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For additional assistance with Seguidor, please contact the Graduate Studies Office at 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 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.
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.

<table>
<thead>
<tr>
<th>Applicant Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GRE Scores</td>
<td>no gre scores</td>
</tr>
<tr>
<td>TOEFL Scores</td>
<td>no toefl scores</td>
</tr>
<tr>
<td>MCAT Scores</td>
<td>no mcat scores</td>
</tr>
<tr>
<td>DAT Scores</td>
<td>no dat scores</td>
</tr>
<tr>
<td>IELTS Scores</td>
<td>no elli scores</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>institution</td>
<td>program</td>
</tr>
<tr>
<td>Manhattan Cts Cll</td>
<td>Biomedical Research Training Program - PhD</td>
</tr>
<tr>
<td>U of Nebraska - Lincoln</td>
<td></td>
</tr>
<tr>
<td>U of Nebraska Med Ctl</td>
<td></td>
</tr>
<tr>
<td>U of Nebraska Med Ctl</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applications</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>appl. date</td>
<td>status</td>
</tr>
<tr>
<td>04/16/2011</td>
<td>Accept</td>
</tr>
</tbody>
</table>
3.2. **Student Tab**

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

### Student Information

#### Careers

<table>
<thead>
<tr>
<th>program</th>
<th>status</th>
<th>admit term</th>
<th>admit date</th>
<th>career type</th>
<th>candidate</th>
<th>deg. conferred</th>
<th>time</th>
<th>eff. date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Promotion &amp; Disease Prevention Research - PhD</td>
<td>Active</td>
<td>2013 Fall</td>
<td>06/30/2013</td>
<td>Full Time</td>
<td>07/15/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Advisory/Supervisory Committees

<table>
<thead>
<tr>
<th>program</th>
<th>adv. superv. approved</th>
<th>comm. mem. submitted</th>
<th>comm. mem. deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Promotion &amp; Disease Prevention Research - PhD</td>
<td>10/29/2014</td>
<td>01/19/2017</td>
<td>05/28/2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>role</th>
<th>name</th>
<th>status</th>
<th>email</th>
<th>dept</th>
<th>grad. faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td></td>
<td>Active</td>
<td></td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>Co-Chair</td>
<td></td>
<td>Active</td>
<td></td>
<td>COPH Hlth Pr, Soc &amp; Behl Health</td>
<td>Y</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Pending</td>
<td></td>
<td>COPH Hlth Pr, Soc &amp; Behl Health</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Committee Member</td>
<td>Pending</td>
<td></td>
<td>COPH Biostatistics</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

#### 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 A.
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 🔄 for additional meeting information.

<table>
<thead>
<tr>
<th>Meetings Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meetings</strong></td>
</tr>
<tr>
<td><strong>program</strong></td>
</tr>
<tr>
<td>Cancer Research - PhD</td>
</tr>
<tr>
<td><strong>location</strong></td>
</tr>
<tr>
<td>ESH 8011</td>
</tr>
<tr>
<td>ESH 8011</td>
</tr>
</tbody>
</table>
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.

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.
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).

<table>
<thead>
<tr>
<th>name</th>
<th>dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Padanilam Babu</td>
<td>Cellular/Integrative Physiology</td>
</tr>
<tr>
<td>Pahan, Kalipada</td>
<td>COG-Oral Biology</td>
</tr>
<tr>
<td>Palnit, David</td>
<td>COPH Health Services Res &amp; Admin</td>
</tr>
<tr>
<td>Pantigrai, Pankali</td>
<td>COPH Epidemiology</td>
</tr>
<tr>
<td>Pannier, Angela</td>
<td>null</td>
</tr>
<tr>
<td>Patil, Kaushik</td>
<td>Cellular/Integrative Physiology</td>
</tr>
<tr>
<td>Paulman, Audrey</td>
<td>Family Medicine</td>
</tr>
<tr>
<td>Paulman, Paul</td>
<td>Family Medicine</td>
</tr>
<tr>
<td>Pavlov, Yen</td>
<td>Epilepsy Inst Faculty</td>
</tr>
<tr>
<td>Payne, Jaffrey</td>
<td>COG-Dental Administration</td>
</tr>
</tbody>
</table>

**Co-Chair Selection**

*is a co-chair needed? 🌟*

No

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. 🌟

Submit | Reset

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) 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 ₪ in the toolbar and click Advisor/Supervisor Selection €.

2. Click Add Committee Member ₤

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

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 ⬆️ in the committee member list.

<table>
<thead>
<tr>
<th>name</th>
<th>email</th>
<th>graduate faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cammisa, Pamela K</td>
<td><a href="mailto:pcammisa@unmc.edu">pcammisa@unmc.edu</a></td>
<td>Yes</td>
</tr>
<tr>
<td>Comish, Kurtis G</td>
<td><a href="mailto:kgcomish@unmc.edu">kgcomish@unmc.edu</a></td>
<td>Yes</td>
</tr>
<tr>
<td>Teewa, Myran Lee</td>
<td><a href="mailto:nteewa@unmc.edu">nteewa@unmc.edu</a></td>
<td>Yes</td>
</tr>
</tbody>
</table>

After confirming the revised composition of your Advisory/Supervisory Committee, click the checkbox ⬇️ to affirm that you have contacted each of the individuals and confirmed their willingness to serve on the committee. Click the **Submit** button ⬇️ to start the committee approval process.
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 in the toolbar and click Meetings/IDP/Annual Report.

2. Select Advisory/Supervisory Committee Meeting.

Meeting Search Form

<table>
<thead>
<tr>
<th>program/sub-plan: Pathology &amp; Microbiology - PhD</th>
<th>meeting type: Select a meeting type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select a meeting type</td>
</tr>
<tr>
<td></td>
<td>Advisory/Supervisory Committee Meeting</td>
</tr>
<tr>
<td></td>
<td>Individual Development Plan</td>
</tr>
</tbody>
</table>

Retriece
3. **Click the green plus sign 🔄 to add a new meeting.**

**Meeting Search Form**

Program/Sub-plan: Pathology & Microbiology - PhD  ▼
Meeting Type: Advisory/Supervisory Committee Meeting ▼

**Document Templates**

<table>
<thead>
<tr>
<th>actions</th>
<th>type</th>
<th>document</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>Annual Report</td>
<td>C:\fakepath\Annual Progress Report.doc</td>
</tr>
<tr>
<td>🔄</td>
<td>Meeting Minutes</td>
<td>C:\fakepath\Semi-Annual Committee Meeting.doc</td>
</tr>
</tbody>
</table>

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

No records returned

4. **Input location 📅 and time 🕒 and click Save Meeting Details 🔄.**

5. **Search for potential meeting attendees by name 📈.**

**Meeting Attendees**

<table>
<thead>
<tr>
<th>actions</th>
<th>role</th>
<th>name</th>
<th>dept</th>
<th>invite sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>Meeting Creator</td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Search for: lefr

Can't find who you're looking for? 🔍

<table>
<thead>
<tr>
<th>name</th>
<th>dept</th>
<th>prog</th>
<th>email</th>
<th>phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CON-Omaha Division</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.1. Click on the name in the result table 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 and follow the prompts to request an External Account for your meeting attendee.

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

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.

5.1.1. Cancelling a Meeting

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

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

2. Click the red X.

3. A dialogue box will open. Click Ok 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 ☐ in the toolbar and click Meetings/IDP/Annual Report ☐.

2. Click the paper and pencil icon ☐.

3. Change location ☐ and/or time ☐ and click Save Meeting Details ☐.
5.1.3. Add and Remove Meeting Attendees

1. Mouseover Graduate Students in the toolbar and click Meetings.

2. Click the paper and pencil icon.

3. ADD meeting attendees. Search for potential meeting attendees by name.

3.1. Click on the name in the result table 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 and follow the prompts to request an External Account for your meeting attendee.
3.2. **REMOVE** meeting attendees. **Click** on the red X 🆐 in the meeting attendees list.

![Meeting Attendees](image)

5.1.4. Upload Meeting Documents

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

![Seguidor](image)

2. **Click** the paper and pencil icon in front of the meeting you would like to upload a document for 🔄.
3. **Select** document type ₊. **Browse** computer for document ₋. **Click** Upload ₌.

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

<table>
<thead>
<tr>
<th>document type</th>
<th>choose a document type</th>
<th>choose a document type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mouse Minutes</td>
<td>IDP Certificate of Completion</td>
</tr>
<tr>
<td></td>
<td>Annual Report</td>
<td>Presentation</td>
</tr>
<tr>
<td></td>
<td>Advisory/Supervisory Committee Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examination Report</td>
<td>Presentation</td>
</tr>
</tbody>
</table>

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

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

2. **Select** Individual Development Plan ₊.

**Meeting Search Form**

- **program/sub-plan:** Pathology & Microbiology - PhD
- **meeting type:**
  - Select a meeting type
  - Select a meeting type
  - Advisory/Supervisory Committee Meeting
  - Individual Development Plan
3. **Click** the green plus sign ☑ to create a new entry.

**Meeting Search Form**

- Program/sub-plan: Pathology & Microbiology - PhD
- Meeting type: Individual Development Plan

**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 ☑.

5. **Bypass** the Meeting Attendees section.
6. **Select** IDP Certificate of Completion. **Browse** computer for your IDP certificate of completion. **Click** Upload.

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 in the toolbar and click Meetings/IDP/Annual Report.

2. **Click** the paper and pencil icon in front of the meeting you would like to associate the annual report with.
3. **Select “Annual Report”** **Ⓐ.** **Browse** computer for document **Ⓑ.** Click **Upload** **Ⓒ.**
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 in the toolbar and click Program of Study.

2. Select 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
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.

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.
5. **Select** requirement type Ⓐ.

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.

**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 Ⓐ. **Select** Department Ⓑ.

---

**Add Requirement**

- **Choose One**
  - NU System Course
  - Non-NU System Course
  - Non-Course

** NU System Course**

*Select the course you will take within the NU system*

**institution** Ⓐ **department** Ⓑ

- **UNMC** Ⓐ 
  - **Choose one** Ⓑ
Select Course Ⓓ. Select Required/Core or Elective/Cognate to appropriately classify the requirement Ⓚ. Enter requirement description, if applicable Ⓞ. Click 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.
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 🔄. Input course number & title, name of institution where the course was completed, the UNMC equivalent course number & title 🔄. Click Save 🔄.

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.

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 🔄. Input requirement description 🔄. Click Save 🔄.
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 [edit icon](#). A requirement added in error can be deleted by clicking the [delete icon](#).

**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.

8. A dialogue box will open. Click [Ok](#) to confirm that 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 現 in the toolbar and click My Dashboard 現.

2. Click the Program of Study tab 珔.
3. **Select** the active version of the Program of Study.

The letter "Y" indicates the active version 🔄.

<table>
<thead>
<tr>
<th>Program of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>program</strong></td>
</tr>
<tr>
<td>Health Promotion &amp; Disease Prevention Research - PhD</td>
</tr>
<tr>
<td><strong>career type</strong></td>
</tr>
<tr>
<td>Standard Requirements</td>
</tr>
<tr>
<td><strong>rule title when pos was created</strong></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>ver. #</th>
<th>active</th>
<th>official</th>
<th>editable</th>
<th>final appr. date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

4. **View** the approver’s name 🔄.

**POS Version Detail open PDF**

<table>
<thead>
<tr>
<th>ver. #</th>
<th>based on ver. #</th>
<th>description</th>
<th>active</th>
<th>official</th>
<th>editable</th>
<th>final appr. date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

**Advisor/Supervisor: Approval of Program of Study** 🔄

1) NU System Course: HPRO 910 (HUMANISTIC TRAD QUAL R) - UNMC, Omaha campus

Outstanding | Newly Added Requirement

6.3. **Program of Study Dissapproved**

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 🔄** in the toolbar and click **Program of Study 🔄**.
2. Click **Delete Program of Study**.

**Program of Study**

```
program
Health Promotion & Disease Prevention Re: 
```

**Current Rule**

```
Delete Program of Study
```

**rule title:**
M.D./Ph.D. Requirements

**career type:**
M.D./Ph.D.

**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.

   ![Dialogue Box]

   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 and Cancel Buttons]

4. Select the correct rule title.

   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
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.

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.
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.

**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.
Select Course Ⓓ. Select Required/Core or Elective/Cognate to appropriately classify the requirement Ⓡ.
Enter requirement description, if applicable Ⓢ. Click 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.
**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. Input course number & title, name of institution where the course was completed, the UNMC equivalent course number & title. Click 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. Input requirement description. Click 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.

**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.

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

Are you sure you want to submit?

[OK] [Cancel]
6.3.2. Missing a Requirement

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

2. 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.*
3. Select requirement type ⓐ.

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.

**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 ⓐ. Select Department ⓑ.
Select Course ☐. Select Required/Core or Elective/Cognate to appropriately classify the requirement ☒. Enter requirement description, if applicable ☒. Click 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.
**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 Ⓐ. **Input** course number & title, name of institution where the course was completed, the UNMC equivalent course number & title Ⓑ. Click **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 Ⓐ. **Input** requirement description Ⓑ. Click **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.

**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.

6. A dialogue box will open. Click **Ok** to confirm that 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 ⬅️.

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.
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.

**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.

6. A dialogue box will open. Click [Ok](#) to confirm that 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 Ⓐ** in the toolbar and click **My Dashboard Ⓑ**.

2. Click the **Program of Study** tab Ⓐ.

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

The letter “Y” indicates the active version Ⓐ.
4. Review the requirements.

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.

<table>
<thead>
<tr>
<th>ver. #</th>
<th>based on ver. #</th>
<th>active</th>
<th>official</th>
<th>editable</th>
<th>final appr. date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>05/18/2018</td>
</tr>
</tbody>
</table>

1) Elective/Cognate. NU System Course: CPH 508 (BIOSTATISTICS) - UNMC, Omaha campus [BIOS 508 Biostatistics]
   - Completed | Requirement

2) Required/Core. Non-NU System Core: M5120 Intro. to Epid. for Nutrition at Columbia University Tufts
   - EPI 821 Applied Epidemiology
   - Outstanding | Requirement

3) Required/Core. NU System Course: EPI 820 (EPIDEMIOLOGY IN PUB HL) - UNMC, Omaha campus
   - Completed by: EPI 820 (EPIDEMIOLOGY IN PUB HL) - UNMC, Omaha campus
   - Completed | Newly Added Requirement
   - 2013 SPRING | 3.00hr | A+

4) Required/Core. NU System Course: HPRO 830 (FOUNDATION PUBLIC HLTH) - UNMC, Omaha campus
   - Completed by: HPRO 830 (FOUNDATION PUBLIC HLTH) - UNMC, Omaha campus
   - Completed | Newly Added Requirement
   - 2014 Summer | 3.00hr | B

5) Required/Core. Non-Course: RCR/Ethics Training
   - Waived | Requirement

Required/Core. NU System Course: HPRO 410 (HEALTH CARE ETHICS) - UNMC, Omaha campus
   - Requirement Removed
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.

**Exam Committee**

For committee members listed below, Click on the ‘X’ to remove members. Click on the ‘Check’ to change exam committee chair. Click on the ‘Edit’ to edit whether member is a grader or not.

2. 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. The Exam Committee member requirements indicator bar will turn green when your committee meets the required number of members and graders for your exam and program.

Click ‘X’ to remove members

Click ‘Check’ to change Exam Committee chair

Click ‘Edit’ 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.**

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.
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).

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.