



# Student Instructions

# Table of Contents

1. What is Seguidor?.....	2
2. Symbol Definitions.....	3
3. Frequently Asked Questions.....	4
4. Getting Started in Seguidor .....	5
4.1 Seguidor Home Screen.....	5
4.2 My Dashboard.....	6
4.3 Your Pending Actions .....	7
4.4 Planning your Action Items .....	8
5. Advisory/Supervisory Committee Entry.....	9
5.1 Select your Advisory/Supervisory Committee .....	9
5.2 Select your Advisor/Supervisor in Seguidor.....	10
5.3 Select your Advisory/Supervisory Committee .....	12
5.4 Submit your Advisory/Supervisory Committee .....	13
5.5 Advisory/Supervisory Committee Approval Process .....	14
5.6 Restructure your Advisory/Supervisory Committee after initial approval .....	15
5.7 Remove Advisory/Supervisory Committee Members after initial approval.....	16
5.8 Add Committee Advisory/Supervisory Committee Members after initial approval .....	17
6. Advisory/Supervisory Committee Meeting Entry .....	18
6.1 Create an Advisory/Supervisory Committee Meeting.....	18
6.2 Cancel an Advisory/Supervisory Committee Meeting.....	21
6.3 Reschedule an Advisory/Supervisory Committee Meeting.....	22
6.4 Add Advisory/Supervisory Committee Meeting Attendees.....	23
6.5 Remove Advisory/Supervisory Committee Meeting Attendees.....	24
7. Document Upload .....	25
7.1 Upload Advisory/Supervisory Committee Meeting Minutes.....	26
7.2 Upload the Individual Development Plan (IDP) Certificate of Completion.....	27
7.3 Upload the Annual Report .....	29
8. Program of Study.....	30
8.1 Program of Study .....	31
8.2 Create a New Program of Study.....	32
8.3 Add Courses to a New Program of Study.....	34
8.4 Enter Transfer Courses on the Program of Study .....	36
8.5 Print, Review and Submit your Program of Study .....	37
8.6 Check the Status of Approval.....	38

8.7	Edit the Program of Study after Approval.....	40
8.8	Delete the Program of Study .....	41
8.9	View the Program of Study .....	42
8.10	Tracking Course Completion .....	43
9.	Exam Entry.....	44
9.1	Exam Approval .....	45
9.2	Establish an Exam Committee.....	46
9.3	Schedule an Exam .....	48
9.4	Check the Exam Committee Status.....	49
10.	Appendix.....	50
10.1	Designate a committee member not listed in Seguidor .....	50

## **1. What is Seguidor?**

Seguidor is a tool used to track your progress through your academic career in Graduate Studies. You use Seguidor to get approval for various requirements that help you progress towards graduation.

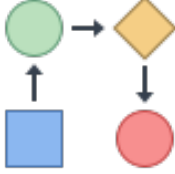



Seguidor is used to track your milestones, documentation, and exams.

Each student is responsible for tracking their own tasks and deadlines and ensuring timely submission in Seguidor.

Your advisor, program coordinator, program director, and the Office of Graduate Studies all have access to approve or disapprove your submissions in Seguidor.

## 2. Symbol Definitions

These symbols will be used throughout the document to designate important information.

 <p>A diagram showing a workflow. A blue square at the bottom left has an arrow pointing up to a green circle. From the green circle, an arrow points right to a yellow diamond. From the yellow diamond, an arrow points down to a red circle.</p>	Workflow Overview – This symbol designates a workflow within Seguidor
 <p>A simple red rectangular outline.</p>	This red box designates important buttons or sections on a page
 <p>A symbol consisting of three checkmarks on the left and three vertical bars on the right.</p>	Degree Requirement – This symbol designates an item that is entered into Seguidor and required for your degree completion
 <p>A symbol of a graduation cap (mortarboard) with a tassel.</p>	Certificate Students – This symbol designates information that pertains to Graduate Certificate students

### 3. Frequently Asked Questions

**Q: Who do I contact if I have questions about the use of Seguidor?**

A: The Office of Graduate Studies can help you with all questions on the use of Seguidor. You can contact them at [unmcgraduatestudies@unmc.edu](mailto:unmcgraduatestudies@unmc.edu) or 402-559-4476.

**Q: Who do I contact if I have technical issues with Seguidor?**

A: The UNMC IT Helpdesk can help you with any technical issues you may have. You can contact them at [helpdesk@unmc.edu](mailto:helpdesk@unmc.edu) or 402-559-7000.

**Q: Where do I find information on what requirements I should enter into Seguidor?**

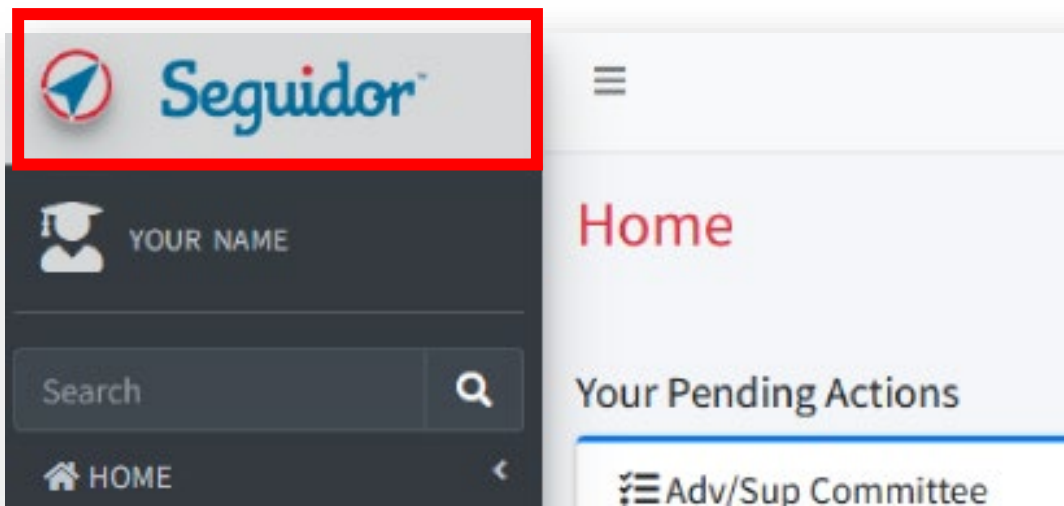
A: You can find all information on the requirements on the [Degree Requirements](#) section of the Graduate Studies website. If you are unsure about any requirements, contact the Office of Graduate Studies or your advisor.

## 4. Getting Started in Seguidor

All students enrolled in a UNMC Graduate Program can log into Seguidor using the link found on the [Graduate Studies Student Portals webpage](#).

### 4.1 Seguidor Home Screen

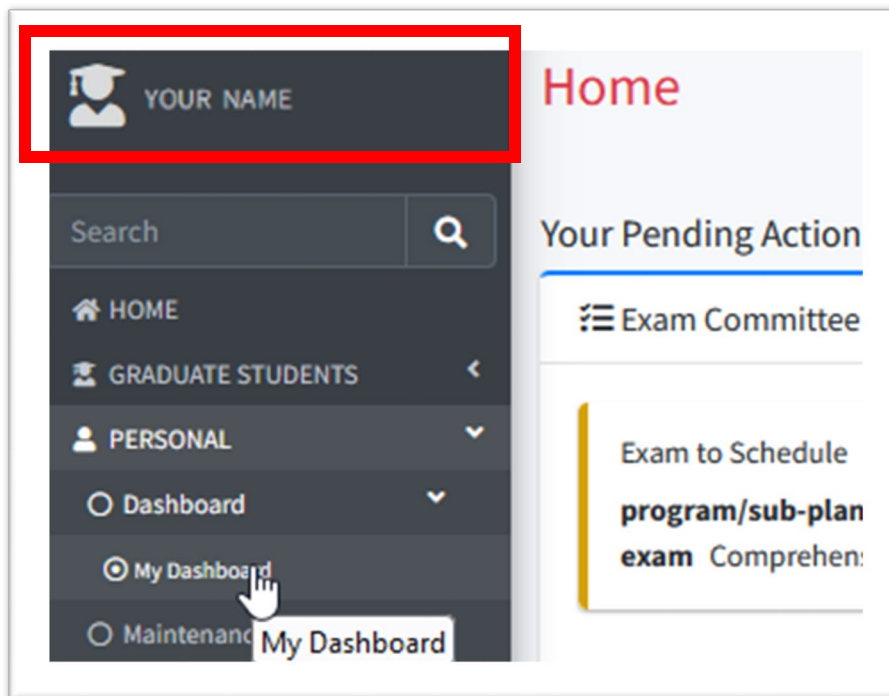
The Seguidor home screen is the screen that first appears after logging into Seguidor. To return to the Seguidor home screen, click on the Seguidor logo in the upper left corner of the screen.



## 4.2 My Dashboard

The Dashboard allows you to view your academic progress throughout your graduate program.

1. To access your Dashboard, select *PERSONAL*.
  2. Select *Dashboard*.
  3. Select *My Dashboard*.
- Or
4. Select your name to access your dashboard.





### 4.3 Your Pending Actions

- ✓ A *pending action* indicates an action you must take to fulfill the requirements for your academic program. Examples include selecting your supervisory committee and completing an exam.
- ✓ The pending action will remain on the Seguidor home screen until you complete the task.
- ✓ Click on the gold arrow of the pending action to go directly to the related Seguidor page.

#### Your Pending Actions

☰ Adv/Sup Committee

Committee Member Selection

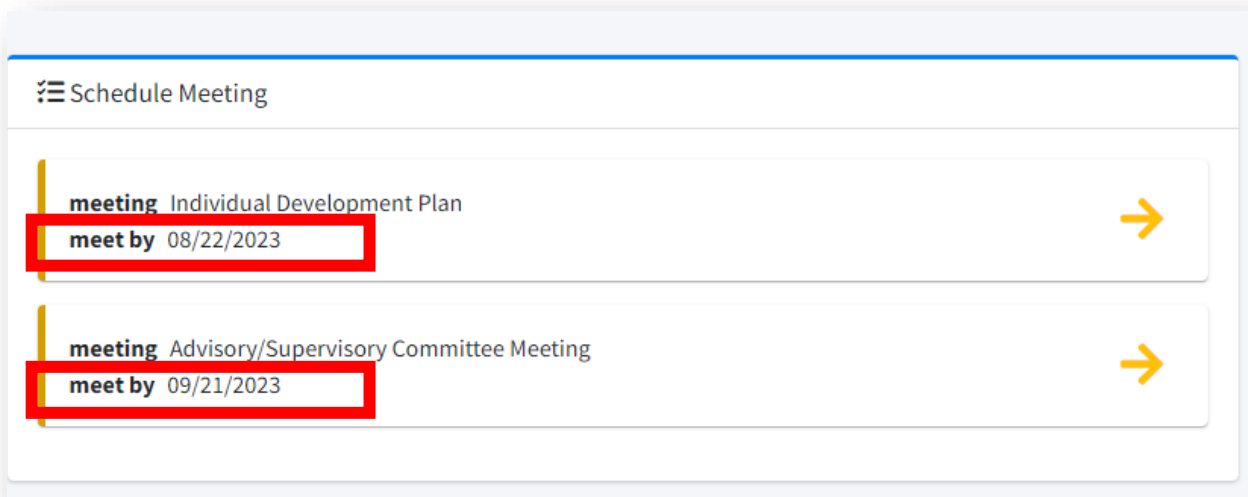
**program/sub-plan** IGPBS Uncommitted - PhD



## 4.4 Planning your Action Items

Your pending actions correlate with a due date. You can find this due date below the action. The due date is calculated based on three criteria:

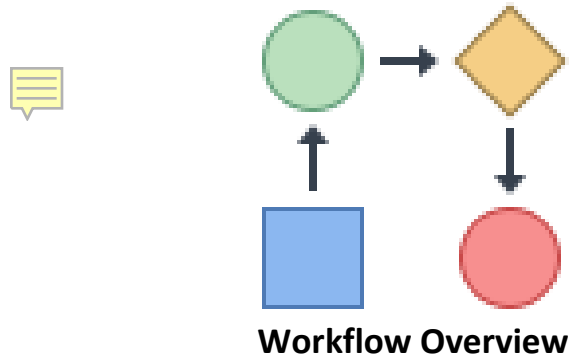
- ✓ Your start date which is the first day of your first semester (Refer to the [Academic Calendar](#)) for more details.
- ✓ Your degree (MS or PhD)
- ✓ Your status (part-time or full-time)



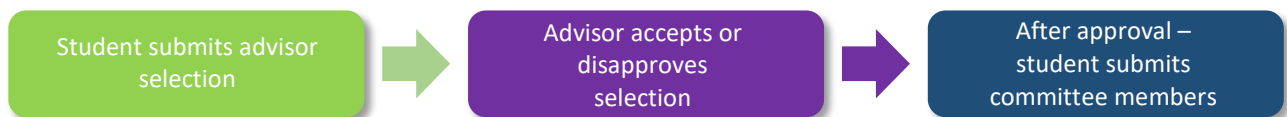
The screenshot shows a 'Schedule Meeting' interface with two pending actions. Each action is represented by a card with a yellow vertical bar on the left and a yellow arrow on the right. The first card is for a 'meeting Individual Development Plan' with a 'meet by 08/22/2023' date highlighted in a red box. The second card is for a 'meeting Advisory/Supervisory Committee Meeting' with a 'meet by 09/21/2023' date highlighted in a red box.

Meeting Title	Meet By Date
meeting Individual Development Plan	08/22/2023
meeting Advisory/Supervisory Committee Meeting	09/21/2023

## 5. Advisory/Supervisory Committee Entry



### 5.1 Advisor/Supervisor Approval Workflow



#### **Note for Certificate Students**

If you are a student in a Graduate Certificate program, you only need to select an advisor. You do not need to select an advisory committee.

#### **Note for MSIA students**

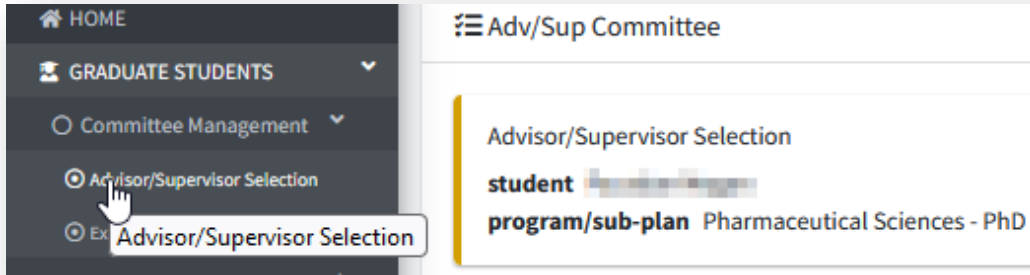
If you are enrolled in an MSIA sub-plan (e.g. MSIA Clinical & Translational Research) your Advisor/Supervisor will be entered into Seguidor by the MSIA Program Director. After the role has been accepted by your Advisor/Supervisor, a pending action to select committee members will appear on your Seguidor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

## 5.2 Select your Advisor/Supervisor in Seguidor

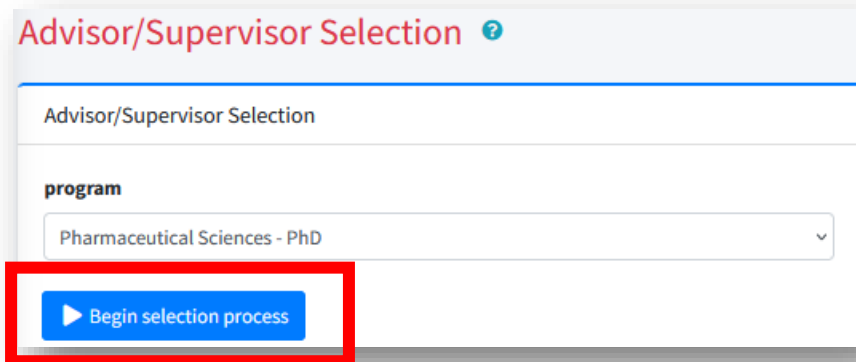
1. Select *GRADUATE STUDENTS*
2. Select *Committee Management*
3. Select *Advisor/Supervisor Selection*

Or

4. Select the Pending Action on your Home Page



5. Select *Begin the Selection Process*



6. Type the last name, first name of the Graduate Faculty Member under *chair (last name, first name)*

Or

7. Select the *department (grad faculty)* dropdown to view all departments
8. Select a department to view Graduate Faculty in that department

chair (last name, first name) department (grad faculty)

pa

can't find chair/advisor that you're looking for? click to manually add a chair

Name (Chair to pick)
Search by Department
CAHP Research Administration
Cellular/Integrative Physiology
COD-Adult Restorative

9. If you cannot find the faculty member you are looking for, see *External Request Form 10.1*
10. Confirm that you have discussed the designation of supervisor/advisor with the faculty member.
11. Select *Submit*

advisor/supervisor selected  
Padanilam, Babu

**Co-Chair Selection**

is a co-chair needed ★

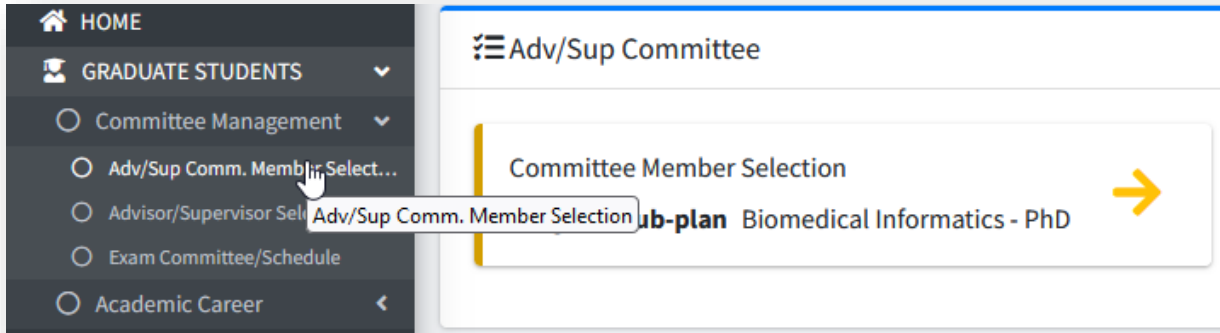
No ▾

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. ★

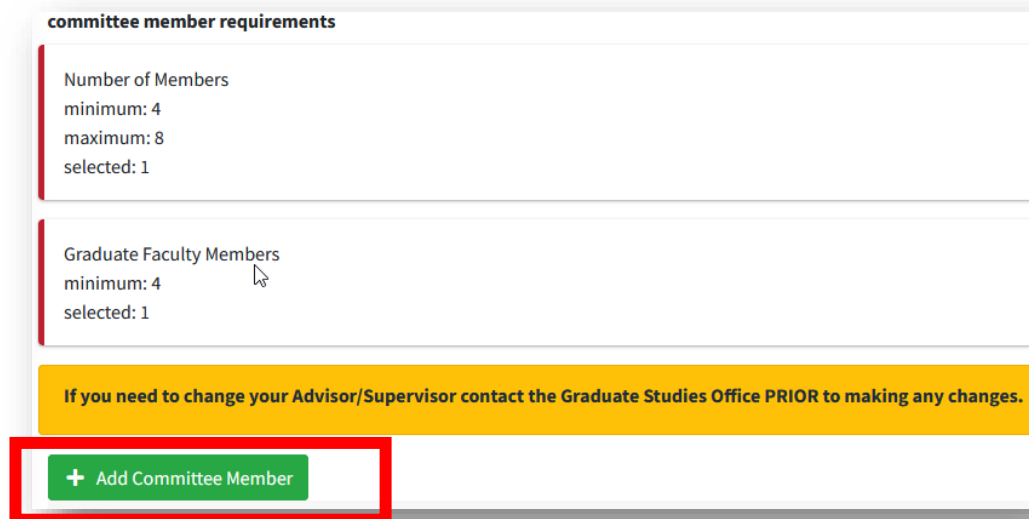
Submit    Reset

### 5.3 Select your Advisory/Supervisory Committee

1. Select *GRADUATE STUDENTS*
  2. Select *Committee Management*
  3. Select *Adv/Sup Comm. Member Selection*
- Or
4. Select the Pending Action on your Home Page



5. Select *Add Committee Member*



6. Type the last name, first name of the Graduate Faculty Member under *member name (last name, first name)*
7. Select the name in the result table to add the person to your committee
8. Return to step 5 to add additional committee members
9. If you cannot find the faculty member you are looking for, see the *External Request Form instructions 10.1*.

## 5.4 Submit your Advisory/Supervisory Committee

1. After you add the minimum number of members your Advisory/Supervisory Committee, the requirements indicator bar turns green
2. Select the box next to the affirmation statement
3. Select Submit

**committee member requirements**

---

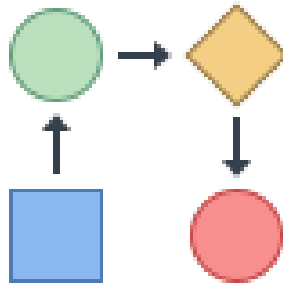
Number of Members  
minimum: 4  
maximum: 8  
selected: 1

---

Graduate Faculty Members  
minimum: 4  
selected: 1

**If you need to change your Advisor/Supervisor contact the Graduate Studies Office PRIOR to making any changes.**

**+ Add Committee Member**



### Workflow Overview

#### 5.5 Advisory/Supervisory Committee Approval Process

After you submit your Advisory/Supervisory Committee, the approval process begins. This overview shows you the workflow that your submission goes through in Seguidor.



#### For MSIA sub-plans

1. The Chair of the advisory/supervisory committee approves your committee.
2. The MSIA sub-plan director approves your committee
3. The MSIA program director approves your committee
4. The Dean of Graduate Studies approves your committee
5. After final approval by the Dean of Graduate Studies, the status of your Advisory/Supervisory Committee will be Active.

#### For all other programs

1. The Chair of the advisory/supervisory committee approves your committee.
2. The program director approves your committee
3. The Dean of Graduate Studies approves your committee
4. After final approval by the Dean of Graduate Studies, the status of your Advisory/Supervisory Committee will be Active.



## **5.6 Restructure your Advisory/Supervisory Committee after initial approval**

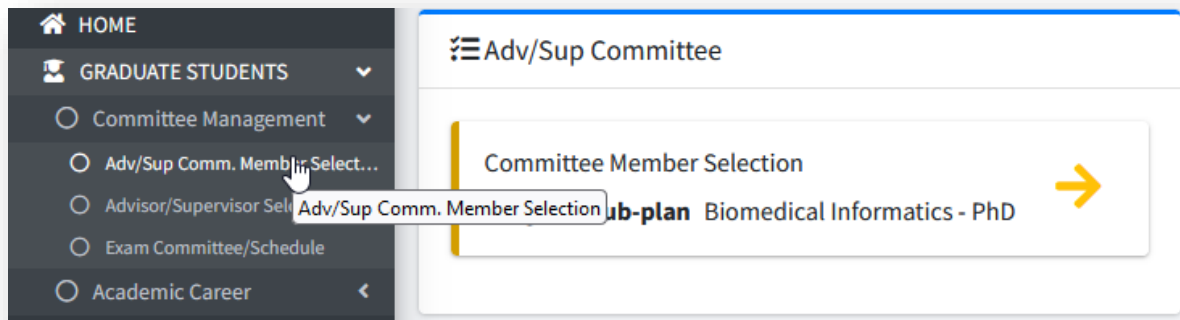
You can make changes to your Advisory/Supervisory Committee after it has been approved in Seguidor. However, you cannot switch advisors without prior authorization from the Graduate Studies Office.

### **Change your Advisor/Supervisor**




If you want to change your advisor/supervisor after approval in Seguidor, send an email to the Graduate Studies Office ([unmcgraduatestudies@unmc.edu](mailto:unmcgraduatestudies@unmc.edu)) stating the name of your current Chair and the name of the Graduate Faculty Member selected as your new Chair. Please copy both of these individuals and the Chair of your Graduate Program on the email request.

## 5.7 Remove Advisory/Supervisory Committee Members after initial approval

1. Select *GRADUATE STUDENTS*
2. Select *Committee Management*
3. Select *Adv/Sup Comm. Member Selection*



4. Select the red trash can to remove the committee member from the list.

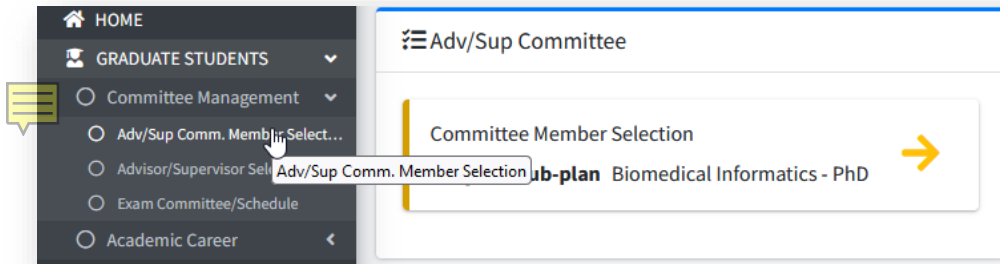
DELETE	name	email	graduate faculty	status
	[blurred]	[blurred]	Y	Active
	[blurred]	[blurred]	Y	Active
	[blurred]	[blurred]	Y	Active

5. Select the box next to the affirmation statement
6. Select *Submit*

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

## 5.8 Add Committee Advisory/Supervisory Committee Members after initial approval

1. Select *GRADUATE STUDENTS*
2. Select *Committee Management*
3. Select *Adv/Sup Comm. Member Selection*



4. Select *Add Committee Member*

5. Type the last name, first name of the Graduate Faculty Member under *member name (last name, first name)*
6. Select the name in the result table to add the person to your committee
7. Return to step 5 to add additional committee members
8. If you cannot find the faculty member you are looking for, see the *External Request Form instructions.10.1*
9. Select the box next to the affirmation statement
10. Select Submit

## 6. Advisory/Supervisory Committee Meeting Entry



### Degree Completion Requirement: Advisory/Supervisory Committee Meetings

During the course of your studies, you will schedule your initial and semi-annual supervisory committee meetings in Seguidor.

Refer to your [Degree Requirements](#) on the Graduate Studies website for further details.



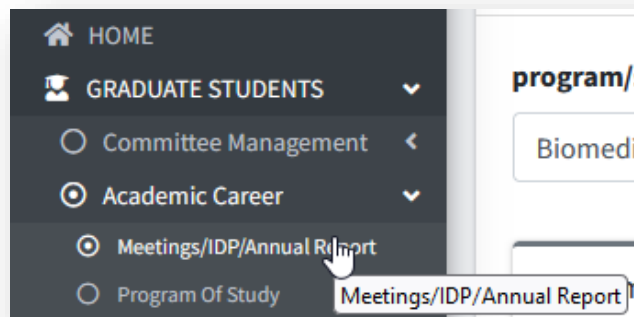
#### Note for Certificate Students

You are not required to complete semi-annual supervisory committee meetings.

### 6.1 Create an Advisory/Supervisory Committee Meeting

In order to upload the meeting minutes to Seguidor, you must first schedule the meeting through Seguidor.

1. Select *GRADUATE STUDENTS*
2. Select *Academic Career*
3. Select *Meetings/IDP/Annual Report*



4. Select Advisory/Supervisory Committee Meeting



**program/sub-plan**  
 Biomedical Informatics - PhD

**meeting type**  
 Advisory/Supervisory Committee Meeting

Select a meeting type

- Advisory/Supervisory Committee Meeting
- Individual Development Plan
- Compact

5. Select the *Add New Meeting* button

Meetings: Advisory/Supervisory Committee Meeting for Biomedical Informatics - PhD

Your Meetings

**+ Add New Meeting**

No records returned

6. Enter the start date and location



7. Select *Add*

**start date**      **end date**      **location**

06/30/2023 1:00 PM      06/30/2023 1:55 PM      Somewhere 2030

**+ Add**

8. Select the Edit/View Button

Location	Start Date	End Date	Edit/View	Delete
Somewhere 2030	Jun 30 2023 1:00PM	Jun 30 2023 1:55PM		

9. Search for meeting attendees by name under *new attendee search*

**new attendee search**

Regina

..End of Search

[can't find who you're looking for?](#)

Name	Dept	Prog	Email	Phone
Regina, Corry	COP Pharmaceutical Science		corry.regina@unmc.edu	4025599222

- 10. Select the name of the attendee to add them to your meeting
- 11. Enter a new name under *new attendee search* to add them to your meeting
- 12. To send the meeting invitation, select *Invite All*

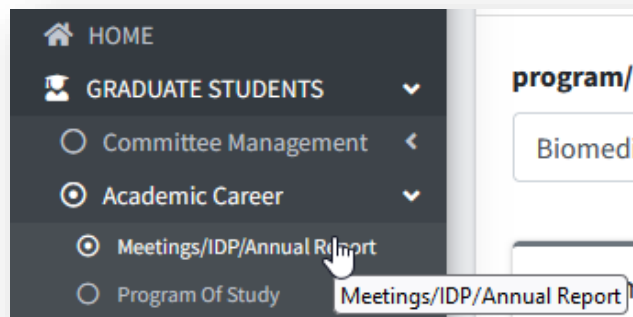
**Invite All**

Name	Role	Dept	Invite Sent	Actions
Regina, Corry	Meeting Creator		N/A	
Corry, Regina	Attendee	COP Pharmaceutical Science	N/A	



## 6.2 Cancel an Advisory/Supervisory Committee Meeting

**Note:** You cannot cancel or reschedule a meeting after the scheduled date and time.

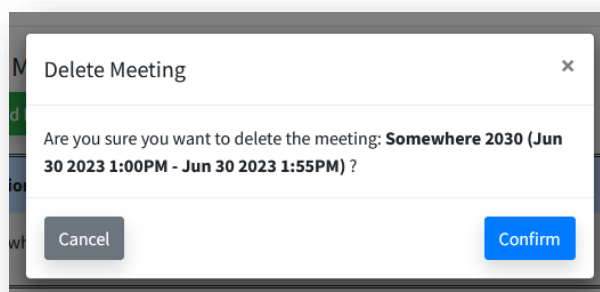
1. Select *GRADUATE STUDENTS*
2. Select *Academic Career*
3. Select *Meetings/IDP/Annual Report*



4. Select the red trash can under *Delete*

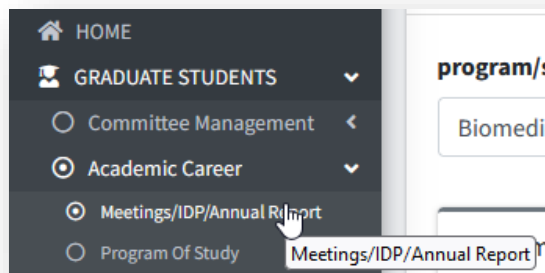
Location	Start Date	End Date	Edit/View	Delete
Somewhere 2030	Jun 30 2023 1:00PM	Jun 30 2023 1:55PM		

- A dialogue box will open
5. Select *Confirm*





## 6.3 Reschedule an Advisory/Supervisory Committee Meeting



1. Select *GRADUATE STUDENTS*
2. Select *Academic Career*
3. Select *Meetings/IDP/Annual Report*




4. Select the icon under *Edit/View* for the meeting you are editing

Location	Start Date	End Date	Edit/View	Delete
Somewhere 2030	Jun 30 2023 1:00PM	Jun 30 2023 1:55PM		

5. Change the meeting details
6. Select *Save*

Location	Start Date	End Date	Edit/View	Delete
Somewhere 2030	Jun 30 2023 1:00PM	Jun 30 2023 1:50PM		

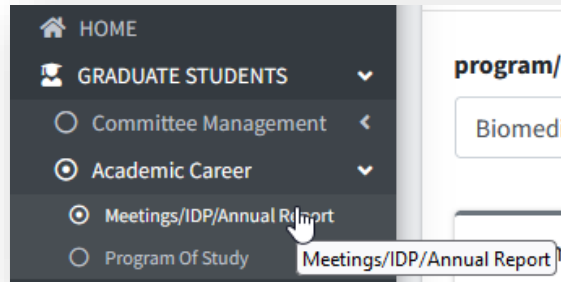
  

start date	end date	location	
<input type="text" value="06/30/2023 1:00 PM"/>	<input type="text" value="06/30/2023 1:50 PM"/>	<input type="text" value="MSC11"/>	





## 6.4 Add Advisory/Supervisory Committee Meeting Attendees

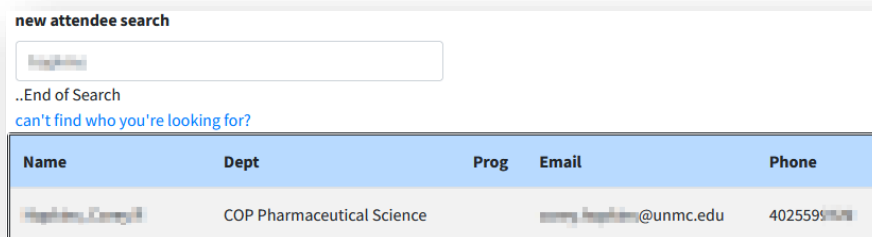
1. Select *GRADUATE STUDENTS*
2. Select *Academic Career*
3. Select *Meetings/IDP/Annual Report*



4. Select the icon under *Edit/View* for the meeting you are editing

Location	Start Date	End Date	Edit/View	Delete
Somewhere 2030	Jun 30 2023 1:00PM	Jun 30 2023 1:55PM		

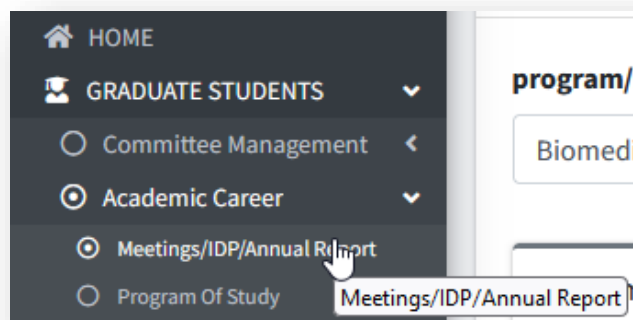
5. Search for meeting attendee under *new attendee search*





6. Select the name of the attendee you want to add.

## 6.5 Remove Advisory/Supervisory Committee Meeting Attendees

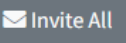
1. Select *GRADUATE STUDENTS*
2. Select *Academic Career*
3. Select *Meetings/IDP/Annual Report*








4. Select the icon under *Edit/View* for the meeting you are editing

Location	Start Date	End Date	Edit/View	Delete
Somewhere 2030	Jun 30 2023 1:00PM	Jun 30 2023 1:55PM		

5. Select the red trash can next to the attendee you want to delete



Name	Role	Dept	Invite Sent	Actions
 Andrew England	Meeting Creator		N/A	
 Corey England	Attendee	COP Pharmaceutical Science	N/A	 

## 7. Document Upload

### Degree Completion Requirement: Upload Documentation in Seguidor

During the course of your studies, you will upload various documents to Seguidor, including:

- ✓ Individual Development Plan (IDP)
- ✓ Compact with Advisor
- ✓ Supervisory Committee Meeting Minutes (every six months)

Refer to your [Degree Requirements](#) on the Graduate Studies website for templates for each document.

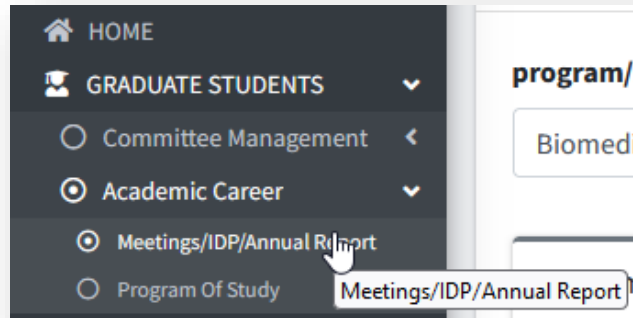
### Note for Certificate Students

You are not required to complete semi-annual supervisory committee meetings.



## 7.1 Upload Advisory/Supervisory Committee Meeting Minutes

**Note:** You must first have the meeting scheduled in Seguidor to upload the minutes. Refer to Chapter 6.1 Create an Advisory/Supervisory Committee Meeting

1. Select *GRADUATE STUDENTS*
2. Select *Academic Career*
3. Select *Meetings/IDP/Annual Report*



4. Select the *Edit/View* Button

Location	Start Date	End Date	Edit/View	Delete
Somewhere 2030	Jun 30 2023 1:00PM	Jun 30 2023 1:55PM		

5. Under *document type*, select the document you want to upload

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.

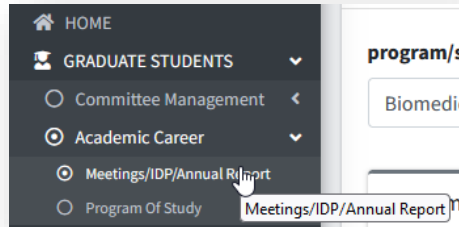
No meeting documents

<b>document type</b>	<b>pick a document</b>	<b>document name</b>
<input type="text" value="Meeting Minutes"/>	<input type="button" value="Browse..."/> No file selected.	<input type="text"/>

6. Use the *Browse* button to upload the document

## 7.2 Upload the Individual Development Plan (IDP) Certificate of Completion

1. Select *GRADUATE STUDENTS*
2. Select *Academic Career*
3. Select *Meetings/IDP/Annual Report*



4. Select *Individual Development Plan* from the *meeting type* dropdown

A screenshot of a 'Meeting Search Form'. The form has two dropdown menus. The first is labeled 'program/sub-plan' and has 'Biomedical Informatics - PhD' selected. The second is labeled 'meeting type' and has 'Individual Development Plan' selected. The 'meeting type' dropdown is highlighted with a red rectangular box.

5. Select the Add New Meeting button to create a new entry

A screenshot of a 'Your Meetings' section. At the top, it says 'Meetings: Individual Development Plan for Biomedical Informatics - PhD'. Below that, there is a green button with a white plus sign and the text '+ Add New Meeting'. A mouse cursor is pointing at the button. Below the button, it says 'No records returned' and 'Add New Meeting'.

6. Enter **Computer** for the *location*
7. Enter date that you completed the IDP for the *start date* and *end date*
8. Enter "12:00" for the *start time* and *end time*

A screenshot of the meeting form fields. There are three input fields: 'start date' with '06/01/2023 12:00 AM', 'end date' with '06/01/2023 12:00 AM', and 'location' with 'Computer'. To the right of these fields is a green button with a white plus sign and the text '+ Add'.

9. Skip the *Meeting Attendees* section

Meeting Attendees

Name	Role	Dept	Invite Sent	Actions
Luke Allen	Meeting Creator		N/A	

new attendee search

10. Under document type, select IDP Certificate of Completion

11. Select Browse to upload your IDP Certificate of Completion

12. Select Upload

document type

pick a document

 No file selected.

document name

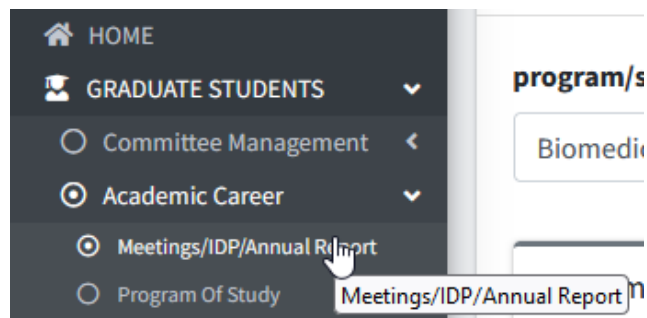
## 7.3 Upload the Annual Report

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.

You can find a template in the *Documents Templates* section

1. Select *GRADUATE STUDENTS*
2. Select *Academic Career*
3. Select *Meetings/IDP/Annual Report*



4. Select the *Edit/View* Button next to your last semi-annual meeting

Location	Start Date	End Date	Edit/View	Delete
Somewhere 2030	Jun 30 2023 1:00PM	Jun 30 2023 1:55PM		

Under *document type*, select *Annual Report*

Select *Browse* to upload your document

Select *Upload*

document type:  pick a document:  No file selected. document name:

## 8. Program of Study



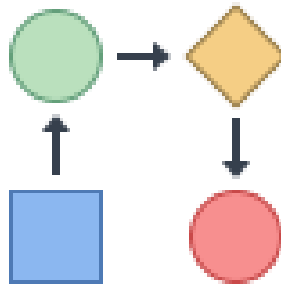
### Degree Completion Requirement: Submit Program of Study in Seguidor

- ✓ 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) listed in the catalog year when you matriculated.
- ✓ You will meet with Advisory/Supervisory Committee to discuss program of study prior to submitting it to Graduate Studies.

**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.

You must get prior approval from the Office of Graduate Studies before you apply for any certificate within the NU system.





## Workflow Overview

### 8.1 Program of Study

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 the Program of Study.

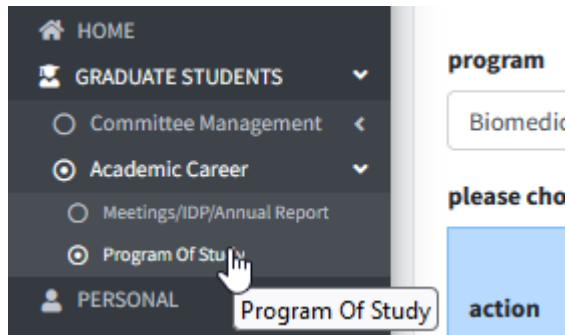
After each approval, a notification email will be sent to the next approver (based on the order of approval) and a pending action will be generated in Seguidor to prompt him/her to approve or disapprove of the Program of Study.



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

## 8.2 Create a New Program of Study

1. Select *GRADUATE STUDENTS*
2. Select *Academic Career*
3. Select *Program of Study*



4. Refer to the [Graduate Studies catalog](#) to determine the appropriate rules (requirements) title for you.
5. Select *Select rule* next to the appropriate requirements

Program of Study HOME / GRADUATE STUDENTS / Academic Career / Program Of Study

program  
Pharmaceutical Sciences - PhD

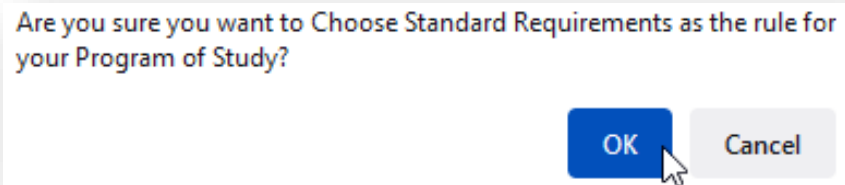
please choose a rule

	title	link to requirements	career type
<b>Select rule</b>	Standard Requirements	<a href="http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/pharsciphd/#curriculumphdtext">http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/pharsciphd/#curriculumphdtext</a>	n/a
Select rule	M.D./Ph.D. Requirements	<a href="http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/pharsciphd/#mdphdtext">http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/pharsciphd/#mdphdtext</a>	MD/PhD
Select rule	Drug Delivery & Biopharmaceutics Track Requirement	<a href="http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/pharsciphd/#curriculumphdtext">http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/pharsciphd/#curriculumphdtext</a>	n/a
Select rule	Biophysics Track Requirements	<a href="http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/pharsciphd/#curriculumphdtext">http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/pharsciphd/#curriculumphdtext</a>	n/a
Select rule	Medicinal Chemical Track Requirements	<a href="http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/pharsciphd/#curriculumphdtext">http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/pharsciphd/#curriculumphdtext</a>	n/a
Select rule	Clinical Pharmaceutical Sciences Track Requirement	<a href="http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/pharsciphd/#curriculumphdtext">http://catalog.unmc.edu/graduate-studies/programs-requirements/phd/pharsciphd/#curriculumphdtext</a>	n/a

- ✓ The rule (requirements) title that you select establishes the course and examination requirements.
- ✓ The options for rule requirements will look different depending on your program.
- ✓ If you are unsure of your rule requirements, speak with your advisor.

**Note:** The link will take you to the most recent version of the Graduate Studies Catalog. However, you must choose the version that corresponds to your start semester.

6. A dialogue box opens
7. Select *OK* to confirm you chose the correct requirements
8. Select *Cancel* to select a different rule



### 8.3 Add Courses to a New Program of Study

- ✓ Refer to the version of the Graduate Studies Catalog from your start year for guidance on the required courses you should enter.
- ✓ You must add each requirement individually on your Program of Study

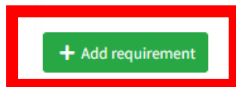
1. Select *Add requirement* to enter courses on your Program of Study

#### 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



2. Select the requirement type

There are three requirement type options:

- ✓ NU System Course – Courses at UNMC, UNO, UNL, 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.
- ✓ Non-NU System Course – courses that will be transferred in from institution outside of the Nebraska University system. This is frequently referred to as transfer credit.
- ✓ Non-Course- Please see below for an explanation of each requirement type and further instructions on how to enter the specific requirement types. This requirement type is used to add a requirement outside of a course.

requirement type

Choose one

- Choose one
- NU System Course
- Non-NU System Course
- Non-Course

Official Program of Study Approval

Submit Reset requirements

requirement has been completed, until the final approval has been

3. Select *Institution*
4. Select *Department*

requirement type  
 NU System Course

Select the course you will take within the NU system

institution department

UNMC

Choose one

UNMC

A T Still Univ of Health Scien

Univ of Nebraska, Lincoln

Outstanding, even if the requirement has been completed, until the final approval has been

5. Select the corresponding course under the *course* dropdown.
6. Under the *required or elective* dropdown, select the course type
7. Enter the requirement description, if necessary
8. Select *Save requirement*

**Important Note:** If you are transferring **professional level courses** (500-600 level) completed at UNMC:

1. Select the appropriate 500-600 level course.
2. Under *requirement description*, enter which graduate level course (800 level) course requirement the professional level course fulfills.

requirement type  
 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 requirement

## 8.4 Enter Transfer Courses on the Program of Study

**Important Note:** Always make sure you 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.

1. Under *required or elective*, select the correct category.
  2. Under *requirement description*, enter
    - a. the course number of the course you are transferring in
    - b. title of the course you are transferring in
    - c. name of institution where the course was completed,
    - d. the UNMC equivalent course number and title
- Example: **M6120 Intro to Epidemiology at Columbia U fulfills EPI 821 Applied Epidemiology**
3. Select *Save*

The screenshot shows a web form for adding a requirement. At the top left is a green button with a plus sign and the text '+ Add requirement'. Below this are three main sections: 'requirement type' with a dropdown menu showing 'Non-NU System Course'; 'required or elective' with a dropdown menu showing 'Required/Core'; and 'requirement description (optional)' with a text input field containing the text 'M6120 Intro. to Epid. for Nutrition at Columbia U fulfills EPI 821 Applied Epidemiology'. A blue 'Save' button is located at the bottom right of the form, enclosed in a red rectangular box.

## 8.5 Print, Review and Submit your Program of Study

1. Select *Open PDF*

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 RCR/Ethics Training Outstanding | Newly Added Requirement [Edit](#) [Delete](#)
- 2) Elective/Cognate, NU System Course, CPH 506 (BIOSTATISTICS) - UNMC, Omaha campus RCR/Ethics Training Outstanding | Newly Added Requirement [Edit](#) [Delete](#)
- 3) Required/Core, Non-NU System Course, CPH 506 (BIOSTATISTICS) - UNMC, Omaha campus M6120 Intro. to Epid. for Nutrition at Columbia U fulfills EPI 622 Applied Epidemiology Outstanding | Newly Added Requirement [Edit](#) [Delete](#)
- 4) Required/Core, Non-Course, CPH 506 (BIOSTATISTICS) - UNMC, Omaha campus RCR/Ethics Training Outstanding | Newly Added Requirement [Edit](#) [Delete](#)

2. Select *Edit* to change a course
3. Select *Delete* to delete a course

**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.

4. After you have reviewed your Program of Study, select Submit

4) Required/Core, Non-Course, CPH 506 (BIOSTATISTICS) - UNMC, Omaha campus RCR/Ethics Training [Edit](#) [Delete](#)

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.

choose submissions type

Official Program of Study Approval

[Submit](#) [Reset requirements](#)

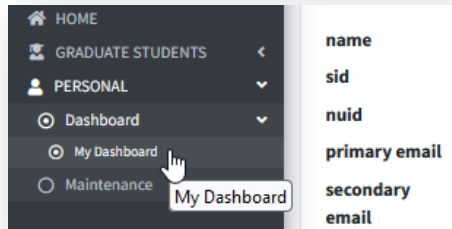
- A dialogue box opens
5. Select *OK* if you want to submit

Are you sure you want to submit?

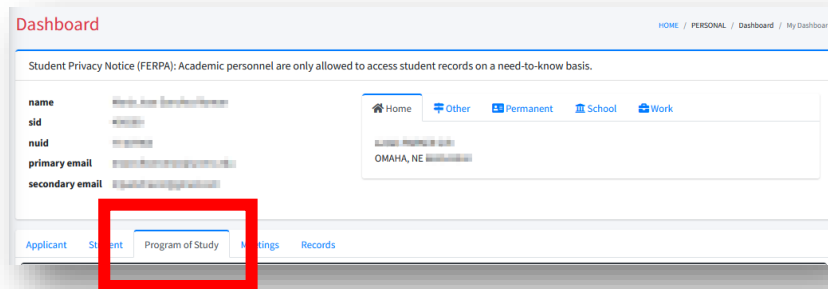
[OK](#) [Cancel](#)

## 8.6 Check the Status of Approval

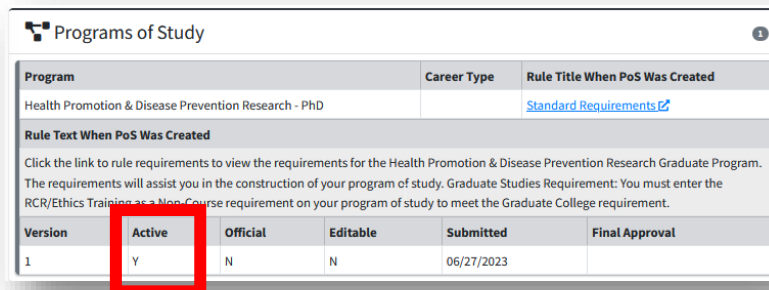
1. Select *Personal*
  2. Select *Dashboard*
  3. Select *My Dashboard*
- Or
4. Select your name



5. Select the *Program of Study* tab



6. Select the active version of the program of study
  - The **Y** indicates the active version



A screenshot of a 'Programs of Study' page. It shows a table with columns: Program, Career Type, Rule Title When PoS Was Created, Rule Text When PoS Was Created, Version, Active, Official, Editable, Submitted, and Final Approval. The 'Active' column for the first row is highlighted with a red box.

Program	Career Type	Rule Title When PoS Was Created	Rule Text When PoS Was Created	Version	Active	Official	Editable	Submitted	Final Approval
Health Promotion & Disease Prevention Research - PhD		<a href="#">Standard Requirements</a>	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. Graduate Studies Requirement: You must enter the RCR/Ethics Training as a Non-Course requirement on your program of study to meet the Graduate College requirement.	1	Y	N	N	06/27/2023	

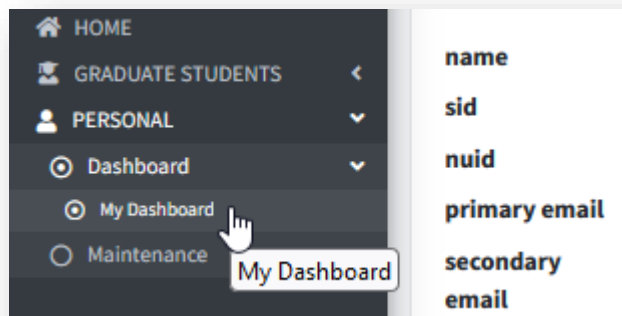
7. Select the row of the active version
8. You can see the approver's name under *Approver*



### Add a Requirement to the Program of Study after Disapproval

- ✓ 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 instructions will assist you with making the required changes to resubmit the Program of Study for approval.

1. Select PERSONAL
  2. Select Dashboard
  3. Select My Dashboard
- Or
4. Select your name



5. Select *Add requirement*
6. Refer to **8.3 Add Courses to a New Program of Study**

## 8.7 Edit the Program of Study after Approval

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 or when the program of study is pending.

1. Select PERSONAL
  2. Select Dashboard
  3. Select My Dashboard
- Or
4. Select your name
  5. Select *Create new version*

Program of Study Version History

ver. #	active	official	editable	final appr. date
1	Y	Y	N	04/28/2021



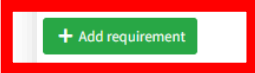
Program of Study Version Info [Open PDF](#)



ver. #	based on ver. #	active	official	editable	final appr. date
1	n/a	Y	Y	N	04/28/2021

6. Select *Add requirement* to add a course
7. Select Delete to remove a course
8. Select Edit to edit a course

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

ver. #	based on ver. #	active	official	editable	final appr. date
2	667	Y	N	Y	n/a

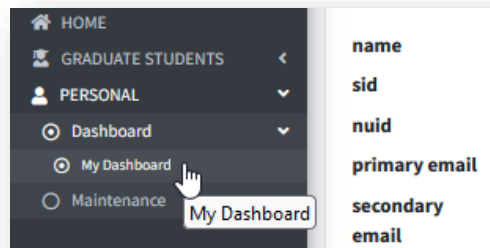


1 ) Required/Core, NU System Course, MGCB 970 (SEMINAR) - UNMC, Omaha campus Outstanding | Requirement  

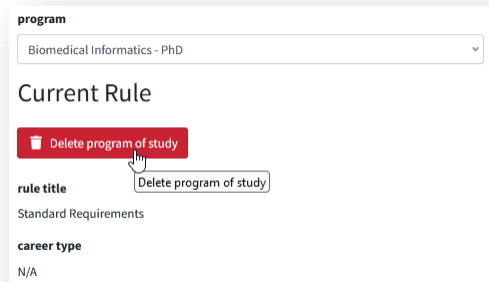
## 8.8 Delete the Program of Study

Note: If you select the incorrect rule (requirements), title, you must delete the current version of your program of study and start over.

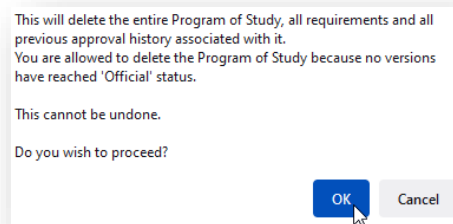
1. Select PERSONAL
  2. Select Dashboard
  3. Select My Dashboard
- Or
4. Select your name



5. Select *Delete Program of Study*



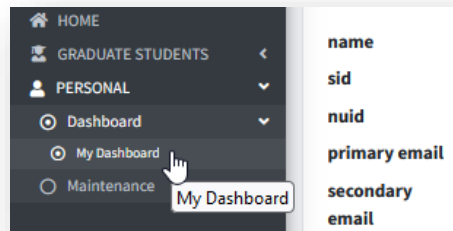
6. A dialogue box opens. Select *OK* to confirm that you want to delete the program of study.



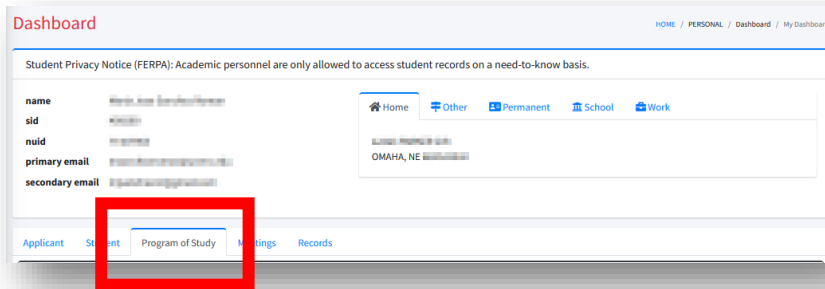
## 8.9 View the Program of Study

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. Select *Personal*
  2. Select *Dashboard*
  3. Select *My Dashboard*
- Or
4. Select your name



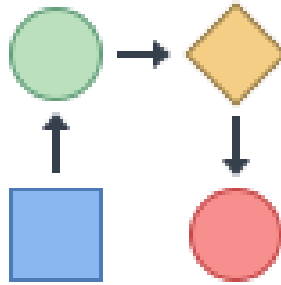
5. Select the *Program of Study* tab



6. Select the active version of the program of study
  - The **Y** indicates the active version

Program	Career Type	Rule Title When PoS Was Created			
Health Promotion & Disease Prevention Research - PhD		<a href="#">Standard Requirements</a>			
<b>Rule Text When PoS Was Created</b>					
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. Graduate Studies Requirement: You must enter the RCR/Ethics Training as a Non-Course requirement on your program of study to meet the Graduate College requirement.					
Version	Active	Official	Editable	Submitted	Final Approval
1	Y	N	N	06/27/2023	

7. Select the row of the active version



## Workflow Overview

### 8.10 Tracking Course Completion

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



Program of Study Version Details

Report	Version	Based on Version	Active	Official	Editable	Submitted	Final Approval
	1		Y	Y	N	11/05/2021	11/16/2021
1) Required/Core, NU System Course		BMB 970 (SEMINAR) - UNMC, Omaha campus				Newly Added Requirement <b>Outstanding</b>	
2) Required/Core, NU System Course		BMB 999 (DOCTORAL DISSERTATION) - UNMC, Omaha campus				Newly Added Requirement <b>Outstanding</b>	
3) Required/Core, NU System Course		IPBS 801 (FUND OF BIOMOLECULES) - UNMC, Omaha campus				Newly Added Requirement <b>Completed</b>	
Completed by		IPBS 801 (FUND OF BIOMOLECULES) - UNMC, Omaha campus				2018 Fall	3.00 hr. B+
10) Required/Core, NU System Course		BMB 896 (RSCH OTHER THAN THESIS) - UNMC, Omaha campus				Newly Added Requirement <b>Waived</b>	
Required/Core, NU System Course		MGCB 903 (JOURNAL CLUB) - UNMC, Omaha campus				Requirement <b>Removed</b>	

## 9. Exam Entry



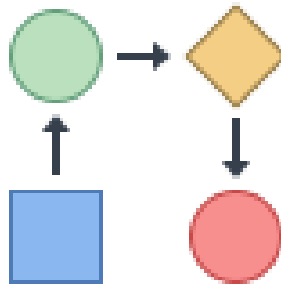
### Degree Completion Requirement: Schedule Exams in Seguidor

In order to take one of the following exams, you must first submit the exam in Seguidor for approval.

- Qualifying Exam
- Comprehensive Exam
- Final Oral Exam

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.

**NOTE:** All exams must be submitted in Seguidor 2 weeks before the exam takes place.



### Workflow Overview

#### 9.1 Exam Approval

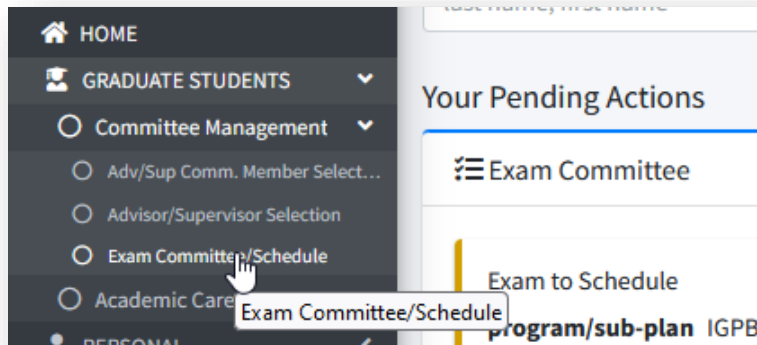
The status of the committee is displayed in the *Exam Committee status* table. After all approvals have been processed the Approved status and the date will be displayed.

The typical order of approval is Advisor/Supervisor → Chair of Graduate Program Committee (Program Director) → Dean of Graduate Studies.

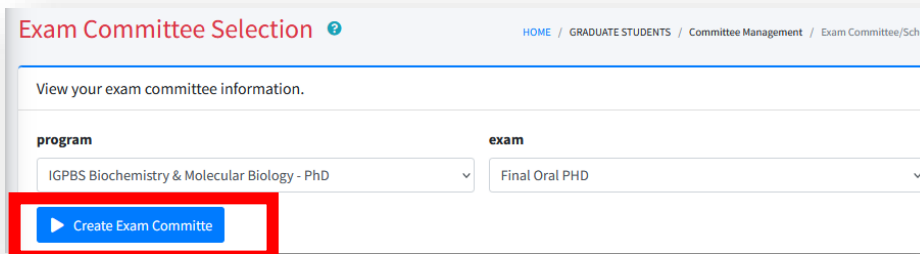


## 9.2 Establish an Exam Committee

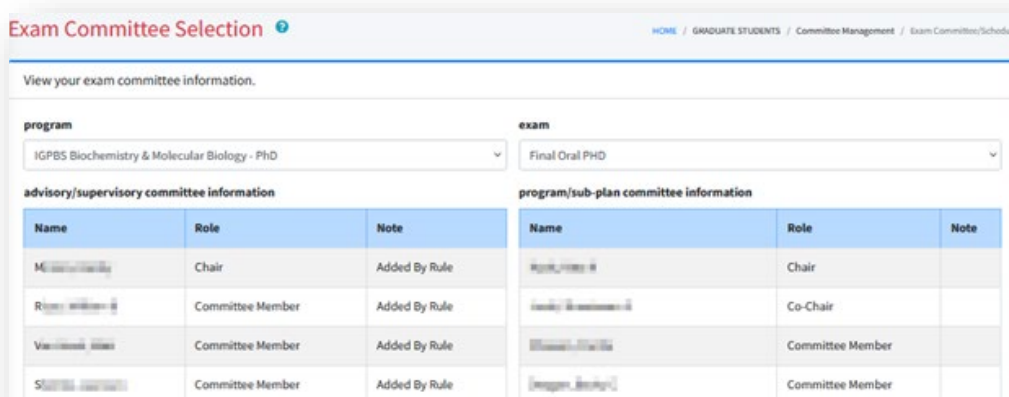
1. Select GRADUATE STUDENTS
2. Select Committee Management
3. Select Exam Committee/Schedule



4. Select *Create Exam Committee*






- Seguidor will automatically populate your Exam Committee member list with members of your Advisory/Supervisory Committee, if required by your program



- Select Add Committee Member to select a new member



- Select  to delete a member
- Select  to change the exam committee chair
- Select  to edit whether a member is a grader or not












**Exam Committee Status**

Status	Date
Editing	In Progress

**Number of Members**  
minimum: 3  
maximum: N/A  
selected: 4

**Number of Graders**  
minimum: 3  
maximum: N/A  
selected: 4

**Exam Committee Member List** i

Name	Role	Grader	Email	Graduate faculty	Actions
M. J. ...	Chair	Yes	...	Yes	 
S. ...	Committee Member	Yes	...	Yes	  
V. ...	Committee Member	Yes	...	Yes	  
R. ...	Committee Member	Yes	...	Yes	  

+ Add Committee Member

- Changes made to your Exam Committee are automatically saved in Seguidor.
- The Exam Committee member requirements indicator bar turns green when your committee meets the required number of members and graders for your exam and program.

**Exam Committee Status**

Status	Date
Editing	In Progress

**Number of Members**  
minimum: 3  
maximum: N/A  
selected: 4

**Number of Graders**  
minimum: 3  
maximum: N/A  
selected: 4

### 9.3 Schedule an Exam

After you set 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. Under start date/time, enter the date and time of the exam
2. Under location, enter the location of the exam
3. Under thesis, enter the exam title or topic
4. Check the box to affirm that all the members of the Exam Committee are available at the date, time, and the location requested.

Exam Committee Status

Status	Date
Editing	In Progress

Number of Members  
minimum: 3  
maximum: N/A  
selected: 4

Number of Graders  
minimum: 3  
maximum: N/A  
selected: 4

Exam Committee Member List

Name	Role	Grader	Email	Graduate faculty	Actions
Miriam [unreadable]	Chair	Yes	[unreadable]	Yes	[Red X] [Green Check] [Green Plus]
[unreadable]	Committee Member	Yes	[unreadable]	Yes	[Red X] [Green Check] [Green Plus]
[unreadable]	Committee Member	Yes	[unreadable]	Yes	[Red X] [Green Check] [Green Plus]
[unreadable]	Committee Member	Yes	[unreadable]	Yes	[Red X] [Green Check] [Green Plus]

+ Add Committee Member

Schedule Exam

[Find Time to Schedule Exam](#)

This exam can be scheduled between 07/12/2023 and 01/15/2026. This exam must be passed by 08/08/2027. [Click for more information](#)

start date/time: [input field]  
location: [input field]  
thesis: [input field]

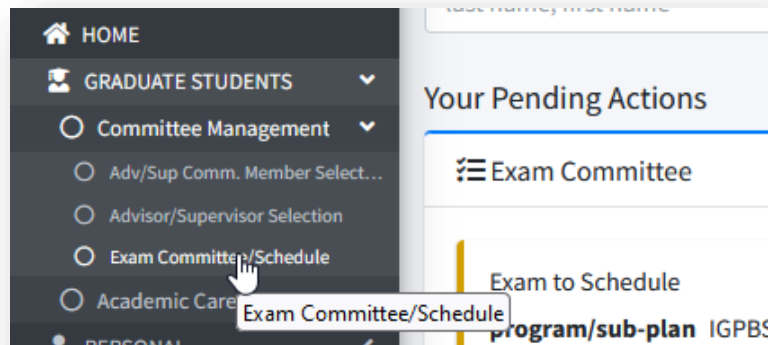
All members of the exam committee are available at the requested date and time.

5. Select *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

## 9.4

### 9.4 Check the Exam Committee Status

1. Select GRADUATE STUDENTS
2. Select Committee Management
3. Select Exam Committee/Schedule



- The *Exam Committee* page opens
4. Go to *Exam Committee Status* to check the exam approval status

#### Exam Committee Status

Status	Date
Advisor/Supervisor Approval of Exam Committee	In Progress

## 10. Appendix

### 10.1 Designate a committee member not listed in Seguidor

When entering committee members in Seguidor, you may notice that they do not appear to be listed. This is a workaround for adding unlisted committee members to Seguidor.

If the person you are searching for is not listed in the results table:

1. Select *can't find who you're looking for?* and complete the form that appears in the pop-up window.

### Committee Member to Add

---

#### External Request Form

2. Enter the information for the person you want to add.
3. Select *Submit*