5.1. Add an Advisory/Supervisory Committee Meeting

1. Mouseover **Graduate Students** <sup>A</sup> in the toolbar and click **Meetings/IDP/Annual Report** <sup>B</sup>.



2. Select **Advisory/Supervisory Committee Meeting** <sup>A</sup>.

The screenshot shows the 'Meeting Search Form'. It has two dropdown menus. The first is labeled 'program/sub-plan:' and has 'Pathology & Microbiology - PhD' selected. The second is labeled 'meeting type:' and has a dropdown menu open showing three options: 'Select a meeting type', 'Advisory/Supervisory Committee Meeting' (marked with a circled 'A'), and 'Individual Development Plan'. To the right of the dropdown menus is a 'Retrieve' button.



3. Click the green plus sign **(A)** to add a new meeting.

### Meeting Search Form

program/sub-plan:



Pathology & Microbiology - PhD ▼

meeting type:

Advisory/Supervisory Committee Meeting ▼

Retrieve

### Document Templates

actions	type	document
	Annual Report	C:\fakepath\Annual Progress Report.doc
	Meeting Minutes	C:\fakepath\Semi-Annual Committee Meeting.doc

Your Meetings: Advisory/Supervisory Committee Meeting for Pathology & Microbiology - PhD 

No records returned

**(A)**

4. Input **location** **(A)** and **time** **(B)** and click **Save Meeting Details** **(C)**.

Your Meetings: Advisory/Supervisory Committee Meeting for Nursing - PhD 

No records returned

### New Meeting

**(A)** location 

### **(B)** Find Time to Schedule Meeting

start date 

click for calend



start time 

AM/PM 

AM ▼

end date 

click for calend



end time 

AM/PM 


AM ▼

**(C)** Save Meeting Details

5. Search for potential meeting attendees by name **(A)**.

### Meeting Attendees

Invite all Attendees

actions	role	name	dept	invite sent
	Meeting Creator			N/A

last name, first name:

**(A)** lafr

go

can't find who you're looking for? **(C)**

name	dept	prog	email	phone
	CON-Omaha Division			



5.1. Click on the name in the result table **(B)** to add to your meeting attendees. Return to step 4 to add additional meeting attendees. If no records are found for the individual you are searching for click **can't find who you're looking for (C)** and follow the prompts to request an External Account for your meeting attendee.

6. Send meeting invitation by clicking **Invite all Attendees (A)** or individually by clicking the calendar icon **(B)** for each attendee you want to send an invite to.

**Meeting Attendees**

**(A)** Invite all Attendees

actions	role	name	dept	invite sent
<b>(B)</b>	Meeting Creator			N/A
	Attendee		CON-Omaha Division	N/A

last name, first name:  **go**

If you do not have a PowerPoint or other documents that will be referenced at the meeting, you have completed the scheduling process. After the meeting you will need to refer to section 6.1.4. for the steps to upload your meeting minutes.

If you do have a PowerPoint or other documents that will be referenced at the meeting, please continue to step 7.

7. **Select Presentation (A). Browse computer for document (B). Click Upload (C).**

**Documents Related to this Meeting**

Meeting Minutes must be uploaded for every meeting. Upload an IDP Certificate of Completion in your first year, and an Annual Report each year thereafter.

**No attached documents**

document type: pick a document: **(B)** **(C)**

**(A)** choose a document type

- choose a document type
- Meeting Minutes
- Annual Report
- IDP Certificate of Completion
- Presentation**
- Comprehensive Research Topic Approval
- Dissertation Research Topic Approval

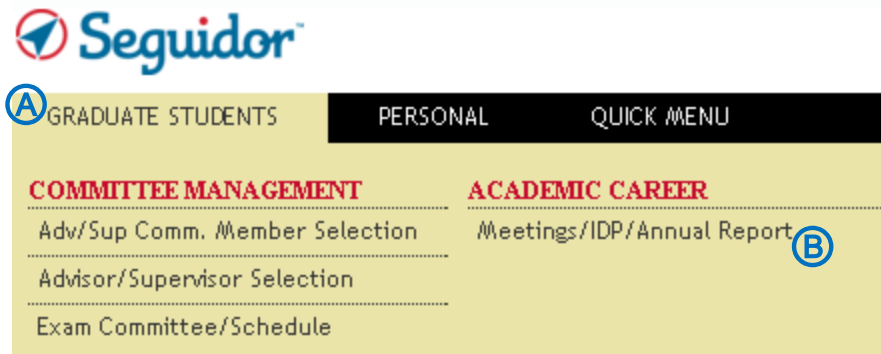
**Choose File** No file chosen **Upload** **Preview**



### 5.1.1. Cancelling a Meeting

A meeting cannot be cancelled after the meeting's recorded end date & time.

1. Mouseover **Graduate Students** <sup>A</sup> in the toolbar and click **Meetings/IDP/Annual Report** <sup>B</sup>.

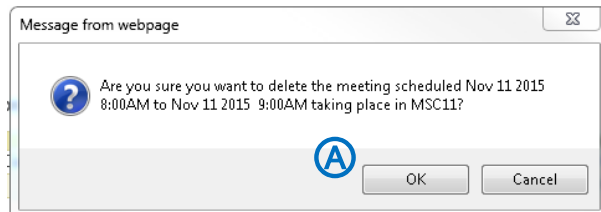


2. Click the red X <sup>A</sup>.

Your Meetings: Advisory/Supervisory Committee Meeting for Nursing - PhD

actions	location	start	end
<sup>A</sup>	Durham Research Center, 1002	Nov 2 2015 10:00AM	Nov 2 2015 11:00AM
	MSC11	Nov 11 2015 8:00AM	Nov 11 2015 9:00AM

3. A dialogue box will open. Click **Ok** <sup>A</sup> to delete the meeting.

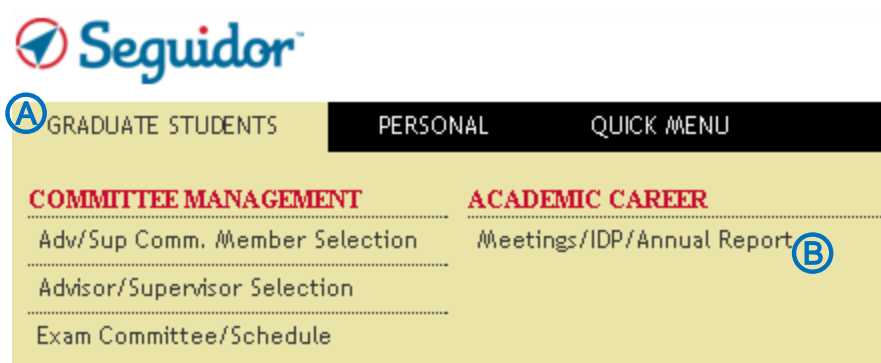




### 5.1.2. Rescheduling/Moving a Meeting





Meeting location and start/end date & time cannot be edited after the meeting's recorded end date & time.

1. Mouseover **Graduate Students** **A** in the toolbar and click **Meetings/IDP/Annual Report** **B**.




2. Click the paper and pencil icon **A**.

Your Meetings: Advisory/Supervisory Committee Meeting for Nursing - PhD

actions	location	start	end
 	Durham Research Center, 1002	Nov 2 2015 10:00AM	Nov 2 2015 11:00AM
 	MSC11	Nov 11 2015 8:00AM	Nov 11 2015 9:00AM






3. Change **location** **A** and/or **time** **B** and click **Save Meeting Details** **C**.






**MSC11: 11/11/2015 8:00AM - 11/11/2015 9:00AM**

location: 

**A**

**B** **Find Time to Schedule Meeting**

start date:    start time:   AM/PM:   

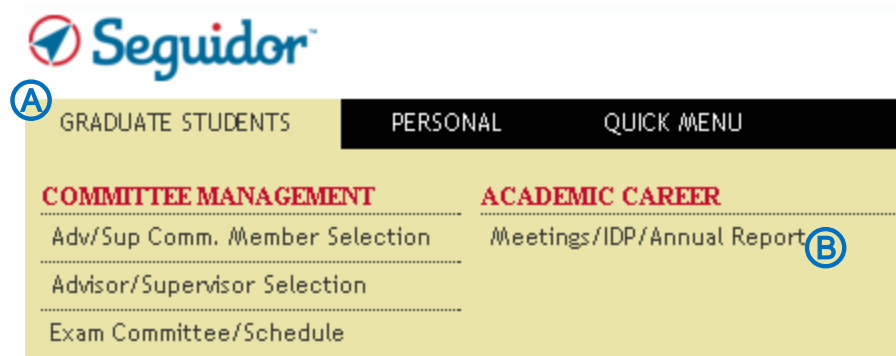
end date:    end time:   AM/PM:   

**C**



### 5.1.3. Add and Remove Meeting Attendees

1. Mouseover **Graduate Students** (A) in the toolbar and click **Meetings** (B).



2. Click the paper and pencil icon (A).

Your Meetings: Advisory/Supervisory Committee Meeting for Nursing - PhD +

actions	location	start	end
(A)	Durham Research Center, 1002	Nov 2 2015 10:00AM	Nov 2 2015 11:00AM
	MSC11	Nov 11 2015 8:00AM	Nov 11 2015 9:00AM

3. **ADD** meeting attendees. Search for potential meeting attendees by name (A).

Meeting Attendees

Invite all Attendees

actions	role	name	dept	invite sent
(A)	Meeting Creator			N/A

last name, first name:

(A)

can't find who you're looking for? (C)

name	dept	prog	email	phone
(B)	CON-Omaha Division			




3.1. Click on the name in the result table (B) to add to your meeting attendees. Return to step 3 to add additional meeting attendees. If no records are found for the individual you are searching for click **can't find who you're looking for** (C) and follow the prompts to request an External Account for your meeting attendee.



3.2. **REMOVE** meeting attendees. **Click** on the red X **A** in the meeting attendees list.

Meeting Attendees


Invite all Attendees

actions	role	name	dept	invite sent
	Meeting Creator			N/A
  <b>A</b>	Attendee		CON-Omaha Division	N/A

last name, first name:

#### 5.1.4. Upload Meeting Documents

1. **Mouseover** Graduate Students **A** in the toolbar and click **Meetings/IDP/Annual Report B**.





**A** GRADUATE STUDENTS PERSONAL QUICK MENU

COMMITTEE MANAGEMENT	ACADEMIC CAREER
Adv/Sup Comm. Member Selection	Meetings/IDP/Annual Report <b>B</b>
Advisor/Supervisor Selection	
Exam Committee/Schedule	

2. **Click** the paper and pencil icon in front of the meeting you would like to upload a document for **A**.

Your Meetings: Advisory/Supervisory Committee Meeting for Nursing - PhD 

actions	location	start	end
<b>A</b> 	Durham Research Center, 1002	Nov 2 2015 10:00AM	Nov 2 2015 11:00AM
	MSC11	Nov 11 2015 8:00AM	Nov 11 2015 9:00AM



3. **Select** document type (A). **Browse** computer for document (B). Click **Upload** (C).

Meeting minutes are required to be uploaded following each semi-annual advisory/supervisory committee meeting. The “Documents Templates” section contains a meeting minute’s template that will assist you in composing your meeting minutes.

Presentation documents are optional; you may choose to upload PowerPoint or other documents that will be discussed at the advisory/supervisory committee meeting.

Documents Related to this Meeting

Meeting Minutes must be uploaded for every meeting. Upload an IDP Certificate of Completion in your first year, and an Annual Report each year thereafter.

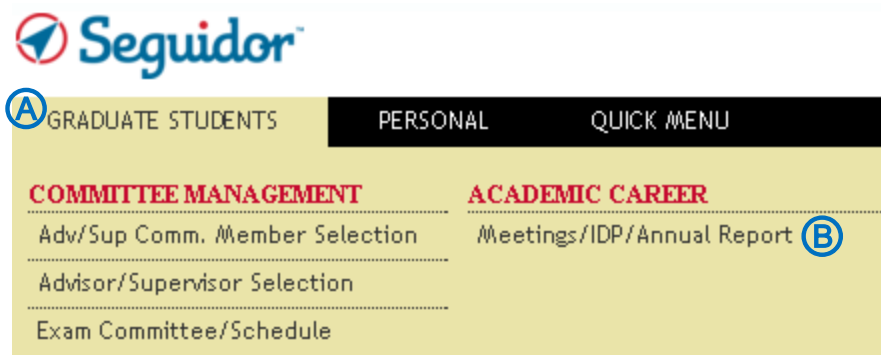
**No attached documents**

document type: (A) choose a document type pick a document: (B) Choose File No file chosen (C) Upload Preview

- choose a document type
- Meeting Minutes**
- Annual Report
- IDP Certificate of Completion
- Presentation
- Comprehensive Research Topic Approval
- Dissertation Research Topic Approval

## 5.2. Uploading Individual Development Plan (IDP) Certificate of Completion

1. **Mouseover** Graduate Students (A) in the toolbar and click **Meetings/IDP/Annual Report** (B).



2. **Select** Individual Development Plan (A).

### Meeting Search Form

program/sub-plan: Pathology & Microbiology - PhD meeting type: Select a meeting type Retrieve

- Select a meeting type
- Advisory/Supervisory Committee Meeting
- Individual Development Plan** (A)



3. Click the green plus sign  to create a new entry.

### Meeting Search Form




program/sub-plan:  meeting type:

### Document Templates

No records returned


Your Meetings: Individual Development Plan for Pathology & Microbiology - PhD  


No records returned


4. Input "Computer" for the **location**  and the date that you completed the IDP for the **start date** and **end date** and "12:00" for the **start time** and **end time**  and click **Save Meeting Details** .






Your Meetings: Advisory/Supervisory Committee Meeting for Nursing - PhD 






No records returned


 New Meeting

location 

 Find Time to Schedule Meeting

start date  start time  AM/PM   
   AM 

end date  end time  AM/PM   
   AM 



5. **Bypass** the Meeting Attendees section.

Meeting Attendees

actions	role	name	dept	invite sent
	Meeting Creator			N/A

last name, first name:




6. **Select** IDP Certificate of Completion **A**. **Browse** computer for your IDP certificate of completion **B**.  
Click **Upload** **C**.

**Documents Related to this Meeting**

Meeting Minutes must be uploaded for every meeting. Upload an IDP Certificate of Completion in your first year, and an Annual Report each year thereafter.

**No attached documents**

document type:  pick a document: **B** **C**

choose a document type **A**

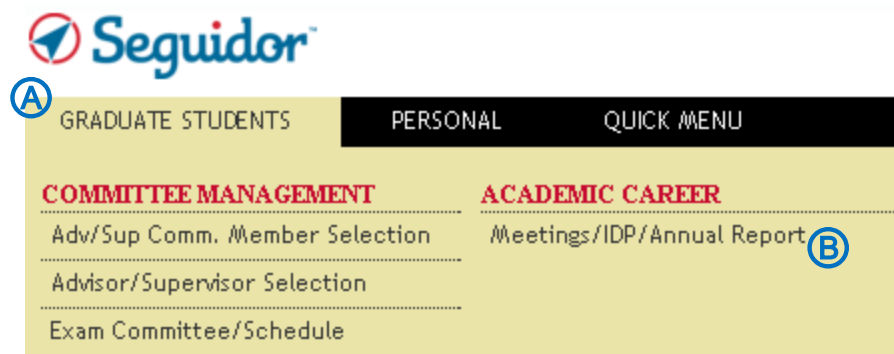
- choose a document type
- Meeting Minutes
- Annual Report
- IDP Certificate of Completion**
- Presentation
- Comprehensive Research Topic Approval
- Dissertation Research Topic Approval

Choose File No file chosen Upload Preview

### 5.3. Uploading Annual Report

An annual report is required to be uploaded annually following one of your semi-annual advisory/supervisory committee meetings. The Annual report is in addition to the meeting minutes. The “Documents Templates” section contains an annual report’s template that will assist you in composing your annual report.

1. **Mouseover** Graduate Students **A** in the toolbar and click **Meetings/IDP/Annual Report** **B**.



2. **Click** the paper and pencil icon in front of the meeting you would like to associate the annual report with **A**.

**Your Meetings: Advisory/Supervisory Committee Meeting for Nursing - PhD** 

<b>A</b> actions	location	start	end
	Durham Research Center, 1002	Nov 2 2015 10:00AM	Nov 2 2015 11:00AM
	MSC11	Nov 11 2015 8:00AM	Nov 11 2015 9:00AM




3. Select "Annual Report" **A**. Browse computer for document **B**. Click **Upload** **C**.

**Documents Related to this Meeting**

Meeting Minutes must be uploaded for every meeting. Upload an IDP Certificate of Completion in your first year, and an Annual Report each year thereafter.

**No attached documents**

document type:  **A**

choose a document type

- choose a document type
- Meeting Minutes
- Annual Report**
- IDP Certificate of Completion
- Presentation
- Comprehensive Research Topic Approval
- Dissertation Research Topic Approval

pick a document: **B**

**C**

**Choose File** No file chosen

**Upload** **Preview**



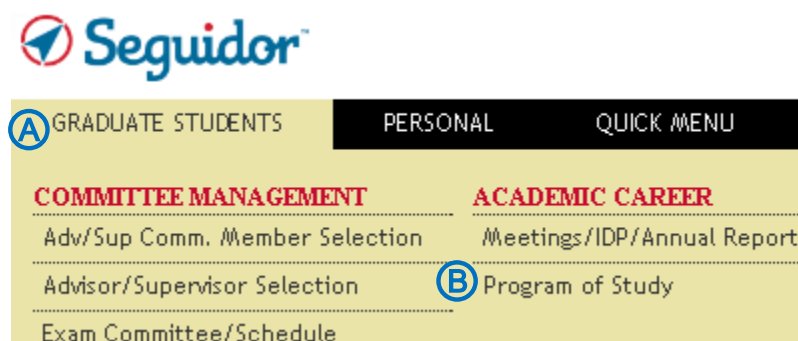
## 6. Program of Study

The Program of Study must list all required courses and options for electives. You construct your Program of Study by following the Graduate Program requirements (rule) and with the assistance of your Advisory/Supervisory Committee.

**Important Note:** If you are eligible for tuition remission and plan to complete a certificate program (e.g. Business for Bioscientists, at UNO) while pursuing a graduate degree at UNMC, this plan must be indicated in the first approved version of the Official Program of Study in order for Graduate Studies to provide tuition assistance for those courses. You must list individually every course (NU System Course) required for the certificate program.

### 6.1. Submit Program of Study

1. Mouseover **Graduate Students** **A** in the toolbar and click **Program of Study** **B**.



2. **Select** **A** the appropriate rule (requirements) title.

See picture on the next page for a visual example of rule (requirements) titles. The rule (requirements) title that you select establishes the course and examination requirements.

#### **Rule (requirements) Title Examples:**

##### **M.S. Rule Title**

Thesis Requirements

Non-Thesis Requirements

##### **Ph.D. Rule Title**

Standard Requirements

MD/PhD Requirements



## Program of Study

program

Health Promotion & Disease Prevention R


please choose a rule

rule title	link to rule requirements	career type
Standard Requirements	<a href="http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/hprophd/#curriculumphdtext">http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/hprophd/#curriculumphdtext</a>	n/a
M.D./Ph.D. Requirements		MD/PhD

3. A dialogue box will open. Click **Ok** to confirm that you have selected the correct rule (requirements) title. If you have selected the wrong rule (requirements) title, click **Cancel** and repeat step 2.

Choose 'Standard Requirements' as the rule for your Program of Study?

**OK** Cancel

4. Click **Add Requirement** . Note that the link to rule requirements will assist you with the process. You must enter each requirement individually in order to construct your Program of Study.

### Current Rule


Delete Program of Study

rule title:  
Standard Requirements

career type:  
n/a

rule:  
You must click the link to rule requirements to view the requirements for the Health Promotion & Disease Prevention Research Graduate Program. The requirements will assist you in the construction of your program of study.

link to rule requirements:  
<http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/hprophd/#curriculumphdtext>



You must click  Add Requirement below to enter each requirement individually in order to construct your Program of Study

### Program of Study Version History

ver. #	active	official	editable	final appr. date
1	Y	N	Y	n/a

### Program of Study Version Info open PDF

ver. #	based on ver. #	active	official	editable	final appr. date
1	n/a	Y	N	Y	n/a

 Add Requirement 



## 5. Select requirement type A.

There are three requirement type options (NU System Course, Non-NU System Course & Non-Course). Please see below for an explanation of each requirement type and further instructions on how to enter the specific requirement types.

ver. #	description	active	official	editable	final appr. date
1		Y	N	Y	n/a

[Version Info](#) [open PDF](#)

ver. #	based on ver. #	description	active	official	editable	final appr. date
1	n/a		Y	N	Y	n/a

[Add Requirement](#)

A requirement type: ★

Choose One ▼  
Choose One  
NU System Course  
Non-NU System Course  
Non-Course  
Choose One ▼

**NU System Course** – this requirement type is used to add a course from UNMC, UNO, UNL and/or UNK; including professional level courses (500-600 level). See the important note on the top of the next page if you have professional level courses.

## Select Institution A. Select Department B.

[Version Info](#) [open PDF](#)

ver. #	based on ver. #	description	active	official	editable	final appr. date
1	n/a		Y	N	Y	n/a

[Add Requirement](#)

requirement type: ★  
NU System Course ▼

**NU System Course**

Select the course you will take within the NU system

institution: ★  
UNMC ▼

department: ★  
Choose one ▼



**Select Course** (C). **Select** Required/Core or Elective/Cognate to appropriately classify the requirement (D). **Enter** requirement description, if applicable (E). Click **Save** (F).

① requirement type: ★  
NU System Course ▼

**NU System Course**

Select the course you will take within the NU system

institution: ★ department: ★ course: ★

UNMC ▼ HPRO ▼ HPRO 410: HEALTH CARE ETHICS (Omaha) ▼ (C)

(D) required or elective: ★ requirement description (optional): (E) (F) Save

Choose One ▼

**Important Note:** If you are transferring **professional level courses** (500-600 level) completed at UNMC, you need to select the appropriate 500-600 level course and in the **requirement description** note which graduate level course (800 level) requirement that the professional level course is fulfilling. See example below.

+ Add Requirement

① requirement type: ★  
NU System Course ▼

**NU System Course**

Select the course you will take within the NU system

institution: ★ department: ★ course: ★

UNMC ▼ CPH ▼ CPH 506: BIOSTATISTICS (Omaha) ▼

required or elective: ★ requirement description (optional):


Elective/Cognate ▼ BIOS 806 Biostatistics Save





**Non-NU System Course** – this requirement type is used to add a course from an institution outside of the Nebraska University system. This is frequently referred to as transfer credit.

**Select** Required/Core or Elective/Cognate to appropriately classify the requirement (A). **Input** course number & title, name of institution where the course was completed, the UNMC equivalent course number & title (B). Click **Save** (C).







**Important Note:** You are to work with your Advisory/Supervisory Committee to determine which prior coursework, if any, is acceptable for transfer to UNMC and to designate the UNMC equivalent of the prior course.


 **Add Requirement**

 requirement type: 

Non-NU System Course ▼


Non-NU System Course



 required or elective:   requirement description:   

 Required/Core ▼ M6120 Intro. to Epid. for Nutrition at Columbia University fulfills EPI 821 Applied Epidemiology

**Non-Course** – this requirement type is used to add a requirement outside of a course. **Ph.D.** students will use this requirement type to document the Responsible Conduct in Research (RCR) Program requirement.






**Select** Required/Core or Elective/Cognate to appropriately classify the requirement (A). **Input** requirement description (B). Click **Save** (C).


 **Add Requirement**

 requirement type: 

Non-Course ▼


Non-Course



 required or elective:   requirement description:   

 Required/Core ▼ RCR/Ethics Training




6. **Review** the entries to ensure that you have satisfied the requirements (rule).









Click **open PDF**  for a printable version of the Program of Study. Use the PDF to crosscheck with the rule requirements to ensure that you entered all of courses to satisfy the requirements for your graduate program.

The system allows you to edit a requirement by clicking the  icon. A requirement added in error can be deleted by clicking the  icon.


**Program of Study Version Info**  



ver. #	based on ver. #	active	official	editable	final appr. date
1	n/a	Y	N	Y	n/a

 **Add Requirement**


1)	Required/Core, NU System Course: HPRO 410 (HEALTH CARE ETHICS) - UNMC, Omaha campus	Outstanding	Newly Added Requirement	 
2)	Elective/Cognate, NU System Course: CPH 506 (BIOSTATISTICS) - UNMC, Omaha campus [BIOS 806 Biostatistics I]	Outstanding	Newly Added Requirement	 
3)	Required/Core, Non-NU System Course: M6120 Intro. to Epid. for Nutrition at Columbia University fulfills EPI 821 Applied Epidemiology	Outstanding	Newly Added Requirement	 
4)	Required/Core, Non-Course: RCR/Ethics Training	Outstanding	Newly Added Requirement	 


**Important Note:** The status of each requirement will show **Outstanding**, even if the requirement has been completed, until the final approval has been processed by the Dean of Graduate Studies.


7. Click **Submit**  at the bottom of the page, below your entries.

4)	Required/Core, Non-Course: RCR/Ethics Training	Outstanding	Newly Added Requirement	 
----	--	-------------	-------------------------	---

The status of each requirement will show **Outstanding**, even if the requirement has been completed, until final approval has been processed by the Dean of Graduate Studies.

choose submission type: 

Official Program of Study Approval 



8. A dialogue box will open. Click **Ok** to confirm that you want to submit.

Are you sure you want to submit?



## 6.2. Approval Process for Program of Study

### 6.2.1. Order of Approval

After you submit your Program of Study, a notification email will be sent to your Advisor/Supervisor and a pending action will be generated in Seguidor to prompt him/her to approve or disapprove of the Program of Study.

After each subsequent approval, a notification email will be sent to the next approver (based on the order of approval) and a pending action will be generated in Seguidor to prompt him/her to approve or disapprove of the Program of Study.

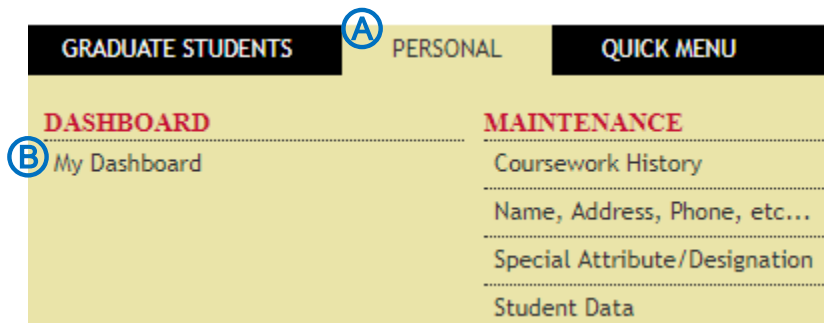


**Important Note:** No changes can be made to the Program of Study during the approval process.

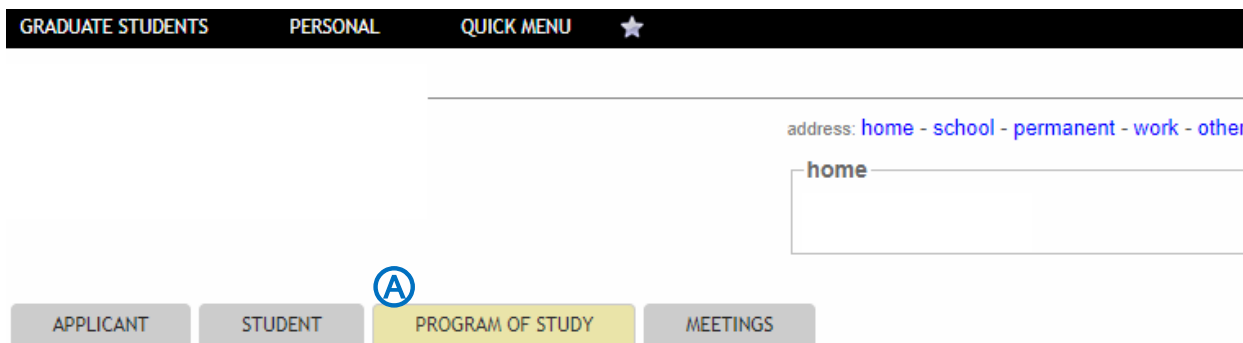
### 6.2.2. Status of Approval

At any point in the approval process you may view who the Program of Study is pending approval by.

1. Mouseover **PERSONAL** <sup>(A)</sup> in the toolbar and click **My Dashboard** <sup>(B)</sup>.



2. Click the **Program of Study** tab <sup>(A)</sup>.







### 3. Select the active version of the Program of Study.

The letter “Y” indicates the active version **A**.

#### Programs of Study

program	career type	rule title when pos was created		
Health Promotion & Disease Prevention Research - PhD		 Standard Requirements		
rule text when pos was created				
You must click the link to rule requirements to view the requirements for the Health Promotion & Disease Prevention Research Graduate Program. The requirements will assist you in the construction of your program of study.				
ver. #	active	official	editable	final appr. date
1	Y 	N	N	

### 4. View the approver’s name **A**.

#### POS Version Detail [open PDF](#)

ver. #	based on ver. #	description	active	official	editable	final appr. date
1			Y	N	N	
pending approval						approver
Advisor/Supervisor: Approval of Program of Study						<b>A</b>
1) NU System Course: HPRO 910 (HUMANISTIC TRAD QUAL R) - UNMC, Omaha campus						Outstanding   Newly Added Requirement

## 6.3. Program of Study Disapproved

Your Program of Study may be disapproved in the review process. If your program of study is disapproved, the disapprover will notify you of why the Program of Study was disapproved. The following subsections will assist you with making the required changes to resubmit the Program of Study for approval.

### 6.3.1. Selected Wrong Rule (requirements) Title

To change your rule (requirements) title you must delete this version of your Program of Study and start over.

### 1. Mouseover **Graduate Students** **A** in the toolbar and click **Program of Study** **B**.

GRADUATE STUDENTS **A**
PERSONAL
QUICK MENU

**COMMITTEE MANAGEMENT**

- Adv/Sup Comm. Member Selection
- Advisor/Supervisor Selection
- Exam Committee/Schedule

**ACADEMIC CAREER**

- Meetings/IDP/Annual Report
- Program of Study **B**



2. Click **Delete Program of Study** [A](#).

## Program of Study

program

Health Promotion & Disease Prevention Re: ▼

### Current Rule

Delete Program of Study [A](#)

rule title:

M.D./Ph.D. Requirements

career type:

MD/PhD

rule:

\*\*\*A minimum of 90 cr. hrs. is required\*\*\*

3. A dialogue box will open. Click **Ok** to confirm that you want to delete the Program of Study.

This will delete the entire Program of Study, all requirements and all previous approval history associated with it.  
You are allowed to delete the Program of Study because no versions have reached 'Official' status.

This cannot be undone.

Do you wish to proceed?

OK

Cancel

4. **Select** the correct rule title [A](#).

See picture on the next page for a visual example of rule (requirements) titles. The rule (requirement) title that you select establishes the course and examination requirements.

### Rule (requirements) Title Examples:

#### M.S. Rule Title

Thesis Requirements

Non-Thesis Requirements

#### Ph.D. Rule Title

Standard Requirements

MD/PhD Requirements



## Program of Study

program

Health Promotion & Disease Prevention R

please choose a rule


rule title	link to rule requirements	career type
Standard Requirements	<a href="http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/hprophd/#curriculumphdtext">http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/hprophd/#curriculumphdtext</a>	n/a
M.D./Ph.D. Requirements		MD/PhD

5. A dialogue box will open. Click **Ok** to confirm that you have selected the correct rule (requirements) title. If you have selected the wrong rule (requirements) title, click **Cancel** and repeat step 4.

Choose 'Standard Requirements' as the rule for your Program of Study?

OK

Cancel

6. Click **Add Requirement** . Note that the link to rule requirements will assist you with the process. You must enter each requirement individually in order to construct your Program of Study.

### Current Rule

Delete Program of Study

rule title:

Standard Requirements

career type:


n/a

rule:

You must click the link to rule requirements to view the requirements for the Health Promotion & Disease Prevention Research Graduate Program. The requirements will assist you in the construction of your program of study.

link to rule requirements:

<http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/hprophd/#curriculumphdtext>

You must click  Add Requirement below to enter each requirement individually in order to construct your Program of Study

### Program of Study Version History

ver. #	active	official	editable	final appr. date
1	Y	N	Y	n/a

### Program of Study Version Info open PDF

ver. #	based on ver. #	active	official	editable	final appr. date
1	n/a	Y	N	Y	n/a

 Add Requirement





## 7. Select requirement type A.

There are three requirement type options (NU System Course, Non-NU System Course & Non-Course). Please see below for an explanation of each requirement type and further instructions on how to enter the specific requirement types.

ver. #	description	active	official	editable	final appr. date
1		Y	N	Y	n/a

[Version Info](#) [open PDF](#)

ver. #	based on ver. #	description	active	official	editable	final appr. date
1	n/a		Y	N	Y	n/a

[Add Requirement](#)

A requirement type: ★

Choose One ▼  
Choose One  
NU System Course  
Non-NU System Course  
Non-Course  
Choose One ▼

**NU System Course** – this requirement type is used to add a course from UNMC, UNO, UNL and/or UNK; including professional level courses (500-600 level). See the important note on the top of the next page if you have professional level courses.

## Select Institution A. Select Department B.

[Version Info](#) [open PDF](#)

ver. #	based on ver. #	description	active	official	editable	final appr. date
1	n/a		Y	N	Y	n/a

[Add Requirement](#)

requirement type: ★  
NU System Course ▼





**NU System Course**



Select the course you will take within the NU system

institution: ★  
UNMC ▼

department: ★  
Choose one ▼











**Select Course** . **Select** Required/Core or Elective/Cognate to appropriately classify the requirement . **Enter** requirement description, if applicable . Click **Save** .

 requirement type:   
 NU System Course ▼

**NU System Course**


Select the course you will take within the NU system

institution:  department:  course:   
 UNMC ▼ HPRO ▼ HPRO 410: HEALTH CARE ETHICS (Omaha) ▼ 

 required or elective:  requirement description (optional):    
 Choose One ▼  Save




**Important Note:** If you are transferring **professional level courses** (500-600 level) completed at UNMC, you need to select the appropriate 500-600 level course and in the **requirement description** note which graduate level course (800 level) requirement that the professional level course is fulfilling. See example below.


 [Add Requirement](#)

 requirement type:   
 NU System Course ▼

**NU System Course**

Select the course you will take within the NU system

institution:  department:  course:   
 UNMC ▼ CPH ▼ CPH 506: BIOSTATISTICS (Omaha) ▼


required or elective:  requirement description (optional):  
 Elective/Cognate ▼ BIOS 806 Biostatistics  Save





**Non-NU System Course** – this requirement type is used to add a course from an institution outside of the Nebraska University system. This is frequently referred to as transfer credit.

**Important Note:** You are to work with your Advisory/Supervisory Committee to determine which prior coursework, if any, is acceptable for transfer to UNMC and to designate the UNMC equivalent of the prior course.



**Select** Required/Core or Elective/Cognate to appropriately classify the requirement (A). **Input** course number & title, name of institution where the course was completed, the UNMC equivalent course number & title (B). Click **Save** (C).

 [Add Requirement](#)

 requirement type: 

Non-NU System Course ▼

Non-NU System Course


(A) required or elective:  requirement description:  (B)



Required/Core ▼ M6120 Intro. to Epid. for Nutrition at Columbia University fulfills EPI 821 Applied Epidemiology (C)

Save

**Non-Course** – this requirement type is used to add a requirement outside of a course. **Ph.D.** students will use this requirement type to document the Responsible Conduct in Research (RCR) Program requirement.


**Select** Required/Core or Elective/Cognate to appropriately classify the requirement (A). **Input** requirement description (B). Click **Save** (C).

 [Add Requirement](#)

 requirement type: 

Non-Course ▼

Non-Course


(A) required or elective:  requirement description:  (B)



Required/Core ▼ RCR/Ethics Training (C)

Save



8. **Review** the entries to ensure that you have satisfied the requirements (rule).


Click **open PDF**  for a printable version of the Program of Study. Use the PDF to crosscheck with the rule requirements to ensure that you entered all of courses to satisfy the requirements for your graduate program.

The system allows you to edit a requirement by clicking the  icon. A requirement added in error can be deleted by clicking the  icon.


**Program of Study Version Info** **open PDF** 



ver. #	based on ver. #	active	official	editable	final appr. date
1	n/a	Y	N	Y	n/a

 **Add Requirement**


1)	Required/Core, NU System Course: HPRO 410 (HEALTH CARE ETHICS) - UNMC, Omaha campus	Outstanding	Newly Added Requirement	 
2)	Elective/Cognate, NU System Course: CPH 506 (BIostatISTICS) - UNMC, Omaha campus [BIOS 806 Biostatistics I]	Outstanding	Newly Added Requirement	 
3)	Required/Core, Non-NU System Course: M6120 Intro. to Epid. for Nutrition at Columbia University fulfills EPI 821 Applied Epidemiology	Outstanding	Newly Added Requirement	 
4)	Required/Core, Non-Course: RCR/Ethics Training	Outstanding	Newly Added Requirement	 


**Important Note:** All requirements will show **Outstanding**, even if the requirement has been completed, until the final approval has been processed by the Dean of Graduate Studies.


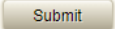
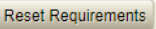
9. Click **Submit**  at the bottom of the page, below your entries.

4)	Required/Core, Non-Course: RCR/Ethics Training	Outstanding	Newly Added Requirement	 
----	--	-------------	-------------------------	---

The status of each requirement will show **Outstanding**, even if the requirement has been completed, until final approval has been processed by the Dean of Graduate Studies.

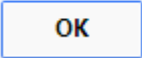
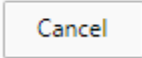
choose submission type: 

Official Program of Study Approval 

10. A dialogue box will open. Click **Ok** to confirm that you want to submit.

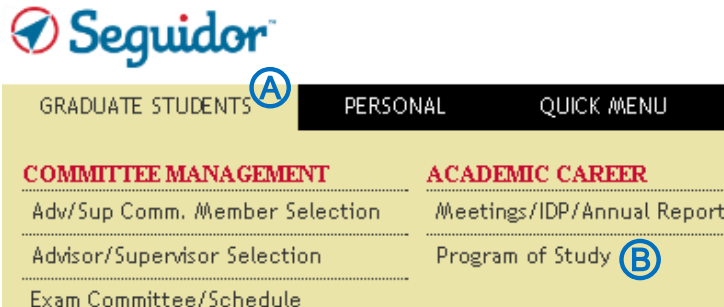
Are you sure you want to submit?



### 6.3.2. Missing a Requirement

1. Mouseover **Graduate Students** <sup>(A)</sup> in the toolbar and click **Program of Study** <sup>(B)</sup>.



2. Click **Add Requirement** <sup>(A)</sup>. Note that the link to rule requirements will assist you with the process. You must enter each requirement individually in order to construct your Program of Study.

#### Current Rule


Delete Program of Study

rule title:  
Standard Requirements

career type:  
n/a

rule:  
You must click the link to rule requirements to view the requirements for the Health Promotion & Disease Prevention Research Graduate Program. The requirements will assist you in the construction of your program of study.

link to rule requirements:  
<http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/hprophd/#curriculumphdtext>

You must click  Add Requirement below to enter each requirement individually in order to construct your Program of Study

#### Program of Study Version History

ver. #	active	official	editable	final appr. date
1	Y	N	Y	n/a

#### Program of Study Version Info open PDF

ver. #	based on ver. #	active	official	editable	final appr. date
1	n/a	Y	N	Y	n/a

 Add Requirement <sup>(A)</sup>

1) Non-Course: Responsible Conduct in Research Program

Outstanding | Newly Added Requirement





### 3. Select requirement type A.

There are three requirement type options (NU System Course, Non-NU System Course & Non-Course). Please see below for an explanation of each requirement type and further instructions on how to enter the specific requirement types.

ver. #	description	active	official	editable	final appr. date
1		Y	N	Y	n/a

[Version Info](#) [open PDF](#)

ver. #	based on ver. #	description	active	official	editable	final appr. date
1	n/a		Y	N	Y	n/a

[Add Requirement](#)

A

requirement type: ★

Choose One ▼

Choose One
 

- NU System Course
- Non-NU System Course
- Non-Course

Choose One ▼

Submit

Reset Requirements

**NU System Course** – this requirement type is used to add a course from UNMC, UNO, UNL and/or UNK; including professional level courses (500-600 level). See the important note on the top of the next page if you have professional level courses.

### Select Institution A. Select Department B.

[Version Info](#) [open PDF](#)

ver. #	based on ver. #	description	active	official	editable	final appr. date
1	n/a		Y	N	Y	n/a

[Add Requirement](#)

requirement type: ★

NU System Course ▼

**NU System Course**

Select the course you will take within the NU system

institution: ★

UNMC ▼

department: ★

Choose one ▼



**Select Course** (C). **Select** Required/Core or Elective/Cognate to appropriately classify the requirement (D). **Enter** requirement description, if applicable (E). Click **Save** (F).

requirement type: 
  
 NU System Course ▼

**NU System Course**

Select the course you will take within the NU system

institution: UNMC ▼
 department: HPRO ▼
 course: HPRO 410: HEALTH CARE ETHICS (Omaha) ▼ (C)

(D) required or elective: Choose One ▼
 requirement description (optional): (E)
 (F) Save

**Important Note:** If you are transferring **professional level courses** (500-600 level) completed at UNMC, you need to select the appropriate 500-600 level course and in the **requirement description** note which graduate level course (800 level) requirement that the professional level course is fulfilling. See example below.

[Add Requirement](#)

requirement type: 
  
 NU System Course ▼

**NU System Course**

Select the course you will take within the NU system

institution: UNMC ▼
 department: CPH ▼
 course: CPH 506: BIOSTATISTICS (Omaha) ▼


required or elective: Elective/Cognate ▼
 requirement description (optional): BIOS 806 Biostatistics
 Save

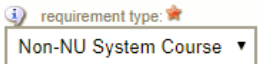


**Non-NU System Course** – this requirement type is used to add a course from an institution outside of the Nebraska University system. This is frequently referred to as transfer credit.

**Important Note:** You are to work with your Advisory/Supervisory Committee to determine which prior coursework, if any, is acceptable for transfer to UNMC and to designate the UNMC equivalent of the prior course.

**Select** Required/Core or Elective/Cognate to appropriately classify the requirement (A). **Input** course number & title, name of institution where the course was completed, the UNMC equivalent course number & title (B). Click **Save** (C).

 Add Requirement

 requirement type:   
Non-NU System Course

Non-NU System Course


(A) required or elective:   
Required/Core

requirement description: (B)   
M6120 Intro. to Epid. for Nutrition at Columbia University fulfills EPI 821 Applied Epidemiology

(C) Save

**Non-Course** – this requirement type is used to add a requirement outside of a course. **Ph.D.** students will use this requirement type to document the Responsible Conduct in Research (RCR) Program requirement.

**Select** Required/Core or Elective/Cognate to appropriately classify the requirement (A). **Input** requirement description (B). Click **Save** (C).

 Add Requirement

 requirement type:   
Non-Course

Non-Course


(A) required or elective:   
Required/Core



requirement description: (B)   
RCR/Ethics Training

(C) Save



4. **Review** the entries to ensure that you have satisfied the requirements (rule).


Click **open PDF**  for a printable version of the Program of Study. Use the PDF to crosscheck with the rule requirements to ensure that you entered all of courses to satisfy the requirements for your graduate program.

The system allows you to edit a requirement by clicking the  icon. A requirement added in error can be deleted by clicking the  icon.


**Program of Study Version Info** **open PDF** 



ver. #	based on ver. #	active	official	editable	final appr. date
1	n/a	Y	N	Y	n/a

 **Add Requirement**


1)	Required/Core, NU System Course: HPRO 410 (HEALTH CARE ETHICS) - UNMC, Omaha campus	Outstanding	Newly Added Requirement	 
2)	Elective/Cognate, NU System Course: CPH 506 (BIostatISTICS) - UNMC, Omaha campus [BIOS 806 Biostatistics I]	Outstanding	Newly Added Requirement	 
3)	Required/Core, Non-NU System Course: M6120 Intro. to Epid. for Nutrition at Columbia University fulfills EPI 821 Applied Epidemiology	Outstanding	Newly Added Requirement	 
4)	Required/Core, Non-Course: RCR/Ethics Training	Outstanding	Newly Added Requirement	 


**Important Note:** All requirements will show **Outstanding**, even if the requirement has been completed, until the final approval has been processed by the Dean of Graduate Studies.

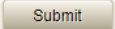
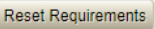
5. Click **Submit**  at the bottom of the page, below your entries.

4)	Required/Core, Non-Course: RCR/Ethics Training	Outstanding	Newly Added Requirement	 
----	--	-------------	-------------------------	---

The status of each requirement will show **Outstanding**, even if the requirement has been completed, until final approval has been processed by the Dean of Graduate Studies.

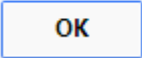
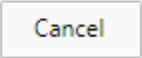
choose submission type: 

Official Program of Study Approval 

6. A dialogue box will open. Click **Ok** to confirm that you want to submit.

Are you sure you want to submit?



 

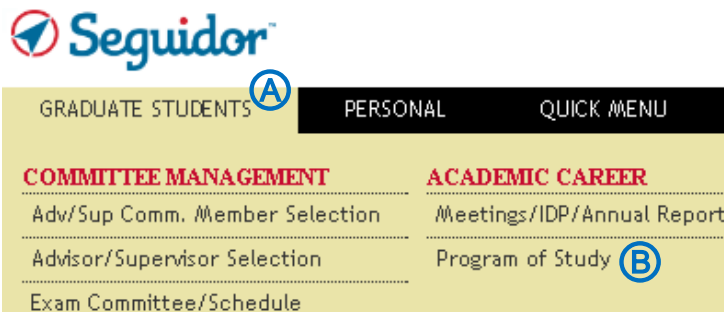


## 6.4. Edit your Program of Study


Any edits to the Program of Study must first be discussed with the Advisory/Supervisory Committee.

**Important Note:** No changes can be made to the Program of Study during the approval process.

1. Mouseover **Graduate Students**  in the toolbar and click **Program of Study** .



2. Click **Create New Version** .

You must click  Add Requirement below to enter each requirement individually in order to construct your Program of Study

### Program of Study Version History

ver. #	▲	active	◆	official	◆	editable	◆	final appr. date	◆
1		Y		Y		N		05/17/2018	




Create New Version

### Program of Study Version Info [open PDF](#)

ver. #	▲	based on ver. #	◆	active	◆	official	◆	editable	◆	final appr. date	◆
1		n/a		Y		Y		N		05/17/2018	

3. **Add, Remove** or **Edit** a requirement.

**ADD** a requirement; click **Add Requirement** (Refer to step 5 outlined in section 6.1. for a refresher on requirement types).



**REMOVE** a requirement; click the  icon for the requirement.

**EDIT** a requirement; click the  icon for the requirement.

### Program of Study Version Info [open PDF](#)


ver. #	▲	based on ver. #	◆	active	◆	official	◆	editable	◆	final appr. date	◆
2		1		Y		N		Y		n/a	



 [Add Requirement](#)

1)	Non-Course: Responsible Conduct in Research Program	Outstanding   Requirement	 
----	---	---------------------------	---




4. **Review** the entries to ensure that you have satisfied the requirements (rule).









Click **open PDF**  for a printable version of the Program of Study. Use the PDF to crosscheck with the rule (requirements) title to ensure that you entered all of courses to satisfy the requirements for your graduate program.

The system allows you to edit a requirement by clicking the  icon. A requirement added in error can be deleted by clicking the  icon.


**Program of Study Version Info** **open PDF** 



ver. #	based on ver. #	active	official	editable	final appr. date
1	n/a	Y	N	Y	n/a

 **Add Requirement**


1)	Required/Core, NU System Course: HPRO 410 (HEALTH CARE ETHICS) - UNMC, Omaha campus	Outstanding	Newly Added Requirement	 
2)	Elective/Cognate, NU System Course: CPH 506 (BIostatISTICS) - UNMC, Omaha campus [BIOS 806 Biostatistics I]	Outstanding	Newly Added Requirement	 
3)	Required/Core, Non-NU System Course: M6120 Intro. to Epid. for Nutrition at Columbia University fulfills EPI 821 Applied Epidemiology	Outstanding	Newly Added Requirement	 
4)	Required/Core, Non-Course: RCR/Ethics Training	Outstanding	Newly Added Requirement	 


**Important Note:** All requirements will show **Outstanding**, even if the requirement has been completed, until the final approval has been processed by the Dean of Graduate Studies.


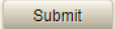
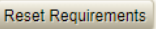
5. Click **Submit**  at the bottom of the page, below your entries.

4)	Required/Core, Non-Course: RCR/Ethics Training	Outstanding	Newly Added Requirement	 
----	--	-------------	-------------------------	---

The status of each requirement will show **Outstanding**, even if the requirement has been completed, until final approval has been processed by the Dean of Graduate Studies.

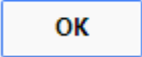

choose submission type: 

Official Program of Study Approval 

6. A dialogue box will open. Click **Ok** to confirm that you want to submit.

Are you sure you want to submit?

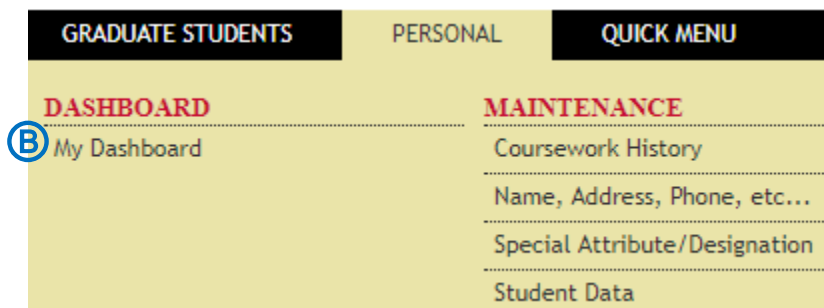
 



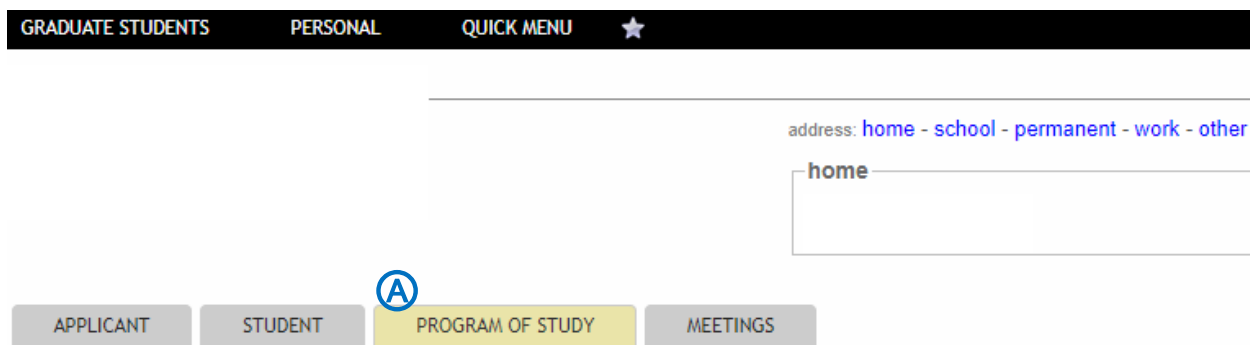
## 6.5. View your Program of Study

After your Program of Study has been approved you may view your program of study at any time to track the completion of your requirements.

1. Mouseover **PERSONAL** <sup>(A)</sup> in the toolbar and click **My Dashboard** <sup>(B)</sup>.





2. Click the **Program of Study** tab <sup>(A)</sup>.



3. **Select** the active version of the Program of Study.

The letter “Y” indicates the active version <sup>(A)</sup>.

### Programs of Study

program		career type	rule title when pos was created	
Health Promotion & Disease Prevention Research - PhD			 Standard Requirements	
rule text when pos was created				
You must click the link to rule requirements to view the requirements for the Health Promotion & Disease Prevention Research Graduate Program. The requirements will assist you in the construction of your program of study.				
ver. #	active	official	editable	final appr. date
1	N	Y	N	12/04/2017
2	Y 	N	N	



#### 4. Review the requirements [A](#).

After your Program of Study has been approved the status of each requirement will change as each requirement is completed, waived, or removed. The statuses are color coded to visibly show the status of each requirement.

Outstanding

Completed

Waived


Removed

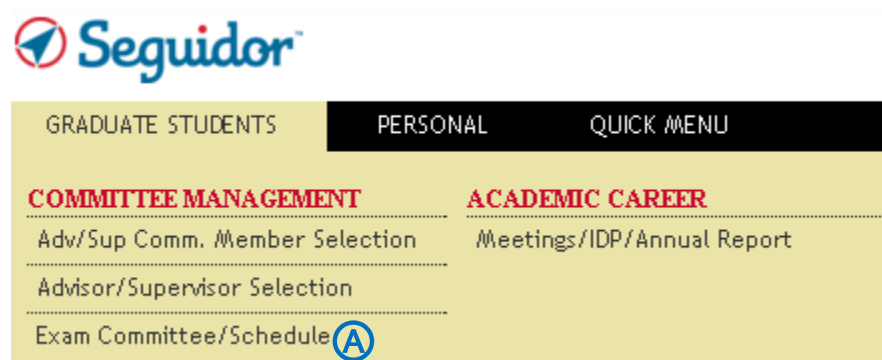
POS Version Detail [open PDF](#)

ver. #	based on ver. #	active	official	editable	final appr. date
2	1	Y	Y	N	05/18/2018
1) Elective/Cognate, NU System Course: CPH 506 (BIOSTATISTICS) - UNMC, Omaha campus [BIOS 806 Biostatistics I] <b>Outstanding</b>   Requirement					
2) Required/Core, Non-NU System Course: M6120 Intro. to Epid. for Nutrition at Columbia University fulfills EPI 821 Applied Epidemiology <b>Completed</b>   Requirement					
3) Required/Core, NU System Course: EPI 820 (EPIDEMIOLOGY IN PUB HL) - UNMC, Omaha campus <b>Completed</b>   Newly Added Requirement Completed by: EPI 820 (EPIDEMIOLOGY IN PUB HL) - UNMC, Omaha campus <b>2013 SPRING</b>   3.00hr   A+					
4) Required/Core, NU System Course: HPRO 830 (FOUNDATION PUBLIC HLTH) - UNMC, Omaha campus <b>Completed</b>   Newly Added Requirement Completed by: HPRO 830 (FOUNDATION PUBLIC HLTH) - UNMC, Omaha campus <b>2014 Summer</b>   3.00hr   B					
5) Required/Core, Non-Course: RCR/Ethics Training <b>Waived</b>   Requirement					
Required/Core, NU System Course: HPRO 410 (HEALTH CARE ETHICS) - UNMC, Omaha campus <b>Requirement Removed</b>					



## 1. Exam Committee / Schedule

If you are eligible to schedule a program exam (see requirements for your program) a pending action entitled **Exam to Schedule** will appear on your Seguidor home screen. Click the pending action or mouseover **GRADUATE STUDENTS** and click **Exam Committee/Schedule**  to access the Exam Committee set up and scheduling page.

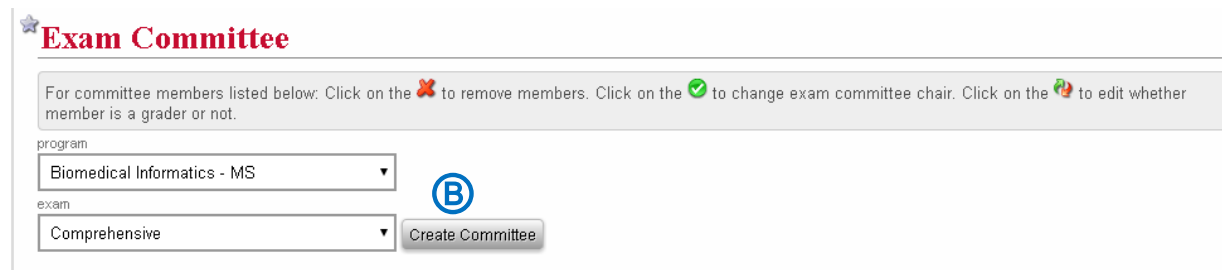


### 1.1. Establish Exam Committee

The composition of your Examining Committee must fulfill the requirements of your academic program. Seguidor provides guidance in assisting you to meet these requirements by displaying the number of committee members and graders needed for each specific exam within your program. In addition, Seguidor will automatically populate your Exam Committee member list with existing members of your Advisory/Supervisory Committee, if required by your program. You have the opportunity to add and delete members of your Exam Committee only if your modifications fall within program requirements. If you have questions about these requirements please contact the Graduate Studies Office.

1. Create an Exam Committee by choosing the program and exam to schedule.




Click **Create Committee** .





Seguidor will automatically populate your Exam Committee member list with members of your Advisory/Supervisory Committee, if required by your program [A](#).

## Exam Committee

For committee members listed below: Click on the  to remove members. Click on the  to change exam committee chair. Click on the  to edit whether member is a grader or not.

program

Biomedical Informatics - MS

exam

Comprehensive

### Advisor/Supervisor Committee Information

name	role	note
Mcclay, James C	Chair	Added By Rule
Bilek, Laura Diane	Committee Member	Added By Rule
Jones, Katherine J	Committee Member	Added By Rule

### Program/Sub Plan Committee Information

name	role	note
No Active Members		

### Exam Committee

exam committee status



status	date
Editing	In Progress

exam committee member requirements

Number of Members  
minimum: 3  
maximum: N/A  
selected: 3

Number of Graders  
minimum: 3  
maximum: N/A  
selected: 3


exam committee member list


actions	name	role	grader	email	graduate faculty
 	Mcclay, James C	Chair	Yes	jmccclay@unmc.edu	Yes
  	Jones, Katherine J	Committee Member	Yes	kjonesj@unmc.edu	Yes
  	Bilek, Laura Diane	Committee Member	Yes	lbilek@unmc.edu	Yes

 Add Committee Member

- Add committee members by following the same steps utilized to add Advisory/Supervisory Committee Members in Section 2.1.2. Modify the composition of your examining committee by clicking on the appropriate icons in the actions column of the *exam committee member list* [A](#). The *Exam Committee member requirements* indicator bar [B](#) will turn green when your committee meets the required number of members and graders for your exam and program.

Click  to remove members

Click  to change Exam Committee chair

Click  to edit whether member is a grader or not

Note: Changes made to your Exam Committee are automatically saved in Seguidor.



## 1.2. Schedule Exam

After setting up your Exam Committee, you may schedule the date, time, and location for your exam. Seguidor will automatically calculate and display the earliest date the exam can be scheduled based on Graduate Studies and program policies. More information regarding the window of opportunity for the exam will be displayed in a pop-up window through the link *Click for more information*.

You are required to verify that the date, time, and location for your exam is acceptable to the members of your Exam Committee prior to submitting the exam request. A link is provided to [UNMC Find Time](#) to assist in the coordination; however, this service is not linked to Seguidor.

1. Schedule the exam by entering the date, time, and location in the boxes provided.

### Schedule Exam

 The earliest date this exam can be scheduled is 01/23/2015. [Click for more information](#)

date 

[click for calendar](#)



location (building/room #) 

time 

[Find Time to Schedule Exam](#)

☐ I affirm that all members of the examining committee are available at the date and time requested. 

Submit

Reset

2. Click the check box to affirm that all the members of the Exam Committee are available at the date, time, and the location requested.

3. Click **Submit** to start the Exam Committee and scheduling approval process and email notifications of pending actions. No further actions by the student are required for the Exam process.

The typical order of approval is Advisor/Supervisor → Chair of Graduate Program Committee (Program Director) → Dean of Graduate Studies. The status of the committee is displayed in the *Exam Committee status* table. After all approvals have been processed the Approved status and the date will be displayed.

### Exam Committee

exam committee status

status	date
Advisor/Supervisor Approval of Exam Committee	In Progress



### 1.3. Reschedule Exam

In the event you need to make changes to your Exam Committee, or if your exam needs to be rescheduled, contact the Graduate Studies Office by email ([unmcgraduatestudies@unmc.edu](mailto:unmcgraduatestudies@unmc.edu)).

### 1.4. Notification of Exam Results

Following your exam, you should receive the results directly from your examining committee. After the grade has been finalized by your Exam Committee in Seguidor, an email notification of the result will be sent to you and the Dean of Graduate Studies and your Dashboard in Seguidor will be updated.