From your GUS home page, select the Graduate System:

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This is the Graduate System opening screen, where you can enter the student's ID #, Social Security # or Name to access their records. You can also select Lists from the left column to utilize the lists:

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Admittance Screen:

Shows the student's application status and other general information including start term, reg term and undergraduate GPA.



Conditions Screen:

Shows all conditions the student has met by listing a date and those conditions remaining to be met by listing them as Not Satisfied. Advisors will need to be sure that all conditions have been satisfied by the time candidacy is required (when student has taken 12 hours in program).

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Name ID Number Degree Advisor	
Admittance TESTGAL, VICTORIA C 0999935 MS TEACHING RUNYAN, KENT	
Candidacy International Student	
Comments Conditions for Admission for MASTER OF SCIENCE: TEACHING	
Conditions Emphasis: SECONDARY	
Demographics Program Advisor: Runyan, Kent	
Transcript Condition Description Minimum Requirement Actual	
Official TOEFL (IBT - 68) 68 70 1 Degrees Awarded 01/20/2006 68	
Class Schedules Official Transcript With Degree Posted	
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1. MS TEACHING	
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Advisement Screen:

Shows information regarding the student's application status (and other general information), graduate assistantships, candidacy and graduation.

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Admittance	TESTGAL VICTORIA C	0999935	MS TEACHING	RUNYAN KENT		
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Graduation		Ac	visement for MASTER OF SCIENCE: TEA	ACHING		
Comments			Emphasis: SECONDARY			
Conditions			Program Advisor: <u>Runyan, Kent</u>			
Demographics	Application Status Fully Admitted	Financial Aid No		Solution Sol	GPA 3.7000	
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Candidacy Screen:

This is how it appears when you have not yet done anything with the Candidacy.

To work with the Candidacy, you must first enter the Option and Tentative Gradation Term (using the drop-down boxes).



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As you look at each section, courses on the Candidacy that the student has already taken (since their start term) will automatically be filled in. Courses that have not been taken (or were taken prior to the start term) will appear like what you see in Area 6.

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	Total Credit:	3.00				
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CURIN-854 2002/WF ADV METH/INST MATLS ENGL LANG	3.00	3.00	В	Ç		
	Total Credit:	3.00				
Area 5 (3.00 Required) (COMPLETED) MANAGEMENT OF EDUCATIONAL ENVIRONMENT (ELECTIVE BY ADVISE	MENT)					
Course ID Term Taken or Assigned Course Title	Required Credit	Credit Hours	Grade	Substitute		
PSYCH-810 2002/WF ADVANCED EDUCATIONAL PSYCH	3.00	3.00	А	C		
	Total Credit:	3.00				
Area 6 (3.00 Required) EVALUATION AND ASSESSMENT						
Course ID Term Taken Course Title	Required Credit	Credit Hours	Grade	Substitute		
CURIN-878 ASSESSMENT FOR EFFECTIVE TCHG	3.00			C		
CURIN-853 ADV ASSMT/ENGL LANG LEARNER	3.00			ø		
SSLS-750 ASSESSMNT IN SPECIAL EDUCATN	3.00			Ç		
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Course ID or Assigned Course Title	Required Credit	Creat Hours	Grade	Substitute		~
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For courses that were taken prior to the start term or for approving transfer courses, click on the red Past/Transfer Courses button.

Past/Transfer Courses Screen: The first section is for inputting information for any transfer courses you want to use on the student's candidacy. Once you input that information, we can verify that it can be used and then have it posted to the student's PSU transcript by the Registrar's office. Once it has been posted, you can add it to the student's candidacy.

The second section is a listing of any PSU courses the student has taken prior to their start term for their current program. Click on the box to the left of any courses you want to use on the candidacy then click on Submit.

Once you have selected the past PSU course(s), the course(s) that were already on the Candidacy form will automatically fill in (as with CURIN 878 in Area 6). If it is a course that is not on the candidacy, you will find this course as a substitute, by clicking on the yellow box in the Substitute column for the course you wish to replace.



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					Total Credi	t: 3.00					
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					Total Credi	t: 0.00					
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	<u>Area 1</u> (9.00 F OPTION I	Required)									
	Course ID	Term Taken or Assigned	Course	Title	Required Cred	it Credit Hours	Grade	Substitute			
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This is what the list of possible substitutions looks like. You can click on the circle next to the course you wish to use on the candidacy, then scroll down and click on Assign (most students will not have this many courses on this list). You have to select and assign any substitutions or electives one at a time.

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	0	MATH*717	2001/WF		3.00	B
	0	HIST*700	2001/WF		3.00	Δ
	0	MGMKT*801	2001/W		3.00	B
	0	CSIS*801	2002/M/F	TP-INFORMATION SYSTEMS	2.00	Δ
	0	DSVCH*759	2002/W		3.00	C
	0		2002/W		3.00	Δ
	0		2002/W	SEM-A FUNNY SEMINAR FOR VICTOR	3.00	B
			2002/W	SOME APT CLASS	3.00	Δ
	0	ACCTG*819	2002/00		3.00	B
	0	MGMKT*830	2003/SP		3.00	B
	0	MGMKT*831	2003/0F	SEM: IN ECONOMICS	3.00	C
		MGMKT*821	2003/WF	OLIALITY: MANAGEMENT & CONTROL	3.00	Δ
	0	MGMKT*826	2003/WF		3.00	B
		PSYCH*816	2003/WF		3.00	B
	0	CSIS*801	2003/WF		3.00	C
		CURIN*720	2003/WE	ADVANCED MIDDLE & SECONDRY RDG	3.00	A
	0	CURIN*825	2003/WF	THE PROF SEM TCHR-INITIAL EXP	3.00	A
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	0	ACCTG*814	2005/SU	SUPV STU TCHG/FOI -UP OF TCHRS	3.00	Α
	0	HIST*608	2005/SU	WOMEN IN AMERICAN HISTORY	3.00	A
	0	MGMKT*839	2005/SU		3.00	A
	0	CSIS*590	2005/SU	DIR RD:COMPUTERS, THE BASICS	3.00	A
	0	CURIN*843	2005/WF	TRENDS AND ISSUES	3.00	P
	0	CURIN*850	2005/WF	CURRENT TEACHING PRACTICES	3.00	c
	0	CURIN*870	2005/WF	DEVELOMENTAL RDG INSTRUCTION	3.00	C
	0	ECON*827	2005/WF	SEM: SOME SEMINAR	3.00	P
Done		20011021	2300.111		0.00	

When you have substituted a course or chosen an elective, there will be a red X in the Substitute column on that row. If you change your mind and no longer wish to use that course, just click on the red X to remove it.

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SSLS-891 2006/SP METHODS OF RESEARCH 3.00 3.00 A X	
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When the candidacy appears as you want it, you will need to finalize/approve it. Scroll to the bottom of the screen and click on Finalize Candidacy.

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When you have finalized it, your name and the date will appear. The candidacy is then ready for the student's approval.

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The advisor, student, chair and Graduate office must all sign off on a candidacy before it is approved.

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Graduation Screen:

Students that have a tentative graduation term of the current semester on their candidacy and have had their candidacy completely approved will be able to petition for graduation. This is done by clicking on the Graduation tab on the left side of the screen (the Graduation tab does not appear until it is the semester that is set as the tentative graduation term. However, please be aware that anyone with a tentative graduation term of Summer, will have access to their graduation screen during the Spring semester so they can petition and be included in the commencement program).

This is what the Graduation screen looks like before the student has petitioned.



Once the student petitions, this is the screen where the advisor must input information regarding any additional requirements for the degree or the student's option and then approve the student's petition to graduate that semester. When a student has petitioned but their candidacy does not show as Completed for each section, the advisor will be prompted to return to the candidacy and make the necessary updates/corrections. Nothing can be approved until this has been done.

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Substitutions for any courses that have not yet been filled in on the candidacy will be allowed once again after the student petitions to graduate for that semester. Just like before, use the yellow box in the Substitute column to make any updates/corrections.

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If you have filled in only remaining elective hours, no further approval of the candidacy will be required. However, please be aware that if you replace a course that was not taken with another course, approval from your Chair and the Graduate office will be required again.

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The chair of the department must also approve the student's petition to graduate on this screen. This is what it looks like when all approvals have been given and the student has been approved by the department to graduate.

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Thesis Screens:

To access the online Thesis Steps, click on the red Thesis Steps button on the Candidacy screen. The first two pages of the Thesis Steps must be completed one semester prior to when the student plans to graduate (as based on their Tentative Graduation Term).



Thesis Committee Screen:

The student inputs the title of their thesis and selects their thesis committee on this screen. Once they hit "assign", an email is sent to the Dean of the Graduate School and the student's academic advisor to review and approve the selected committee online. Once both of these signatures are received, an email is sent to all committee members, who must electronically agree to serve on the committee.



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Committee members receive an email with a link to this page, which allows them to agree to serve on the committee.

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Thesis/Research Proposal Screen:

On this screen, the student indicates whether they will need approval from the Committee for Protection of Human Research Subjects and uploads their proposal. The proposal can be anything the committee requires, whether a formal document or a paragraph to address their thesis topic.

Once all committee members have agreed to serve on the committee and a proposal has been uploaded, committee members will receive another email with a link to a page that will allow them to sign off on the proposal. Once all committee members approve the proposal online, the first two thesis steps screens have been completed.



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